

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

AGENCY CODE/VACS:

AGENCY NAME:

ORGANIZATION TYPE:

REGION:

ADDRESS:

CONTACT PERSON:

DESIGNATION:

EMAIL:

CONTACT NUMBER:

INTRODUCTION:  
 REMINDERS:

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.

- 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-phileps.gov.ph](http://www.ps-phileps.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 R 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://forms.gle/7Lk8v8v8v8v8v8v8>
- 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 (Sunn), or email [apps.cse.helpdesk@ps-phileps.gov.ph](mailto:apps.cse.helpdesk@ps-phileps.gov.ph), or visit the PS-DBM website ([www.ps-phileps.gov.ph](http://www.ps-phileps.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 (Should specify features or comparison of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
					Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9				Q10								
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																												
1	-	Alcohol	500ml, Ethyl	Botle	134	58	47	239	27,804.50	83	50	46	179	20,874.50	103	33	53	189	22,984.50	52	47	26	153	17,671.50	770	115.50	88,975.00	
2	-	Alcohol	3.5Liters, Ethyl	Can	10	5	8	27	16,845.00	9	8	9	26	19,110.00	9	5	9	26	19,110.00	9	9	9	26	19,110.00	105	735.00	77,175.00	
3	-	Balpen	Black, Ordinary	Pc.	252	117	93	462	3,395.70	112	131	190	433	3,182.55	185	99	141	416	3,057.60	55	55	104	297	2,182.95	1608	7.35	11,818.80	
4	-	Balpen	Blue, Ordinary	Pc.	30	83	10	123	904.05	60	36	25	122	896.70	60	11	35	111	815.85	60	11	15	81	688.85	447	7.35	3,285.45	
5	-	Balpen	Red, Ordinary	Pc.	6	4		10	73.50		5	2	7	51.45		1	4	5	26.75		1	2	3	22.05	25	7.35	183.75	
6	-	Bond Paper	8 1/2" x 11", Subs.16 - Short	Ream	7	3		10	2,257.50	2	1	2	5	1,128.75	1		3	9	2,031.75				3	3	677.25	27	225.75	6,096.25
7	-	Bond Paper	8 1/2" x 13", Subs.16 - Long	Ream	2	2	3	7	1,764.00	1	1	2	4	1,008.00	4	2	1	7	1,764.00	2	1	1	4	1,008.00	22	252.00	5,544.00	
8	-	Book Paper A3	11.7" x 16.5", 70gsm	Ream	6			6	3,118.50					0.00			3	1,559.25					0.00	9	518.75	4,677.75		
9	-	Book Paper A4	8.3" x 11.7", 70gsm	Ream		1		1	257.25			1	1	257.25			1	1	257.25					0.00	1	577.50	577.50	
10	-	Book Paper	10" x 14", 70gsm	Ream	1			1	577.50					0.00				9	0.00					0.00	1	577.50	577.50	
11	-	Book Paper	8 1/2" x 11", S-20/70gsm - Short	Ream	138	61	88	307	77,364.00	52	111	60	223	56,166.00	121	55	88	269	67,788.00	45	121	41	195	48,140.00	594	252.00	251,488.00	
12	-	Book Paper	8 1/2" x 13", S-20/70gsm - Long	Ream	142	56	77	275	72,187.50	76	106	53	235	61,687.50	119	48	76	242	63,525.00	61	73	71	210	55,125.00	962	262.50	252,525.00	
13	-	Calculator Tape	59cc	Roll	7		1	8	284.00			1	1	35.75	7		1	8	284.00			1	1	36.75	18	26.71	881.50	
14	-	Carbon Paper	216mm x 330mm, 100's - Black	Box	3	1		4	4,200.00			1	1	1,050.00	1	1		2	2,100.00					0.00	7	1,050.00	7,350.00	
15	-	Carbon Paper	216mm x 330mm, 100's - Blue	Box	1	1		2	1,000.00			1	1	1,050.00	1			1	1,050.00	1				3	1,050.00	5	1,050.00	5,250.00
16	-	Computer Paper	11" x 14 7/8" (18y), 2,000sets/Box	Box	3			3	8,221.50	3			3	8,221.50	2			2	5,481.00	2		2	4	10,962.00	12	2,740.50	32,898.00	
17	-	Computer Paper	11" x 9 1/2" (18y), 2,000sets/Box	Box	9	4	8	21	36,382.50	3	8	5	17	29,452.50	7	3	9	19	32,917.50	3	5	5	13	22,522.50	70	1,732.50	121,275.00	
18	-	Computer Paper	11" x 9 1/2" (20y), 1,000sets/Box	Box	1	2		3	7,087.50			2	2	4,725.00	1	1	1	3	7,087.50					0.00	8	2,742.50	25,122.50	
