

APP-CSE 2022 FORM  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 (UNSPC) 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](http://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 agency’s Virtual Store account on
- 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

*Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before **31 August 2021.***

Department/Bureau/Office: <u>OVERSEAS WORKERS WELFARE ADMINISTRATION</u>	Agency Code/UACS: _____	Contact Person: <u>IMELDA A. CAMPOSANO</u>
Region: <u>REGIONAL WELFARE OFFICE VIII</u>	Organization Type: <u>NATIONAL GOVERNMENT AGENCY</u>	Position: <u>OWWO III / SUPPLY OFFICER</u>
Address: <u>DOLE COMPOUND TRECE MARTIREZ ST. TACLOBAN CITY</u>		E-mail: <u><a href="mailto:region8@owwa.gov.ph">region8@owwa.gov.ph</a></u>
		Telephone/Mobile Nos: <u>9159002615</u>

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	0	0	0	0	0.00	0	0	10	10	1,393.60	0	0	0	0	0.00	0	0	0	0	0.00	10.00	139.36	1393.60
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	25	25	1,664.00	0	0	23	23	1,530.88	0	0	0	0	0.00	20	0	0	20	1,331.20	68.00	66.56	4526.08
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	157.60	0	0	0	0	0.00	5.00	31.52	157.60
<b>FILMS</b>																										
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	5	0	5	418.60	0	0	0	0	0.00	0	0	5	5	418.60	0	0	0	0	0.00	10.00	83.72	837.20
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	15	0	15	555.90	0	0	0	0	0.00	15	0	0	15	555.90	0	0	0	0	0.00	30.00	37.06	1111.80
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	10	0	10	592.80	0	0	0	0	0.00	10	0	0	10	592.80	0	0	0	0	0.00	20.00	59.28	1185.60
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	0	10	0	10	540.80	0	0	0	0	0.00	10	0	0	10	540.80	0	0	0	0	0.00	20.00	54.08	1081.60
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	500	500	6,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500.00	12.04	6020.00
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	30	0	0	30	2,947.80	50	0	0	50	4,913.00	40	0	0	40	3,930.40	30	0	0	30	2,947.80	150.00	98.26	14739.00
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	30	0	0	30	3,553.80	0	0	0	0	0.00	30	0	0	30	3,553.80	0	0	0	0	0.00	60.00	118.46	7107.60
29	14111503-PA-P01	PAPER, parchment	box	10	0	0	10	980.50	0	0	0	0	0.00	10	0	0	10	980.50	0	0	0	0	0.00	20.00	98.05	1961.00
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	20	20	1,414.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	70.72	1414.40
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	20	20	2,038.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	101.92	2038.40
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	20	0	0	20	1,736.80	20	0	0	20	1,736.80	20	0	0	20	1,736.80	20	0	0	20	1,736.80	80.00	86.84	6947.20
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	0	0	20	20	726.00	0	0	0	0	0.00	0	0	20	20	726.00	0	0	0	0	0.00	40.00	36.30	1452.00
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	0	0	20	20	394.60	0	0	0	0	0.00	0	0	20	20	394.60	0	0	0	0	0.00	40.00	19.73	789.20
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																										
39	31201610-GL-J01	GLUE, all purpose	jar	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	1,430.00	0	0	0	0	0.00	20.00	71.50	1430.00

