

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

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 2011-5-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 (mPHIGEPS) 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 mPHIGEPS and Downloads page of PS-DBM website ([www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)).
  - All information must be provided accurately.
  - Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-phillips.gov.ph](http://www.ps-phillips.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 this form. Otherwise, the form will be deemed invalid.
  - For items not included on the list of PHMT 12, 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-phillips.gov.ph](http://www.ps-phillips.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.
  - 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 mPHIGEPS 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 mPHIGEPS 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 0918-2954426 (Smart) or 0962-9255199 (Smart), or email [appeals@ps-phillips.gov.ph](mailto:appeals@ps-phillips.gov.ph), or visit the PS-DBM website ([www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: Department of Agriculture (DO) ||  
 Region: III - Zamboanga  
 Address: DANG CANTAMUN, CITY OF  
 San Fernando, Zamboanga

Agency Code/UNSC: No Code  
 Organization Type: National Government Agency (NGA)

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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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT

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

ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-B04	ALCOHOL, Ethyl, 500 ml.	bottle	230	89	297	644	32,476.92	43	48	185	276	13,918.68	43	59	195	296	14,927.28	38	46	235	321	16,198.03	1537	50.43	77,510.91
2	12191601-AL-B03	ALCOHOL, Ethyl, 1 Gallon	gallon	81	27	53	161	57,491.49	16	11	64	91	32,495.19	16	11	49	78	27,138.64	6	11	69	86	30,799.74	414	357.89	147,838.26
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES																										
3	60121432-CE-R01	CLEARBROCK, A4 size	piece	21	0	65	86	3,023.76	0	0	1	1	35.16	0	0	1	1	35.16	0	0	1	1	35.16	89	35.16	3,129.24
4	60121432-CE-R02	CLEARBROCK, Legal size	piece	11	24	89	124	4,508.64	24	15	40	79	2,872.44	24	0	25	49	1,781.64	20	0	21	41	1,460.76	293	36.36	10,653.48
5	60121524-BR-R01	ERASER, Pencil/Rubber	piece	5	40	17	62	512.12	20	10	30	60	495.60	20	0	20	40	350.40	0	20	20	40	350.40	202	8.26	1,668.52
6	60121524-SR-Q01	SCISSOR, Extra Fine Tip, Black	piece	240	182	294	706	15,673.20	62	180	257	479	10,633.80	62	10	77	149	3,307.80	40	10	85	133	2,897.00	1469	22.20	32,611.80
7	60121524-SR-Q04	SCISSOR, Fine Tip, Black	piece	557	102	159	818	36,580.94	42	3	81	128	5,724.16	42	25	81	148	6,618.56	30	5	69	104	4,630.88	1198	44.72	53,574.56
8	60121524-SR-Q07	SCISSOR, Medium Tip, Black	piece	25	22	159	206	11,783.20	22	5	39	66	3,775.20	22	5	39	66	4,919.20	10	5	27	42	2,402.40	400	57.20	22,888.00
9	60121524-SR-Q02	SCISSOR, Extra Fine Tip, Blue	piece	245	137	180	562	12,476.40	5	160	190	355	7,881.00	5	10	20	35	777.00	5	10	40	55	1,221.00	1007	22.20	44,004.48
10	60121524-SR-Q05	SCISSOR, Fine Tip, Blue	piece	486	31	114	631	28,218.32	31	14	74	119	5,321.68	31	34	74	139	6,216.08	19	14	62	95	4,296.40	984	44.72	44,004.48
11	60121524-SR-Q08	SCISSOR, Medium Tip, Blue	piece	30	15	45	90	5,148.00	15	115	175	305	17,446.00	15	15	45	75	4,290.00	15	15	45	75	4,290.00	545	57.20	31,274.00
12	60121524-SR-Q03	SCISSOR, Extra Fine Tip, Red	piece	115	17	39	191	4,240.20	17	29	53	97	2,153.40	17	29	53	97	2,153.40	5	29	49	83	1,842.00	468	22.20	10,386.60
13	60121524-SR-Q06	SCISSOR, Fine Tip, Red	piece	31	18	38	87	3,681.12	18	8	35	61	2,791.36	18	8	35	61	2,791.36	18	8	35	61	2,791.36	270	45.76	12,355.20
14	60121524-SR-Q09	SCISSOR, Medium Tip, Red	piece	5	5	35	45	2,574.00	5	5	15	25	1,430.00	5	5	15	25	1,430.00	5	5	15	25	1,430.00	120	57.20	6,864.00
15	60121234-WR-R01	WRAPPING PAPER	pack	10	0	0	10	1,612.00	0	1	1	2	322.40	0	0	0	0	0.00	0	0	0	0	0.00	12	161.20	1,934.40
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	46121517-00-C03	DOCUMENT CAMERA	unit	3	0	0	3	70,670.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	23,423.60	70,670.80
17	46111609-HM-R01	MULTIMEDIA PROJECTOR	unit	0	0	1	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	164	54	87	305	6,248.45	84	29	44	157	3,216.93	34	29	21	84	1,721.16	14	24	19	57	1,167.93	603	20.49	12,355.47
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	129	44	77	250	4,938.00	74	19	34	127	2,329.18	24	19	11	54	990.36	4	14	9	27	495.18	458	18.34	8,399.72
CLEANING EQUIPMENT AND SUPPLIES																										

