

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 Philippines 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-phillips.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-phillips.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 PKMT 1 of this form; otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PKMT 1, 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-phillips.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hoes8>.
- 6.0 Once signed and approved by the Procurement 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 0927-6478245 (Globe) or 0918-2554426 (Smart), or email appcsehelpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: NATIONAL FOOD AUTHORITY
 Region: REGION VI
 Address: BAY QUINTIN SALAS JARO
 ILOILO CITY

Agency Code/UAOS: _____
 Organization Type: GOCC

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Contact Person: DUANNE A. SILVA
 Position: REGIONAL MANAGER II
 E-mail: duanne.silva@nfa.gov.ph
 Telephone/Mobile Nos: (033) 329-6246 / 329-2165 / 320-5307

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

Item #	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
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	ALCOHOL, Ethyl, 500 mL	bottle	5	0	0	5	254.80	5	0	0	5	254.80	5	0	0	5	254.80	5	0	0	5	254.80	20	5,096.00	1,019.20
2	ALCOHOL, Ethyl, 1 Gallon	gallon	18	10	10	38	17,151.68	18	10	10	38	17,151.68	18	10	10	38	17,151.68	18	10	10	38	17,151.68	152	61.38	68,606.72
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-Q9-P01 CLEARBOOK, A4 size	box	11	1	1	13	499.68	11	1	1	13	499.68	11	1	1	13	499.68	11	1	1	13	499.68	52	35.95	1,888.72
4	60121413-Q9-P02 CLEARBOOK, Legal size	box	3	3	3	9	346.32	3	3	3	9	346.32	3	3	3	9	346.32	3	3	3	9	346.32	36	38.46	1,364.88
5	60121524-89-P01 RUBBER, plastic/rubber	piece	15	0	0	15	140.40	15	0	0	15	140.40	15	0	0	15	140.40	15	0	0	15	140.40	60	9.36	561.60
6	60121524-89-Q01 SIGN PEN, Extra Fine Tip, Black	piece	65	10	10	85	2,210.00	65	10	10	85	2,210.00	65	10	10	85	2,210.00	65	10	10	85	2,210.00	340	36.00	12,240.00
7	60121524-89-Q04 SIGN PEN, Fine Tip, Black	piece	10	0	0	10	447.20	10	0	0	10	447.20	10	0	0	10	447.20	10	0	0	10	447.20	40	41.72	1,668.80
8	60121524-89-Q07 SIGN PEN, Medium Tip, Black	piece	30	0	0	30	1,716.00	30	0	0	30	1,716.00	30	0	0	30	1,716.00	30	0	0	30	1,716.00	120	57.20	6,864.00
9	60121524-89-Q02 SIGN PEN, Extra Fine Tip, Blue	piece	15	0	0	15	390.00	15	0	0	15	390.00	15	0	0	15	390.00	15	0	0	15	390.00	60	36.00	2,160.00
10	60121524-89-Q05 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	4.72	0.00
11	60121524-89-Q08 SIGN PEN, Medium Tip, Blue	piece	20	0	0	20	1,144.00	20	0	0	20	1,144.00	20	0	0	20	1,144.00	20	0	0	20	1,144.00	80	67.20	5,376.00
12	60121524-89-Q03 SIGN PEN, Extra Fine Tip, Red	piece	35	0	0	35	910.00	35	0	0	35	910.00	35	0	0	35	910.00	35	0	0	35	910.00	140	26.00	3,640.00
13	60121524-89-Q06 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	4.78	0.00
14	60121524-89-Q09 SIGN PEN, Medium Tip, Red	piece	10	0	0	10	572.00	10	0	0	10	572.00	10	0	0	10	572.00	10	0	0	10	572.00	40	97.20	3,888.00
15	60121124-WR-P01 WRAPPING PAPER	pack	3	0	0	3	642.72	1	0	0	1	214.24	1	0	0	1	214.24	1	0	0	1	214.24	6	214.24	1,285.44
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	46121517-Q0-003 DOCUMENT CAMERA	unit	2	0	0	2	51,073.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	26,536.16	51,073.32
17	46111608-WM-P01 MULTIMEDIA PROJECTOR	unit	3	0	0	3	55,411.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	18,076.40	55,411.20
BATTERIES AND CELLS AND ACCESSORIES																									
18	26111702-8T-A02 BATTERY, dry cell, size AA	pack	141	11	11	163	3,559.92	61	11	11	83	1,812.72	136	11	11	158	3,450.72	136	11	10	157	3,408.88	561	21.94	12,259.24
19	26111702-8T-A01 BATTERY, dry cell, size AAA	pack	32	10	10	52	1,027.52	22	10	10	42	829.92	32	10	10	52	1,027.52	22	10	10	42	829.92	188	10.76	3,714.88
20	26111702-8T-A03 BATTERY, dry cell, size D	pack	24	2	2	28	2,991.68	24	2	2	28	2,991.68	24	2	2	28	2,991.68	24	2	2	28	2,991.68	112	91.56	10,360.72
CLEANING EQUIPMENT AND SUPPLIES																									

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		3,117,970.89
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:


 GELA DEBENUE M. PERDUE
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 ELAINE AND S. FERENS
 Accountant/Budget Officer

Approved by:


 DEANNE A. SILVA
 Head of Office/Agency

Date Prepared: OCTOBER 12, 2023

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year										
				Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4		
80							0	0.00																0	0.00	0.00		
81							0	0.00																	0	0.00	0.00	
82							0	0.00																	0	0.00	0.00	
83							0	0.00																	0	0.00	0.00	
84							0	0.00																	0	0.00	0.00	
85							0	0.00																	0	0.00	0.00	
86							0	0.00																	0	0.00	0.00	
87							0	0.00																	0	0.00	0.00	
88							0	0.00																	0	0.00	0.00	
89							0	0.00																	0	0.00	0.00	
90							0	0.00																	0	0.00	0.00	
91							0	0.00																	0	0.00	0.00	
92							0	0.00																	0	0.00	0.00	
93							0	0.00																	0	0.00	0.00	
94							0	0.00																	0	0.00	0.00	
95							0	0.00																	0	0.00	0.00	
96							0	0.00																	0	0.00	0.00	
97							0	0.00																	0	0.00	0.00	
98							0	0.00																	0	0.00	0.00	
99							0	0.00																	0	0.00	0.00	
100							0	0.00																	0	0.00	0.00	
A. TOTAL																											668,755.00	
B. ADDITIONAL PROVISION FOR INFLATION (20% of TOTAL)																												66,875.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																												
D. GRAND TOTAL (A + B + C)																												735,630.50
E. APPROVED BUDGET BY THE AGENCY HEAD																												
F. 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: GEAISE JUNG / PROPERTY OFFICER

Approved by: DIANNE A. SILVA / HEAD OF OFFICE/AGENCY

Signature
GEAISE JUNG
PROPERTY OFFICER

Signature
ELIANE M. S. FERREAS
ACCOUNTANT / BUDGET OFFICER

Signature
DIANNE A. SILVA
HEAD OF OFFICE/AGENCY

Date Prepared: OCTOBER 12, 2023