

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM (Supplemental)

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-8-A dated 23 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPHIGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Annexes:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPHIGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the items will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is provided in the file.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPHIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes to the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPHIGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0952-6255199 (Smart), or email apps.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

Department/Bureau/Office: TECHNOLOGY APPLICATION
Region: MANILA
Address: DBM Compound General
Ave., Buhangin, Taguig City

Agency Code/UNCS: 0026
Organization Type: National Government Agency (NGA)

Contact Person: MARJORIS D. SAGUDO
Position: Administrative Officer V
E-mail: procurement@dbm.gov.ph
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Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year											
			Jan	Feb	Mar	Q1	Q1 amount	Apr	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																												
ALCOHOL AND ALCOHOLIC BEVERAGES																												
1	1219101-AL-E04 Alcohol, ethyl, 80% -75%, anhydrous, 100ml (100)	unit	71	0	0	71	4,388.33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	71	68.33	4,992.00	
2	1219101-AL-E03 ALCOHOL, Ethyl, 1 gallon	gallon	10	0	0	10	2,600.24	15	0	0	15	2,400.00	15	0	0	15	2,400.00	10	0	0	10	2,000.00	0	0	0	50	360.00	18,000.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
3	3021413-CP-P01 PLEASHOOK, All size	pack	3	0	0	3	102.00	0	3	0	3	102.00	0	0	3	3	102.00	0	0	0	0	0	0	0	9	36.00	918.00	
BATTERIES AND CELLS AND ACCESSORIES																												
18	2811102-BT-A02 BATTERY, dry cell, size AA, Two (2) pieces per 100pcs	pack	76	44	0	120	2,496.00	23	0	0	23	1,496.77	3	30	0	23	471.07	50	0	0	50	1,061.07	200	20.00	300	20.00	3,811.81	
19	2811102-BT-A01 BATTERY, dry cell, AAA, 4 pieces per 100pcs	pack	11	0	0	11	403.48	0	5	10	15	276.18	0	0	0	15	183.45	10	0	0	10	103.00	0	0	0	45	18.24	1,845.90
CLEANING EQUIPMENT AND SUPPLIES																												
20	4713102-AF-A01 AIR FRESHENER, menthol type	can	15	0	0	15	2,393.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	126.00	2,268.00	
27	4713103-OS-A01 DISINFECTANT SPRAY	can	10	7	4	21	2,637.89	7	0	7	22	3,077.86	4	11	4	19	2,807.91	7	4	4	15	2,084.25	77	139.58	77	139.58	10,771.51	
33	4713101-RO-C01 RAGS	doz	1	0	1	2	138.34	0	0	1	1	68.47	0	0	0	0	0	1	0	0	1	68.47	4	68.47	4	68.47	277.88	
COLD COMPOUNDS AND DISPENSERS																												

