

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

AGENCY CODE/UACS:

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.

REMEMBERS:

- 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-philgeps.gov.ph).
- All information must be provided accurately.
- 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.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adeo0>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse.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
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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	-	Rechargeable Flashlight, LED	Big	pieces	5			5	2,500.00	5			5	2,500.00	5			5	2,500.00	5			5	2,500.00	20	500.00	10,000.00	
2	-	Plastic Straw		rolls	10			10	1,000.00				0	0.00	10			10	1,000.00				0	0.00	20	100.00	2,000.00	
3	-	Apron		pieces	5			5	500.00				0	0.00	5			5	500.00				0	0.00	10	100.00	1,000.00	
4	-	Gloves with Utex	thick	pieces	10			10	3,500.00	5			5	1,750.00	10			10	3,500.00	5			5	1,750.00	30	350.00	10,500.00	
5	46181804	Goggles	Double	pieces	3			3	480.00		3		3	480.00		3		3	480.00	3			3	480.00	12	160.00	1,920.00	
6	-	Spotlight	LED 100 w	pieces		4		4	14,000.00				0	0.00				0	0.00				0	0.00	4	3,500.00	14,000.00	
7	-	Multi Cab	Rusco	units		1		1	280,000.00	1			1	280,000.00				0	0.00				0	0.00	2	280,000.00	560,000.00	
8	-	Kulang-Kulang		units	1			1	140,000.00				0	0.00	1			1	140,000.00				0	0.00	2	140,000.00	280,000.00	
9	-	Laptop	core i5	units			1	1	50,000.00				0	0.00		1		1	50,000.00				0	0.00	2	50,000.00	100,000.00	
10	-	Printer with scanner		unit	1			1	20,000.00				0	0.00				0	0.00				0	0.00	1	20,000.00	20,000.00	
11	-	Desktop computer	core i5 with complete accessories	sets		1	1	2	70,000.00				0	0.00				0	0.00				0	0.00	2	35,000.00	70,000.00	
12	-	Epson LX 310 Printer		unit			1	1	20,000.00				0	0.00				0	0.00				0	0.00	1	20,000.00	20,000.00	
13	-	Money Detector		units	3			3	9,900.00				0	0.00				0	0.00				0	0.00	3	3,300.00	9,900.00	
14	-	Money box		units	3			3	9,600.00				0	0.00				0	0.00				0	0.00	3	3,200.00	9,600.00	
15	-	Epson L5190 Printer		units			1	1	20,000.00		1		1	20,000.00	1			1	20,000.00				0	0.00	3	20,000.00	60,000.00	
16	-	Epson L3210 Printer		units				0	0.00			1	1	15,000.00				0	0.00				0	0.00	1	15,000.00	15,000.00	
17	-	CPU		units				0	0.00				0	0.00	2			2	56,000.00				0	0.00	2	28,000.00	56,000.00	
18	-	Bond Paper	Short Sub 16	reams				0	0.00	10			10	1,600.00		5		5	800.00	10		5	15	2,400.00	30	160.00	4,800.00	
19	-	Bond Paper	8.5 x 13 Sub 16	reams		10	5	15	2,175.00	5		10	15	2,175.00		10		10	1,450.00		10		10	1,450.00	50	145.00	7,250.00	
20	-	Bond Paper	Short Sub 20	reams	5		5	10	2,000.00		10	5	15	3,000.00	10		5	15	3,000.00	5		5	10	2,000.00	50	200.00	10,000.00	
21	-	Bond Paper	Short Sub 18	reams	10	10	10	30	5,700.00	10	20	10	40	7,600.00	10	20	10	40	7,600.00	10	20	10	40	7,600.00	150	190.00	28,500.00	
22	-	Bond Paper	A3	reams	4			4	1,980.00				0	0.00				0	0.00				0	0.00	4	495.00	1,980.00	
23	-	Columnar Book	6 columns	pieces				0	0.00			1	1	35.00				0	0.00		1		1	35.00	2	35.00	70.00	
24	-	Columnar Book	12 columns	pieces			1	1	65.00				0	0.00		1		1	65.00				0	0.00	2	65.00	130.00	
25	-	Columnar Book	14 columns	pieces		1		1	65.00				0	0.00				0	0.00	1			1	65.00	2	65.00	130.00	
26	-	Columnar Book	20 columns	pieces				0	0.00	1			1	0.00		1		1	0.00				0	0.00	2	0.00	0.00	
27	-	Columnar Book	22 columns	pieces				0	0.00				0	0.00	1			1	65.00			1		65.00	2	65.00	130.00	
28	-	Ballpen	Assorted Colors	pieces	75	75	75	225	1,485.00	75	75	75	225	1,485.00	75	75	76	226	1,491.60	78	75	75	228	1,504.80	904	6.60	5,966.40	
29	-	Eraser	Steadler	pieces		2		2	86.00			1	1	43.00		1		1	43.00	1			1	43.00	5	43.00	215.00	
30	-	Pencil	#2	boxes				0	0.00	1			1	70.00	1			1	70.00				0	0.00	2	70.00	140.00	
31	-	Printed Pen broad/line		pieces			10	10	420.00		5	5	10	420.00	5	5	10	420.00		10			10	420.00	40	42.00	1,680.00	
32	-	Highlighter Pen	Assorted Colors	pieces	5		5	10	430.00	5		5	10	430.00	5		5	10	430.00	5			5	215.00	35	43.00	1,505.00	
33	-	Hardbound Ring	Long	pieces		5		5	750.00				0	0.00		5		5	750.00			5		750.00	15	150.00	2,250.00	
34	-	Daily Time Record		packs		4		4	88.00				0	0.00	4			4	88.00				0	0.00	8	22.00	176.00	
35	-	Linen Paper	200 gsm pale cream	packs	5			5	200.00		5		5	200.00				5	200.00			5		5	200.00	20	40.00	800.00
36	-	Staple Wire	#35	boxes			5	5	183.75			5	5	183.75		5		5	183.75	5			5	183.75	20	36.75	735.00	
37	-	Staple Wire	#10 x 12 pieces	boxes		2		2	136.50				0	0.00	2			2	136.50		1		1	68.25	5	68.25	341.25	
38	31201505	Double sided Tape	1"	pieces	20			20	630.00			10	10	315.00		10		10	315.00	5		5	10	315.00	50	31.50	1,575.00	
39	-	Printer Ink Epson Black	664	pieces		3		3	1,071.00				0	0.00	3			3	1,071.00				0	0.00	6	357.00	2,142.00	
40	-	Printer Ink Epson Yellow	664	pieces	1			1	357.00		1		1	357.00				0	0.00		1		1	357.00	3	357.00	1,071.00	
41	-	Printer Ink Epson Cyan	664	pieces		1		1	357.00			1	1	357.00		1		1	357.00				0	0.00	3	357.00	1,071.00	
42	-	Printer Ink Epson Magenta	664	pieces			1	1	357.00	1			1	357.00				0	0.00			1		1	357.00	3	357.00	1,071.00

