

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM

APP-CSE 2026 FORM

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 No. 2011-6 and 2011-6-A dated 23 August 2011 and 28 September 2011, respectively, the PS-DBM will be able to purchase CSE from the PS-DBM. Only agencies that are registered with the PS-DBM are eligible 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).

Remarks: The APP-CSE form must be accomplished within 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 mPhilicPS and Downloads page of PS-DBM website (www.as-admission.gov.ph).

7.0 All information must be provided accurately. 7.1 Kindly refer to the CSE catalogue on the PS-DBM website (www.as-admission.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items. 7.2 For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.as-admission.gov.ph/Forms/OtherItems>. 7.3 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 Printable Document Format (PDF) to the agency's mPhilicPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.

7.4 Should there be changes in the agency's CSE requirements, the agency may add their updated APP-CSE directly on their mPhilicPS 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 Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies to edit and submit a Supplemental APP-CSE on their mPhilicPS account.

9.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through the mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email address helpdesk@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.

Note: The APP-CSE for 2026 must be submitted on or before 31 August 2025.

Download/Re-upload Office: <https://forms.as-admission.gov.ph/Forms/OtherItems>
Address: <https://forms.as-admission.gov.ph/Forms/OtherItems>

Agency Code/UNSC: 3000000000
Organization Type: Government Owned and/or Controlled

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

PART 1. AVAILABLE AT FS-DEM (MAIN WAREHOUSE AND DEPOTS)																			
ALCOHOL, OR ACTIONE BARRD ATTRIBUTES																			
ITEM	DESCRIPTION	UNIT	QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT	QTY	PRICE	AMOUNT	QTY	PRICE
12191601-AI-GBM	ALCOHOL, 100%, 500 ml	bottle	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
12191601-AI-GBM	ALCOHOL, 100%, 1 gallon	gallon	2	2,174.70	4,349.40	2	2,174.70	4,349.40	2	2,174.70	4,349.40	2	2,174.70	4,349.40	2	2,174.70	4,349.40	2	2,174.70
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																			
6012143-GB-P01	CLEARBOOK, A4 size	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012143-GB-P02	CLEARBOOK, legal size	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P01	ERASER, plastic/rubber	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P01	SCISSOR, Extra Fine Tip, Black	piece	60	1,628.60	97,716.00	60	1,628.60	97,716.00	60	1,628.60	97,716.00	60	1,628.60	97,716.00	60	1,628.60	97,716.00	60	1,628.60
6012154-GB-P02	SCISSOR, Extra Fine Tip, Blue	piece	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20
6012154-GB-P03	SCISSOR, Extra Fine Tip, Red	piece	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20	10,844.00	20	542.20
6012154-GB-P04	SCISSOR, Fine Tip, Black	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P05	SCISSOR, Fine Tip, Blue	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P06	SCISSOR, Fine Tip, Red	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P07	SCISSOR, Medium Tip, Black	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P08	SCISSOR, Medium Tip, Blue	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
6012154-GB-P09	SCISSOR, Medium Tip, Red	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																			
4512151-DO-C02	DOCUMENT CAMERA	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
45121601-WR-P01	HDMI-VIDEO PROJECTOR	unit	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
BATTERIES AND CELLS AND ACCESSORIES																			
2611201-RT-A02	BATTERY, dry cell, size AA	pack	15	312.00	4,680.00	15	312.00	4,680.00	15	312.00	4,680.00	15	312.00	4,680.00	15	312.00	4,680.00	15	312.00
2611201-RT-A01	BATTERY, dry cell, size AAA	pack	15	279.15	4,187.25	15	279.15	4,187.25	15	279.15	4,187.25	15	279.15	4,187.25	15	279.15	4,187.25	15	279.15
CLEANING EQUIPMENT AND SUPPLIES																			
4711161-24-A01	AIR FRESHENER	can	6	764.60	4,587.60	6	764.60	4,587.60	6	764.60	4,587.60	6	764.60	4,587.60	6	764.60	4,587.60	6	764.60
4711161-48-S01	BROOM (With Tinsel)	piece	5	93.40	467.00	5	93.40	467.00	5	93.40	467.00	5	93.40	467.00	5	93.40	467.00	5	93.40
4711161-48-T01	BROOM (With Tinsel)	piece	5	271.15	1,355.75	5	271.15	1,355.75	5	271.15	1,355.75	5	271.15	1,355.75	5	271.15	1,355.75	5	271.15
4711161-70-T01	CLEANER, Toilet Bowl and Urinal	bottle	12	506.64	6,079.68	12	506.64	6,079.68	12	506.64	6,079.68	12	506.64	6,079.68	12	506.64	6,079.68	12	506.64
4711161-70-T01	CLEANER, Scented Powder	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
4711161-70-T02	DETERGENT BAR	piece	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
4711161-70-T03	DETERGENT POWDER, All purpose	pack	5	274.65	1,373.25	5	274.65	1,373.25	5	274.65	1,373.25	5	274.65	1,373.25	5	274.65	1,373.25	5	274.65
4711161-70-T04	DISINFECTANT SPRAY	can	6	851.88	5,111.28	6	851.88	5,111.28	6	851.88	5,111.28	6	851.88	5,111.28	6	851.88	5,111.28	6	851.88
4711161-70-T05	DUST PAN	piece	3	142.50	427.50	3	142.50	427.50	3	142.50	427.50	3	142.50	427.50	3	142.50	427.50	3	142.50
4711161-70-T06	FLOOR WAX, paste type, red	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
4711161-70-T07	FURNITURE CLEANER	can	4	574.64	2,298.56	4	574.64	2,298.56	4	574.64	2,298.56	4	574.64	2,298.56	4	574.64	2,298.56	4	574.64
4711161-70-T08	HAND SOAP, liquid, 500ml	bottle	4	523.20	2,092.80	4	523.20	2,092.80	4	523.20	2,092.80	4	523.20	2,092.80	4	523.20	2,092.80	4	523.20
4711161-70-T09	MOP BUCKET	unit	1	2,322.32	2,322.32	1	2,322.32	2,322.32	1	2,322.32	2,322.32	1	2,322.32	2,322.32	1	2,322.32	2,322.32	1	2,322.32
4711161-70-T10	MOP	bundle	5	398.55	1,992.75	5	398.55	1,992.75	5	398.55	1,992.75	5	398.55	1,992.75	5	398.55	1,992.75	5	398.55

