

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 Modernized Philippine Government 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:

- 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 mPhilGEPS and Downloads page of PS-DBM website (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) 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) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosS8>.
- 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 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.
- 7.0 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.
- 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, or visit the PS-DBM website (www.ps-philgeps.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: NATIONAL LIBRARY OF THE PHILIPPINES
Region: NCR
Address: T.M KALAW ST. ERMITA MANILA

Agency Code/UACS: 26019000000
Organization Type: NGAS

Contact Person: Ginalene M. Magallano
Position: ADMINISTRATIVE OFFICER V
E-mail : gmmagallano@nlp.gov.ph
Telephone/Mobile Nos: 9231304118

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						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	36	30	22	88	4,484.48	31	4	22	57	2,904.72	34	10	22	66	3,363.36	28	4	21	53	2,700.88	264	50.96	13,453.44	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	35	12	10	57	25,727.52	69	4	10	83	37,462.88	26	13	10	49	22,116.64	24	7	14	45	20,311.20	234	451.36	105,618.24	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, A4 size	box	1	0	0	1	35.36	4	0	0	4	141.44	0	0	0	0	0.00	0	0	0	0	0.00	5	35.36	176.80	
4	60121413-CB-P02	CLEARBOOK, Legal size	box	4	0	0	4	153.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	38.48	153.92	
5	60121534-ER-P01	ERASER, plastic/rubber	piece	36	15	0	51	477.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	51	9.36	477.36	
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	57	15	0	72	1,872.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	72	26.00	1,872.00	
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	104	12	0	116	5,187.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	116	44.72	5,187.52	
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	76	0	4	80	4,576.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	57.20	4,576.00	
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	70	0	0	70	1,820.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	26.00	1,820.00	
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	115	24	0	139	6,216.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	139	44.72	6,216.08	
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	82	41	4	127	7,264.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	127	57.20	7,264.40	
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	24	0	0	24	624.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	26.00	624.00	
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	20	6	0	26	1,189.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26	45.76	1,189.76	
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	25	4	4	33	1,887.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33	57.20	1,887.60	
15	60121124-WR-P01	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	214.24	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	1	0	1	25,536.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,536.16	25,536.16	
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	3	1	0	4	73,881.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	18,470.40	73,881.60	
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	74	3	0	77	1,681.68	17	0	0	17	371.28	22	0	0	22	480.48	9	0	0	9	196.56	125	21.84	2,730.00	
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	76	3	0	79	1,561.04	37	0	0	37	731.12	20	0	0	20	395.20	7	0	0	7	138.32	143	19.76	2,825.68	
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	6	0	0	6	555.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	92.56	555.36	
CLEANING EQUIPMENT AND SUPPLIES																											

21	47131812-AF-A01	AIR FRESHENER	can	32	0	0	32	2,795.52	55	0	0	55	4,804.80	33	0	0	33	2,882.88	32	0	0	32	2,795.52	152	87.36	13,278.72	
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	10	0	0	10	1,279.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	127.92	1,279.20	
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	15	0	0	15	358.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	23.92	358.80	
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	30	0	0	30	1,341.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	44.72	1,341.60	
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	20	0	0	20	720.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	36.00	720.00	
26	47131811-DE-B02	DETERGENT BAR	bar	5	0	0	5	46.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9.36	46.80	
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	25	0	0	25	2,210.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	88.40	2,210.00	
28	47131803-DS-A01	DISINFECTANT SPRAY	can	26	0	0	26	3,920.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26	150.80	3,920.80	
29	47131601-DU-P01	DUST PAN	piece	10	0	0	10	468.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	46.80	468.00	
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	0.00	0	0	0	0	0.00	0	135.20	0.00	
31	47131830-FC-A01	FURNITURE CLEANER	can	25	0	0	25	5,668.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	226.72	5,668.00	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	44	0	0	44	1,889.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	44	42.95	1,889.80	
33	47121804-MP-B01	MOP BUCKET	unit	5	0	0	5	11,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,288.00	11,440.00	
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	20	0	0	20	2,683.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	134.16	2,683.20	
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	30	0	0	30	3,421.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	114.04	3,421.20	
36	47131501-RG-C01	RAGS	kilo	13	0	0	13	743.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	57.20	743.60	
37	47131602-SC-N01	SCOURING PAD	pack	31	0	0	31	2,772.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	89.44	2,772.64	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	50	0	0	50	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	130.00	6,500.00	
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	30	0	0	30	1,778.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	59.28	1,778.40	
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	30	0	0	30	2,776.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	92.56	2,776.80	
41	47121702-WB-P01	WASTEBASKET	piece	24	0	0	24	1,048.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	43.68	1,048.32	
COLOR COMPOUNDS AND DISPERSIONS																											
42	12171703-SI-P01	INK, for stamp pad	bottle	15	0	0	15	468.00	6	0	0	6	187.20	5	0	0	5	156.00	1	0	0	1	31.20	27	31.20	842.40	
CONSUMER ELECTRONICS																											
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	4	1	0	5	24,018.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	4,803.76	24,018.80	
FACE MASK																											
44	42131713-SM-M06	FACE MASK	box	52	0	20	72	3,744.00	17	0	20	37	1,924.00	12	0	20	32	1,664.00	12	0	20	32	1,664.00	173	52.00	8,996.00	
FILMS																											
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	2	0	0	2	2,096.64	0	0	0	0	0.00	0	0	0	0	0.00	2	1,048.32	2,096.64	
46	13111201-CF-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 FIGHTING EQUIPMENT																											
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	10	10	13,988.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,398.80	13,988.00	
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	5	5	28,066.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,613.25	28,066.25	
FLAG OR ACCESSORIES																											
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	569.68	1	0	0	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	3	284.84	854.52	
FURNITURE AND FURNISHINGS																											
50	56101504-CM-B01	MONOBLOC CHAIR, beige	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	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	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	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	0.00	0	0	0	0	0.00	0	1,348.88	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	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	1,380.08	0.00	
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	2	0	2	2,219.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,109.68	2,219.36	
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	1	2	0	3	3,020.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,006.72	3,020.16	
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	1	0	0	1	914.16	0	0	0	0	0.00	0	0	0	0	0.00	1	914.16	914.16	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
58	43211507-DSK003	DESKTOP, for Basic Users	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	24,793.60	0.00	
59	43211507-DSK004	DESKTOP, for Mid-Range Users	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	42,390.40	0.00	

45	80141505-TS-045	POVIDONE IODINE	bottle	10	0	0	0	10	0.00	10	0	0	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	0	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	0.00	0.00
47	80141505-TS-047	DSLr CAMERA	unit	0	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	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	0	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	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	2	1	0	3	0.00	1	0	0	1	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL		P	1,333,411.15
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	133,341.12
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,466,752.27
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:

GINALENE M. MAGALLANO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

GERALDINE V. GUIJASANDO
Accountant / Budget Officer

Approved by:

CESAR GILBERT Q. ADRIANO
Head of Office/Agency

Date Prepared: 28-Jul-23