

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

AGENCY CODE/BAOS:

AGENCY NAME:

ORGANIZATION TYPE:

REGION:

ADDRESS:

CONTACT PERSON:

DESIGNATION:

EMAIL:

CONTACT NUMBER:

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.

REMINDERS: 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-philapps.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/adeu9>

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2956426 (Smart) or 0962-8255199 (Smart), or email apponc.helpdesk@ps-philapps.gov.ph, or visit the PS-DBM website (www.ps-philapps.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	-	Mylar (20"x30" 80Gsm)		Ream	25			25	100,000.00	25			25	100,000.00	25			25	100,000.00	25			25	100,000.00	100	4,800.00	480,000.00
2	-	Green Bond Paper		Ream				0	0.00	30			30	12,500.00	30			30	12,500.00				0	0.00	60	750.00	45,000.00
3	-	Paper Fastener (Plastic)		Box				0	0.00				0	0.00	35			35	1,440.00				0	0.00	35	40.00	1,440.00
4	-	White Board (2PL X1.5 Ft.)		PC				0	0.00				0	0.00	5			5	4,800.00				0	0.00	5	850.00	4,800.00
5	-	Mouse Pad		PC				0	0.00				0	0.00	20			20	3,000.00				0	0.00	20	150.00	3,000.00
6	-	Flash Drive 32 Gb		PC				0	0.00				0	0.00	23			23	23,000.00				0	0.00	23	1,800.00	23,000.00
7	-	Obg Type C To Usb 64Gb		PC				0	0.00				0	0.00	8			8	12,000.00				0	0.00	8	1,500.00	12,000.00
8	-	Card Reader		PC				0	0.00				0	0.00	1			1	300.00				0	0.00	1	300.00	300.00
9	44101000	Scientific Calculator		PC				0	0.00				0	0.00	5			5	17,500.00				0	0.00	5	3,500.00	17,500.00
10	-	Pvc Cover Clear		Box				0	0.00				0	0.00	25			25	18,750.00				0	0.00	25	750.00	18,750.00
11	-	Stamp Pad		PC				0	0.00				0	0.00	8			8	2,000.00				0	0.00	8	250.00	2,000.00
12	-	Stamp Pad Ink		PC				0	0.00				0	0.00	16			16	480.00				0	0.00	16	30.00	480.00
13	-	Usb Mouse		PC				0	0.00				0	0.00	5			5	2,100.00				0	0.00	5	350.00	2,100.00
14	-	Liquid Glue, Multi-Purpose, 240ml		BL				0	0.00				0	0.00	12			12	1,560.00				0	0.00	12	130.00	1,560.00
15	-	Scissor Big		PC				0	0.00				0	0.00	10			10	1,650.00				0	0.00	10	105.00	1,650.00
16	-	Manila Paper		Doc				0	0.00				0	0.00	6			6	60.00				0	0.00	6	10.00	60.00
17	-	Colored Paper Assorted Color		Ream				0	0.00				0	0.00	12			12	3,000.00				0	0.00	12	250.00	3,000.00
18	-	Ink For Epson #003 (Black)		BL				0	0.00				0	0.00	43			43	15,030.00				0	0.00	43	350.00	15,030.00
19	-	Ink For Epson #003 (Cyan)		BL				0	0.00				0	0.00	40			40	14,000.00				0	0.00	40	350.00	14,000.00
20	-	Ink For Epson #003 (Magenta)		BL				0	0.00				0	0.00	40			40	14,000.00				0	0.00	40	350.00	14,000.00
21	-	Ink For Epson #003 (Yellow)		BL				0	0.00				0	0.00	40			40	14,000.00				0	0.00	40	350.00	14,000.00
