

APP-CSE 2023 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, 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 Virtual Store 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 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 Virtual Store.
- 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) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 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
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store 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 09182954426 or 09278478245, or email appcse.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: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2023.

Department/Bureau/Office: <u>OWWA - Regional Welfare Office</u> Region: <u>Caraga Region</u> Address: <u>Nirna Triu Bldg. 2, J.P. Rosales Ave., Barangay Imadelas, Butuan City</u>	Agency Code/UACS: <u>400020300016</u> Organization Type: <u>Public Sector</u>	Contact Person: <u>GABRIEL C. TORRALBA</u> Position: <u>Property/Supply Officer - Designate</u> E-mail: <u>owwacaraga@gmail.com</u> Telephone/Mobile Nos: <u>(085) 817 3504</u>
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of May 03, 2023)	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	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 DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
2	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	15	15	15	45	14,874.75	15	15	15	45	14,874.75	15	15	15	45	14,874.75	15	15	15	45	14,874.75	180	330.55	59,499.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
4	60121413-CB-P02	CLEARBOOK, legal size	piece	0	0	5	5	181.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	36.36	181.80
6	60121524-SP-G01	SIGN PEN, black	piece	15	15	15	45	999.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	315	22.20	6,993.00
7	60121524-SP-G02	SIGN PEN, blue	piece	10	10	10	30	666.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	300	22.20	6,660.00
8	60121524-SP-G03	SIGN PEN, red	piece	3	3	3	9	199.80	5	5	5	15	333.00	5	5	5	15	333.00	5	5	5	15	333.00	54	22.20	1,198.80
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A01	BATTERY, dry cell, AAA	pack	0	0	7	7	128.38	0	0	7	7	128.38	0	0	7	7	128.38	0	0	7	7	128.38	28	18.34	513.52
13	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	0	0	7	7	143.43	0	0	7	7	143.43	0	0	7	7	143.43	0	0	7	7	143.43	28	20.49	573.72
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER	can	5	5	5	15	1,224.60	10	10	10	30	2,449.20	10	10	10	30	2,449.20	10	10	10	30	2,449.20	105	81.64	8,572.20
16	47131604-BR-S01	BROOM, soft (tambo)	piece	0	0	3	3	383.76	0	0	3	3	383.76	0	0	3	3	383.76	0	0	3	3	383.76	12	127.92	1,535.04
17	47131604-BR-T01	BROOM (walis ting-ting)	piece	0	0	3	3	68.34	0	0	3	3	68.34	0	0	3	3	68.34	0	0	3	3	68.34	12	22.78	273.36
18	47131829-TB-C01	CLEANER, toilet and urinal	bottle	4	4	4	12	499.20	5	5	5	15	624.00	5	5	5	15	624.00	5	5	5	15	624.00	57	41.60	2,371.20
19	47131805-CL-P01	CLEANSER, scouring powder	can	4	4	4	12	287.04	5	5	5	15	358.80	5	5	5	15	358.80	5	5	5	15	358.80	57	23.92	1,363.44
20	47131811-DE-B02	DETERGENT BAR	piece	4	4	4	12	112.32	5	5	5	15	140.40	5	5	5	15	140.40	5	5	5	15	140.40	57	9.36	533.52
21	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pouch	4	4	4	12	648.96	5	5	5	15	811.20	5	5	5	15	811.20	5	5	5	15	811.20	57	54.08	3,082.56
22	47131803-DS-A01	DISINFECTANT SPRAY, aerosol, 400g (min)	can	5	5	5	15	2,098.35	10	10	10	30	4,196.70	10	10	10	30	4,196.70	10	10	10	30	4,196.70	105	139.89	14,688.45
23	47131601-DU-P01	DUST PAN	piece	0	0	3	3	82.92	0	0	2	2	55.28	0	0	2	2	55.28	0	0	2	2	55.28	9	27.64	248.76
25	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	0	0	0	0	0.00	10	10	10	30	3,603.60	10	10	10	30	3,603.60	10	10	10	30	3,603.60	90	120.12	10,810.80
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	5	5	5	15	644.25	5	5	5	15	644.25	5	5	5	15	644.25	5	5	5	15	644.25	60	42.95	2,577.00
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	3	3	6,864.00	0	0	3	3	6,864.00	0	0	0	0	0.00	0	0	2	2	4,576.00	8	2,288.00	18,304.00
28	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	0	0	3	3	374.40	0	0	3	3	374.40	0	0	3	3	374.40	0	0	3	3	374.40	12	124.80	1,497.60
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	3	3	3	9	1,102.59	3	3	3	9	1,102.59	3	3	3	9	1,102.59	3	3	3	9	1,102.59	36	122.51	4,410.36
30	47131501-RG-C01	RAGS, all cotton	bundle	0	0	8	8	425.12	3	3	3	9	478.26	3	3	3	9	478.26	3	3	3	9	478.26	35	53.14	1,859.90

