

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 (PB-D8M) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-4 and 2011-6-A dated 25 August 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all the CSE requirements. Only agencies with uploaded APP-CSE in the Integrated Philippine Government Electronic Procurement System (IPREP) will be able to purchase CSE from the PB-D8M. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

- 1.0 **Format:**
- 1.1 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 suppliers and Download page of PB-D8M website (www.pb-d8m.gov.ph).
- 2.0 All information must be provided accurately.
- 2.1 Identify refer to the CSE catalogue on the PB-D8M website (www.pb-d8m.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 2.2 Do not delete, add, or create any items or rows on this form, otherwise the form will be deemed invalid.
- 2.3 For items not included on the list of PART II, a separate file, with the name APP-CSE 2023 Form - Other Items, can be downloaded from the Download page of PB-D8M website (www.pb-d8m.gov.ph) and must be submitted to PB-D8M through this link: <http://d8mform.d8m.gov.ph>. Instructions on how to fill-out is included in the members of this form.
- 2.4 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 suppliers account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 2.5 Should there be changes in the agency's CSE requirements, the agency may still upload APP-CSE directly on their suppliers 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 awarded if not covered by a supplemental APP-CSE.
- 2.6 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PB-D8M through its mobile numbers 0915-2954438 (Samar) or 0962-9281199 (Samar), or email support@pb-d8m.gov.ph, or visit the PB-D8M website (www.pb-d8m.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: ALIC, RM 1.8 RM 1 Agency Code/UAQS: Government Note: The APP-CSE for FY 2023 must be submitted on or before 31 July 2024.
 Region: 2nd DIVISION, 2nd DIVISION Organization Type: Government Contact Person: ALIC, RM 1.8 RM 1
 Address: 27 GAMA Bldg, 2nd Floor, 2nd Floor, 2nd Floor Postal Code: 1000 Agency Email: ALIC, RM 1.8 RM 1
 Fax: 0915 2954438 Email: ALIC, RM 1.8 RM 1 Telephone/Mobile No.: 0915 2954438

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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 PB-D8M (MAIN WAREHOUSE AND DEPOSITS)																										
ALCOHOL OR ACTION BASED ANTISEPTICS																										
1	12191601-K-504	ALCOHOL, Ethyl, 50% Alc.	boxes	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
2	12191601-K-503	ALCOHOL, Ethyl, 1 Galon	gallon	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	24	397.49	4,579.14
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	6021413-Q-921	CLEARBOOK, A4 size	piece	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	0.00	0.00
4	6021413-Q-922	QUARBOOK, Legal size	piece	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	0.00	0.00
5	6021334-9F-901	ERASER, pencil/holder	piece	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	0.00	0.00
6	6021334-9F-901	ERASER, pencil/holder	piece	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	0.00	0.00
7	6021334-9F-904	SCISSOR, Flat Top, Black	piece	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	0.00	0.00
8	6021334-9F-907	SCISSOR, Flat Top, Black	piece	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	0.00	0.00
9	6021334-9F-902	SCISSOR, Extra Fine Top, Blue	piece	12	12	12	36	2,699.20	12	12	12	36	2,699.20	12	12	12	36	2,699.20	12	12	12	36	2,699.20	144	97.20	4,298.40
10	6021334-9F-905	SCISSOR, Fine Top, Blue	piece	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	0.00	0.00
11	6021334-9F-908	SCISSOR, Medium Top, Blue	piece	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	0.00	0.00
12	6021334-9F-903	SCISSOR, Extra Fine Top, Red	piece	6	6	6	17	972.40	6	6	6	17	972.40	6	6	6	17	972.40	6	6	6	17	972.40	66	97.20	3,891.60
13	6021334-9F-906	SCISSOR, Fine Top, Red	piece	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	0.00	0.00
14	6021334-9F-909	SCISSOR, Medium Top, Red	piece	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	0.00	0.00
15	6021334-9F-901	WRAPPING PAPER	piece	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	0.00	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	4611317-QO-Q21	DOCUMENT CAMERA	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	33,423.40	0.00
17	4611309-HH-901	MULTIMEDIA PROJECTOR	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	14,638.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111703-RT-402	BATTERY, dry cell, size AA	pack	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	20.49	0.00
19	26111703-RT-401	BATTERY, dry cell, size AAA	pack	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	18.34	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
20	4713123-4F-401	AIR RESPIRATOR	unit	4	0	0	4	696.48	4	0	0	4	696.48	4	0	0	4	696.48	4	0	0	4	696.48	16	99.48	2,791.92

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					
D. GRAND TOTAL (A + B + C)																			P		225,989.00
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)																			P		225,989.00

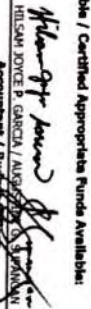
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


 JINAR V. OJINCO
 Property/Supply Officer

Date Prepared: 29 July 2024

Certified Funds Available / Certified Appropriate Funds Available:


 HILSAM JOYCE P. GARCIA / ALBERTO S. JENNAN
 Accountant / Budget Officer

Approved by:


 ROY ALBERT M. CARLOS
 Head of Office/Agency