

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 Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 Modernized Philippine Government Electronic Procurement System (mPhilGEPs) 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 (UNSPSC).

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 mPhilGEPs and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 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) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqC>. Instructions on how to fill-out is included in the reminders 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 mPhilGEPs account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPs 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 through its mobile numbers 0918-2554426 (Smart) or 0962-9255199 (Smart), or email appecse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.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 31 July 2024.

Agency Code/UAJCS: _____
National Government Agency (NGA)
Organization Type: _____
Region: Region XII
Address: Old Capitol Sta. Highway 2
Marikina, Marikina City

Contact Person: _____
Position: _____
Head, Procurement Unit
PO Box 1044, Marikina City, Metro Manila

Telephone/Mobile Nos: _____
E-mail: _____

Item & Specifications		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
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACTEONE BASED ANTISEPTICS																									
1	12191601-AL-604	ALCOHOL, Ethyl, 500 mL	0	95	0	95	4,790.85	0	102	0	102	5,143.86	0	80	0	80	4,034.40	0	105	45	5,345.58	383	50.43	19,314.69	
2	12191601-AL-603	ALCOHOL, Ethyl, 1 Gallon	0	0	0	0	0.00	0	50	0	50	17,854.50	0	50	0	50	17,854.50	0	25	20	45	16,069.05	145	357.09	51,778.05
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-CB-P02	CLEARBOOK, legal size	0	15	0	15	545.40	15	15	0	15	545.40	0	15	0	15	545.40	0	15	10	351.60	50	35.16	1,758.00	
4	60121534-BB-P01	ERASER, plastic/rubber	0	10	0	10	82.60	20	20	0	20	165.20	0	20	0	20	165.20	0	20	20	165.20	70	8.26	578.20	
5	60121524-SP-C01	STGN PEN, Extra Fine Tip, Black	0	54	0	54	1,198.60	22	47	0	35	1,043.40	28	59	0	24	1,309.80	24	48	0	1,065.60	208	22.20	4,617.60	
7	60121524-SP-C04	STGN PEN, Fine Tip, Black	0	25	0	25	1,118.00	0	27	0	27	1,207.44	28	28	0	28	1,252.16	28	0	108	1,252.16	44.72	4,828.76		
8	60121524-SP-C07	STGN PEN, Medium Tip, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	57.20	0.00	
9	60121524-SP-C02	STGN PEN, Extra Fine Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	22.20	0.00	
10	60121524-SP-C05	STGN PEN, Fine Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	44.72	0.00	
11	60121524-SP-C06	STGN PEN, Medium Tip, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	57.20	0.00	
12	60121524-SP-C03	STGN PEN, Extra Fine Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	22.20	0.00	
13	60121524-SP-C06	STGN PEN, Fine Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	45.76	0.00	
14	60121524-SP-C09	STGN PEN, Medium Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	57.20	0.00	
15	60121124-WB-P01	WRAPPING PAPER	0	10	0	10	1,612.00	0	10	0	10	1,612.00	0	10	0	10	1,612.00	0	0	30	0.00	161.20	4,836.00		
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	45121517-DO-C03	DOCUMENT CAMERA	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	23,623.60	0.00		
17	45116094-MM-P01	MULTIMEDIA PROJECTOR	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	16,588.00	0.00		
BATTERIES AND CELLS AND ACCESSORIES																									
18	26111702-BT-A02	BATTERY, dry cell, size AA	0	55	0	55	1,126.95	20	70	20	70	1,434.20	0	0	0	10	0.00	30	0	40	819.60	165	20.49	3,385.85	
19	26111702-BT-A01	BATTERY, dry cell, size AAA	0	0	0	0	0	20	50	0	70	1,283.80	0	0	0	10	0.00	30	0	40	733.60	180	18.34	3,301.20	
CLEANING EQUIPMENT AND SUPPLIES																									
20	47131812-AF-A01	AIR FRESHENER	0	45	0	45	3,928.95	0	45	0	45	3,928.95	0	45	0	45	3,928.95	45	0	180	3,928.95	87.21	15,713.80		
21	47131604-BB-S01	BROOM (Walis Tambo)	0	28	0	28	3,494.40	0	30	0	30	3,494.40	0	34	0	34	4,243.20	34	0	126	4,243.20	126	124.80	15,724.80	
22	47131604-BB-T01	BROOM (Walis Ting-ting)	0	25	0	25	650.00	0	25	0	25	650.00	0	25	0	30	780.00	30	15	105	780.00	105	26.00	2,730.00	
23	47131823-TB-C01	CLEANER, Toilet Bowl and Urinal	0	34	0	34	1,414.40	0	40	0	40	1,664.00	0	40	0	45	1,872.00	45	0	159	1,872.00	159	41.60	6,614.40	
24	47131805-CL-P01	CLEANER, Scouring Powder	0	18	0	18	430.56	0	18	0	18	430.56	0	12	0	0	287.04	12	0	60	287.04	60	23.02	1,381.20	
25	47131811-DE-H02	DETERGENT BAR	0	0	0	0	270.86	30	30	0	30	280.20	0	0	0	29	280.20	29	0	118	270.66	9.34	1,102.12		