31	47131602-SC-N01	SCOURING PAD	pack	0	0	3	3	173.79	0	0	3	3	173.79	0	0	3	3	173.79	0	0	3	3	173.79	12	57.93	695.16	
32	47121701-TB-P04	TRASHBAG	pack	4	4	4	12	1,728.48	5	5	5	15	2,160.60	5	5	5	15	2,160.60	5	5	5	15	2,160.60	57	144.04	8,210.28	
33	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	15	0	0	15	478.65	0	0	1	1	31.91	0	0	0	0	0.00	0	0	0	0	0.00	16	31.91	510.56	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	1	1	1	3	86.73	1	1	1	3	86.73	1	1	1	3	86.73	1	1	1	3	86.73	12	28.91	346.92	
FACE MASK																											
36	42131713-SM-M06	SURGICAL MASK, 3 ply	box	1	1	1	3	4.65	5	5	5	15	23.25	5	5	5	15	23.25	5	5	5	15	23.25	48	1.55	74.40	
FILMS																											
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	3	3	3,432.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,144.00	3,432.00	
FLAG OR ACCESSORIES																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	1	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	1	284.84	284.84	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	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	1,222.00	-	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	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	1,109.68	-	
49	40101604-EF-S01	ELECTRIC FAN, stand type	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	856.86	-	
50	40101604-EF-W01	ELECTRIC FAN, wall type	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	768.56	-	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	unit	2	0	0	2	5,584.80	0	0	3	3	8,377.20	0	0	0	0	0.00	0	0	0	0	0.00	5	2,792.40	13,962.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
60	39101628-LB-L01	LIGHT EMITTING DIODE (LED), Light Bulb	piece	0	0	0	0	0.00	0	5	0	5	378.05	0	0	0	0	0.00	0	0	0	0	0.00	5	75.61	378.05	
61	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0.00	0	5	0	5	1,029.10	0	0	0	0	0.00	0	0	0	0	0.00	5	205.82	1,029.10	
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-J01	GLUE, all purpose	jar	0	0	2	2	141.44	0	0	2	2	141.44	0	0	2	2	141.44	0	0	2	2	141.44	8	70.72	565.76	
63	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers (23/13)	box	3	3	3	9	202.95	3	3	3	9	202.95	3	3	3	9	202.95	3	3	3	9	202.95	36	22.55	811.80	
64	31151804-SW-S01	STAPLE WIRE, standard	box	3	3	3	9	213.84	3	3	3	9	213.84	3	3	3	9	213.84	3	3	3	9	213.84	36	23.76	855.36	
65	31201502-TA-E01	TAPE, electrical	roll	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	8	19.45	155.60	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	5	5	5	15	928.20	0	0	0	0	0.00	0	0	15	15	928.20	0	0	0	0	0.00	30	61.88	1,856.40	
67	31201503-TA-M02	TAPE, MASKING, 48mm	roll	5	5	5	15	1,817.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	121.16	1,817.40	
68	31201517-TA-P01	TAPE, packaging, 48mm	roll	5	5	5	15	335.40	0	0	0	0	0.00	0	0	15	15	335.40	0	0	0	0	0.00	30	22.36	670.80	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	5	5	5	15	167.70	0	0	0	0	0.00	8	0	16	24	268.32	0	0	0	0	0.00	39	11.18	436.02	
70	31201512-TA-T02	TAPE, transparent, 48mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	5	5	112.85	0	0	0	0	0.00	5	22.57	112.85	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	3	3	59.79	0	0	0	0	0.00	3	19.93	59.79	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
75	44101807-CA-C01	CALCULATOR, compact	unit	0	0	5	5	1,331.20	0	0	0	0	0.00	1	0	0	1	266.24	0	0	0	0	0.00	6	266.24	1,597.44	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	10	10	10	30	261.60	0	0	10	10	87.20	10	0	10	20	174.40	10	0	10	20	174.40	80	8.72	697.60	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	10	10	10	30	442.50	0	0	10	10	147.50	10	0	10	20	295.00	10	0	10	20	295.00	80	14.75	1,180.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	10	10	10	30	766.80	0	0	10	10	255.60	10	0	10	20	511.20	10	0	10	20	511.20	80	25.56	2,044.80	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	5	5	5	15	840.60	0	0	10	10	560.40	10	0	10	20	1,120.80	10	0	10	20	1,120.80	65	56.04	3,642.60	
81	44121801-CT-R02	CORRECTION TAPE	piece	10	10	10	30	345.90	0	0	20	20	230.60	10	0	10	20	230.60	10	0	10	20	230.60	90	11.53	1,037.70	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	4	0	0	4	126.88	0	0	0	0	0.00	4	31.72	126.88	
83	44111515-DF-B01	DATA FILE BOX	piece	8	8	8	24	1,852.80	0	0	0	0	0.00	3	0	0	3	231.60	2	0	0	2	154.40	29	77.20	2,238.80	
84	44122011-DF-F01	DATA FOLDER	piece	30	30	30	90	6,177.60	0	0	30	30	2,059.20	30	0	30	60	4,118.40	30	0	30	60	4,118.40	240	68.64	16,473.60	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0.00	4	0	0	4	1,879.12	0	0	0	0	0.00	4	469.78	1,879.12	
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	2	0	0	2	1,528.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	764.40	1,528.80	
87	44121506-EN-D02	ENVELOPE, Documentary, Legal	box	2	0	0	2	1,961.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	980.72	1,961.44	