22	-	Ink For Epson #001 (Black)		BL				0	0.00				0	0.00	54			54	22,850.00				0	0.00	54	425.00	22,850.00
23	-	Ink For Epson #001 (Cyan)		BL				0	0.00				0	0.00	47			47	19,975.00				0	0.00	47	425.00	19,975.00
24	-	Ink For Epson #001 (Magenta)		BL				0	0.00				0	0.00	47			47	19,975.00				0	0.00	47	425.00	19,975.00
25	-	Ink For Epson #001 (Yellow)		BL				0	0.00				0	0.00	47			47	19,975.00				0	0.00	47	425.00	19,975.00
26	-	Ink For Epson W-CH69R, Rips 2 Cyan		Cart		1		1	51,700.00				0	0.00	0			0	0.00				0	0.00	1	51,700.00	51,700.00
27	-	Ink For Epson W-CH69R, Rips 2 Yellow		Cart		1		1	51,700.00				0	0.00	0			0	0.00				0	0.00	1	51,700.00	51,700.00
28	-	Ink For Epson W-CH69R, Rips 2 Magenta		Cart		1		1	51,700.00				0	0.00	0			0	0.00				0	0.00	1	51,700.00	51,700.00
29	-	Ink For Epson WF-CH69R, Rips 2 Black		Cart		2		2	75,300.00				0	0.00	0			0	0.00				0	0.00	2	37,600.00	75,200.00
30	-	Epson Ribbon Cartridge For Lq-310		Cart				0	0.00				0	0.00	15			15	6,000.00				0	0.00	15	400.00	6,000.00
31	-	Ink For Brother (Bt660 Bk)		BL				0	0.00				0	0.00	20			20	8,000.00				0	0.00	20	400.00	8,000.00
32	-	Ink For Brother (Bt660 C)		BL				0	0.00				0	0.00	20			20	8,000.00				0	0.00	20	400.00	8,000.00
33	-	Ink For Brother (Bt660 M)		BL				0	0.00				0	0.00	20			20	8,000.00				0	0.00	20	400.00	8,000.00
34	-	Ink For Brother (Bt660 Y)		BL				0	0.00				0	0.00	20			20	8,000.00				0	0.00	20	400.00	8,000.00
35	-	Ink For Brother (3617 Bk)		Cart				0	0.00				0	0.00	12			12	15,000.00				0	0.00	12	1,250.00	15,000.00
36	-	Ink For Brother (3617 C)		Cart				0	0.00				0	0.00	12			12	15,000.00				0	0.00	12	1,250.00	15,000.00
37	-	Ink For Brother (3617 M)		Cart				0	0.00				0	0.00	12			12	15,000.00				0	0.00	12	1,250.00	15,000.00
38	-	Ink For Brother (3617 Y)		Cart				0	0.00				0	0.00	12			12	15,000.00				0	0.00	12	1,250.00	15,000.00
39	-	Ink For Epson #008 (Black)		BL				0	0.00				0	0.00	44			44	52,800.00				0	0.00	44	1,200.00	52,800.00
40	-	Ink For Epson #008 (Cyan)		BL				0	0.00				0	0.00	44			44	44,000.00				0	0.00	44	1,000.00	44,000.00
41	-	Ink For Epson #008 (Magenta)		BL				0	0.00				0	0.00	44			44	44,000.00				0	0.00	44	1,000.00	44,000.00
42	-	Ink For Epson #008 (Yellow)		BL				0	0.00				0	0.00	44			44	44,000.00				0	0.00	44	1,000.00	44,000.00
43	-	Kyocera Tk 5113		Cart				0	0.00				0	0.00	4			4	40,000.00				0	0.00	4	10,000.00	40,000.00
44	-	ISO File Folder Blue (A4 Size)		PC				0	0.00				0	0.00	150			150	52,500.00				0	0.00	150	350.00	52,500.00
45	-	ISO File Folder Blue (Long Size)		PC				0	0.00				0	0.00	200			200	77,000.00				0	0.00	200	385.00	77,000.00

