

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 (UNSPSC) 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 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 09182954426 or 09278478245, or email appcse.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.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: OFFICE OF THE SOLICITOR GENERAL
 Region: NCR
 Address: 134 OSG Bldg. Amoroso Street
 Legaspi Village, Makati City

Agency Code/UACS: M024
 Organization Type: NATIONAL GOVERNMENT

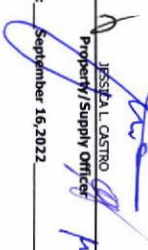
Contact Person: Aramis C. Bercasio
 Position: Administrative Officer II
 E-mail: arcbercasio@ps.gov.ph
 Telephone/Mobile Nos: 8988-1674 loc 644

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 26 July 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																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 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	47.85	0.00
2	12191601-AL-E03	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	330.55	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	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	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	20	0	0	20	727.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	36.36	727.20
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	20	0	0	20	89.40	0	0	0	0	0.00	20	0	0	20	89.40	0	0	0	0	0.00	40	4.47	178.80
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	400	0	0	400	8,880.00	0	0	0	0	0.00	400	0	0	400	8,880.00	0	0	0	0	0.00	800	22.20	17,760.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	400	0	0	400	8,880.00	0	0	0	0	0.00	400	0	0	400	8,880.00	0	0	0	0	0.00	800	22.20	17,760.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	150	0	0	150	3,330.00	0	0	0	0	0.00	150	0	0	150	3,330.00	0	0	0	0	0.00	300	22.20	6,660.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	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	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	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	23,623.60	0.00
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	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	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	150	0	0	150	3,073.50	0	0	0	0	0.00	150	0	0	150	3,073.50	0	0	0	0	0.00	300	20.49	6,147.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	50	0	0	50	917.00	0	0	0	0	0.00	50	0	0	50	917.00	0	0	0	0	0.00	100	18.34	1,834.00
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	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	95.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	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	81.64	0.00
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	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	136.24	0.00
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	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	22.78	0.00
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	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	41.60	0.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	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	23.92	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue for the year (07-29 May 2022)	Price /unit (07-29 May 2022)	Total Amount for the year											
		Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	Q3	Q3 amount				July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
Sponge Window Cleaner with foam	pc.	6			6	1,080.00	6		6	1,080.00															12	180.00	2,160.00
Colored Page Markers Stick 7Pcs	pc.	30			30	1,200.00			0	0.00															30	40.00	1,200.00
Combinator of Reproline, Statement Reading, Pinkey Boxes Ink Machine & Ribbon	lot	1			1	357,000.00			0	0.00															1	357,000.00	357,000.00
Manage Printing	lot	1			1	4,000,000.00			0	0.00															1	4,000,000.00	4,000,000.00
Copy Papers and other paper materials	lot	1			1	4,300,000.00			0	0.00															1	4,300,000.00	4,300,000.00
Customized OS2 Flag	pc.	50			50	17,500.00			0	0.00															50	350.00	17,500.00
Labeling machine	pc.	2			2	2,960.00			0	0.00															2	1,290.00	2,580.00
Label Tank	pc.	30			30	450.00			0	0.00															30	15.00	450.00
Paper timer/coding machine	pc.	3			3	4,500.00			0	0.00															3	1,500.00	4,500.00
Paper shredder	pc.	3			3	3,000.00			0	0.00															3	1,000.00	3,000.00
White board	pc.	10			10	310.00			0	0.00															10	310.00	3,100.00
A. TOTAL																											12,894,451.21
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											1,289,445.12
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											-
D. GRAND TOTAL (A + B+ C)																											14,183,896.33
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																											

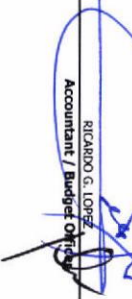
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


 JESSICA L. CASTRO
 Property/Supply Officer

Date Prepared: September 16, 2022

Certified Funds Available / Certified Appropriate Funds Available:


 RICARDO G. LOPEZ
 Accountant / Budget Officer

Approved by:


 MENARDO G. GUEVARA
 Head of Office/Agency