

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

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 2011-6-A dated 25 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).

Reminders:

- 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).
- All information must be provided accurately.
- 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.
- Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 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://shoturl.nl/adeq0>. Instructions on how to fill-out is included in the reminders of the form.
- 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 signatures shall be deemed invalid.
- Should there be changes in 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.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255159 (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.

Department/Bureau/Office: BAT-U Beseho, Marikina Campus
Reason: U
Address: Alford, Beseho, Marikina, Bul.

Agency Code/UNCS: _____
Organization Type: State Universities and Colleges

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

Contact Person: April Joy B. Santolan
Position: Admin. Officer IV Supply Officer
E-mail: apsantolan@psphilgeps.com
Telephone/Mobile Nos: 09092359665

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | | |
|---|-----------------|---------------------------------|-------------------|-----|----|-----------|-------|-----------|------|----|-----------|------|------|----------|----|-----------|-----|-----------------------------|-------|---------------------------|-----|-----|------|-----------|-----------|-----------|
| | | Jan | Feb | Mar | Q1 | Q1 amount | April | May | June | Q3 | Q3 amount | July | Aug | Sept | Q3 | Q3 amount | Oct | | | | Nov | Dec | Q4 | Q4 amount | | |
| PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPTS) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1218161-AI-004 | ALCOHOL, Ethyl, 500 mL | bottle | 220 | 0 | 0 | 220 | 10,590.38 | 0 | 0 | 0 | 0 | 0.00 | 109 | 0 | 0 | 109 | 5,496.67 | 0 | 0 | 0 | 0 | 0.00 | 319 | 96.43 | 36,087.17 |
| 2 | 1219161-AI-003 | ALCOHOL, Ethyl, 1 Gallon | gallon | 70 | 0 | 0 | 70 | 5,143.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 20 | 7,141.80 | 0 | 0 | 0 | 0 | 0.00 | 40 | 357.69 | 14,284.88 |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 6012143-CB-001 | CLEARBOOK, A4 size | piece | 25 | 0 | 0 | 25 | 793.20 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 351.00 | 0 | 0 | 0 | 0 | 0.00 | 30 | 30.16 | 1,054.80 |
| 4 | 6011143-CB-002 | CLEARBOOK, Legal size | piece | 20 | 0 | 0 | 20 | 727.26 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 363.60 | 0 | 0 | 0 | 0 | 0.00 | 30 | 36.36 | 1,090.86 |
| 5 | 6011154-EB-001 | E-RASER, plastic/rubber | piece | 15 | 0 | 0 | 15 | 133.90 | 0 | 0 | 0 | 0 | 0.00 | 11 | 0 | 0 | 11 | 123.90 | 0 | 0 | 0 | 0 | 0.00 | 30 | 6.28 | 247.80 |
| 6 | 6012152-5F-001 | SIGN PEN, Extra Fine Tip, Black | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 23.20 | 0.00 |
| 7 | 6012152-5F-004 | SIGN PEN, Fine Tip, Black | piece | 30 | 0 | 0 | 30 | 1,341.88 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 30 | 1,341.88 | 0 | 0 | 0 | 0 | 0.00 | 60 | 44.72 | 2,683.26 |
| 8 | 6012152-5F-007 | SIGN PEN, Medium Tip, Black | piece | 200 | 0 | 0 | 200 | 11,440.00 | 0 | 0 | 0 | 0 | 0.00 | 100 | 0 | 0 | 100 | 5,720.00 | 0 | 0 | 0 | 0 | 0.00 | 300 | 57.20 | 17,160.00 |
| 9 | 6012152-5F-002 | SIGN PEN, Extra Fine Tip, Blue | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 22.20 | 0.00 |
| 10 | 6012152-5F-005 | SIGN PEN, Fine Tip, Blue | piece | 25 | 0 | 0 | 25 | 1,118.00 | 0 | 0 | 0 | 0 | 0.00 | 25 | 0 | 0 | 25 | 1,118.00 | 0 | 0 | 0 | 0 | 0.00 | 50 | 44.72 | 2,236.00 |
| 11 | 6012152-5F-008 | SIGN PEN, Medium Tip, Blue | piece | 10 | 0 | 0 | 10 | 573.00 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 372.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 57.20 | 1,144.00 |