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 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT

26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	34	34	0	0	34	34	0	0	34	34	54.08	9,193.60
27	47131803-OS-A01	DISTRICTANT SPRAY	can	0	20	20	0	20	2,797.80	3,497.25	0	25	0	20	139.89	12,990.10
28	47131601-DU-P01	DUST PAN	piece	0	0	0	25	0	25	1,170.00	25	0	20	0	46.80	3,276.00
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0	0.00	0.00	0	0	0	0	309.76	0.00
30	47131830-FR-A01	FURNITURE CLEANER	can	0	16	0	16	0	2,862.24	2,862.24	0	16	0	16	141.39	9,048.96
31	7201612-HS-L01	HAND SOAP, liquid, 500mL	bottle	0	40	0	40	0	1,718.00	1,718.00	0	20	0	20	42.95	5,154.00
32	47121804-MP-B01	MOP BUCKET	unit	0	15	0	15	0	34,320.00	34,320.00	0	15	0	15	2,288.00	137,288.00
33	47131501-HS-C01	PAWS	kilo	0	9	9	0	9	625.23	1,250.46	0	15	0	15	69.47	3,958.79
34	47131602-SC-N01	SCOURING PAD	pack	0	10	0	10	0	686.30	1,284.65	0	15	0	0	85.63	3,425.20
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	40	0	40	0	5,200.00	5,200.00	0	40	0	40	130.00	20,800.00
36	47121701-TB-P05	TRASHBAG, large size	roll/pack	0	40	0	40	0	2,371.20	2,371.20	0	40	0	40	59.28	9,484.80
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	0	40	0	40	0	3,702.40	3,702.40	0	40	0	40	92.56	14,808.00
38	47121702-WB-P01	WASTEBASKET	piece	0	12	0	12	0	524.16	524.16	0	6	6	12	43.68	2,096.64

39	12171703-FS-P01	INK, for stamp pad	bottle	0	20	10	10	0	575.80	575.80	20	10	10	20	575.80	2,303.20
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40	52161535-DV-B02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0.00	0.00	0	0	0	0	7,339.16	0.00
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FILMS																
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41	13111203-AC-P01	ACETATE	roll	0	0	0	0	0	0.00	0.00	0	0	0	0	1,243.64	0.00
42	13111201-CF-P02	CARBON FILM, legal size	box	0	0	0	0	0	0.00	0.00	0	0	0	0	351.83	0.00

FIRE FIGHTING EQUIPMENT																
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43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	15	0	15	0	17,160.00	17,160.00	0	15	0	15	3,144.00	91,520.00
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FLAG OR ACCESSORIES																
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44	52121903-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0	0.00	0.00	0	0	0	0	284.84	0.00
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FURNITURE AND FURNISHINGS																
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45	56101504-CH-B01	MONOLOCC CHAIR, beige	piece	0	35	0	35	0	11,939.20	11,939.20	0	35	0	35	11,939.20	47,756.80
46	56101504-CH-W01	MONOLOCC CHAIR, white	piece	0	35	0	35	0	11,939.20	11,939.20	0	35	0	35	11,939.20	47,756.80

