

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

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 28 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 updated 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).

- 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-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 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 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phlbgps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/huoss8>.
 - 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 updated 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 0927-8479245 (Globe) or 0918-2954426 (Smart), or email appcse@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.

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

Department/Bureau/Office: Department of Foreign Affairs
 Region: NEG
 Address: 259 Rizal Blvd.
Pasay City

Agency Code/UNSC: 12001300085
 Organization Type: NEG

Contact Person:
 Position:
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 Telephone/Mobile Nos:

Martinez I. Bragas
 SAC-SECRETARY
 SAC-SECRETARY
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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 AMOUNT | April | May | June | Q2 AMOUNT | July | Aug | Sept | Q3 AMOUNT | | | |

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|--------------------------|--------|-----|---|-----|-----|------------|----|---|-----|-----|-----------|----|-----|-----|-----|-----------|----|---|-----|-----|-----------|------|--------|------------|
| 1 | 12191601-AL-EM4 | ALCOHOL, Ethyl, 500 ml | bottle | 433 | 7 | 282 | 722 | 36,793.12 | 12 | 7 | 239 | 288 | 13,474.68 | 96 | 107 | 189 | 392 | 19,976.32 | 14 | 7 | 179 | 200 | 10,192.00 | 1572 | 50.96 | 80,109.12 |
| 2 | 12191601-AL-EM3 | ALCOHOL, Ethyl, 1 Gallon | gallon | 74 | 6 | 221 | 301 | 135,859.36 | 47 | 6 | 8 | 61 | 27,532.96 | 41 | 38 | 19 | 194 | 87,563.94 | 32 | 6 | 19 | 57 | 25,727.52 | 613 | 451.36 | 276,683.68 |

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|---------------------------------|-------|-----|----|-----|-----|-----------|----|----|-----|-----|-----------|----|-----|-----|-----|-----------|----|----|-----|-----|----------|------|--------|-----------|
| 3 | 60121413-CP-P01 | CLEARBOOK, A4 size | box | 141 | 6 | 37 | 184 | 6,506.24 | 26 | 1 | 1 | 28 | 990.08 | 16 | 51 | 1 | 68 | 2,404.48 | 6 | 1 | 1 | 8 | 292.88 | 288 | 35.36 | 10,283.68 |
| 4 | 60121413-CP-P02 | CLEARBOOK, Legal size | box | 41 | 6 | 21 | 68 | 2,616.64 | 26 | 1 | 1 | 28 | 1,077.44 | 16 | 51 | 6 | 73 | 2,899.04 | 6 | 1 | 1 | 8 | 307.84 | 177 | 38.48 | 6,810.96 |
| 5 | 60121524-ER-P01 | ERASER, plastic/rubber | piece | 0 | 0 | 20 | 20 | 187.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 50 | 0 | 50 | 468.00 | 0 | 0 | 0 | 0 | 0.00 | 70 | 9.36 | 655.20 |
| 6 | 60121524-ER-P01 | SIGN PEN, Extra Fine Tip, Black | piece | 198 | 10 | 115 | 323 | 8,398.00 | 94 | 10 | 15 | 109 | 2,834.00 | 94 | 180 | 40 | 304 | 7,904.00 | 13 | 10 | 40 | 63 | 1,638.00 | 799 | 26.00 | 20,774.00 |
| 7 | 60121524-ER-P04 | SIGN PEN, Fine Tip, Black | piece | 139 | 25 | 266 | 430 | 19,229.60 | 44 | 20 | 175 | 239 | 10,660.08 | 94 | 190 | 187 | 471 | 21,063.12 | 23 | 20 | 175 | 218 | 9,748.56 | 1358 | 44.72 | 60,729.76 |
| 8 | 60121524-SP-G07 | SIGN PEN, Medium Tip, Black | piece | 604 | 34 | 126 | 764 | 43,700.80 | 45 | 17 | 27 | 89 | 5,090.80 | 37 | 199 | 61 | 297 | 16,988.40 | 35 | 17 | 27 | 79 | 4,518.80 | 1229 | 57.20 | 70,298.80 |
| 9 | 60121524-SP-G02 | SIGN PEN, Extra Fine Tip, Blue | piece | 188 | 10 | 115 | 313 | 8,138.00 | 60 | 10 | 40 | 70 | 1,820.00 | 94 | 180 | 40 | 304 | 7,904.00 | 60 | 10 | 40 | 110 | 2,860.00 | 797 | 26.00 | 20,722.00 |
| 10 | 60121524-SP-G05 | SIGN PEN, Fine Tip, Blue | piece | 122 | 20 | 261 | 403 | 18,022.16 | 20 | 15 | 170 | 205 | 9,167.60 | 94 | 185 | 87 | 366 | 16,367.52 | 20 | 20 | 175 | 215 | 9,614.80 | 1189 | 44.72 | 53,172.08 |
| 11 | 60121524-SP-G08 | SIGN PEN, Medium Tip, Blue | piece | 583 | 39 | 131 | 753 | 43,071.60 | 35 | 22 | 32 | 89 | 5,090.80 | 37 | 202 | 54 | 293 | 16,295.60 | 23 | 20 | 30 | 73 | 4,175.60 | 1208 | 57.20 | 69,097.60 |
| 12 | 60121524-SP-G03 | SIGN PEN, Extra Fine Tip, Red | piece | 78 | 0 | 30 | 108 | 2,860.00 | 42 | 0 | 45 | 87 | 2,862.00 | 22 | 145 | 5 | 172 | 4,472.00 | 22 | 0 | 5 | 27 | 702.00 | 394 | 26.00 | 10,244.00 |
| 13 | 60121524-SP-G06 | SIGN PEN, Fine Tip, Red | piece | 42 | 5 | 30 | 77 | 3,513.52 | 5 | 5 | 5 | 15 | 686.40 | 23 | 150 | 5 | 180 | 8,206.80 | 5 | 5 | 5 | 15 | 686.40 | 287 | 45.76 | 13,133.12 |
| 14 | 60121524-SP-G09 | SIGN PEN, Medium Tip, Red | piece | 423 | 5 | 30 | 438 | 26,197.60 | 9 | 5 | 5 | 19 | 1,086.80 | 19 | 150 | 5 | 174 | 9,552.80 | 9 | 5 | 5 | 19 | 1,086.80 | 670 | 57.20 | 38,244.00 |
| 15 | 60121124-WR-P01 | WRAPPING PAPER | pack | 14 | 0 | 38 | 52 | 11,140.48 | 1 | 0 | 1 | 2 | 428.48 | 1 | 0 | 1 | 2 | 428.48 | 1 | 0 | 1 | 2 | 428.48 | 58 | 214.24 | 12,425.92 |

| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|---------------------------------|-----------|------|---|-----|------|------------|----|----|-----|-----|-----------|----|----|-----|-----|-----------|----|-----------|-----|-----|-----------|------|----------|------------|
| 16 | 451212-DC-C03 | DOCUMENT CAMERA | unit | 1 | 0 | 0 | 1 | 25,536.16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,536.16 | | | | | | |
| 17 | 451109-NM-M01 | MULTIMEDIA PROJECTOR | unit | 1 | 0 | 2 | 3 | 55,411.20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 55,411.20 | | | | | | |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 2611702-BT-A02 | BATTERY, dry cell, size AA | pack | 186 | 5 | 122 | 313 | 6,835.92 | 16 | 5 | 34 | 55 | 1,201.20 | 55 | 35 | 38 | 128 | 2,795.52 | 11 | 0 | 28 | 39 | 851.76 | 535 | 21.94 | 11,894.40 |
| 19 | 2611702-BT-A01 | BATTERY, dry cell, size AAA | pack | 233 | 5 | 114 | 352 | 6,995.52 | 16 | 5 | 32 | 53 | 1,497.28 | 55 | 35 | 36 | 126 | 2,489.76 | 10 | 0 | 28 | 38 | 750.88 | 569 | 19.75 | 11,243.44 |
| 20 | 2611702-BT-A03 | BATTERY, dry cell, size D | pack | 17 | 5 | 20 | 42 | 3,887.52 | 5 | 5 | 8 | 18 | 1,666.08 | 10 | 5 | 10 | 25 | 2,314.00 | 0 | 3 | 0 | 3 | 277.68 | 88 | 92.56 | 8,145.28 |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 47131812-AE-A01 | AIR FRESHENER | can | 110 | 5 | 104 | 219 | 19,131.84 | 27 | 20 | 15 | 62 | 5,416.32 | 31 | 14 | 37 | 82 | 7,163.52 | 21 | 4 | 19 | 44 | 3,843.84 | 407 | 87.36 | 35,555.52 |
| 22 | 47131894-BE-S01 | BROOM (W/ais Tambo) | piece | 0 | 0 | 2 | 2 | 255.84 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 127.92 | 255.84 |
| 23 | 47131894-BE-T01 | BROOM (W/ais Tng-tng) | 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 | 23.92 | 0.00 |
| 24 | 47131829-TB-C01 | CLEANER, Toilet Bowl and Urinal | bottle | 5 | 0 | 29 | 34 | 1,530.48 | 5 | 0 | 5 | 10 | 447.20 | 5 | 0 | 5 | 10 | 447.20 | 5 | 0 | 5 | 10 | 447.20 | 64 | 44.72 | 2,862.08 |
| 25 | 47131805-CL-P01 | CLEANER, Scouring Powder | can | 0 | 0 | 24 | 24 | 864.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 24 | 36.00 | 864.00 |
| 26 | 47131811-DE-B02 | DETERGENT BAR | bar | 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 | 9.36 | 0.00 |
| 27 | 47131811-DE-P02 | DETERGENT POWDER, all purpose | pouch | 0 | 0 | 1 | 1 | 88.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 88.40 | 0 | 0 | 0 | 0 | 0.00 | 2 | 88.40 | 176.80 |
| 28 | 47131803-OS-A01 | DISINFECTANT SPRAY | can | 568 | 3 | 219 | 790 | 119,132.00 | 19 | 3 | 10 | 32 | 4,812.60 | 26 | 52 | 172 | 250 | 37,700.00 | 6 | 2 | 14 | 22 | 3,317.60 | 1094 | 150.80 | 164,975.20 |
| 29 | 47131601-DU-P01 | DUST PAN | piece | 0 | 0 | 2 | 2 | 93.60 | 0 | 0 | 0 | 0 | 0.00 | 2 | 0 | 0 | 2 | 93.60 | 0 | 0 | 0 | 0 | 0.00 | 4 | 46.80 | 187.20 |
| 30 | 47131802-RW-M03 | FLOOR WAX, paste type, red | 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 | 133.20 | 0.00 |
| 31 | 47131830-FC-A01 | FURNITURE CLEANER | can | 53 | 1 | 90 | 144 | 32,472.68 | 1 | 0 | 1 | 2 | 453.44 | 1 | 20 | 26 | 47 | 10,655.84 | 1 | 0 | 11 | 12 | 2,720.64 | 205 | 216.72 | 46,477.60 |