20	4713103-AC-001	AIR FRESHENER	can	134	70	138	362	31,606.22	25	23	58	106	9,254.86	40	23	18	81	7,072.11	13	13	18	44	3,841.64	593	87.31	51,774.83	
21	4713104-BR-001	BROOM (White Tambo)	piece	15	4	15	34	4,243.20	1	0	27	28	3,494.40	1	0	3	4	499.20	2	0	3	5	624.00	71	124.80	8,960.80	
22	4713104-BR-T01	BROOM (White Tingley)	piece	9	4	9	22	572.00	0	0	3	3	78.00	1	0	3	4	104.00	0	0	3	3	78.00	32	26.00	832.00	
23	4713103-TR-001	CLEANER, Toilet Bowl and Urinal	bottle	82	27	116	225	9,360.00	20	13	48	81	3,369.60	10	13	23	46	1,915.60	8	8	23	39	1,632.40	391	41.60	16,385.60	
24	4713105-C-001	CLEANER, Scouring Powder	plastic container	52	20	87	159	3,480.28	2	7	7	16	380.72	2	7	7	16	380.72	12	12	7	31	741.52	222	23.92	5,310.24	
25	4713101-DE-002	DETERGENT BAR	piece	14	8	35	57	533.28	0	3	0	3	28.02	0	3	0	3	28.02	4	0	0	4	37.36	67	9.34	625.78	
26	4713101-DE-R02	DETERGENT POWDER, all purpose	pouch	47	8	102	157	8,480.56	50	7	47	104	5,624.32	2	7	22	31	1,676.48	7	2	22	31	1,676.48	323	54.08	17,467.84	
27	4713103-OS-001	DISINFECTANT SPRAY	can	104	53	198	315	44,855.35	21	9	66	96	13,429.44	9	9	9	27	3,777.03	19	9	9	37	5,175.93	475	139.89	66,447.75	
28	4713101-DU-R01	DUST PAN	piece	12	4	8	24	1,123.20	1	0	20	21	982.80	0	0	0	0	0.00	1	0	0	1	46.80	46	46.80	2,152.80	
29	4713102-FW-R03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	1,548.80	5	309.76	1,548.80	
30	4713103-FC-001	FABRIC CARE CLEANER	can	7	2	27	36	5,090.04	2	2	2	6	848.34	2	2	2	6	848.34	2	2	2	6	848.34	54	141.39	7,535.06	
31	7201621-15-001	HAND SOAP, liquid, 500ml.	bottle	173	43	161	377	16,192.15	22	33	62	117	5,025.15	27	33	22	82	3,521.90	27	23	27	77	3,307.15	633	42.95	28,046.35	
32	4713104-HP-001	HOPE BUCKET	unit	6	1	7	14	32,932.00	2	0	1	3	6,884.00	0	0	1	1	2,288.00	1	0	1	2	4,576.00	20	2,288.00	45,760.00	
33	4713101-RC-001	RACKS	4/10	19	6	62	87	6,043.89	1	1	31	33	2,292.51	7	1	6	14	972.58	2	1	1	4	277.88	138	64.47	9,586.86	
34	4713102-SC-001	SCOURING PAD	pack	43	18	98	159	13,615.17	13	18	13	44	3,767.72	13	18	13	44	3,767.72	18	13	13	44	3,767.72	291	85.63	24,918.33	
35	4712101-TR-004	TRASH BAG, roll size	roll/pack	67	35	160	232	32,450.00	102	20	20	142	18,460.00	2	20	35	57	7,410.00	2	10	20	32	4,160.00	483	130.00	62,790.00	
36	4712101-TR-005	TRASH BAG, Large size	roll/pack	127	52	317	466	29,402.88	12	22	57	91	5,394.48	22	22	32	76	4,505.28	22	12	32	66	3,912.48	729	59.28	43,215.12	
37	4712101-TR-006	TRASH BAG, XL size	roll/pack	100	20	245	365	33,784.40	10	20	55	85	7,867.60	10	20	30	60	5,553.60	0	0	20	20	1,851.20	530	92.56	49,056.80	
38	4712103-WB-R01	WASTEBASKET	piece	15	8	17	40	1,747.20	1	3	10	14	611.52	0	3	1	4	174.72	0	0	0	0	0.00	58	43.68	2,533.44	
<b>COLON CONTROLS AND DISPENSERS</b>																											
39	1217103-SI-R01	INK, for stamp pad	bottle	12	9	23	44	1,266.76	1	0	10	11	316.69	0	0	0	0	0.00	7	1	1	9	289.11	64	28.79	1,842.56	
<b>CONSUMER ELECTRONICS</b>																											