41	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	20	0	0	20	448.20	0	0	0	0	0.00	20	0	0	20	448.20	40.00	22.41	896.40	
43	31201503-TA-M01	TAPE, masking, 24mm	roll	20	0	0	20	1,092.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	54.60	1092.00	
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	20	0	0	20	201.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	10.09	201.80	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	2	2	1,713.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	856.86	1713.72	
<b>MEDICAL THERMOMETERS AND ACCESSORIES</b>																											
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	15	15	1,232.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	82.16	1232.40	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	0	0	0	0	0.00	10	0	0	10	902.20	0	0	0	0	0.00	0	0	0	0	0.00	10.00	90.22	902.20	
58	47131604-BR-S01	BROOM, soft, tambo	piece	3	0	0	3	408.72	0	0	0	0	0.00	3	0	0	3	408.72	0	0	0	0	0.00	6.00	136.24	817.44	
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	10	0	0	10	416.00	0	0	0	0	0.00	10	0	0	10	416.00	0	0	0	0	0.00	20.00	41.60	832.00	
61	47131805-CL-P01	CLEANSER, scouring powder	can	5	0	0	5	119.60	0	0	0	0	0.00	5	0	0	5	119.60	0	0	0	0	0.00	10.00	23.92	239.20	
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	10	0	0	10	83.00	0	0	0	0	0.00	10	0	0	10	83.00	0	0	0	0	0.00	20.00	8.30	166.00	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	3	0	0	3	162.24	3	0	0	3	162.24	3	0	0	3	162.24	3	0	0	3	162.24	12.00	54.08	648.96	
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	2	0	0	2	257.92	2	0	0	2	257.92	2	0	0	2	257.92	2	0	0	2	257.92	8.00	128.96	1031.68	
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	2	0	0	2	49.66	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	49.66	4.00	24.83	99.32	
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	1	0	0	1	309.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	309.76	309.76	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	15	0	0	15	1,801.80	0	0	0	0	0.00	15	0	0	15	1,801.80	0	0	0	0	0.00	30.00	120.12	3603.60	
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	2	0	0	2	247.52	0	0	0	0	0.00	2	0	0	2	247.52	0	0	0	0	0.00	4.00	123.76	495.04	
73	47131501-RG-C01	RAGS, all cotton	bundle	3	0	0	3	161.46	0	0	0	0	0.00	3	0	0	3	161.46	0	0	0	0	0.00	6.00	53.82	322.92	
74	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	5	0	0	5	561.60	0	0	0	0	0.00	0	0	0	0	0.00	5.00	112.32	561.60	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	0	0	0	0	0.00	10	0	0	10	1,346.80	0	0	0	0	0.00	0	0	0	0	0.00	10.00	134.68	1346.80	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	0	0	0	0	0.00	3	0	0	3	7,796.52	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2598.84	7796.52	
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	0	0	10	10	1,674.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	167.44	1674.40	
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	7	7	64,340.64	0	0	0	0	0.00	0	0	0	0	0.00	7.00	9191.52	64340.64	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
89	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	0	0	0.00	10	0	0	10	87.60	0	0	0	0	0.00	0	0	0	0	0.00	10.00	8.76	87.60	
91	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	0	0	0.00	10	0	0	10	223.60	0	0	0	0	0.00	0	0	0	0	0.00	10.00	22.36	223.60	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	30	0	0	30	350.40	30	0	0	30	350.40	30	0	0	30	350.40	30	0	0	30	350.40	120.00	11.68	1401.60	
94	44111515-DF-B01	DATA FILE BOX	piece	30	0	0	30	2,316.00	0	0	0	0	0.00	30	0	0	30	2,316.00	0	0	0	0	0.00	60.00	77.20	4632.00	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	0	0	0	0	0.00	1	0	0	1	738.40	0	0	0	0	0.00	0	0	0	0	0.00	1.00	738.40	738.40	
100	44121506-EN-M02	ENVELOPE, mailing	box	0	0	0	0	0.00	1	0	0	1	378.20	0	0	0	0	0.00	0	0	0	0	0.00	1.00	378.20	378.20	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	20	0	0	20	1,668.20	0	0	0	0	0.00	20	0	0	20	1,668.20	0	0	0	0	0.00	40.00	83.41	3336.40	
109	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	514.29	0	0	0	0	0.00	3.00	171.43	514.29	
113	44122011-FO-T04	FOLDER, with tab, legal	pack	0	5	0	5	1,606.80	0	0	0	0	0.00	0	5	0	5	1,606.80	0	0	0	0	0.00	10.00	321.36	3213.60	
116	44121716-MA-F01	MARKER, fluorescent	set	5	0	0	5	183.30	0	0	0	0	0.00	5	0	0	5	183.30	0	0	0	0	0.00	10.00	36.66	366.60	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	30	0	0	30	269.40	0	0	0	0	0.00	30	0	0	30	269.40	0	0	0	0	0.00	60.00	8.98	538.80	
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	0	0	0.00	20	0	0	20	155.20	0	0	0	0	0.00	0	0	0	0	0.00	20.00	7.76	155.20	
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	0	0	0	0.00	20	0	0	20	275.60	0	0	0	0	0.00	0	0	0	0	0.00	20.00	13.78	275.60	
125	44121706-PE-L01	PENCIL, lead, with eraser	box	3	0	0	3	62.37	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	20.79	62.37	

