

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM
Based on General Appropriations Act

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) 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
- 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) 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: Legislative Executive Development Advisory Council (LEDAC)
Region: _____
Address: 12 St. Josemaria Escriva Drive, Ortigas Center, Pasig City

Agency Code/UACS: 280010288045
Organization Type: National Government Agency (NGA)

Contact Person: Rizalina P. Catanza
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 27 January 2022)	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																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	5	5	239.25	0	5	0	5	239.25	0	5	0	5	239.25	0	5	0	5	239.25	20.00	47.85	957.00
PAPER MATERIALS AND PRODUCTS																										
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	0	0	0.00	0	1	0	1	1,508.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1508.00	1508.00
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	5	5	185.30	0	5	0	5	185.30	0	5	0	5	185.30	0	5	0	5	185.30	20.00	37.06	741.20
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	5	5	296.40	0	5	0	5	296.40	0	5	0	5	296.40	0	5	0	5	296.40	20.00	59.28	1185.60
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	0	0	5	5	260.00	0	5	0	5	260.00	0	5	0	5	260.00	0	5	0	5	260.00	20.00	52.00	1040.00
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	0	0	0.00	0	5	0	5	60.20	0	0	0	0	0.00	0	5	0	5	60.20	10.00	12.04	120.40
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	0	0	15	15	2,049.90	0	15	0	15	2,049.90	0	15	0	15	2,049.90	0	18	0	18	2,459.88	63.00	136.66	8609.58
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	104.00	1.00	104.00	104.00
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	5	5	431.60	0	5	0	5	431.60	0	5	0	5	431.60	0	5	0	5	431.60	20.00	86.32	1726.40
BATTERIES AND CELLS AND ACCESSORIES																										
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	0	0	0	0	0.00	0	3	0	3	61.47	0	0	0	0	0.00	0	0	0	0	0.00	3.00	20.49	61.47
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	0	0	0	0	0.00	0	3	0	3	55.02	0	0	0	0	0.00	0	0	0	0	0.00	3.00	18.34	55.02
MANUFACTURING COMPONENTS AND SUPPLIES																										
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	39.52	0	0	0	0	0.00	2.00	19.76	39.52
41	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	4	0	4	89.64	0	0	0	0	0.00	4.00	22.41	89.64

