

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 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).

2024 APP CSE

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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- All information must be provided accurately.
- 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.
- Do not delete, add, or revise any items or rows on the PART I of this 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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/hos58>.
- 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 signatures shall be deemed invalid.
- 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.
- 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: Philippine Mining Development Corp.  
Region: NCR  
Address: 3519 West Tower, Textile Center, Exchange Road, Ortigas Center, Pasig

Agency Code/UAOS: Q259  
Organization Type: SOCC

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

Contact Person: Oscar P. Yuyenco  
Position: HRAD Manager  
E-mail: [oscar.yuyenco@yaboo.com](mailto:oscar.yuyenco@yaboo.com)  
Telephone/Mobile Nos.: 8706-1631

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-EDH	ALCOHOL, Ethyl, 500 mL	bottle	25	0	0	25	1,214.00	22	0	0	22	1,121.12	26	0	0	26	1,124.96	22	0	0	22	1,121.12	95	50.96	5,841.20
2	12191603-AL-EDH	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	451.36	0.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-PO	C. CARBOOK, A4 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	35.36	0.00
4	60121413-CB-POC	C. CARBOOK, Legal size	box	6	0	0	6	130.85	0	0	0	0	0.00	2	0	0	2	76.96	0	0	0	0	0.00	8	38.48	307.84
5	60121534-FR-PC	ERASER, plastic/rubber	piece	11	0	0	11	102.96	0	0	0	0	0.00	3	0	0	3	28.08	0	0	0	0	0.00	14	9.36	131.04
6	60121524-SP-GD	SIGN PEN, Extra Fine Tip, Black	piece	29	0	0	29	1,014.00	20	0	0	20	920.70	19	0	0	19	1,014.00	14	0	0	14	364.00	112	26.00	2,912.00
7	60121524-SP-GD	SIGN PEN, Fine Tip, Black	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	44.72	0.00
8	60121524-SP-GD	SIGN PEN, Medium Tip, Black	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	0.00
9	60121524-SP-GD	SIGN PEN, Extra Fine Tip, Blue	piece	32	0	0	32	632.00	9	0	0	9	734.70	31	0	0	31	806.00	3	0	0	3	78.00	75	26.00	1,990.00
10	60121524-SP-GD	SIGN PEN, Fine Tip, Blue	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	44.72	0.00
11	60121524-SP-GD	SIGN PEN, Medium Tip, Blue	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	0.00
12	60121524-SP-GD	SIGN PEN, Extra Fine Tip, Red	piece	7	0	0	7	182.00	3	0	0	3	78.00	5	0	0	5	130.00	3	0	0	3	78.00	18	26.00	458.00
13	60121524-SP-GD	SIGN PEN, Fine Tip, Red	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	45.76	0.00
14	60121524-SP-GD	SIGN PEN, Medium Tip, Red	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	0.00
15	60121124-WR-PO	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
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121017-GD-OB	DOCUMENT CAMERA	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	25,536.16	0.00
17	45111609-MM-PC	MULTIMEDIA PROJECTOR	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	18,470.40	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-AD	BATTERY, dry cell, size AA	pack	1	0	0	1	35.52	2	0	0	2	43.68	1	0	0	1	65.52	2	0	0	2	43.68	10	21.84	218.40
19	26111702-BT-AD	BATTERY, dry cell, size AAA	pack	2	0	0	2	39.52	2	0	0	2	39.52	2	0	0	2	39.52	2	0	0	2	39.52	8	19.76	158.08
20	26111702-BT-AD	BATTERY, dry cell, size D	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	92.56	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
47	131812-4F-AD	AIR FRESHENER	can	5	0	0	5	436.80	5	0	0	5	436.80	5	0	0	5	436.80	5	0	0	5	436.80	20	87.36	1,747.20