

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

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: CAGAYAN ECONOMIC ZONE AUTH
 Region: NCR
 Address: 10F Greenfield Tower, Mayflower an
 Mandaluyong City, Metro Manila 155

Agency Code/UACS: X307
 Organization Type: GOCC

Contact Person: Felix Laudhemir A. Feria
 Position: Logistics Management Officer
 E-mail: property@ceza.gov.ph
 Telephone/Mobile Nos: 9977718057

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 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	1008	0	0	1008	48,232.80	0	0	0	0	0.00	1008	0	0	1008	48,232.80	0	0	0	0	0.00	2016	47.85	96,465.60	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	30	0	0	30	9,916.50	0	0	0	0	0.00	30	0	0	30	9,916.50	0	0	0	0	0.00	60	330.55	19,833.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	100	0	0	100	3,291.00	0	0	0	0	0.00	100	0	0	100	3,291.00	0	0	0	0	0.00	200	32.91	6,582.00	
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	150	0	0	150	5,454.00	0	0	0	0	0.00	150	0	0	150	5,454.00	0	0	0	0	0.00	300	36.36	10,908.00	
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	100	0	0	100	447.00	0	0	0	0	0.00	100	0	0	100	447.00	0	0	0	0	0.00	200	4.47	894.00	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	921	0	0	921	20,446.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	921	22.20	20,446.20	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	780	0	0	780	17,316.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	780	22.20	17,316.00	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	60	0	0	60	1,332.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	22.20	1,332.00	
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	200	0	0	200	4,098.00	0	0	0	0	0.00	200	0	0	200	4,098.00	0	0	0	0	0.00	400	20.49	8,196.00	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	201	0	0	201	3,686.34	0	0	0	0	0.00	200	0	0	200	3,668.00	0	0	0	0	0.00	401	18.34	7,354.34	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	40	0	0	40	3,848.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	96.20	3,848.00	