HEATING AND VENTILATION AND AIR CIRCULATION																
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47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0	0.00	0.00	0	0	0	0	1,222.00	0.00
48	40101604-EF-G01	ELECTRIC FAN, industrial ground type	unit	0	10	0	10	0	11,096.80	11,096.80	0	10	0	10	1,109.68	44,387.20
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	10	0	10	0	15,600.00	15,600.00	0	10	0	10	1,560.00	62,400.00
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0	0.00	0.00	0	0	0	0	501.68	0.00

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																
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51	43211507-D59003	DESKTOP, for Basic Users	unit	0	0	0	0	10	247,936.00	158,348.80	0	8	8	8	198,348.00	644,633.60
52	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	5	15,074.80	339,123.20	0	5	5	5	3,014.80	1,017,369.60
53	43202010-FD-U04	FLASH DRIVE	piece	0	20	0	20	20	3,054.80	15,271.60	0	10	10	10	1,527.40	45,224.40
54	43202010-FD-U04	FLASH DRIVE	piece	0	20	0	20	20	3,054.80	15,271.60	0	10	10	10	1,527.40	45,224.40
55	43211503-L4004	LAPTOP COMPUTER, for Mid-Range Users	unit	0	0	0	0	6	25,280.00	339,123.20	0	6	6	6	24,793.60	644,633.60
56	43211503-L4003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	6	28,800.00	339,123.20	0	4	4	4	18,720.00	655,200.00
57	43211708-MO-C02	COMPUTER MOUSE, Wireless	unit	0	0	0	0	0	0.00	0.00	0	0	0	0	161.82	0.00
58	43212103-PR-U01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0.00	0.00	0	0	0	0	2,636.89	0.00

LIGHTING AND FIXTURES AND ACCESSORIES																
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59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	60	0	60	60	4,536.60	3,024.40	0	40	40	40	2,024.40	13,609.80
60	39101628-LT-U01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	30	6,174.60	3,024.40	0	20	20	20	4,116.40	20,682.00