127	44122101-RU-B01	RUBBER BAND, No. 18	box	5	0	0	5	500.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	100.05	500.25
128	44121905-SP-F01	STAMP PAD, felt	piece	5	0	0	5	174.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	34.95	174.75
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	2	0	0	2	405.34	0	0	0	0	0.00	0	0	0	0	0.00	2.00	202.67	405.34
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	5	0	0	5	754.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	150.80	754.00
134	44121618-SS-S01	SCISSORS, symmetrical	pair	0	0	0	0	0.00	5	0	0	5	202.80	0	0	0	0	0.00	0	0	0	0	0.00	5.00	40.56	202.80
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	0	0	0	0	0.00	5	0	0	5	4,571.10	0	0	0	0	0.00	5	0	0	5	4,571.10	10.00	914.22	9142.20
140	44101807-CA-C01	CALCULATOR, compact	unit	0	0	0	0	0.00	3	0	0	3	1,040.55	0	0	0	0	0.00	0	0	0	0	0.00	3.00	346.85	1040.55

**PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES**

191	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	0	0	55	55	20,134.40	0	0	0	0	0.00	0	0	0	0	0.00	55	0	0	55	20,134.40	110.00	366.08	40268.80
192	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	44	44	16,107.52	0	0	0	0	0.00	0	0	0	0	0.00	44	0	0	44	16,107.52	88.00	366.08	32215.04
197	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	0	0	44	44	17,846.40	0	0	0	0	0.00	44	0	0	44	17,846.40	0	0	0	0	0.00	88.00	405.60	35692.80
198	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	0	0	50	50	20,280.00	0	0	0	0	0.00	50	0	0	50	20,280.00	0	0	0	0	0.00	100.00	405.60	40560.00

**AUDIO AND VISUAL EQUIPMENT AND SUPPLIES**

**FLAG OR ACCESSORIES**

**PRINTED PUBLICATIONS**

**FIRE FIGHTING EQUIPMENT**

291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	2	0	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1144.00	2288.00
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**CONSUMER ELECTRONICS**

**FURNITURE AND FURNISHINGS**

295	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	30	30	9,048.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	301.60	9048.00
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**ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES**

298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	370.40	0	0	0	0	0.00	10.00	37.04	370.40
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	384.10	0	0	0	0	0.00	10.00	38.41	384.10
301	60121524-SP-G01	SIGN PEN, black	piece	30	0	0	30	607.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	20.26	607.80
302	60121524-SP-G02	SIGN PEN, blue	piece	20	0	0	20	405.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	20.26	405.20

**SOFTWARE**

**PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

37		Steel Cabinet, H1340x W460 x D620 (mm)		8			8	80,000.00				0	0.00				0	0.00				0	0.00	8.00	10000.00	80000.00
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<b>A. TOTAL</b>																										<b>P</b>	<b>414,500.97</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																											<b>P</b>	<b>41,450.10</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																											<b>P</b>	<b>-</b>
<b>D. GRAND TOTAL (A + B+ C)</b>																											<b>P</b>	<b>455,951.07</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																												
<b>In Figures and Words:</b>																												

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:

*Imelda A. Camposano*  
 IMELDA A. CAMPOSANO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

*Eric R. Granada*  
 ERIC R. GRANADA  
 Accountant / Budget Officer

*Ma. Evangelina V. Filamor*  
 MA. EVANGELINA V. FILAMOR  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_