| 13 | 6012152-5F-003 | SIGN PEN, Extra Fine Tip, Red | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 22.20 | 0.00 |
| 13 | 6012152-5F-006 | SIGN PEN, Fine Tip, Red | piece | 10 | 0 | 0 | 10 | 457.00 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 457.00 | 0 | 0 | 0 | 0 | 0.00 | 20 | 45.76 | 913.20 |
| 14 | 6012152-5F-009 | SIGN PEN, Medium Tip, Red | piece | 100 | 0 | 0 | 100 | 5,720.00 | 100 | 0 | 0 | 0 | 100 | 5,720.00 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 200 | 57.20 | 11,440.00 |
| 15 | 6013124-WR-001 | WRAPPING PAPER | sheet | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 161.28 | 0.00 |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 4512157-00-003 | EQUIPMENT CAMERA | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 23,633.66 | 0.00 |
| 17 | 4511169-1M-001 | MULTIMEDIA PROJECTOR | unit | 1 | 0 | 0 | 1 | 16,588.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 16,588.00 | 16,588.00 |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 2511170-97-002 | BATTERY, dry cell, size AA | pack | 22 | 0 | 0 | 22 | 450.78 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 294.90 | 0 | 0 | 0 | 0 | 0.00 | 32 | 20.49 | 655.68 |
| 18 | 2511170-97-001 | BATTERY, dry cell, size AAA | pack | 22 | 0 | 0 | 22 | 403.46 | 0 | 0 | 0 | 0 | 0.00 | 10 | 0 | 0 | 10 | 183.40 | 0 | 0 | 0 | 0 | 0.00 | 32 | 18.34 | 586.88 |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 4713162-4F-001 | AIR FRESHENER | can | 28 | 0 | 0 | 28 | 2,444.68 | 0 | 0 | 0 | 0 | 0.00 | 18 | 0 | 0 | 18 | 1,571.58 | 0 | 0 | 0 | 0 | 0.00 | 46 | 87.31 | 4,016.26 |
| 21 | 4713162-8B-001 | BROOM (With Tampo) | piece | 35 | 0 | 0 | 35 | 4,366.06 | 0 | 0 | 0 | 0 | 0.00 | 25 | 0 | 0 | 25 | 1,126.00 | 0 | 0 | 0 | 0 | 0.00 | 60 | 124.80 | 7,492.06 |
| 22 | 4713162-8B-002 | BROOM (With Tingting) | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 26.00 | 0.00 |
| 23 | 4713162-7B-001 | CLEANER, Toilet Bowl and Urinal | bottle | 60 | 0 | 0 | 60 | 2,838.88 | 0 | 0 | 0 | 0 | 0.00 | 43 | 0 | 0 | 43 | 1,788.80 | 0 | 0 | 0 | 0 | 0.00 | 113 | 41.60 | 4,627.68 |
| 24 | 4713162-0-001 | CLEANER, Scouring Powder | plastic container | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 23.92 | 0.00 |
| 25 | 4713161-06-002 | DETERGENT (B&W) | packet | 30 | 0 | 0 | 30 | 186.80 | 0 | 0 | 0 | 0 | 0.00 | 20 | 0 | 0 | 30 | 186.80 | 0 | 0 | 0 | 0 | 0.00 | 40 | 9.34 | 373.60 |
| 26 | 4713161-06-001 | DETERGENT POWDER, all purpose | pouch | 60 | 0 | 0 | 60 | 3,244.80 | 0 | 0 | 0 | 0 | 0.00 | 50 | 0 | 0 | 50 | 2,704.00 | 0 | 0 | 0 | 0 | 0.00 | 110 | 54.28 | 5,948.80 |

| Item & Specifications | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year | | | | | | | | |
|--|-----------------|------------------------------|-----|-----|----|-------------|-------|-----|------|----|-------------|------|-----|-----------------------------|-------|---------------------------|------|----|-------------|-----|-----|-----|----|--------------|
| | | Jan | Feb | Mar | Q1 | Q1 APPROVED | April | May | June | Q2 | Q2 APPROVED | July | Aug | | | | Sept | Q3 | Q3 APPROVED | Oct | Nov | Dec | Q4 | Q4 APPROVED |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | | P | 3,517,573.08 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | P | 353,757.31 |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | | P | - |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | | P | 3,871,329.39 |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | | | | |
| In Figures and Words: | | | | | | | | | | | | | | | | | | | | | | | | |

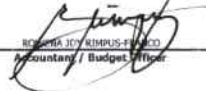
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:



APRIL JOY B. SANTILLAN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:



ROMANA JOY NIMPUS-PINEDA
Accountant / Budget Officer

Approved by:



NILDA S. ALDERETE, EdD
Head of Office/Agency

Date Prepared: _____