No.	UNSPSC	Item Description	Specification (Input specific features or components 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)																											
46	-	Laminating Film		PK				0	0.00				0	0.00	10			10	10,500.00				0	0.00	10	1,050.00	10,500.00
47	-	Nylon Rope		roll				0	0.00				0	0.00	6			6	1,140.00				0	0.00	6	100.00	1,140.00
48	-	Cardboard Carton		PC				0	0.00				0	0.00	24			24	432.00				0	0.00	24	18.00	432.00
49	-	External Hard Drive 2Bt		unit				0	0.00				0	0.00	20			20	160,000.00				0	0.00	20	8,000.00	160,000.00
50	-	Door Knob (Heavy Duty)		PC				0	0.00				0	0.00	2			2	2,000.00				0	0.00	2	1,000.00	2,000.00
51	-	Door Mat, Big		PC				0	0.00				0	0.00	24			24	960.00				0	0.00	24	60.00	960.00
52	-	Phil. Flag		PC				0	0.00				0	0.00	12			12	7,800.00				0	0.00	12	650.00	7,800.00
53	-	Garbage Bag Big		roll				0	0.00				0	0.00	100			100	30,000.00				0	0.00	100	200.00	30,000.00
54	-	Sacks		PC				0	0.00				0	0.00	200			200	3,000.00				0	0.00	200	15.00	3,000.00
55	-	Glass Cleaner Spray		Btl				0	0.00				0	0.00	4			4	1,600.00				0	0.00	4	400.00	1,600.00
56	-	Garbage Bag Small		roll				0	0.00				0	0.00	50			50	12,500.00				0	0.00	50	250.00	12,500.00
57	-	Spin Mop		unit				0	0.00				0	0.00	6			6	10,200.00				0	0.00	6	1,700.00	10,200.00
58	-	4 Doors Steel Cabinet		unit				0	0.00				0	0.00	5			5	75,000.00				0	0.00	5	15,000.00	75,000.00
59	-	Wheel Meter		unit				0	0.00				0	0.00	2			2	7,600.00				0	0.00	2	3,800.00	7,600.00
60	46191605	Safety Shoes		pair				0	0.00				0	0.00	10			10	85,000.00				0	0.00	10	8,500.00	85,000.00
61	-	Led Bulb, 18V		doz				0	0.00				0	0.00	5			5	22,240.00				0	0.00	5	4,448.00	22,240.00
62	-	Led Tube, 16 Wets, 220 Volts		PC				0	0.00				0	0.00	20			20	7,000.00				0	0.00	20	350.00	7,000.00
63	-	Water Dispenser		unit				0	0.00				0	0.00	2			2	25,800.00				0	0.00	2	12,900.00	25,800.00
64	-	Receptacle 6x4		PC				0	0.00				0	0.00	5			5	375.00				0	0.00	5	75.00	375.00
65	-	Pipe Thread Sealant		nds				0	0.00				0	0.00	10			10	250.00				0	0.00	10	25.00	250.00
66	-	Faucet 1/2Dia Stainless		PCS				0	0.00				0	0.00	10			10	2,550.00				0	0.00	10	255.00	2,550.00
67	-	Padlock		PC				0	0.00				0	0.00	10			10	6,000.00				0	0.00	10	600.00	6,000.00
68	-	Jr. Executive Chair		unit				0	0.00				0	0.00	10			10	75,000.00				0	0.00	10	7,500.00	75,000.00
69	-	Non Rotary Clerical Chair		PCS				0	0.00				0	0.00	8			8	32,800.00				0	0.00	8	4,100.00	32,800.00
70	-	Hard Hat White		PC				0	0.00				0	0.00	10			10	10,000.00				0	0.00	10	1,000.00	10,000.00
71	-	Ups		unit				0	0.00				0	0.00	2			2	10,000.00				0	0.00	2	5,000.00	10,000.00
72	-	Electric Fan (Stand Fan)		unit				0	0.00				0	0.00	1			1	4,000.00				0	0.00	1	4,000.00	4,000.00