MANUFACTURING COMPONENTS AND SUPPLIES																
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61	31201610-GI-X02	GLUE, all-purpose	bottle	0	20	0	20	20	1,242.80	1,553.50	0	25	0	25	1,553.50	5,903.30
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0	0.00	0.00	0	0	0	0	36.40	0.00
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	15	0	15	15	356.40	712.80	0	30	0	30	712.80	2,494.80
64	31201502-TA-B02	TAPE, electrical	roll	0	15	0	15	15	291.75	291.75	0	15	0	15	291.75	1,167.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Q4 AMOUNT	Total Quantity for the year	Price	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3					Oct	Nov	Dec	Q4
31201503-TA-M01	TAPE, masking, 24mm	0	0	0	0.00	0	40	40	2,227.20	0	40	40	2,227.20	0	40	0	40	55.60	6,081.60		
31201503-TA-M02	TAPE, masking, 48 mm	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	121.16	0.00	
31201517-TA-P01	TAPE, packaging, 48 mm	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	22.36	0.00	
31201512-TA-T01	TAPE, transparent, 24mm	0	0	0	0.00	10	40	0	50	10	40	0	50	884.00	5	40	0	45	17.68	2,563.60	
31201512-TA-T02	TAPE, transparent, 48 mm	0	0	0	0.00	10	40	0	50	10	40	0	50	1,128.50	5	40	0	45	22.57	3,727.65	
31151507-TM-P01	TYMEX, plastic	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	66.62	0.00	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																					
41111604-HU-P02	RULER, plastic, 450mm	0	0	0	10	0	10	0	10	0	10	0	10	199.30	0	10	0	10	19.93	797.20	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
44121612-BL-H01	BLADE, for general purpose cutter/utility knife	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	16.37	0.00	
44101602-PH-M01	BINDING AND PUNCHING MACHINE	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	9,534.72	0.00	
44122037-PH-P10	BINDING RING/COMB, plastic, 32 mm	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	259.89	0.00	
44101807-CH-M01	CALCULATOR, Compact	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	295.77	0.00	
44121710-CH-W01	CHALK, white enamel	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	32.97	0.00	
44121205-BF-C01	CLIP, backdow, 19mm	0	0	0	0.00	0	24	0	24	0	20	0	20	224.64	0	10	0	0	9.36	505.44	
44121205-BF-C02	CLIP, backdow, 25mm	0	0	0	0.00	0	24	0	24	0	20	0	20	374.40	0	10	0	0	15.60	842.40	
44121205-BF-C03	CLIP, backdow, 32mm	0	0	0	0.00	0	24	0	24	0	20	0	20	796.72	0	10	0	0	33.28	1,797.12	
44121205-BF-C04	CLIP, backdow, 50mm	0	0	0	0.00	0	24	0	24	0	20	0	20	1,447.68	0	10	0	0	60.32	3,257.28	
44121801-CT-M02	CORRECTION TAPE	0	38	0	513.00	0	38	0	38	0	38	0	38	513.00	0	38	0	38	13.50	2,052.00	
44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	31.72	0.00	
44111515-DI-H01	DATA FILE BOX	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	145.89	0.00	
44122011-DI-P01	DATA FOLDER	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	83.01	0.00	
44102020-DI-M01	DATER STAMP	0	0	0	0.00	0	10	0	10	0	10	0	10	4,494.50	0	0	0	0	494.95	9,699.00	
44121505-EN-B01	ENVELOPE, Documentary, A4	0	24	0	19,918.08	0	25	0	25	0	25	0	25	20,748.00	0	18	0	18	829.92	76,352.64	
44121505-EN-B02	ENVELOPE, Documentary, legal	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	1,057.58	0.00	
44121505-EN-M01	ENVELOPE, Expanding, Kraft	0	0	0	0.00	0	24	0	24	0	18	0	18	22,556.80	0	18	0	18	999.95	56,397.00	
44121505-EN-M02	ENVELOPE, Expanding, Plastic	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	30.49	0.00	
44121505-EN-M02	ENVELOPE, Mailing	0	0	0	0.00	0	10	0	10	0	0	0	0.00	4,325.20	0	10	0	10	432.92	8,650.40	
44121504-EN-W02	ENVELOPE, Mailing, with window	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	512.72	0.00	
44111912-ER-H01	ERASER, felt, for blackboard/whiteboard	0	0	0	0.00	0	5	0	5	0	5	0	5	72.40	0	5	0	5	14.48	217.20	
44121118-FR-P01	FASTENER	0	24	0	2,271.36	0	24	0	24	0	28	0	28	2,649.92	0	28	0	28	94.64	6,842.56	
44111515-FR-M01	FILE ORGANIZER, expanding, plastic, legal	0	0	0	0.00	5	0	5	451.00	0	5	0	5	451.00	0	0	5	5	90.20	1,353.00	
44122018-FI-D01	FILE TAB DIVIDER, A4	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	11.13	0.00	
44122018-FI-D02	FILE TAB DIVIDER, Legal	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	14.23	0.00	
44122011-FI-P01	FOLDER, Fancy with slide, A4	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	270.40	0.00	
44122011-FI-P02	FOLDER, Fancy with slide, legal	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	291.20	0.00	
44122011-FI-P01	FOLDER, L-type, A4	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	200.28	0.00	
44122011-FI-P02	FOLDER, L-type, Legal	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	249.08	0.00	
44122027-FI-P01	FOLDER, pressboard	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	952.64	0.00	
44122011-FI-P02	FOLDER with tab, A4	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	413.92	0.00	
44122008-FI-T01	INDEX TAB	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	67.00	0.00	
44121716-FM-H01	MARKER, Fluorescent	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	31.11	0.00	
44121708-FM-P01	MARKER, Permanent, Black	0	58	0	479.66	0	75	0	620.25	0	75	0	75	620.25	0	58	0	58	8.27	2,199.82	
44121708-FM-P02	MARKER, Permanent, Blue	0	36	0	297.72	0	36	0	297.72	0	20	0	20	165.40	0	20	0	20	8.27	924.24	
44121708-FM-P03	MARKER, Permanent, Red	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	8.27	0.00	
44121708-FM-H01	MARKER, Whiteboard, Black	0	76	0	723.40	0	48	0	463.20	0	48	0	48	463.20	0	48	0	48	9.65	2,123.00	
44121708-FM-H02	MARKER, Whiteboard, Blue	0	45	0	434.25	0	45	0	434.25	0	30	0	30	289.50	0	30	0	30	9.65	1,447.50	
44121708-FM-H03	MARKER, Whiteboard, Red	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	9.65	0.00	

