

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**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:**
- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format 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 is downloadable from the Downloads area of PS-DBM website ([www.ps-dbm.gov.ph](http://www.ps-dbm.gov.ph)).
  - 2.0 All information must be provided accurately.
  - 3.0 To fill-out, copy the list of items indicated in the UNRSPC tab of this form. Otherwise, the item that you will insert will not be accepted. Additional rows for other items may be inserted if necessary.
  - 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shareurl.net/kuu3> (Please copy the link and paste in your browser)
  - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appsam.helpdesk@ps-philgeps.gov.ph](mailto:appsam.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: COMMISSION ON AJUST  
 Division: REGION N.A.  
 Address: COMMONWEALTH AVENUE, QUEZON CITY

Agency Code/UACS: W019  
 Organization Type: NGA

Contact Person: DEXTER L. CLAMOR  
 Position: TRAINING SPECIALIST II  
 E-mail: depcamor@gmail.com  
 Telephone/Mobile No.: 951-3810 / 0999-899-8044

No.	UNRSPC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	-				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00		
2	-	Ink Cartridges, Brother LC-3619 XL Black	cart	3	30	0	33	62,700.00	3	30	0	33	62,700.00	3	30	0	33	62,700.00	3	30	0	33	62,700.00	132	1,908.00	250,800.00
3	-	Ink Cartridges, Brother LC-3619 XL Cyan	cart	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	86	1,400.00	123,200.00
4	-	Ink Cartridges, Brother LC-3619 XL Magenta	cart	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	86	1,400.00	123,200.00
5	-	Ink Cartridges, Brother LC-3619 XL Yellow	cart	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	1	21	0	22	30,800.00	86	1,400.00	123,200.00
6	-	Brother HE-LS1000N	cart	0	3	0	3	16,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,040.00	16,800.00
7	-	Toner Cartridges, Canon 332 Black	cart	0	2	0	2	25,000.00	0	2	0	2	25,000.00	0	1	0	1	12,500.00	0	1	0	1	12,500.00	6	12,500.00	75,000.00
8	-	Toner Cartridges, Canon 332 Yellow	cart	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	4	13,000.00	52,000.00
9	-	Toner Cartridges, Canon 332 Magenta	cart	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	4	13,000.00	52,000.00
10	-	Toner Cartridges, Canon 332 Cyan	cart	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	0	1	0	1	13,000.00	4	13,000.00	52,000.00
11	-	Heavy Duty Filing Box, with Lid and Handle	piece	0	35	0	35	2,625.00	0	35	0	35	2,625.00	0	35	0	35	2,625.00	0	35	0	35	2,625.00	140	75.00	10,500.00
12	-	Bond Paper, Short	ream	0	0	0	0	0.00	0	25	0	25	6,250.00	0	0	0	0	0.00	0	0	0	0	0.00	25	250.00	6,250.00
13	-	Special Paper (For Certificate)	piece	0	600	0	600	12,000.00	0	600	0	600	12,000.00	0	600	0	600	12,000.00	0	600	0	600	12,000.00	2400	20.00	48,000.00
14	-	DVD-RW	piece	38	15	0	53	3,975.00	3	0	0	3	225.00	20	12	0	32	2,400.00	3	0	0	3	225.00	91	75.00	6,825.00
15	-	STORAGE BOX (120 Items), plastic	piece	1	0	0	1	1,200.00	0	0	0	0	0.00	1	0	0	1	1,200.00	0	0	0	0	0.00	2	1,200.00	2,400.00
16	-	INK, CARTRIDGE, BROTHER Printer MFC 3220S, LC63, Black	cart	13	0	5	18	12,600.00	13	0	5	18	12,600.00	13	5	0	18	12,600.00	13	0	5	18	12,600.00	72	700.00	50,400.00
17	-	INK, CARTRIDGE, BROTHER Printer MFC 3220S, LC63, Yellow	cart	6	0	2	8	4,800.00	6	0	2	8	4,800.00	6	2	0	8	4,800.00	6	0	2	8	4,800.00	30	600.00	18,000.00
18	-	INK, CARTRIDGE, BROTHER Printer MFC 3220S, LC63, Cyan	cart	6	0	2	8	4,800.00	6	0	2	8	4,800.00	6	2	0	8	4,800.00	6	0	2	8	4,800.00	30	600.00	18,000.00
19	-	INK, CARTRIDGE, BROTHER Printer MFC 3220S, LC63, Magenta	cart	6	0	2	8	4,800.00	6	0	2	8	4,800.00	6	2	0	8	4,800.00	6	0	2	8	4,800.00	30	600.00	18,000.00
20	-	INK, BROTHER, BT5000C FOR BROTHER DCP-1720DN, Black	cart	19	19	14	52	67,600.00	19	19	9	47	61,300.00	16	16	16	48	62,400.00	16	16	16	48	62,400.00	195	1,300.00	253,500.00
21	-	INK, BROTHER, BT5000M FOR BROTHER DCP-1720DN, Cyan	cart	10	10	10	30	39,000.00	10	10	7	27	35,100.00	10	10	10	30	39,000.00	10	10	10	30	39,000.00	117	1,300.00	152,100.00
22	-	INK, BROTHER, BT5000Y FOR BROTHER DCP-1720DN, Magenta	cart	10	10	10	30	39,000.00	10	10	7	27	35,100.00	10	10	10	30	39,000.00	10	10	10	30	39,000.00	117	1,300.00	152,100.00
23	-	INK, BROTHER, BT5000K FOR BROTHER DCP-1720DN, Yellow	cart	10	10	10	30	39,000.00	10	10	7	27	35,100.00	10	10	10	30	39,000.00	10	10	10	30	39,000.00	117	1,300.00	152,100.00
24	-	Ball Pen (Black)	piece	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	2000	7.00	14,000.00
25	-	Ball Pen (Blue)	piece	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	2000	7.00	14,000.00
26	-	Ball Pen (Red)	piece	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	0	500	0	500	3,500.00	2000	7.00	14,000.00
27	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
28	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
29	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
30	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
31	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
32	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
33	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
34	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
35	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
36	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
37	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
38	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
39	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
40	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
41	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
42	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	
43	-						0	0.00				0	0.00				0	0.00					0	0.00	0.00	

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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	
44	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
45	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
46	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
47	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
48	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
49	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
50	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
51	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
52	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
53	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
54	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
55	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
56	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
57	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
58	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
59	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
60	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
61	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
62	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
63	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
64	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
65	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
66	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
67	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
68	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
69	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
70	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
71	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
72	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
73	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
74	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
75	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
76	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
77	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
78	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
79	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
80	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
81	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
82	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
83	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
84	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
85	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
86	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
87	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
88	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
89	-						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	0.00
91	-						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	0.00
93	-						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	0.00
95	-						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	0.00
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

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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		
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	
A. TOTAL																											P	1,796,575.08
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											P	179,657.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											P	
D. GRAND TOTAL (A + B + C)																											P	1,976,232.58
E. APPROVED BUDGET BY THE AGENCY HEAD <small>(In Figures and Words)</small>																												

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

\_\_\_\_\_  
 DEXTER L. CUMOR  
 Property/Supply Officer

Date Prepared: July 25, 2023

Certified Funds Available / Certified Appropriate Funds Available:

\_\_\_\_\_  
 MARIE M. MOLINO / MARIE TERESA N. ARCULLO  
 Accountant / Budget Officer

Approved by:

\_\_\_\_\_  
 ATTY. RICHARDSON S. SORIANO  
 Head of Office