

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

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 updated 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).

Remarks:

- 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-phillips.gov.ph).
2.0 All information must be provided accurately.
3.0 Do not delete, add, or make any changes to the form.
4.0 Do not delete, add, or make any changes to the form.
5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillips.gov.ph) and must be submitted to PS-DBM through this link: https://shorturl.at/hnss5.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload 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 in the agency's CSE requirements, the agency may edit their updated 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 0927-9478245 (Globe) or 0938-2954426 (Smart), or email appca.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Office of the Senior General Counsel
Region: NCR
Address: 134 GSG Bldg. Arcaño Street
Legaspi Village, Makati City

Agency Code/UNCS: HQ24
Organization Type: National Government

Contact Person:
Position:
E-mail:
Telephone/Mobile Nos:

Contract Officer V:
Administrative Officer V:
E-mail:
Telephone/Mobile Nos:

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Table with columns: Item & Specifications, Unit of Measure, and Monthly Quantity Requirement (Jan, Feb, Mar, Q1, April, May, June, Q2, July, Aug, Sept, Q3, Oct, Nov, Dec, Q4, '24 Amount, Total Quantity for the year, Price, Total Amount for the year).

ALCOHOL OR ACTONE BASED ANTISEPTICS

Table rows for Alcohols: 1. 12191601-AL-E04 ALCOHOL, Ethyl, 500 ml; 2. 12191601-AL-E03 ALCOHOL, Ethyl, 1 Gallon

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

Table rows for Arts and Crafts: 3. 60121413-CR-901 CLEARBOOK, A4 size; 4. 60121413-CR-902 CLEARBOOK, legal size; 5. 6012154-FR-901 ERASER, plastic/rubber; 6. 6012154-FR-901 ERASER, Extra Fine Tip, Black; 7. 6012154-FR-904 ERASER, Extra Fine Tip, Black; 8. 6012154-FR-907 ERASER, Medium Tip, Black; 9. 6012154-FR-902 ERASER, Extra Fine Tip, Blue; 10. 6012154-FR-903 ERASER, Fine Tip, Blue; 11. 6012154-FR-908 ERASER, Medium Tip, Blue; 12. 6012154-FR-903 ERASER, Extra Fine Tip, Red; 13. 6012154-FR-906 ERASER, Fine Tip, Red; 14. 6012154-FR-909 ERASER, Medium Tip, Red; 15. 6012124-WR-901 WRAPPING PAPER

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

Table rows for Audio and Visual: 16. 40121517-DO-003 DOCUMENT CAMERA; 17. 40111069-HM-901 MULTIMEDIA PROJECTOR

BATTERIES AND CELLS AND ACCESSORIES

Table rows for Batteries: 18. 26111702-BT-402 BATTERY, dry cell, size AA; 19. 26111702-BT-401 BATTERY, dry cell, size AAA; 20. 26111702-BT-403 BATTERY, dry cell, size D

CLEANING EQUIPMENT AND SUPPLIES

Table rows for Cleaning: 21. 47131812-AF-401 AIR FRESHENERS; 22. 47131048-BE-501 BROOM (Nais Tambo)