19	-	Computer Paper	11" x 9 1/2" (40y), 500sets/Box	Box	11	1	5	17	47,302.50	1	2	5	8	22,280.00	7	1	5	13	36,172.50	1	1	5	7	19,477.50	45	2,742.50	125,212.50	
20	-	Correction Tape	WH-605 Ergonomic Pen-Style, 5mm x 6m - Refillable	Pc.	25	5		30	3,055.50	5	1	6	13	1,222.20	14		4	18	1,833.30	2	3		5	509.25	65	101.85	6,430.30	
21	-	Correction Tape	WH-605R-2P, 5mm x 6m - Refill	Pc.	42	5	2	50	4,987.50	11	4	9	24	2,364.00	39		6	44	4,389.00	9	2	5	16	1,596.00	134	99.71	13,368.90	
22	-	Engineer's Fieldbook	Hard Cover/Durable	Pc.	23	1	5	30	3,150.00	15	2	1	18	1,800.00	15		1	17	1,785.00	10			10	1,050.00	79	105.00	7,975.00	
23	-	File Folder	14 Points, Long	Pc.	419	62	105	583	4,897.20	117	129	95	331	2,780.40	255	42	142	449	3,771.00	25	37		132	1,108.40	1465	8.40	12,598.00	
24	-	File Folder	14 Points, Short	Pc.	322	58	49	439	3,459.32	83	78	57	218	1,717.84	171	37	97	305	2,403.40	25	57		82	648.16	1044	7.88	8,238.72	
25	-	Highlighter	Pastel Color, 2 Line width 2 + 3mm	Pc.	54	2	1	57	3,992.50	8	6	4	18	945.00	25	2	1	32	1,680.00	5	1	3	10	928.00	117	52.50	6,142.50	
26	-	Index Card 5 x 8	5 x 8	Pc.				0	0.00	25		150	175	183.75	25		25	25	26.25			150	150	157.50	350	1.05	367.50	
27	-	Index Card 5 x 8	5 x 8, 100pcs/peck	Peck	105			105	11,130.00		1	2	3	315.00	3			3	315.00					0.00	112	105.00	11,760.00	
28	-	Kraft Brown Envelope	9" x 10" - Short	Pc.	62	33	10	105	486.85	13	14	21	48	227.04	25	32	4	65	307.45	12	6		16	75.68	234	4.73	1,108.82	
29	-	Kraft Brown Envelope	10" x 15" - Long	Pc.	1048	983	1010	3041	15,985.25	953	997	1074	2984	15,666.00	978	953	1004	2965	15,566.25	945	953	1000	2948	15,477.00	11938	5.25	62,674.50	
30	-	Masking Tape	1", 25 Yards, Color: Cream/Beige	Roll	24	11	5	43	2,167.20	13	10	12	35	1,764.00	12	9	12	33	1,562.40	7	7	10	24	1,209.60	133	50.40	6,705.30	
31	-	Metal Tab Folder	Green - Long	Pc.	50	25	40	116	4,872.00		43	4	47	1,974.00	56	25	47	129	5,418.00			20	20	840.00	312	42.00	13,104.00	
32	-	Zip Head (HD)	Heavy Duty/Extra Large (Cotton)	Pc.	13	5	5	23	2,173.50	6	6	5	17	1,806.50	5	5	5	15	1,417.50	5	5	5	15	1,417.50	70	94.50	6,615.00	
33	-	Packing Tape	2"	Roll	6	6	1	13	941.85	2	1	2	5	362.25	3	2	1	6	434.70	2			2	144.90	26	72.45	1,883.70	
34	-	Packing Tape	3"	Roll	35	2	3	40	3,990.00	6	4	3	13	1,296.75	23	1	3	27	2,693.25	3	1	2	6	598.50	86	99.71	8,978.50	
35	-	Paper Fastener	Plastic, 4 1/2"	Box		1		1	130.00					0.00				0	0.00					0.00	1	130.00	130.00	
36	-	Paper Fastener	Plastic	Box	36	4	1	41	2,065.40	2	1	5	11	554.40	12	2	2	18	806.40	3			3	151.20	71	50.40	2,976.40	
37	-	Paper Fastener	Steel	Box	10			10	945.00					0.00	5	1		6	567.00					0.00	16	94.50	1,612.50	
38	-	Paper Clip	Jumbo, Vinyl Coated	Box	58	15	4	77	2,828.75	25	9	4	38	1,366.50	42	3	6	51	1,874.25	24	3	2	29	1,065.75	195	26.71	7,186.25	
39	-	Paper Clip	Small, Vinyl Coated	Box	67	12	4	83	2,178.75	13	9	5	27	708.75	51	2	5	58	1,601.25	6	3	3	12	315.00	183	26.25	4,863.75	
40	-	Pencil	#2, Black Lead	Pc.	68	14	5	90	948.00	14	27	4	45	472.50	25		27	82	851.00	23	1		24	252.00	221	10.50	2,323.00	
41	-	Permanent Marker	Broad/Fin Tip - Black	Pc.	84	15		102	4,284.00	26	8	7	41	1,732.00	49	10	11	70	2,940.00	22	1	5	28	1,176.00	243	42.00	10,122.00	
42	-	Records Book	Harcourt 150 Pages	Pc.	22	4	5	34	10,710.00	4	4	3	11	3,483.00	5	6	3	14	4,410.00	4	5		9	2,835.00	68	315.00	21,420.00	
43	-	Records Book	Harcourt 300 Pages	Pc.	59	5	5	78	37,506.00	7	5	1	13	7,891.00	29	5	1	38	18,793.00	1	4		5	2,467.50	139	493.50	66,623.50	
44	-	Rubber Band	350grams/box, Big	Box	37	1		3																				