Item #	Item # & Specifications	Unit of Measure	Monthly Quantity Requirement												Q4 Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount
			Q1	Q2	Q3	Q4															
112	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	0	0	18	18	18	18	18	18	18	0	26	0	26	229.32	62	8.82	
113	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	0	0	0	18	18	18	18	18	18	18	0	26	0	26	505.96	62	19.46	
114	PAPER SHREDDER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	
115	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	9,297.60	
116	PENCIL, lead/graphite, with eraser	box	0	20	20	20	22	22	22	22	22	22	22	0	22	22	22	983.62	86	44.71	
117	PENCIL SHARPENER	piece	0	0	0	0	4	4	4	4	4	4	4	0	4	4	4	944.32	8	238.08	
118	PUNCHER, paper, heavy duty	piece	0	0	0	0	18	18	18	18	18	18	18	6	6	6	6	2,770.56	42	153.82	
119	RUBBER BAND No. 18	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	135.20	
120	STAMP PAD, felt	piece	0	0	0	0	4	4	4	4	4	4	4	0	4	4	4	159.68	8	39.92	
121	SCISSORS, symmetrical/asymmetrical	pair	0	0	0	0	24	24	24	24	24	24	24	0	24	24	24	1,572.48	48	65.52	
122	STAPLER, standard type	piece	0	6	6	6	16	16	16	16	16	16	16	14	14	14	14	1,580.80	44	197.60	
123	STAPLER, heavy duty (binder)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	693.15	
124	STAPLE REMOVER, pier-type	piece	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	377.08	24	46.51	
125	TAPE DISPENSER, table top	piece	0	0	0	0	5	5	5	5	5	5	5	5	5	5	5	387.90	10	77.58	
PAPER MATERIALS AND PRODUCTS																					
126	CARTON, assorted colors	box	0	0	0	0	5	5	5	5	5	5	5	5	5	5	5	418.60	15	83.72	
127	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	945.36	
128	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,973.92	
129	NOTEPAD, stick-on, 50mm x 76mm	pad	0	34	34	34	0	0	0	34	34	34	34	10	10	10	10	1,260.04	78	37.06	
130	NOTEPAD, stick-on, 76mm x 100mm	pad	0	34	34	34	0	0	0	34	34	34	34	10	10	10	10	2,015.52	78	59.28	
131	NOTEPAD, stick-on, 76mm x 76mm	pad	0	34	34	34	0	0	0	34	34	34	34	10	10	10	10	1,768.00	78	52.00	
132	STENO NOTEBOOK	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	14.04	
133	PAPER, MULTICOPY A4	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	213.80	
134	PAPER, MULTICOPY LEGAL	ream	0	0	0	5	5	5	5	5	5	5	5	0	5	0	0	1,164.80	10	232.96	
135	PAPER, MULTIPURPOSE A4	ream	0	0	0	255	255	300	300	300	300	300	300	255	255	255	255	41,322.00	810	137.74	
136	PAPER, MULTIPURPOSE LEGAL	ream	0	0	0	12	12	12	12	12	12	12	12	12	12	12	12	1,906.92	36	158.91	
137	PAD PAPER, ruled	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	34.82	
138	PAPER, parchment	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	154.21	
139	RECORD BOOK, 300 PAGES	book	0	0	0	34	34	34	34	34	34	34	34	34	34	34	34	2,567.60	96	91.70	
140	RECORD BOOK, 500 PAGES	book	0	0	0	28	28	28	28	28	28	28	28	28	28	28	28	3,467.68	56	124.56	
141	TJSUSE, INTERFOLDED PAPER TOWEL	pack	0	0	0	30	30	30	30	30	30	30	30	15	15	15	15	507.00	60	33.80	
142	TOWEL TISSUE PAPER, 2 ply	pack	0	20	20	20	28	28	28	28	28	28	28	36	36	36	36	2,795.52	112	99.84	
PERFUMES OR COLOGNES OR FRAGRANCES																					
143	HAND SANITIZER	bottle	0	0	0	10	10	10	10	10	10	10	10	10	10	10	10	850.80	20	85.08	
PESTICIDES OR PEST REPELLENTS																					
144	INSECTICIDE	can	0	12	12	12	15	15	15	15	15	15	15	15	15	15	15	2,090.40	57	139.36	
PRINTED PUBLICATIONS																					
145	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (PA 9184 and its amend)	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	37.21	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																					
1	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	6,947.20	
2	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,126.32	
3	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,178.32	
4	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	861.12	
5	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	892.32	
6	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	221.00	
7	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	242.20	
8	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	242.20	
9	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	242.20	
10	INK CARTRIDGE, HP C2P04A (HP62), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	852.80	

