

APP-CSE 2025 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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).

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 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 2025 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/adeqO>. Instructions on how to fill-out is included in the reminders 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 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 0918-2954426 (Smart) or 0962-8255199 (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) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Biodiversity Management Bureau  
Region: NCR  
Address: Quason Avenue, Diliman,  
Quezon City

Agency Code/UACS: 58  
Organization Type: National Government

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Contact Person: JESSICA F. TORNO  
Position: Administrative Officer II  
E-mail: property@bmb.gov.ph  
Telephone/Mobile Nos: 9246031-Local 220

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-E04	ALCOHOL, Ethyl, 500 mL	bottle	20	20	20	60	3,025.80	20	20	20	60	3,025.80	20	20	20	60	3,025.80	20	20	20	60	3,025.80	240	50.43	12,103.20
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	5	5	5	15	5,356.35	5	5	5	15	5,356.35	5	5	5	15	5,356.35	5	5	5	15	5,356.35	60	357.09	21,425.40
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	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	35.16	4.00
4	60121413-CB-P02	CLEARBOOK, Legal size	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	36.36	4.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	10	10	10	30	247.80	10	10	10	30	247.80	10	10	10	30	247.80	10	10	10	30	247.80	120	8.26	991.20
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	15	15	15	45	999.00	15	15	15	45	999.00	15	15	15	45	999.00	15	15	15	45	999.00	180	22.20	3,994.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	15	15	15	45	2,012.40	15	15	15	45	2,012.40	15	15	15	45	2,012.40	15	15	15	45	2,012.40	180	44.72	8,048.60
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	180	57.20	10,294.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	15	15	15	45	999.00	15	15	15	45	999.00	15	15	15	45	999.00	15	15	15	45	999.00	180	22.20	3,994.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	15	15	15	45	2,012.40	15	15	15	45	2,012.40	15	15	15	45	2,012.40	15	15	15	45	2,012.40	180	44.72	8,048.60
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	180	57.20	10,294.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	5	5	5	15	333.00	5	5	5	15	333.00	5	5	5	15	333.00	5	5	5	15	333.00	60	22.20	1,332.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	5	5	5	15	686.40	5	5	5	15	686.40	5	5	5	15	686.40	5	5	5	15	686.40	60	45.76	2,744.60
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	5	5	5	15	858.00	5	5	5	15	858.00	5	5	5	15	858.00	5	5	5	15	858.00	60	57.20	3,432.00
15	60121124-WR-P01	WRAPPING PAPER	pack	1	1	1	3	483.60	1	1	1	3	483.60	1	1	1	3	483.60	1	1	1	3	483.60	12	161.20	1,934.40
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	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	23,623.60	6.00
17	45111609-HM-P01	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	16,588.00	6.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	10	10	10	30	614.70	10	10	10	30	614.70	10	10	10	30	614.70	10	10	10	30	614.70	120	20.49	2,458.80
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	10	10	10	30	550.20	10	10	10	30	550.20	10	10	10	30	550.20	10	10	10	30	550.20	120	18.34	2,200.80
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
20	47131812-AF-A01	AIR FRESHENER	can	10	10	10	30	2,619.30	10	10	10	30	2,619.30	10	10	10	30	2,619.30	10	10	10	30	2,619.30	120	87.31	10,477.20













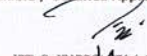

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		
D. GRAND TOTAL (A + B + C)																								P		1,138,123.09
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 F. TORNO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

   
 \_\_\_\_\_  
 IZEL D. IBARRA / NIKKI ROSE DELOS SANTOS  
 Accountant / Budget Officer

Approved by:

  
 \_\_\_\_\_  
 ARMIN S. ANDRES  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_