40	5216153-DV-R02	DIGITAL VOICE RECORDER	unit	1	0	3	4	29,356.64	0	0	1	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	5	7,339.16	36,695.80	
<b>FLUORESCENT LIGHTS</b>																											
41	1311103-AC-R01	ACTIVATE	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	1,243.84	0.00	
42	1311101-CF-R02	CARBON FILM, Lead size	box	2	0	0	2	793.66	0	0	1	1	351.83	0	0	0	0	0.00	0	0	0	0	0.00	3	351.83	1,055.49	
<b>FIRE FIGHTING EQUIPMENT</b>																											
43	4619101-FE-R01	FIRE EXTINGUISHER, dry chemical	unit	12	0	2	14	16,016.00	4	0	0	4	4,576.00	0	0	0	0	0.00	0	0	0	0	0.00	18	1,144.00	20,592.00	
<b>FLAG OR ACCESSORIES</b>																											
44	5512103-FI-R01	FILTRINE NATIONAL FLAG	piece	2	0	0	2	569.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	284.84	569.68	
<b>FURNITURE AND FINISHINGS</b>																											
45	5601094-CH-801	MONOBLOC CHAIR, beige	piece	0	0	30	18	3,411.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	341.12	3,411.20	
46	5601094-CH-901	MONOBLOC CHAIR, white	piece	20	0	0	20	6,822.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	341.12	6,822.40	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
47	4001094-EE-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	1,222.00	0.00	
48	4001094-EE-C01	ELECTRIC FAN, industrial, ground 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	1,109.68	0.00	
49	4001094-EE-S01	ELECTRIC FAN, stand type	unit	6	0	0	6	9,360.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,560.00	9,360.00	
50	4001094-EE-W01	ELECTRIC FAN, wall mount	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	901.68	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
51	4211107-DE-X003	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	
52	4211107-DE-X004	DESKTOP, for Mid-range Users	unit	0	0	2	2	84,780.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	42,390.40	84,780.80	
53	4201087-ND-X02	EXTERNAL HARD DRIVE	unit	6	8	13	27	81,403.92	0	5	0	5	15,074.80	0	7	0	7	21,104.72	0	0	0	0	0.00	39	3,014.96	117,283.44	
54	4202016-FI-004	FLASH DRIVE	piece	119	16	123	258	39,506.92	1	0	51	52	7,942.48	4	7	4	15	2,291.10	6	0	0	6	916.44	331	152.74	50,556.94	
55	4211107-LM-004	LAPTOP COMPUTER, 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	42,380.00	0.00	
56	4211107-LM-003	LAPTOP COMPUTER, Lightweight	unit	0	0	1	1	46,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	46,800.00	46,800.00	
57	4211708-MO-S02	COMPLER MOUSE Wireless	unit	17	12	42	71	11,896.32	3	3	26	32	5,181.44	0	7	1	8	1,295.36	5	0	1	6	971.32	117	161.82	18,944.64	
58	4212103-FI-R01	PRINTER, Laser / Monochrome	unit	2	0	0	3	7,810.67	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,636.89	7,810.67	









Table with 35 rows and 37 columns. Columns include Item ID, Description, Unit, and 32 numerical values. Row 16 contains a summary note: 'PART II OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)'.