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for FY 2024	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)																												
58		Eraser	0.7 - Blue (Refill)	Pc.	12		2	14	935.90	1	8		9	614.25	4	2	6	12	618.00	3			3	204.75	38	88.35	3,093.50	
59		Eraser	Resoplast - White	Pc.	10			10	315.00	1			1	31.50	1			1	31.50				0	0.00	12	31.50	378.00	
60		Staple Wire	Size: 26/6, No.35 - 5,000pc/box	Box	71	14	7	92	7,245.00	3	11	23	37	2,913.75	46	2	5	57	4,488.75	4	5	1	13	1,023.75	189	78.75	15,673.25	
61		Three/Fold Folder	Long, Interstart PVC Clip Folder	Pc.	43		3	46	13,075.00			3	14	17	4,402.50	5	3		11	2,887.50			3	787.50	77	261.90	20,212.50	
62		Tissue Paper	3PLY, 600sheets/roll, Individually wrapped	Roll	301	202	204	707	24,129.91	203	239	172	654	20,955.82	276	232	190	658	22,798.84	199	217	117	582	19,463.85	2371	8413	87,748.28	
63		Toilet Bowl Cleaner	5L/Gallon, Acidic, Non-Fuming	Gallon	9	4	5	18	43,980.00	5	5	6	16	36,960.00	5	4	2	11	25,410.00	2	2	2	6	13,860.00	51	2,310.00	117,810.00	
64	44102606	Typewriter Ribbon	Black Nylon Ribbon for Manual & Electric Ink Mech. M	Roll	1	1	4	6	302.40	1	1	1	3	151.20	3	1	1	5	252.00				1	50.40	15	50.40	798.00	
65		Whiteboard Marker	Easy erasing with tissue/dish; Broad Tip	Pc.	10	3		13	935.30	7	3	1	11	808.50	7	1		8	588.00	5	1		9	661.50	41	715.00	3,213.30	
66		Yellow Ruled Pac Paper	6.5" x 13" - 80leaves	Reel	10	1	2	13	955.50	4	2		6	441.00	2		2	4	284.00				1	73.50	24	73.50	964.50	
67		Brother - BT D60BK	Black, 136ml/bottle	Bottle	23	19	5	47	11,088.00	8	6	12	26	13,104.00	15	3	4	26	13,104.00	12	3	2	17	8,568.00	118	504.00	58,464.00	
68		Brother - BT 5000C	Cyan, 48.5ml/bottle	Bottle	10	14	4	28	14,112.00	2	3	10	15	7,560.00	6	1	2	9	4,536.00	7	1		8	4,032.00	60	504.00	30,340.00	
69		Brother - BT 5000H	Magenta, 48.5ml/bottle	Bottle	10	14	4	28	14,112.00	2	3	10	15	7,560.00	6	1	2	9	4,536.00	7	1		8	4,032.00	60	504.00	30,340.00	
70		Brother - BT 5000Y	Yellow, 48.5ml/bottle	Bottle	10	14	4	28	14,112.00	2	3	10	15	7,560.00	6	1	2	9	4,536.00	7	1		8	4,032.00	60	504.00	30,340.00	
71		EPSON Ink T6441	Black, 70ml/bottle	Bottle	30	4	2	36	11,474.00	1	2	1	4	1,386.00	22	1	2	25	8,662.50	1			1	692.00	67	346.90	8,989.00	
72		EPSON Ink T6442	Cyan, 70ml/bottle	Bottle	9	4	2	15	5,512.50				4	4	1,470.00	4			8	2,805.00				1	367.50	28	367.50	8,989.00
73		EPSON Ink T6443	Magenta, 70ml/bottle	Bottle	10	3	2	15	5,512.50				4	4	1,470.00	4			8	2,805.00	1			1	367.50	26	367.50	8,989.00
74		EPSON Ink T6444	Yellow, 70ml/bottle	Bottle	10	3	2	15	5,512.50				4	4	1,470.00	4			8	2,805.00				1	367.50	26	367.50	8,989.00
