

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 (UNSPC) 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-dbm.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.
7.0 Should there be changes in the agency's CSE requirements, the agency may edit their 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 covered by a supplemental APP-CSE.
8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4094, 4005, 4019, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, Issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.
Department/Division/Office: GONZALO PUYAT SCHOOL OF ARTS AND TRADES
Agency Code/UNSC: No Code
Organization Type: National Government Agency (NGA)
Contact Person: Alvin G. Sagum, Ed. D.
Position: Vocational School Administrator
E-mail: alvin.g.sagum@ps-dbm.gov.ph
Telephone/Mobile Nos: 9175059504

Table with columns: Item & Specifications, Unit of Measure, Monthly Quantity Requirement (Jan-Dec), Total Quantity for the year, Price Catalogue (as of 28 April 2021), Total Amount for the year. The table is divided into sections: PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS), PESTICIDES OR PEST REPELLENTS, PERFUMES OR COLOGNES OR FRAGRANCES, ALCOHOL OR ACETONE BASED ANTISEPTICS, COLOR COMPOUNDS AND DISPERSIONS, FILMS, PAPER MATERIALS AND PRODUCTS, BATTERIES AND CELLS AND ACCESSORIES, MANUFACTURING COMPONENTS AND SUPPLIES, HEATING AND VENTILATION AND AIR CIRCULATION, MEDICAL THERMOMETERS AND ACCESSORIES, LIGHTING AND FIXTURES AND ACCESSORIES, MEASURING AND OBSERVING AND TESTING EQUIPMENT, and CLEANING EQUIPMENT AND SUPPLIES.

