

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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 No. 2011-6 and 2011-6-A dated 25 August 2011 and 29 September 2012, respectively, 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 Modernized Philippine Government Electronic Procurement System (mPhilGEPS) 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).

Introduction:

Reminders:

- 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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-dbm.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 this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adoq0>. Instructions on how to fill-out is included in the reminders of the form.
- 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 mPhilGEPS 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 edit their uploaded APP-CSE directly on their mPhilGEPS 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 0918-2954425 (Smart) or 0962-8255199 (Smart), or email apcom.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Bureau of Corrections DPCE
Region: 22
Address: Camp Person and Plaza Farm, Camp 044 Marikina

Agency Code/ACS: 15902020006
Division: Government Agency

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
Contact Person: CTIO Cesar Jose A. Cuyala
Position: Chief, Supply Section
E-mail: csj@ps-dbm.gov.ph
Telephone/Mobile No: 09562357700

Items & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q2	April	May	June	Q3	Q4	July	Aug	Sept	Q3	Q4	Oct	Nov	Dec	Q4	Q4										
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																															
ALCOHOL OR ACETONE BASED ANTISEPTICS																															
1	1219300-AL-004	ALCOHOL, 70%, 500 ml.	bottle	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	0	0.00	0	50.43	0.00	
2	1219300-AL-003	ALCOHOL, Ethyl, 1 Gallon	gallon	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	0	0.00	0	37.09	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																															
3	60321413-CB-P03	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	0	0.00	0	35.36	0.00	
4	60321413-CB-P02	CLEARBOOK, 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	0	0.00	0	36.34	0.00	
5	60321514-ER-P02	ERASER, plastic/wood	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	0	0.00	0	8.38	0.00	
6	60321524-SF-G01	SIGN PEN, Extra Fine Tip, 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	0	0.00	0	22.20	0.00	
7	60321524-SF-G04	SIGN PEN, Fine Tip, Black	piece	150	0	0	150	4,472.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	180	64.72	6,046.68	0.00	
8	60321524-SF-G07	SIGN PEN, Medium Tip, 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	0	0.00	0	17.20	0.00	
9	60321524-SF-G02	SIGN PEN, Extra Fine Tip, 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	0	0.00	0	22.20	0.00	
10	60321524-SF-G05	SIGN PEN, Fine Tip, 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	0	0.00	0	64.72	0.00	
11	60321524-SF-G08	SIGN PEN, Medium Tip, 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	0	0.00	0	17.20	0.00	
12	60321524-SF-G03	SIGN PEN, Extra Fine Tip, 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	0	0.00	0	22.20	0.00	
13	60321524-SF-G06	SIGN PEN, Fine Tip, 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	0	0.00	0	64.72	0.00	
14	60321524-SF-G09	SIGN PEN, Medium Tip, 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	0	0.00	0	17.20	0.00	
15	60321124-MB-P04	WRAPPING PAPER	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	0	0	0.00	0	141.28	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																															
16	43213167-DO-C01	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	0	0	0.00	0	23,523.00	0.00	
17	4311800-PP-P03	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	0	0	0.00	0	18,585.00	0.00	
BATTERIES AND CELLS AND ACCESSORIES																															
18	2011702-01-A02	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	0	0	0.00	0	20.40	0.00	
19	2011702-01-A01	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	0	0	0.00	0	18.34	0.00	
CLEANING EQUIPMENT AND SUPPLIES																															
20	47131612-AF-A01	AIR FRESHENER	can	10	0	0	0	30	823.10	0	0	0	0	0.00	12	0	0	0	12	1,047.72	0	0	0	0	0	0	0	0.00	30	87.31	1,970.82
21	47131604-04-002	BROOM (With Tangle)	piece	40	0	0	0	40	4,592.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	40	114.80	4,992.00	
22	47131604-04-001	BROOM (With Trip-Ring)	piece	20	0	0	0	20	336.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	20	26.80	536.00	
23	47131620-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	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	0	0.00	0	61.60	0.00	
24	47131605-CL-001	CLEANER, Sanitizing Powder	plastic container	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	0	0.00	0	33.92	0.00	
25	47131611-04-002	DETERGENT BAR	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	0	0.00	0	6.24	0.00	
26	47131611-04-001	DETERGENT POWDER, all purpose	pouch	73	0	0	0	73	3,847.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	73	54.08	3,947.84	
27	47131603-04-A08	DISINFECTANT SPRAY	can	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	0	0.00	0	199.80	0.00	
28	47131601-04-P01	DUST PAN	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	0	0.00	0	46.80	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	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec				Q4	Q4 AVERAGE
			27	80141505-T5-027	GLUE STICK (ROA GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0				0	0
28	80141505-T5-028	DEODORANT CREAM	stick	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
29	80141505-T5-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
30	80141505-T5-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
31	80141505-T5-031	MANILA FOLDER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
32	80141505-T5-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
33	80141505-T5-033	PAULLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
34	80141505-T5-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
35	80141505-T5-035	CONTACT DECK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
36	80141505-T5-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
37	80141505-T5-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
38	80141505-T5-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
39	80141505-T5-039	DOCUMENT SCANNER	unit	1	0	0	0	120,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	120,000.00	
40	80141505-T5-040	WATER DISPENSER	unit	10	0	0	0	70,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	70,000.00	
41	80141505-T5-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
42	80141505-T5-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
43	80141505-T5-043	SHIRT PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
44	80141505-T5-044	SPEAKER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
45	80141505-T5-045	FOYICOME JOGGER	bike	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
46	80141505-T5-046	KEYBOARD	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
47	80141505-T5-047	USER CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
48	80141505-T5-048	STEEL RACK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
49	80141505-T5-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
50	80141505-T5-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
51	80141505-T5-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
52	80141505-T5-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
53	80141505-T5-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
54	80141505-T5-054	MULTI PURPOSE VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
56	80141505-T5-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
58	80141505-T5-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
59	80141505-T5-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
50	80141505-T5-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
51	80141505-T5-059	PICK UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
52	80141505-T5-060	ALL TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
53	80141505-T5-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
50	80141505-T5-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
51	80141505-T5-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
52	80141505-T5-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	
53	80141505-T5-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	