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					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)																												
43	-	Printer Ink Epson Black	003	pieces	5		5	10	3,675.00	5		5	10	3,675.00	5	5		10	3,675.00	5		5	10	3,675.00	40	367.50	14,700.00	
44	-	Printer Ink Epson Yellow	003	pieces	1		1	2	735.00			1	1	367.50		1		1	367.50	1		1	1	367.50	5	367.50	1,837.50	
45	-	Printer Ink Epson Cyan	003	pieces		1		1	367.50	1			1	367.50	1			1	367.50	1		1	1	2	735.00	5	367.50	1,837.50
46	-	Printer Ink Epson Magenta	003	pieces			1	1	367.50			1	1	367.50			1	1	367.50	1	1		2	735.00	5	367.50	1,837.50	
47	-	Printer Ink Epson Black	001	pieces		2		2	800.00			2	2	800.00		2	1	3	1,200.00	1	2		3	1,200.00	10	400.00	4,000.00	
48	-	Printer Ink Epson Yellow	001	pieces			1	1	400.00		1		1	400.00			0	0.00	1		1	1	400.00	3	400.00	1,200.00		
49	-	Printer Ink Epson Cyan	001	pieces		1		1	400.00	1			1	400.00		1		1	400.00			0	0.00	3	400.00	1,200.00		
50	-	Printer Ink Epson Magenta	001	pieces	1			1	400.00			1	1	400.00			1	1	400.00				0	0.00	3	400.00	1,200.00	
51	-	Toner Kit for copier machine 15,000 copies		pieces				0	0.00	1			1	8,500.00			0	0.00			0	0.00	1	8,500.00	1	8,500.00	8,500.00	
52	-	Typewriter Ribbon for OLYMPIA		pieces				0	0.00		1		1	800.00			0	0.00	1		1	1	800.00	2	800.00	1,600.00		
53	-	Stapler heavy duty	#35	pieces			1	1	294.00			1	1	294.00	1			1	294.00	1	1		2	588.00	5	294.00	1,470.00	
54	-	Filing Tray	3 Layers	pieces				0	0.00	1			1	735.00			1	1	735.00			1	1	735.00	3	735.00	2,205.00	
55	-	Emergency Lights		pieces		1	1	2	4,200.00	1	1		2	4,200.00	1			1	2,100.00			0	0.00	5	2,100.00	10,500.00		
56	-	LED pinlight	9 watts	pieces				0	0.00		5		5	1,837.50	5		5	10	3,675.00	5		5	10	3,675.00	25	367.50	9,187.50	
57	-	LED Bulb	9 watts	pieces		10	10	20	4,000.00	10	10	10	30	6,000.00	10	10		20	4,000.00	10	10	10	30	6,000.00	100	200.00	20,000.00	
58	-	Sando bag Heavy duty	medium, white	packs		15		15	1,417.50				0	0.00			15	15	1,417.50				0	0.00	30	94.50	2,835.00	
59	-	Sando bag Heavy duty	small, white	packs		5		5	367.50			5	5	367.50	5			5	367.50	5	5		10	735.00	25	73.50	1,837.50	
60	-	Sando bag Heavy duty	XL, white	packs				0	0.00		5		5	1,076.25			5	5	1,076.25			5	5	1,076.25	15	215.25	3,228.75	
61	-	Floor Mop with handle		pieces			1	1	577.50	1			1	577.50				0	0.00			0	0.00	2	577.50	1,155.00		
62	-	Muratic Acid/Toilet bowl & Urinal cleaner		bottles	5			5	393.75		5		5	393.75		5		5	393.75		5		5	393.75	20	78.75	1,575.00	
63	-	Table Napkin		pieces		5		5	971.25			5	5	971.25	5			5	971.25	5		5	5	971.25	20	194.25	3,885.00	
64	-	Steel wool/ Sponge		pieces	5			5	210.00		5		5	210.00			5	5	210.00		5		5	5	210.00	20	42.00	840.00
65	-	Rechargeable batteries and charger	for AA & AAA	sets		1		1	900.00				0	0.00	1			1	900.00			0	0.00	2	900.00	1,800.00		
66	-	Rechargeable batteries	AAA and AA	pairs	3			3	600.00				0	0.00		3		3	600.00			0	0.00	6	200.00	1,200.00		
67	-	Acetate Plastic Makapal - 100 pcs./box		boxes			1	1	840.00				0	0.00	1			1	840.00			0	0.00	2	840.00	1,680.00		
