

**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-philgeps.gov.ph](http://www.ps-philgeps.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 account
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded 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 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.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/Bureau/Office: LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC.  
 Region: ICR  
 Address: 28F LANDBANK PLAZA M.H. DEL PILAR COR. DR. J. OUINTOS STS.,  
 MARATE PANULA

Contact Person: TERRY ROSE B. LAYSON  
 Position: SUPPLY OFFICER  
 E-mail: [terry.layson@landbank.com](mailto:terry.layson@landbank.com)  
 Telephone/Mobile Nos: 8522-000 loc. 2062

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (per 20 April 2021)	Total Amount for the year						
		Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Assmt.	
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																						
<b>PESTICIDES OR PEST REPELLENTS</b>																						
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																						
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																						
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	48	0	0	48	3,194.88	48	0	0	48	3,194.88	48	0	0	48	3,194.88	192.00	66.56	12779.52		
8	1217703-SI-P01	INK, for stamp pad	bottle	5	0	0	5	157.60	0	0	0	0	4	126.08	0	0	0	0	0.00	9.00	31.52	285.68
<b>FILMS</b>																						
<b>PAPER MATERIALS AND PRODUCTS</b>																						
19	14111699-LI-C01	LOOSELEAF COVER, legal	bundle	1	0	0	1	794.96	0	0	0	0	0	0.00	0	0	0	0	0.00	1.00	794.96	794.96
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	7	0	0	7	259.42	0	0	0	0	7	259.42	0	0	0	0	0.00	14.00	37.06	518.84
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	7	0	0	7	414.96	0	0	0	0	7	414.96	0	0	0	0	0.00	14.00	59.28	829.92
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	8	0	0	8	432.64	0	0	0	0	8	432.64	0	0	0	0	0.00	16.00	54.08	866.28
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	5	0	0	5	60.20	0	0	0	0	0	0.00	0	0	0	0	0.00	5.00	12.04	60.20
24	14111507-PP-M01	PAPER, MULTICOPI, A4, 80 gsm	reams	37	0	0	37	5,056.42	37	0	0	37	5,056.42	23	0	0	23	3,143.18	120.00	136.66	16395.20	
25	14111507-PP-M02	PAPER, MULTICOPI, Legal, 80gsm	reams	7	0	0	7	893.97	7	0	0	7	893.97	4	0	0	4	510.84	22.00	127.71	2809.62	
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	17	0	0	17	1,670.42	16	0	0	16	1,572.16	10	0	0	10	982.60	53.00	98.26	5207.78	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																						
39	31201610-GI-J01	GLUE, all purpose	jar	14	0	0	14	1,001.00	0	0	0	0	0	0.00	0	0	0	0	0.00	14.00	71.50	1001.00
41	31151804-SW-S01	STAPLE WIRE, standard	box	15	0	0	15	336.15	0	0	0	0	14	313.74	0	0	0	0	0.00	25.00	22.41	646.89
43	31201503-TA-M01	TAPE, masking, 24mm	roll	6	0	0	6	327.60	0	0	0	0	0	0.00	0	0	0	0	0.00	6.00	54.60	327.60
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	5	0	0	5	111.80	0	0	0	0	0	0.00	0	0	0	0	0.00	5.00	22.36	111.80
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	10	0	0	10	100.90	10	0	0	10	100.90	10	0	0	10	100.90	40.00	10.09	403.60	
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	11	0	0	11	219.67	10	0	0	10	199.70	0	0	0	0	0.00	31.00	19.97	619.07	