A. TOTAL	P	1,353,063.70
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	135,306.37
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	
D. GRAND TOTAL (A + B + C)	P	1,488,370.07
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)		One Million Four Hundred Eighty-nine Thousand Sixty-Three and 07/100 (Ptp 1,483,063.07)

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:

[Signature]
 NOVILYN M. NAVARRA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]
 ACC 1 M. ALA NESPESOS
 Accountant / Budget Officer

Approved by:

[Signature]
 CSINSP EDGARDO F. MENDOZA JR
 Head of Office / Agency

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE			

Date Prepared: July 18, 2024

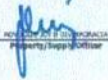
Line	GROUP	Item Description	Appropriation (Fund, account, balance or composition of the fund, such as department, code, or funding)	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price	Total Amount for the year
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
OTHER ITEMS NOT AVAILABLE AT PG-DSM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
11																			
12																			
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A. TOTAL																		1,487,100.00	
B. ADDITIONAL PROVISION FOR EMPLOYER (20% of 100A)																		297,420.00	
C. ADDITIONAL PROVISION FOR TRAVEL AND FREIGHT COST (1% of 100A)																		14,871.00	
D. GRAND TOTAL (A+B+C)																		1,800,000.00	
E. APPROVED SUBJECT TO THE BUDGET PLAN BY FUNDING UNIT NAME:																			

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.

No.	Location	Item Description	Specification (Please specify quantity or composition of the item such as quantity, color, or texture)	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price	Total Amount for the year
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			

OTHER ITEMS NOT AVAILABLE AT PD-DEN BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Prepared by:

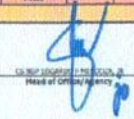

 PROPERTY SUPPLY OFFICER

Date Prepared: JULY 18, 2024

Certified Funds Available / Certified Agreement Party / Available


 ACCOUNTANT / BUDGET OFFICER

Approved by:


 HEAD OF CRIMINAL AGENCY