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 27 January 2022)	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
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	0	0	0	0	0.00	0	1	0	1	121.16	0	0	0	0	0.00	0	1	0	1	121.16	2.00	121.16	242.32
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	0	0	0.00	0	2	0	2	22.36	0	0	0	0	0.00	0	3	0	3	33.54	5.00	11.18	55.90
HEATING AND VENTILATION AND AIR CIRCULATION																										
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	1	1	1,109.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1109.68	1109.68
CLEANING EQUIPMENT AND SUPPLIES																										
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	0	0	3	3	244.92	0	3	0	3	244.92	0	2	0	2	163.28	0	2	0	2	163.28	10.00	81.64	816.40
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	0	0	3	3	419.67	0	3	0	3	419.67	0	3	0	3	419.67	0	2	0	2	279.78	11.00	139.89	1538.79
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	0	0	1	1	2,598.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2598.84	2598.84
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	0	0	0	0	0.00	0	2	0	2	332.80	0	0	0	0	0.00	0	0	0	0	0.00	2.00	166.40	332.80
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	0	0	2	2	222.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	111.30	222.60
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
89	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	3	3	26.16	0	0	0	0	0.00	0	3	0	3	26.16	0	0	0	0	0.00	6.00	8.72	52.32
90	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	4	4	59.00	0	0	0	0	0.00	0	4	0	4	59.00	0	0	0	0	0.00	8.00	14.75	118.00
91	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	4	4	102.24	0	0	0	0	0.00	0	4	0	4	102.24	0	0	0	0	0.00	8.00	25.56	204.48
92	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	2	2	112.08	0	0	0	0	0.00	0	2	0	2	112.08	0	0	0	0	0.00	4.00	56.04	224.16
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	0	0	5	5	57.65	0	5	0	5	57.65	0	5	0	5	57.65	0	5	0	5	57.65	20.00	11.53	230.60
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	0	1	1	11.41	0	0	0	0	0.00	0	1	0	1	11.41	0	0	0	0	0.00	2.00	11.41	22.82
109	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	1	1	171.43	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	171.43	171.43
110	44122011-FO-L02	FOLDER, L-type, legal	pack	0	0	1	1	238.57	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	238.57	238.57
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	5	5	44.10	0	5	0	5	44.10	0	5	0	5	44.10	0	5	0	5	44.10	20.00	8.82	176.40
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	0	3	3	41.34	0	3	0	3	41.34	0	3	0	3	41.34	0	3	0	3	41.34	12.00	13.78	165.36
125	44121706-PE-L01	PENCIL, lead, with eraser	box	0	0	1	1	20.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20.79	20.79
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	2	0	2	66.86	0	0	0	0	0.00	0	0	0	0	0.00	2.00	33.43	66.86
134	44121618-SS-S01	SCISSORS, symmetrical	pair	0	0	5	5	166.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	33.37	166.85
135	44121615-ST-S01	STAPLER, standard type	piece	0	0	2	2	280.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	140.40	280.80
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	2	2	7,800.00	0	0	0	0	0.00	0	2	0	2	7,800.00	0	0	0	0	0.00	4.00	3900.00	15600.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
301	60121524-SP-G01	SIGN PEN, black	piece	0	0	5	5	111.00	0	0	0	0	0.00	0	5	0	5	111.00	0	0	0	0	0.00	10.00	22.20	222.00
302	60121524-SP-G02	SIGN PEN, blue	piece	0	0	0	0	0.00	0	5	0	5	111.00	0	0	0	0	0.00	0	5	0	5	111.00	10.00	22.20	222.00
FACE MASK																										
306	42131713-SM-M06	SURGICAL MASK, 3 ply	piece	0	0	0	0	0.00	0	600	0	600	930.00	0	600	0	600	930.00	0		0	0	0.00	1,200.00	1.55	1860.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
37		Paper, color, A4, 80gsm, blue	ream	0	0	2	2	760.00	0	0	0	0	0.00	0	2	0	2	760.00	0	0	0	0	0.00	4.00	380.00	1520.00
38		Paper, A3, 80gsm	ream	0	0	1	1	550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	550.00	550.00
38		Sticker paper, A4, 10s	pack	0	0	0	0	0.00	0	1	0	1	100.00	0	0	0	0	0.00	0	1	0	1	100.00	2.00	100.00	200.00
39		Specialty board, 220gsm, A4, 10s	pack	0	0	0	0	0.00	0	2	0	2	70.00	0	0	0	0	0.00	0	2	0	2	70.00	4.00	35.00	140.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 27 January 2022)	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	
39		Tape flag, SIGN HERE, 25 x 43 mm, 50 flags	pack	0	0	4	4	690.00	0	4	0	4	690.00	0	4	0	4	690.00	0	4	0	4	690.00	16.00	172.50	2760.00	
40		Toner Cartridge, TN 2260 (Toner Cartridge 1,200 pages) standard, for Brother Fax-2840	cart	0	0	0	0	0.00	0	1	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2500.00	2500.00	
A. TOTAL																											
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											
D. GRAND TOTAL (A + B+ C)																											
E. APPROVED BUDGET BY THE AGENCY HEAD																											
In Figures and Words:																											
FIFTY FIVE THOUSAND NINE HUNDRED FIFTY-FIVE PESOS and 46/100 (PhP 55,955.46)																											

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: 

MR. ROMMEL M. ENAGAN

Property/Supply Officer

Date Prepared:

28 JANUARY 2022

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

MR. JOSEPH T. LALOG

Accountant / Budget Officer

Undersecretary JOSE MIGUEL R. DE LA ROSA

Head of Office/Agency