

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.

REMINDERS:

- 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/jaduo0>.
- 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	44103105	Ink cartridges	Genuine Epson Ink Code 003, Black	cart			40	40	11,800.00			40	40	11,800.00			20	20	5,900.00			20	20	5,900.00	120	295.00	35,400.00	
2	44103105	Ink cartridges	Genuine Epson Ink Code 003, Magenta	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
3	44103105	Ink cartridges	Genuine Epson Ink Code 003, Yellow	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
4	44103105	Ink cartridges	Genuine Epson Ink Code 003, Cyan	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
5	44103105	Ink cartridges	Genuine Epson Ink Code 001, Black	cart			40	40	21,000.00			40	40	21,000.00			20	20	10,500.00			20	20	10,500.00	120	525.00	63,000.00	
6	44103105	Ink cartridges	Genuine Epson Ink Code 001, Magenta	cart			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00	40	320.00	12,800.00	
7	44103105	Ink cartridges	Genuine Epson Ink Code 001, Yellow	cart			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00	40	320.00	12,800.00	
8	44103105	Ink cartridges	Genuine Epson Ink Code 001, Cyan	cart			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00			10	10	3,200.00	40	320.00	12,800.00	
9	44103105	Ink cartridges	Genuine Epson T7741, Black	cart			30	30	19,200.00			30	30	19,200.00			15	15	9,600.00			15	15	9,600.00	90	640.00	57,600.00	
10	44103105	Ink cartridges	Genuine Epson T6642, Cyan	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
11	44103105	Ink cartridges	Genuine Epson T6643, Magenta	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
12	44103105	Ink cartridges	Genuine Epson T6644, Yellow	cart			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00			10	10	2,950.00	40	295.00	11,800.00	
13	44103105	Ink cartridges	Genuine Ink Canon PIXMA G2010, (790 Black)	cart	1		5	4	2,790.00	5		5	2,325.00	1		1	465.00	5		5	2,325.00	17		465.00	17	465.00	7,905.00	
14	44103105	Ink cartridges	Genuine Ink Canon PIXMA G2010, (790 Magenta)	cart		1	1	420.00	2		2	840.00	0		0	0.00	2		2	840.00	5		2	840.00	5	420.00	2,100.00	
15	44103105	Ink cartridges	Genuine Ink Canon PIXMA G2010, (790 Yellow)	cart		1	1	420.00	2		2	840.00	0		0	0.00	2		2	840.00	5		2	840.00	5	420.00	2,100.00	
16	44103105	Ink cartridges	Genuine Ink Canon PIXMA G2010, (790 Cyan)	cart		1	1	420.00	2		2	840.00	0		0	0.00	2		2	840.00	5		2	840.00	5	420.00	2,100.00	
17	44103105	Ink cartridges	Genuine HP CE255A	cart			2	2	21,600.00			0	0.00	1		1	10,800.00	2		2	21,600.00	1		1	10,800.00	5	10,800.00	54,000.00
18	44103502	Binding covers	Master-Clear PVC Binding Cover, A4, 200 Icons, 0.2mm, 100 sheets	pack			1	1	600.00			0	0.00			0	0.00			0	0.00			0	0.00	1	600.00	600.00
19	44122011	Folders	A4, Morocco Folders, Green	pcs			30	30	900.00			0	0.00			0	0.00			0	0.00			0	0.00	30	30.00	900.00
20	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
21	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
22	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
23	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
24	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
25	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
26	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
27	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
29	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
31	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
33	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
35	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
37	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
39	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
41	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
43	-						0	0.00			0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
44	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	
46	-						0	0.00			0	0.00			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	0.00	0	0.00	0.00	

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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
48	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
49	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
50	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
51	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
52	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
53	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
54	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
55	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
56	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
57	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
58	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
59	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
60	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
61	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
62	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
63	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
64	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
65	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
66	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
67	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
68	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
69	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
70	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
71	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
72	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
73	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
74	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
75	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
76	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
77	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
78	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
79	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
80	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
81	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
82	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
83	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
84	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
85	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
86	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
87	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
88	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
89	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
90	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
91	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
92	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
93	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
94	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
95	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
96	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
97	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
98	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
99	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	
100	-								0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	

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						
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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																													
A. TOTAL																											P	334,905.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											P	33,490.50	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										P	-		
D. GRAND TOTAL (A + B + C)																										P	368,395.50		
E. APPROVED BUDGET BY THE AGENCY HEAD																													
In Figures and Words:																													

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: 
EDILBERTO G. VALLECERA, Supply Officer

Certified Funds Available: 
RJC JASON D. TAN, Regional Accountant

For the Regional Director:
 Approved by: 
MICHELLE MAE C. BULAC-CALLAO, In-charge of Office

Date Prepared: _____