68	-	Hard cover ring folder	long	pieces		10		10	2,625.00		10		10	2,625.00	10			10	2,625.00		10		10	2,625.00	40	262.50	10,500.00	
69	-	Hard cover ring folder	short	pieces		5		5	1,050.00				0	0.00	5			5	1,050.00			0	0.00	10	210.00	2,100.00		
70	-	Doormat	big	piece	1			1	472.50				0	0.00				0	0.00			0	0.00	1	472.50	472.50		
71	-	Doormat	small	piece	1			1	42.00				0	0.00				0	0.00			0	0.00	1	42.00	42.00		
72	-	Toothpaste sachet		sachets		5		5	78.75				0	0.00	5			5	78.75			0	0.00	10	15.75	157.50		
73	-	Camfrot room freshener		pieces			5	5	300.00				0	0.00				0	0.00			0	0.00	5	60.00	300.00		
74	-	Digital Thermometer		piece	1			1	3,150.00				0	0.00				0	0.00			0	0.00	1	3,150.00	3,150.00		
75	-	Disposable Face Mask	3 layers	boxes	25	15	15	55	8,662.50	15	20	20	55	8,662.50	20	15	15	50	7,875.00	20	20	20	60	9,450.00	220	157.50	34,650.00	
76	-	Alcohol Sprayer		pieces	10			10	300.00				0	0.00	10			10	300.00			0	0.00	20	30.00	600.00		
77	-	Bedadine/Cotton/Paracetamol etc.		bt	1			1	5,250.00				0	0.00				0	0.00			0	0.00	1	5,250.00	5,250.00		
78	-	Digital Wall Clock		pieces			1	1	2,000.00				0	0.00		1		1	2,000.00			0	0.00	2	2,000.00	4,000.00		
79	-	Steel Cabinet	4 layers	pieces		2		2	31,500.00				0	0.00				0	0.00			0	0.00	2	15,750.00	31,500.00		
80	-	Laptop	core i7, 11th gen, 1TB ssd, 8gb ram, 18"	unit				0	0.00			1	1	60,000.00				0	0.00			0	0.00	1	60,000.00	60,000.00		
81	-	Cubicle	2 partitions	sets		3		3	90,000.00				0	0.00				0	0.00			0	0.00	3	30,000.00	90,000.00		
82	-	Desktop computer	complete accessories with monitor, UPS & printer	sets	1			1	50,000.00	1			1	50,000.00	1			1	50,000.00			0	0.00	3	50,000.00	150,000.00		
83	-	Mobile Billing System with phone & ragged printer		sets		1		1	68,000.00			1	1	68,000.00				0	0.00			0	0.00	2	68,000.00	136,000.00		
84	-	Drone Camera		set				0	0.00				0	0.00	1			1	50,000.00			0	0.00	1	50,000.00	50,000.00		
85	-	PVC Folding Divider, 15 meters		sets				0	0.00				0	0.00		1		1	20,000.00			0	0.00	1	20,000.00	20,000.00		
86	-	Aircondition Unit (Maintenance)		units		3		3	4,500.00	2		3	5	7,500.00	3			3	4,500.00		3		3	4,500.00	14	1,500.00	21,000.00	
87	-	CWD Corporate Bldg. Maintenance		bt				0	0.00				0	0.00	1			1	50,000.00			0	0.00	1	50,000.00	50,000.00		
88	-	Computer Maintenance		bt				0	0.00				0	0.00		1		1	20,000.00			0	0.00	1	20,000.00	20,000.00		
89	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
90	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
91	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
92	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
93	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
94	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
95	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		
96	-							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00		

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97	-							0	0.00					0	0.00					0	0.00	0	0.00	0.00
98	-							0	0.00					0	0.00					0	0.00	0	0.00	0.00
99	-							0	0.00					0	0.00					0	0.00	0	0.00	0.00
100	-							0	0.00					0	0.00					0	0.00	0	0.00	0.00