Item #	Item Name & Specifications	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
			unit	unit	unit	unit	Amount	unit	unit	unit	unit	Amount	unit	unit				unit	unit	Amount	unit	unit	unit	unit	Amount
5	80141505-75-005	DOUBLE SIDED TAPE	roll	0	30	0	30	3,000.00	0	30	3,000.00	0	30	0	30	3,000.00	0	30	0	30	3,000.00	120	100.00		
6	80141505-75-006	PHOTO PAPER	pack	0	12	0	12	3,000.00	0	12	3,000.00	0	12	0	12	3,000.00	0	12	0	12	3,000.00	48	250.00		
7	80141505-75-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
8	80141505-75-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
9	80141505-75-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
10	80141505-75-010	UNINTERUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
11	80141505-75-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
12	80141505-75-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
13	80141505-75-013	WHITE BOARD	piece	0	0	0	0	0.00	0	1	0.00	1	0	1	0.00	0.00	0	1	0	1	0.00	4	0.00		
14	80141505-75-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
15	80141505-75-015	MEDAL	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
16	80141505-75-016	DISHWASHING LIQUID	bottle	0	28	0	28	7,280.00	0	32	8,320.00	0	32	0	32	8,320.00	0	28	0	28	7,280.00	120	260.00		
17	80141505-75-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
18	80141505-75-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
19	80141505-75-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
20	80141505-75-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
21	80141505-75-021	PAINT	gallon	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
22	80141505-75-022	COLORLED PAPER	pack	0	12	0	12	1,800.00	0	12	1,800.00	0	0	0	0	0.00	0	12	0	12	1,800.00	36	5,400.00		
23	80141505-75-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
24	80141505-75-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
25	80141505-75-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
26	80141505-75-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
27	80141505-75-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
28	80141505-75-028	DECOMAAT CASE	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
29	80141505-75-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
30	80141505-75-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
31	80141505-75-031	MANILA FOLDER	pack	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
32	80141505-75-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
33	80141505-75-033	PAULOCK	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
34	80141505-75-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
35	80141505-75-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
36	80141505-75-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
37	80141505-75-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
38	80141505-75-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
39	80141505-75-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
40	80141505-75-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
41	80141505-75-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
42	80141505-75-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
43	80141505-75-043	INCKET PRINTER	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
44	80141505-75-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
45	80141505-75-045	POWDERED DOORNE	bottle	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
46	80141505-75-046	KEYBOARD	unit	0	0	0	0	0.00	0	5	3,750.00	0	5	0	5	3,750.00	0	0	0	5	3,750.00	15	750.00		
47	80141505-75-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
48	80141505-75-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
49	80141505-75-049	LAPTOPTING MACHINE	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
50	80141505-75-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
51	80141505-75-051	AIRLINE TICKETS (DOMESTIC)	bicket	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
52	80141505-75-052	AIRLINE TICKETS (INTERNATIONAL)	bicket	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		
53	80141505-75-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		

