

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 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. Confront with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 29 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all the CSE requirements.

Only agencies with updated APP-CSE in the Modernized Philippine Government Electronic 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).

- Guidelines:**
- 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 Download page of PS-DBM website (www.ps-phlbgps.gov.ph).
 - All information must be provided accurately.
 - Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phlbgps.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 the PART I of this form, otherwise, the form will be deemed invalid.
 - For items not included on the list of PART II, a separate file with the same APP-CSE 2023 Form - Other Items, can be downloaded from the Download page of PS-DBM website (www.ps-phlbgps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hsz58>.
 - 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 signature shall be deemed invalid.
 - Should there be changes in the agency's CSE requirements, the agency may visit their updated APP-CSE already 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 0927-8472345 (Globe) or 0918-2954428 (Smart), or email appcsedocs@ps-phlbgps.gov.ph, or visit the PS-DBM website (www.ps-phlbgps.gov.ph) for the guide on how to fill-out the APP-CSE.

Operational/Resource/Office: DAVAO DEL SUR GOV. BOARD
 Region: NCR
 Address: 2/F DEPARTMENTAL BLDG., MALABO
EDLUNAN QUINSON CITY
 Agency Code/UNCS: 5788
 Organization Type: MYNATIONAL GOVERNMENT
 Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**
 Contact Person: MS. LIREL F. MONTVERDE
 Position: SUPPLY OFFICER III
 E-mail: lfirel@ps-phlbgps.gov.ph
 Telephone/Mobile No.: 02-8929-1755 local 117

Item #	Item # Specification	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year			
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
1	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
2	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
3	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
4	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
5	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
6	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
7	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
8	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
9	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
10	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
11	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
12	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
13	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
14	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
15	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
16	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
17	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
18	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
19	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00
20	ALCOHOL, 500 ml.	bottle	25	0	0	25	0	0	0	0	25	0	0	0	0	0	0	25	1,275.00	31,875.00

Item #	Item # Specification	Unit of Measure	Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	Price	Total Amount for the year
18	BATTERIES AND CELLS AND ACCESSORIES	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
19	BATTERIES AND CELLS AND ACCESSORIES	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
20	BATTERIES AND CELLS AND ACCESSORIES	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year										
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	Jul	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Total					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				Q1	Q2	Q3	Q4	Total					
95	44130C-CH-02	ENVELOPE, Documentary, legal	box	5	0	0	5	1,392.60	2	0	0	2	2,185.68	2	0	0	2	2,185.68	2	0	0	2	2,185.68	11	1,071.48	11,883.28	
96	44130E-CH-01	ENVELOPE, Expanding, legal	box	3	0	0	3	4,134.54	3	0	0	3	4,134.54	3	0	0	3	4,134.54	3	0	0	3	4,134.54	12	1,271.88	16,662.48	
97	44130E-CH-02	ENVELOPE, Expanding, letter	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
98	44130E-CH-03	ENVELOPE, Manilla, with window	box	2	0	0	2	933.92	2	0	0	2	933.92	2	0	0	2	933.92	2	0	0	2	933.92	8	466.96	3,731.84	
99	44130E-CH-04	ENVELOPE, Manilla, for keyboard/with window	box	5	0	0	5	4,645.45	5	0	0	5	4,645.45	5	0	0	5	4,645.45	5	0	0	5	4,645.45	6	3,388.26	4,338.36	
100	44130E-CH-05	ENVELOPE, Manilla, for keyboard/with window	box	5	0	0	5	4,645.45	5	0	0	5	4,645.45	5	0	0	5	4,645.45	5	0	0	5	4,645.45	6	3,388.26	4,338.36	
101	44130E-CH-06	ENVELOPE, Manilla, for keyboard/with window	box	20	0	0	20	1,863.20	15	0	0	15	1,410.00	15	0	0	15	1,410.00	20	0	0	20	2,000.00	76	5,664.00	6,664.00	
102	44130E-CH-07	FILE FOLDER, expanding plastic, legal	gross	15	0	0	15	1,230.00	15	0	0	15	1,230.00	15	0	0	15	1,230.00	15	0	0	15	1,230.00	60	85.20	5,112.00	
103	44130E-CH-08	FILE FOLDER, A4	gross	5	0	0	5	114.40	5	0	0	5	114.40	5	0	0	5	114.40	5	0	0	5	114.40	20	22.88	412.80	
104	44130E-CH-09	FILE FOLDER, A4	gross	5	0	0	5	130.00	5	0	0	5	130.00	5	0	0	5	130.00	5	0	0	5	130.00	20	26.00	306.00	
105	44130E-CH-10	FILE FOLDER, legal	gross	5	0	0	5	2,092.00	5	0	0	5	2,092.00	5	0	0	5	2,092.00	5	0	0	5	2,092.00	20	209.20	2,501.20	
106	44130E-CH-11	FILE FOLDER, legal	gross	5	0	0	5	1,956.00	5	0	0	5	1,956.00	5	0	0	5	1,956.00	5	0	0	5	1,956.00	20	293.40	3,549.60	
107	44130E-CH-12	FILE FOLDER, legal	gross	20	0	0	20	3,756.00	10	0	0	10	1,878.00	10	0	0	10	1,878.00	10	0	0	10	1,878.00	40	238.37	5,224.40	
108	44130E-CH-13	FILE FOLDER, legal	gross	20	0	0	20	2,187.20	10	0	0	10	1,093.60	10	0	0	10	1,093.60	10	0	0	10	1,093.60	40	238.72	5,224.40	
109	44130E-CH-14	FILE FOLDER, legal	gross	5	0	0	5	4,832.00	2	0	0	2	2,617.60	2	0	0	2	2,617.60	5	0	0	5	4,912.00	16	922.24	12,244.80	
110	44130E-CH-15	FILE FOLDER, legal	gross	10	0	0	10	2,892.00	5	0	0	5	1,944.00	5	0	0	5	1,944.00	10	0	0	10	3,388.00	30	386.96	4,664.96	
111	44130E-CH-16	FILE FOLDER, legal	gross	10	0	0	10	4,274.40	5	0	0	5	2,337.20	5	0	0	5	2,337.20	10	0	0	10	4,274.40	30	386.96	4,664.96	
112	44130E-CH-17	INDEX TAB	gross	10	0	0	10	611.10	5	0	0	5	315.55	10	0	0	10	611.10	5	0	0	5	315.55	30	63.11	1,843.20	
113	44130E-CH-18	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
114	44130E-CH-19	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
115	44130E-CH-20	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
116	44130E-CH-21	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
117	44130E-CH-22	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
118	44130E-CH-23	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
119	44130E-CH-24	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
120	44130E-CH-25	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
121	44130E-CH-26	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
122	44130E-CH-27	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
123	44130E-CH-28	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
124	44130E-CH-29	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
125	44130E-CH-30	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
126	44130E-CH-31	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
127	44130E-CH-32	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
128	44130E-CH-33	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
129	44130E-CH-34	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
130	44130E-CH-35	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
131	44130E-CH-36	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
132	44130E-CH-37	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
133	44130E-CH-38	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
134	44130E-CH-39	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
135	44130E-CH-40	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
136	44130E-CH-41	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
137	44130E-CH-42	MAGAZINE FILE BOX, large	gross	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00

