

APP-CSE 2025 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UAUCS: 18001800104
AGENCY NAME: DPWH-ILOILO 3RD DISTRICT ENGINEERING OFFICE
ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY (NGA)
REGION: REGION VI
ADDRESS: PUERTO PRINCESA, BAROTAC VEDO, ILOILO

CONTACT PERSON: RUBY ANN S. AGUA
DESIGNATION: ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)
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INTRODUCTION: This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

REMEMINDERS: 1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-phillips.gov.ph).
2. All information must be provided accurately.
3. To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adogq>
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2554436 (Smart) or 0962-8255199 (Smart), or email apps_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
6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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				
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
1	44122011	Folders	Legal, White	piece	400	300	300	1000	9,000.00	400	300	300	1000	9,000.00	400	300	300	1000	9,000.00	400	300	300	1000	9,000.00	4000	9.00	36,000.00	
2	44122011	Folders	A4, White	piece	67	67	66	200	1,600.00	67	67	66	200	1,600.00	67	67	66	200	1,600.00	67	67	66	200	1,600.00	800	8.00	6,400.00	
3	44122035	Lever arch file	A4, Royal Blue, 3"	piece	180	160	160	500	74,750.00	180	160	160	500	74,750.00	180	160	160	500	74,750.00	180	160	160	500	74,750.00	2000	149.50	299,000.00	
4	44122035	Lever arch file	A4, Royal Blue, 2"	piece	67	67	66	200	38,000.00	67	67	66	200	38,000.00	67	67	66	200	38,000.00	67	67	66	200	38,000.00	800	140.00	112,000.00	
5	14111507	Printer or copier paper	A3, Multicopy	ream	10	10	10	30	21,060.00	10	10	10	30	21,060.00	10	10	10	30	21,060.00	10	10	10	30	21,060.00	120	702.00	84,240.00	
6	14111507	Printer or copier paper	Letter, Multicopy	ream	5	5	5	15	4,050.00	5	5	5	15	4,050.00	5	5	5	15	4,050.00	5	5	5	15	4,050.00	60	276.00	16,560.00	
7	14111507	Printer or copier paper	Legal, Multicopy	ream	5	5	5	15	5,235.00	5	5	5	15	5,235.00	5	5	5	15	5,235.00	5	5	5	15	5,235.00	60	349.00	20,940.00	
8	44121704	Ball point pens	Red	piece	20	20	20	60	604.80	20	20	20	60	604.80	20	20	20	60	604.80	20	20	20	60	604.80	240	10.08	2,419.20	
9	44121704	Ball point pens	Frison, Black	piece	10	10	10	30	4,005.00	10	10	10	30	4,005.00	10	10	10	30	4,005.00	10	10	10	30	4,005.00	120	133.50	16,020.00	
10	44121908	Ballpoint pen ink refill	Frison, Black	piece	14	13	13	40	2,930.00	14	13	13	40	2,930.00	14	13	13	40	2,930.00	14	13	13	40	2,930.00	160	73.00	11,680.00	
11	14111531	Log books or pads	200 pages	piece	10	10	10	30	2,490.00	10	10	10	30	2,490.00	10	10	10	30	2,490.00	10	10	10	30	2,490.00	120	83.00	9,960.00	
12	41111604	Rulers	Metal, 12"	piece	4	3	3	10	1,200.20	4	3	3	10	1,200.20	4	3	3	10	1,200.20	4	3	3	10	1,200.20	40	120.02	4,800.80	
13	44121905	Ink or stamp pads		piece	4	3	3	10	625.00	4	3	3	10	625.00	4	3	3	10	625.00	4	3	3	10	625.00	40	62.50	2,500.00	
14	44122107	Staples	35mm	box	17	17	16	50	4,500.00	17	17	16	50	4,500.00	17	17	16	50	4,500.00	17	17	16	50	4,500.00	200	90.00	18,000.00	
15	44101707	Stapler units	HD-500F	piece	2	2	2	6	11,032.60	2	2	2	6	11,032.60	2	2	2	6	11,032.60	2	2	2	6	11,032.60	24	1,843.10	44,235.40	
16	31201500	Tape	Scotch, 3"	roll	2	2	1	5	545.00	2	2	1	5	545.00	2	2	1	5	545.00	2	2	1	5	545.00	20	109.00	2,180.00	
17	31201500	Tape	Duct, 2", Black	roll	2	2	1	5	670.00	2	2	1	5	670.00	2	2	1	5	670.00	2	2	1	5	670.00	20	134.00	2,680.00	
18	31201500	Tape	Duct, 2", Gray	roll	10	10	10	30	4,020.00	10	10	10	30	4,020.00	10	10	10	30	4,020.00	10	10	10	30	4,020.00	120	124.00	16,080.00	
19	31201500	Tape	Double Sided, 1/2"	roll	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	120	45.00	5,400.00	
20	44121704	Ball point pens	Green	piece	5	5	5	15	151.20	5	5	5	15	151.20	5	5	5	15	151.20	5	5	5	15	151.20	60	10.08	604.80	