CONTACT PERSON:
DESIGNATION:
EMAIL:
CONTACT NUMBER:

1. The APP-CSE 2025 Form - Other Items must be accompanied by the PS-DEM website (www.ps-dem.org).

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Total Amount for the year	Price	Total Quantity for the year	Month				
			Oct	Nov	Dec	Jan	Feb

No.	UNSPSC	Item Description	Specification (Type specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price	Total Amount for the year
					Jan	Feb	Mar	Q1	Q2	Q3	Q4	Nov	Dec	Q4	Q4	Q4			
1	1510505	Crack fluid		liters	21000	21000	1,734,730.00	21000	1,734,730.00	23500	23500	1,888,170.00	21000	21000	1,689,620.00	87500	86.23	7,578,750.00	
2	2611703	Vehicle maintenance and repair services		unit	4	4	48,000.00	4	48,000.00	4	4	48,000.00	4	4	48,000.00	1.6	12,000.00	192,000.00	
3	7035150	Vehicle maintenance and repair services		unit	1	1	250,000.00	1	250,000.00	1	1	250,000.00	1	1	250,000.00	4	250,000.00	1,000,000.00	
4	4635701	Hand tools		unit	1	1	400.00	1	400.00	1	1	400.00	1	1	400.00	5	400.00	2,000.00	
5	2712004	Shovels		unit	3	3	3,000.00	3	3,000.00	3	3	3,000.00	3	3	3,000.00	9	3,000.00	27,000.00	
6	5310300	T-shirts		unit	65	65	46,700.00	30	16,000.00	292	292	16,000.00	207	207	11,816.00	614	560.00	347,700.00	
7	4635701	Hand tools		unit	2	2	300.00	2	300.00	2	2	300.00	1	1	400.00	60	500.00	30,000.00	
8	2721701	Screwdrivers		unit	4	4	600.00	4	600.00	4	4	600.00	4	4	600.00	1.6	150.00	2,400.00	
9	9411001	Weld sticks		unit	4	4	0.00	2	2,790.16	4	4	4,590.32	0	0	0.00	6	1,250.00	6,470.48	
10	3912011	Underterrable power supply UPS		unit	4	4	48,000.00	5	73,000.00	6	6	73,000.00	6	6	73,000.00	32	12,000.00	384,000.00	
11	7231013	Air conditioning installation or maintenance or repair services		unit	1	1	25,000.00	1	25,000.00	1	1	25,000.00	1	1	25,000.00	4	25,000.00	100,000.00	
12	4471500	Cleaning rags and cloths and wipes		unit	4	4	600.00	4	600.00	4	4	600.00	4	4	600.00	1.6	150.00	2,400.00	
13	4471705	Mechanical pencils		unit	18	18	2,700.00	18	2,700.00	18	18	2,700.00	18	18	2,700.00	72	150.00	10,800.00	
14	4635107	Safety vests		unit	15	15	4,500.00	5	1,500.00	15	15	4,500.00	15	15	4,500.00	50	300.00	15,000.00	
15	4635107	Safety vests		unit	10	10	20,000.00	6	12,000.00	6	6	12,000.00	6	6	12,000.00	28	300.00	8,400.00	
16	4451808	Scientific calculator		unit	50	50	48,000.00	50	48,000.00	50	50	48,000.00	50	50	48,000.00	200	960.00	192,000.00	
17	1512101	Engine oil		unit	3	3	40,000.00	3	40,000.00	3	3	40,000.00	3	3	40,000.00	12	60,000.00	720,000.00	
18	1512101	Engine oil		unit	1	1	60,000.00	1	60,000.00	1	1	60,000.00	1	1	60,000.00	3	26,000.00	78,000.00	
19	4635701	Air conditioners		unit	0	0	0.00	2	240,000.00	0	0	0.00	2	2	240,000.00	4	75,140.00	300,560.00	
20	4635701	Air conditioners		unit	0	0	0.00	1	75,140.00	0	0	0.00	1	1	75,140.00	2			

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