| 32 | 7101812-HS-101 | HAND SOAP, liquid | bottle | 107 | 2 | 41 | 150 | 6,442.50 | 5 | 0 | 5 | 10 | 429.50 | 9 | 5 | 5 | 19 | 816.05 | 5 | 0 | 10 | 15 | 644.25 | 194 | 42.95 | 2,288.00 |
| 33 | 47131894-ME-901 | MOP BUCKET | 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 | 134.16 | 0.00 |
| 34 | 47131813-HP-M02 | MOPHEAD, heavy duty | 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 | 114.04 | 0.00 |
| 35 | 47131819-HP-R01 | MOPHEAD, made of rayon | 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 | 57.20 | 1,144.00 |
| 36 | 47131501-RG-C01 | RAGS | hd | 2 | 2 | 10 | 14 | 800.80 | 0 | 0 | 0 | 0 | 0.00 | 2 | 2 | 2 | 6 | 343.20 | 0 | 0 | 0 | 0 | 0.00 | 4 | 89.44 | 357.76 |
| 37 | 47131602-SC-N01 | SCOURING PAD | pack | 0 | 0 | 4 | 4 | 357.76 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 4 | 89.44 | 357.76 |
| 38 | 47121701-TB-P04 | TRASHBAG, XXL size | pack/roll | 13 | 0 | 33 | 46 | 5,980.00 | 3 | 0 | 3 | 6 | 780.00 | 2 | 0 | 3 | 5 | 650.00 | 2 | 0 | 4 | 6 | 780.00 | 63 | 131.00 | 8,190.00 |
| 39 | 47121701-TB-P05 | TRASHBAG, Large size | pack/roll | 102 | 0 | 5 | 107 | 6,342.96 | 2 | 0 | 2 | 4 | 237.12 | 2 | 0 | 2 | 4 | 237.12 | 2 | 0 | 2 | 4 | 237.12 | 119 | 95.38 | 7,052.32 |
| 40 | 47121701-TB-P06 | TRASHBAG, XL size | pack/roll | 12 | 0 | 2 | 14 | 1,295.84 | 2 | 0 | 2 | 4 | 370.24 | 1 | 0 | 2 | 3 | 277.68 | 1 | 0 | 2 | 3 | 277.68 | 24 | 92.56 | 2,221.44 |
| 41 | 47121702-WB-R01 | WASTEBASKET | piece | 25 | 0 | 153 | 178 | 7,775.04 | 0 | 0 | 6 | 6 | 262.08 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 3 | 3 | 131.04 | 187 | 43.58 | 8,168.16 |
| COLOR COPY/PRINTERS AND DISPENSERS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 42 | 12121703-SI-P01 | INK, for stamp pad | bottle | 68 | 0 | 20 | 88 | 2,745.60 | 8 | 0 | 0 | 8 | 249.60 | 10 | 25 | 20 | 55 | 1,716.00 | 5 | 0 | 0 | 5 | 156.00 | 156 | 31.20 | 4,867.20 |
| COMMUNICATOR ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 | 52161535-DW-M01 | DIGITAL VOICE RECORDER | unit | 7 | 0 | 2 | 9 | 43,233.84 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 4,803.76 | 0 | 0 | 0 | 0 | 0.00 | 10 | 4,803.76 | 48,037.60 |
| FACE MASK | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44 | 42121713-SM-M06 | FACE MASK | box | 1012 | 4 | 287 | 1303 | 67,756.00 | 12 | 4 | 257 | 273 | 14,196.00 | 62 | 29 | 257 | 348 | 18,096.00 | 12 | 4 | 262 | 278 | 14,456.00 | 2202 | 52.00 | 114,596.00 |
| FILES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 13111003-AC-P01 | ACETATE | roll | 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 | 1,048.32 | 0.00 |
| 46 | 13111001-CP-P02 | CARBON FILM, Legal size | box | 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 | 256.88 | 0.00 |
| FIRE EXTINGUISHING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47 | 46191601-FC-M01 | FIRE EXTINGUISHER, dry chemical | unit | 19 | 0 | 0 | 19 | 26,277.20 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 19 | 1,398.80 | 26,577.20 |