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2021)	Total Amount for the year					
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec							
CLEANING EQUIPMENT AND SUPPLIES														Q4 AMOUNT	Q4					
57	AIR FRESHENER, aerosol type	can	4	0	0	4	360.88	0	0	0	0	0	0	0	0.00	0	0.00	4.00	90.22	360.88
64	DISINFECTANT SPRAY, aerosol type	can	3	0	0	3	386.88	2	0	0	2	257.92	0	0	0	0	0.00	7.00	128.36	902.72
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																				
81	FLASH DRIVE, 16 GB	piece	6	0	0	6	1,004.64	0	0	0	0	0	0	0	0.00	0	0.00	6.00	167.44	1,004.64
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
89	CLIP, backfold, 19mm	box	3	0	0	3	26.28	0	0	0	0	0	0	0	0.00	0	0.00	3.00	8.76	26.28
90	CLIP, backfold, 25mm	box	15	0	0	15	228.30	0	0	0	0	0	0	0	0.00	0	0.00	15.00	15.22	228.30
91	CLIP, backfold, 32mm	box	12	0	0	12	268.32	0	0	0	0	0	0	0	0.00	0	0.00	12.00	22.36	268.32
92	CLIP, backfold, 50mm	box	6	0	0	6	327.60	0	0	0	0	0	0	0	0.00	0	0.00	6.00	54.60	327.60
94	DATA FILE BOX	piece	5	0	0	5	386.00	0	0	0	5	386.00	0	0	0	0	0.00	10.00	77.20	772.00
95	DATA FOLDER	piece	1	0	0	1	68.64	0	0	0	0	0	0	0	0.00	0	0.00	1.00	68.64	68.64
99	ENVELOPE, expanding, plastic	piece	10	0	0	10	394.90	0	0	0	0	0	0	0	0.00	0	0.00	10.00	30.49	394.90
103	FASTENER, metal, non-sharp edges	box	11	0	0	11	917.51	10	0	0	10	834.10	10	0	0	0	0.00	41.00	83.41	3419.81
109	FOLDER, L-type, A4	pack	1	0	0	1	171.43	0	0	0	0	0	0	0	0.00	0	0.00	1.00	171.43	171.43
110	FOLDER, L-type, legal	pack	1	0	0	1	243.24	0	0	0	0	0	0	0	0.00	0	0.00	1.00	243.24	243.24
111	FOLDER, presboard	box	6	0	0	6	5715.84	0	0	0	0	0	0	0	0.00	0	0.00	6.00	952.64	5715.84
113	FOLDER, with tab, legal	pack	1	0	0	1	321.36	0	0	0	0	0	0	0	0.00	0	0.00	1.00	321.36	321.36
116	MARKER, fluorescent	set	8	0	0	8	293.28	0	0	0	0	0	0	0	0.00	0	0.00	8.00	36.66	293.28
120	MARKER, permanent, black, bullet type	piece	12	0	0	12	107.76	0	0	0	0	0	0	0	0.00	0	0.00	12.00	8.98	107.76
121	MARKER, permanent, blue, bullet type	piece	10	0	0	10	89.80	0	0	0	0	0	0	0	0.00	0	0.00	10.00	8.98	89.80
123	PAPER CLIP, vinyl/plastic coated, 33mm	box	15	0	0	15	116.40	15	0	0	15	116.40	15	0	0	0	0.00	60.00	7.76	465.60
124	PAPER CLIP, vinyl/plastic coated, 50mm	box	17	0	0	17	234.26	0	0	0	0	0	0	0	0.00	0	0.00	33.00	13.78	454.74
125	PENCIL, lead, with eraser	box	1	0	0	1	20.79	0	0	0	0	0	0	0	0.00	0	0.00	1.00	20.79	20.79
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
301	SIGN PEN, black	piece	25	0	0	25	505.50	0	0	0	0	0	0	0	0.00	0	0.00	48.00	20.26	972.48
302	SIGN PEN, blue	piece	23	0	0	23	465.98	0	0	0	0	0	0	0	0.00	0	0.00	48.00	20.26	972.48
303	SIGN PEN, red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	20.26	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
	Surgical Mask	box	24			24	3,600.00	24			24	3,600.00	24			24	3,600.00	96.00	150.00	14400.00
	Face shield	pc				0	0.00				0	0.00				0	0.00	0.00	25.00	0.00
	Feather Duster	pc	1			1	90.00				0	0.00				0	0.00	1.00	90.00	90.00
	Chemical Cloth	pc	3			3	150.00				0	0.00				0	0.00	3.00	50.00	150.00
	Activator, 2 years/3 users	pc	4			4	15,000.00				0	0.00				0	0.00	4.00	4000.00	16000.00
	Columnar 24 columns	book	4			4	280.00				0	0.00				0	0.00	4.00	70.00	280.00
	Columnar 14 columns	book	4			4	155.00				0	0.00				0	0.00	4.00	39.00	155.00
	Morocco Paper, letter	reams	1			1	300.00				0	0.00				0	0.00	1.00	300.00	300.00
	Post-it Red Flag	pack	50			50	4,900.00				0	0.00				0	0.00	50.00	98.00	4900.00
	Post-it Green Flag	pack	50			50	4,900.00				0	0.00				0	0.00	50.00	98.00	4900.00
	Post-it Sign here	pack	20			20	1,950.00				0	0.00				0	0.00	20.00	98.00	1950.00
						0	0.00				0	0.00				0	0.00	0.00	0.00	0.00



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		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT					
A. TOTAL					0	0.00						0	0.00						0	0.00			0.00	P	104,310.85
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	10,431.09
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P	
D. GRAND TOTAL (A + B + C)																								P	114,741.94
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									

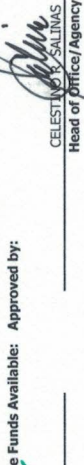
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
CHRISTIAN ROPEREZ  
Property/Supply Officer

Date Prepared: May 17, 2022

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

  
ANGEL RODRIGUEZ  
Accountant / Budget Officer

  
CELESTINO SALINAS  
Head of Office/Agency