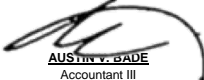
15	Office Chairs	piece	0	0	0	0	0.00	0	10	0	10	350,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	35,000.00	350,000.00
16	Office Table	piece	0	0	0	0	0.00	0	10	0	10	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,000.00	50,000.00
17	Conference Table	piece	0	0	0	0	0.00	0	1	0	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	30,000.00	30,000.00
18	Projector	unit	0	0	0	0	0.00	0	1	0	1	42,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,000.00	42,000.00
19	Wall fan	unit	0	0	0	0	0.00	0	3	0	3	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,000.00	6,000.00
20	Emergency Light	unit	0	0	0	0	0.00	0	5	0	5	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,500.00	7,500.00
27	Air Humidifier	unit	0	0	0	0	0.00	0	0	1	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
30	Drugs and Medicines	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	200	200	400	40,000.00	100	130	130	360	36,000.00	760	100.00	76,000.00
31	Laptop	unit	0	0	0	0	0.00	0	0	1	1	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	30,000.00	30,000.00
32	photo paper	ream	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,000.00	0	0	0	0	0.00	10	100.00	1,000.00
33	Sticker Paper	ream	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,000.00	0	0	0	0	0.00	10	100.00	1,000.00
37	Sticker Notes Sign Here	pack	5	5	5	15	525.00	0	15	0	15	525.00	15	0	0	15	525.00	15	0	0	15	525.00	60	35.00	2,100.00
38	Colored Bond paper blue (legal size)	ream	4	4	4	12	2,352.00	0	0	0	0	0.00	12	0	0	12	2,352.00	12	0	0	12	2,352.00	36	196.00	7,056.00
39	Colored Bond paper yellow (Legal size)	ream	12	12	12	36	7,056.00	0	0	0	0	0.00	13	0	0	13	2,548.00	36	0	0	36	7,056.00	85	196.00	16,660.00
40	Ballpen black	box	4	4	4	12	720.00	0	0	0	0	0.00	10	0	0	10	600.00	10	0	0	10	600.00	32	60.00	1,920.00
41	Ballpen blue	box	4	4	4	12	720.00	0	0	0	0	0.00	10	0	0	10	600.00	10	0	0	10	600.00	32	60.00	1,920.00
42	Computer Monitor	piece	0	0	0	0	0.00	0	0	3	3	30,000.00	0	3	0	0	0.00	0	0	0	0	0.00	3	10,000.00	30,000.00
43	picture frame	piece	0	0	0	0	0.00	0	0	3	3	900.00	0	2	0	2	600.00	0	0	0	0	0.00	5	300.00	1,500.00
44	Microphone (heavy duty)	pair	0	0	0	0	0.00	0	0	2	2	3,890.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,945.00	3,890.00
45	Wireless Microphone (heavy duty)	piece	0	0	0	0	0.00	0	0	2	2	5,222.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,611.00	5,222.00
46	Gang chair	piece	0	0	0	0	0.00	0	0	3	3	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,000.00	24,000.00
47	Computer Set	unit	0	0	0	0	0.00	2	0	0	2	54,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	27,000.00	54,000.00
48	Portable Speaker	unit	0	0	0	0	0.00	0	0	1	1	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,000.00	14,000.00

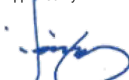
A. TOTAL		P	1,237,721.23
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	123,772.12
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,361,493.35
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			


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.

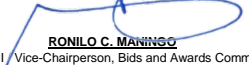
Prepared by:

RODELL P. DELIGERO
 OWWO III / Chairperson, Bids and Awards Committee



JEAN MARY R. LADION
 OWWO II / Vice-Chairperson, Bids and Awards Committee

Certified Correct By:

AUSTIN V. BADE
 Accountant III

Approved By:

MA. IREEN C. CAMBALING
 OIC - Regional Director


LORIE ANN G. HILONGOS
 OWWO II / Member, Bids and Awards Committee


RONILO C. MANINGO
 OWWO II / Vice-Chairperson, Bids and Awards Committee


GABRIEL C. TORRALBA
 AO V / Member, Bids and Awards Committee


BIMBO L. VACALARES
 AA IV / Member