73	-	ISO File Box Blue		PC				0	0.00				0	0.00	30			30	15,500.00				0	0.00	30	350.00	16,500.00
74	-	Peracetamol Tablet		PC				0	0.00				0	0.00	120			120	1,200.00				0	0.00	120	10.00	1,200.00
75	-	Sunblock/Sunscreen		Btl	4			4	6,392.00				0	0.00				0	0.00				0	0.00	4	1,598.00	6,392.00
76	-	First Aid Kit		set	1			1	1,880.00				0	0.00				0	0.00				0	0.00	1	1,880.00	1,880.00
77	-	Bond Paper, A3 Size		ream	24			24	13,992.00				0	0.00				0	0.00				0	0.00	24	583.00	13,992.00
78	-	Spray Paint, Red		can	60			60	8,460.00				0	0.00				0	0.00				0	0.00	60	141.00	8,460.00
79	-	Sprny Paint, White		can	60			60	8,460.00				0	0.00				0	0.00				0	0.00	60	141.00	8,460.00
80	-	Mineral Water		Btl	200			200	8,400.00				0	0.00				0	0.00				0	0.00	200	47.00	8,400.00
81	-	Disposable Reemask, 50Pc/Box		box	24			24	33,840.00				0	0.00				0	0.00				0	0.00	24	1,410.00	33,840.00
82	-	Vitamin C		box	10			10	9,400.00				0	0.00				0	0.00				0	0.00	10	940.00	9,400.00
83	-	Cd Rw W/O Case		Pc	30			30	1,692.00				0	0.00				0	0.00				0	0.00	30	56.40	1,692.00
84	-	Water Refill		Btl	20			20	1,128.00				0	0.00				0	0.00				0	0.00	20	56.40	1,128.00
85	-	Colored Paper		ream	5			5	1,410.00				0	0.00				0	0.00				0	0.00	5	282.00	1,410.00
86	-	Ink For Epson Wf		Btl	1			1	32,900.00				0	0.00				0	0.00				0	0.00	1	32,900.00	32,900.00
87	-	Mylar Paper, 75 Microns, 20" X 20M		roll	45			45	227,115.00				0	0.00				0	0.00				0	0.00	45	5,047.00	227,115.00
88	-	Mylar Paper, 75 Microns, 23.4" X 20M		Roll	65			65	354,380.00				0	0.00				0	0.00				0	0.00	65	5,432.00	354,380.00
89	-	Ink For Epson Sc-3270, 700 Cyan		Pcl	5			5	117,500.00				0	0.00				0	0.00				0	0.00	5	23,500.00	117,500.00
90	-	Ink For Epson Sc-3270, 700 Yellow		Pcl	5			5	117,500.00				0	0.00				0	0.00				0	0.00	5	23,500.00	117,500.00
91	-	Ink For Epson Sc-3270, 700 Magenta		Pcl	5			5	117,500.00				0	0.00				0	0.00				0	0.00	5	23,500.00	117,500.00
92	-	Ink For Epson Sc-3270, 700 Black		Pcl	12			12	282,000.00				0	0.00				0	0.00				0	0.00	12	23,500.00	282,000.00
93	-	Ink For Epson Sc-3270, Maintenance Box		PC	2			2	18,512.00				0	0.00				0	0.00				0	0.00	2	9,256.00	18,512.00
94	-	Ink For Epson W-360R, Maintenance Box		PC	1			1	9,400.00				0	0.00				0	0.00				0	0.00	1	9,400.00	9,400.00
95	-	M436N Mfp Printer		PC	1			1	12,374.00				0	0.00				0	0.00				0	0.00	1	12,374.00	12,374.00
96	-	Toner For Hp Laserjet M435N Mfp Printer		Cart	1			1	6,580.00				0	0.00				0	0.00				0	0.00	1	6,580.00	6,580.00
97	-	8.5" x 11 Bond paper		ream	40			40	9,440.00				0	0.00				0	0.00				0	0.00	40	236.00	9,440.00
98	-	Inter Folded Tissue		pack	100		</																				

