

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

**Introduction:**

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 uploaded APP-CSE in the Virtual Store (VS) 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).

**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 (VS) and Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- 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](http://www.ps-philgeps.gov.ph)) under the "What We Sell" tab 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 form. Otherwise the form will be deemed invalid.
- 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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosSB>.
- 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 (VS) 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 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 through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Department of Health - Main  
 Region: Main & NCR  
 Address: San Lazaro Compound, Rizal Avenue  
Sta. Cruz, Manila

Agency Code/UACS: K001  
 Organization Type: National Government Agency

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

Contact Person: James Remar Y. Fajardo  
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Item & Specifications	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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	3000	0	0	3000	152,880.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	3000	50.96	152,880.00		
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	500	0	0	500	225,680.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	500	451.36	225,680.00		
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	150	0	0	150	5,304.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	150	35.36	5,304.00		
4	60121413-CB-P02	CLEARBOOK, Legal size	box	100	0	0	100	3,848.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	100	38.48	3,848.00		
5	60121534-ER-P01	ERASER, plastic/rubber	piece	110	0	0	110	1,029.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	110	9.36	1,029.60		
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	4000	0	0	4000	104,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	4000	26.00	104,000.00		
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	44.72	0.00		
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	57.20	0.00		
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	5000	0	0	5000	130,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	5000	26.00	130,000.00		
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	44.72	0.00		
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	57.20	0.00		
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	1000	0	0	1000	26,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1000	26.00	26,000.00		
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	45.76	0.00		
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	57.20	0.00		
15	60121124-WR-P01	WRAPPING PAPER	pack	30	0	0	30	6,427.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	214.24	6,427.20		
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	25,536.16	0.00		
17	45111609-M4-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	18,470.40	0.00		
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	1500	0	0	1500	32,760.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1500	21.84	32,760.00		
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	1500	0	0	1500	29,640.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1500	19.76	29,640.00		
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	92.56	0.00		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
21	47131812-AF-A01	AIR FRESHENER	can	1200	0	0	1200	104,832.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1200	87.36	104,832.00		

Item & Specifications	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			
22 47131604-BR-S01	BROOM (Walis Tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	127.92	0.00
23 47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00
24 47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
25 47131805-CL-P01	CLEANSER, Scouring Powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	36.00	0.00
26 47131811-DE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	9.36	0.00
27 47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	88.40	0.00
28 47131803-DS-A01	DISINFECTANT SPRAY	can	1200	0	0	1200	180,960.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1200	150.80	180,960.00
29 47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	46.80	0.00
30 47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00
31 47131830-FC-A01	FURNITURE CLEANER	can	1800	0	0	1800	408,096.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1800	226.72	408,096.00
32 73101612-HS-L01	HAND SOAP, liquid	bottle	500	0	0	500	21,475.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	500	42.95	21,475.00
33 47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,268.00	0.00
34 47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	134.16	0.00
35 47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	114.04	0.00
36 47131501-RG-C01	RAGS	kilo	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
37 47131602-SC-W01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	89.44	0.00
38 47121701-TB-P04	TRASHBAG, XXL size	pack/roll	100	0	0	100	13,000.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	100	130.00	13,000.00
39 47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00
40 47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00
41 47121702-WB-P01	WASTEBASKET	piece	300	0	0	300	13,104.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	300	43.68	13,104.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																								
42 12171703-SI-P01	INK, for stamp pad	bottle	120	0	0	120	3,744.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	120	31.20	3,744.00
<b>CONSUMER ELECTRONICS</b>																								
43 52161535-DV-R01	DIGITAL VOICE RECORDER	unit	16	0	0	16	76,860.16	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	16	4,803.76	76,860.16
<b>FACE MASK</b>																								
44 42131713-SM-M06	FACE MASK	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00
<b>FILMS</b>																								
45 13111203-AC-F01	ACETATE	roll	34	0	0	34	35,642.88	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	34	1,048.32	35,642.88
46 13111201-CF-P02	CARBON FILM, Legal size	box	5	0	0	5	1,284.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5	256.88	1,284.40
<b>FIRE FIGHTING EQUIPMENT</b>																								
47 46191601-FE-W01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,398.80	0.00
48 46191601-FE-W01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00
<b>FLAG OR ACCESSORIES</b>																								
49 55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0.00
<b>FURNITURE AND FURNISHINGS</b>																								
50 56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00
51 56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00
52 56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
53 56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																								
54 40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	3	0	0	3	4,140.24	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	1,380.08	4,140.24
55 40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	10	0	0	10	11,096.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10	1,109.68	11,096.80
56 40101604-EF-S01	ELECTRIC FAN, stand type	unit	15	0	0	15	15,100.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	15	1,006.72	15,100.80
57 40101604-EF-W01	ELECTRIC FAN, wall mount	unit	5	0	0	5	4,570.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5	914.16	4,570.80
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																								





















Item & Specifications	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			
A. TOTAL																						P		9,990,926.44
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		999,092.64
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF Applicable)																						P		-
D. GRAND TOTAL (A + B + C)																						P		10,990,019.08
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								

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:

  
**ATTY. PAUL L. GUIMBARDA**  
 Director IV, Procurement Service  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
**ROWENA C. LORA, CPA, MM**  
 Director IV, Financial and Management Service  
 Accountant / Budget Officer

Approved by:

  
**TEODORO J. HERBOSA**  
 Secretary of Health  
 Head of Office/Agency

Date Prepared: 27-Jul-23