75		EPSON Ink 001	Black, 127ml/bottle	Bottle	7	7		14	8,673.00				4	4	2,478.00	5	2	4	11	6,814.50	1			1	619.50	30	619.50	18,585.00
76		EPSON Ink 001	Cyan, 70ml/bottle	Bottle	2	5		7	2,793.00				1	1	399.00	1	2	1	4	1,596.00	1			1	399.00	13	399.00	5,187.00
77		EPSON Ink 001	Magenta, 70ml/bottle	Bottle	2	5		7	2,793.00				1	1	399.00	1	2	1	4	1,596.00	1			1	399.00	13	399.00	5,187.00
78		EPSON Ink 001	Yellow, 70ml/bottle	Bottle	2	5		7	2,793.00				1	1	399.00	1	2	1	4	1,596.00	1			1	399.00	13	399.00	5,187.00
79		EPSON Ink 003	Black, 65ml/bottle	Bottle	57	5	4	66	25,367.50	16	5	14	36	13,965.00	40	3	8	51	18,742.50	30	4	2	36	9,855.00	184	367.50	67,820.50	
80		EPSON Ink 003	Cyan, 65ml/bottle	Bottle	24	5	6	30	12,862.50	6	2	4	12	4,410.00	14	3	7	24	8,420.00	5	2	1	8	2,940.00	79	367.50	38,685.00	
81		EPSON Ink 003	Magenta, 65ml/bottle	Bottle	24	5	7	36	13,230.00	5	2	5	12	4,410.00	13	3	6	22	8,085.00	6	2		8	2,940.00	78	367.50	38,685.00	
82		EPSON Ink 003	Yellow, 65ml/bottle	Bottle	24	6	6	36	13,230.00	5	2	4	11	4,042.50	14	3	6	23	8,482.50	5	3		8	2,940.00	78	367.50	38,685.00	
83		Computer Ribbon LQ-590	Ribbon Cartridge "Refillable", 17meters/55.7feet	Cartridge	8	9	2	19	9,516.15	7	7	8	22	11,018.70	8	2	7	17	8,514.45	7	7	7	21	10,517.65	79	500.85	39,567.15	
84		Computer Ribbon LQ-590	EPSON LQ590 - Nylon Refill Ribbon	Ref/Spool	4	2	5	11	1,270.50	2	4	3	9	1,030.50	4	2	5	11	1,270.50	2	2	4	8	924.00	39	115.50	4,204.50	
85		Computer Ribbon LQ-218Q/2190	Ribbon Cartridge "Refillable", 60meters/196.8feet	Cartridge	3			3	2,838.15				2	2	1,402.10				0	0.00			0	0.00	5	944.05	4,790.25	
86		Computer Ribbon LQ-2190/2190	EPSON LQ2190/2190 - Nylon Refill Ribbon	Ref/Spool	8	9	8	24	9,672.00	8	9	8	24	9,672.00	8	9	8	24	9,672.00	8	9	14	30	11,340.00	102	378.00	38,554.50	
87								0	0.00				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	0.00	0.00	
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	
97								0	0.00				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	0.00	0.00	
99								0	0.00				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	0.00	0.00	

A. TOTAL																											3,107,292.81	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											310,729.28	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											0.00	
D. GRAND TOTAL (A + B + C)																											3,418,022.09	
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:  
  
 BALTAZAR D. BUMBRAZA, JR.  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 Accountant / Budget Officer

Approved by:  
  
 MA. MELINDA ELAINE V. BARCHO  
 Head of Office/Agency

Date Prepared: July 18, 2024

*J. 7/24*