

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 No. 2011-5 and 2011-6 dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement plan for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Procurement System (MPPG) shall be allowed to submit their APP-CSE form to 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 mppgifs and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
 - All information must be provided accurately.
 - Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photos of the items.
 - Do not delete, add, or revise any items or rows on this form; otherwise, the form will be considered invalid. For items to be added, deleted, or revised, a separate APP-CSE form must be submitted to PS-DBM through the link: <https://shorturl.at/adeq>. Instructions on how to fill-out is included in the reminders of the form.
 - For items not included on the list of Product 1, a separate APP-CSE form must be submitted to PS-DBM through the link: <https://shorturl.at/adeq>. Instructions on how to fill-out is included in the reminders of the form.
 - Once signed and approved by the Agency Head, the Agency Head shall be deemed invalid.
 - Should there be a change in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mppgifs 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 0918-254426 (Smart) or 0962-8255109 (Smart), or email appcsehelpdesk@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.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 **21 July 2024**.
 Department/Division: STYVE UNIVERSITY AND COLLEGE/SAC
 Address: F. Pineda Ave. Bldg. 1, Davao City, Davao Region

Agency Code/UNSC: CNOC
 Organization Type: STATE UNIVERSITY AND COLLEGE/SAC

Contact Person: ELISA LURBAN
 Position: ADMIN OFFICER
 E-mail: elisa.lurban@styc.edu.ph
 Telephone/Mobile Nos: 0995231314

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	April	May	June	Q2	Q2	July	Aug				Sept	Q3

1	ALCOHOL, 90% (V/V)	liters	10	20	20	30	1,512.90	20	20	20	30	1,512.90	20	20	20	30	1,512.90	10	20	20	30	1,512.90	120	30.68	6,081.60
2	ALCOHOL, 70% (V/V)	gallons	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	357.29	0.00

ARTS AND CRAFTS EQUIPMENT AND SUPPLIES

3	CELEBRATION, Airplane	pieces	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	0.00
4	CELEBRATION, Light sign	pieces	20	30	20	30	1,090.80	20	20	20	30	1,090.80	10	10	20	30	1,090.80	20	20	20	30	1,090.80	120	30.56	4,507.20
5	CELEBRATION, Balloon	pieces	5	5	5	15	128.80	5	5	5	15	128.80	5	5	5	15	128.80	5	5	5	15	128.80	60	8.26	493.20
6	CELEBRATION, Party Hat, Blue	pieces	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	22.20	0.00
7	CELEBRATION, Party Hat, Black	pieces	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	CELEBRATION, Party Hat, Red	pieces	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	CELEBRATION, Paper Fan, Blue	pieces	20	20	20	300	6,680.20	20	20	20	300	6,680.20	100	100	100	300	6,680.20	200	200	200	300	6,680.20	1,200	22.20	26,616.00
10	CELEBRATION, Paper Fan, Blue	pieces	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	CELEBRATION, Paper Fan, Blue	pieces	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	CELEBRATION, Paper Fan, Red	pieces	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
13	CELEBRATION, Paper Fan, Red	pieces	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
14	CELEBRATION, Paper Fan, Red	pieces	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	161.20	0.00
15	CELEBRATION, Paper Fan, Red	pieces	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	161.20	0.00

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16	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	29,623.50	0.00
17	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	16,988.00	0.00

BATTERIES AND CELLS AND ACCESSORIES

18	BATTERY, Dry cell, size AA	block	20	20	20	30	614.70	20	20	20	30	614.70	10	10	10	30	614.70	20	20	20	30	614.70	120	20.49	2,458.80
19	BATTERY, Dry cell, size AAA	block	20	20	20	30	550.20	20	20	20	30	550.20	10	10	10	30	550.20	20	20	20	30	550.20	120	18.34	2,200.80

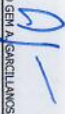
CLEANING EQUIPMENT AND SUPPLIES

20	AIR FRESHENER	can	5	5	5	15	1,269.65	5	5	5	15	1,269.65	5	5	5	15	1,269.65	5	5	5	15	1,269.65	60	87.31	5,238.60
21	BROOM (Dust/Tarbo)	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	124.80	0.00
22	BROOM (Water/Tyfo)	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	26.00	0.00
23	CLEANER, Toilet Bowl and Urinal	can	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	41.60	0.00
24	CLEANER, Scouring Powder	can	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	25.00	0.00
25	DETERGENT BAR	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	9.24	0.00

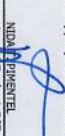
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year										
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4		
		unit	unit	unit	unit	unit	unit	unit	unit	unit	unit	unit	unit				unit	unit	unit	unit	unit	unit	unit	unit	unit	
49 8014150575-057 VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
50 8014150575-058 TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
51 8014150575-059 PICKUP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
52 8014150575-060 ALL TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
53 8014150575-061 ASSEMBLED OWNER TYPE 2EP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
50 8014150575-062 ASSEMBLED PASSENGER JETSKI TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
51 8014150575-063 MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
52 8014150575-064 PMS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
53 8014150575-065 HONDA BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00	
A. TOTAL																									851,588.40	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										85,158.84
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																										
D. GRAND TOTAL (A + B + C)																										936,747.24
E. APPROVED BUDGET BY THE AGENCY HEAD																										

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:


 ASENJO GEN A. GACILLANOSA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 NIDA P. PIMENTEL
 Accountant/Budget Officer

Approved by:


 DR. MARLO M. DE LA CRUZ
 Head of Office/Agency

Date Prepared: JUL 18 2024