21	43211708	Computer mouse or trackballs		piece	2	2	2	6	3,000.00	0	0	0	0	0.00	2	2	2	6	3,000.00	0	0	0	0	0.00	12	506.00	6,000.00	
22	44121612	Paper cutters or refills	heavy duty	piece	5	5	5	15	1,485.00	5	5	5	15	1,485.00	5	5	5	15	1,485.00	5	5	5	15	1,485.00	60	99.00	5,940.00	
23	44121612	Paper cutters or refills	Refill	pack	3	2	2	7	350.00	3	2	2	7	350.00	3	2	2	7	350.00	3	2	2	7	350.00	28	50.00	1,400.00	
24	14111531	Log books or pads	Flourescent (Sticky-on)	pack	9	0	0	25	3,675.00	9	0	0	25	3,675.00	9	0	0	25	3,675.00	9	0	0	25	3,675.00	100	147.00	14,700.00	
25	44121904	Ink refills	Epson 003, Black	piece	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	32	490.00	15,680.00	
26	44121904	Ink refills	Epson 003, Cyan	piece	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	32	490.00	15,680.00	
27	44121904	Ink refills	Epson 003, Magenta	piece	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	32	490.00	15,680.00	
28	44121904	Ink refills	Epson 003, Yellow	piece	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	3	3	2	8	3,920.00	32	490.00	15,680.00	
29	44121904	Ink refills	Epson 003, Black	piece	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	20	1,157.00	23,140.00	
30	44121904	Ink refills	Epson 003, Cyan	piece	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	20	1,157.00	23,140.00	
31	44121904	Ink refills	Epson 003, Magenta	piece	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	20	1,157.00	23,140.00	
32	44121904	Ink refills	Epson 003, Yellow	piece	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	2	2	1	5	5,785.00	20	1,157.00	23,140.00	
33	44102116	Kit for printer	Maintenance Box L15150	piece	2	2	1	5	6,082.70	0	0	0	0	0.00	0	0	0	0	0.00	2	2	1	5	6,082.70	10	1,216.74	12,167.40	
34	44102116	Kit for printer	Cartridge, Black	piece	2	2	1	5	8,417.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,460.50	8,417.50	
35	44103127	Photocopier toner	Canon NPG-67, Black Genuine	tube	3	3	2	8	138,160.00	3	3	2	8	138,160.00	3	3	2	8	138,160.00	3	3	2	8	138,160.00	32	12,370.00	552,640.00	
36	44103127	Photocopier toner	Canon NPG-67, Cyan Genuine	tube	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	32	22,470.00	719,040.00	
37	44103127	Photocopier toner	Canon NPG-67, Magenta Genuine	tube	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	32	22,470.00	719,040.00	
38	44103127	Photocopier toner	Canon NPG-67, Yellow Genuine	tube	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	3	3	2	8	179,760.00	32	22,470.00	719,040.00	
39	44103127	Photocopier toner	Gestetner MP C2503, Magenta	tube	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	100	10,675.00	1,067,500.00	
40	44103127	Photocopier toner	Gestetner MP C2503, Yellow	tube	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	100	10,675.00	1,067,500.00	
41	44103127	Photocopier toner	Gestetner MP C2503, Cyan	tube	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	9	0	0	25	266,875.00	100	10,675.00	1,067,500.00	
42	44103127	Photocopier toner	Gestetner MP C2503, Black	tube	9	0	0	25	135,625.00	9	0	0	25	135,625.00	9	0	0	25	135,625.00	9	0	0	25	135,625.00	100	5,425.00	542,500.00	
43	44103127	Photocopier toner	Gestetner IM C2010, Black	tube	3	3	2	8	48,264.00	3	3	2	8	48,264.00	3	3	2	8	48,264.00	3	3	2	8	48,264.00	32	6,033.00	193,056.00	
44	44103127	Photocopier toner	Gestetner IM C2010, Cyan	tube	3	3	2	8	87,936.00	3	3	2	8	87,936.00	3	3	2	8	87,936.00	3	3	2	8	87,936.00	32	10,992.00	351,744.00	
45	44103127	Photocopier toner	Gestetner IM C2010, Magenta	tube	3	3	2	8	87,936.00	3	3	2	8	87,936.00	3	3	2	8	87,936.00	3	3	2	8	87,936.00	32	10,992.00	351,744.00	
46	44103127	Photocopier toner	Gestetner IM C2010, Yellow	tube	3																							

A. TOTAL		F	9,812,784.36
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		F	981,278.83
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		F	-
D. GRAND TOTAL (A + B + C)		F	9,819,547.13
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)			