

APP-CSE 2025 FORM - Other Items  
**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.

**REMEMINDERS:**

- 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](http://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/adesQ>
- 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](mailto:appcse.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.
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024.

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	51474001	Formaldehyde/isopropyl alcohol/sodium nitrite	ALCOHOL, isopropyl, 68%- 72%, 1000 ml	bottle	167			167	15,865.00					0	0.00	166						0	0.00	333	95.00	31,642.89
2	55121606	Self adhesive labels	Barcode 2x1	roll	86			86	77,400.00					0	0.00	86						0	0.00	172	900.00	154,542.25
3	55121606	Self adhesive labels	Barcode 4x3	roll	102			102	100,980.00					0	0.00	101						0	0.00	203	990.00	201,230.77
4	14111604	Business cards	Calling Card	box	41			41	30,750.00					0	0.00	41						0	0.00	82	750.00	61,483.30
5	55121705	Self adhesive signs	Colored Page Markers Sticky Tabs	tab	641			641	49,357.00					0	0.00	641						0	0.00	1282	77.00	98,686.71
6	45101603	Offset printing consumables	Consumables of RapidPrint & Pitney Bowes Machine	piece	1			1	15,516.63					0	0.00	0						0	0.00	1	15,516.63	15,516.63
7	44103502	Binding covers	LOOSELEAF COVER, 50 sets per bundle	set	18			18	14,309.28					0	0.00	17						0	0.00	35	794.96	27,958.95
8	11162109	Lace	Customized ID lace for Administrative Staffs	piece	64			64	6,592.00					0	0.00	64						0	0.00	128	103.00	13,211.60
9	11162109	Lace	Customized ID lace for ASGs/SkGen/Secretariat	piece	5			5	445.00					0	0.00	4						0	0.00	9	89.00	828.57
10	11162109	Lace	Customized ID lace for Legal Intern, OJT and Visitor	piece	21			21	693.00					0	0.00	20						0	0.00	41	33.00	1,365.43
11	11162109	Lace	Customized ID lace Lawyers	piece	41			41	1,025.00					0	0.00	42						0	0.00	83	25.00	2,068.84
12	55121715	Flags or accessories	Customized OSG Flag	piece	6			6	2,100.00					0	0.00	6						0	0.00	12	350.00	4,244.56
13	44121505	Specialty envelopes	Envelope - Brown w/ OSG logo	box	48			48	40,560.00					0	0.00	47						0	0.00	95	845.00	80,415.76
14	44121804	Erasers	ERASER, felt, for blackboard/whiteboard	piece	1			1	150.00					0	0.00	0						0	0.00	1	150.00	150.00
15	43202010	Pen or flash drive	Flash Drive -32GB	piece	112			112	29,456.00					0	0.00	112						0	0.00	224	263.00	58,999.32
16	14111518	Index cards	Index Card 3x5 plain and with lines	pack	144			144	2,016.00					0	0.00	145						0	0.00	289	14.00	4,040.44
17	14111518	Index cards	Index Card 5x8 100's	pack	246			246	8,610.00					0	0.00	245						0	0.00	491	35.00	17,197.22
18	26111704	Battery chargers	Laptop Charger	piece	27			27	71,077.50					0	0.00	27						0	0.00	54	2,632.50	141,601.67
19	14111514	Paper pads or notebooks	Memo pad with letterhead	pad	331			331	59,580.00					0	0.00	332						0	0.00	663	180.00	119,258.21
20	44111503	Desktop trays or organizers	Metal Desk Tray (2 layer)	piece	30			30	7,800.00					0	0.00	30						0	0.00	60	260.00	15,599.04
21	44111503	Desktop trays or organizers	Metal Desk Tray (3 layer)	piece	38			38	15,656.00					0	0.00	38						0	0.00	76	412.00	31,111.20
22	55121701	Metallic nameplates	Name Plate	piece	35			35	17,500.00					0	0.00	35						0	0.00	70	500.00	34,911.65
23	44121905	Ink or stamp pads	Stamp Pad Ink Black	bottle	74			74	1,480.00					0	0.00	74						0	0.00	148	20.00	2,963.61
24	44121905	Ink or stamp pads	Stamp Pad Ink Blue	bottle	74			74	1,480.00					0	0.00	73						0	0.00	147	20.00	2,948.10
25	44121905	Ink or stamp pads	Stamp Pad Ink Red	bottle	68			68	1,360.00					0	0.00	69						0	0.00	137	20.00	2,736.04
26	43202222	Computer cable	USB Cable	piece	21			21	840.00					0	0.00	20						0	0.00	41	40.00	1,655.07
27	44121604	Stamps	Wooden rubber stamps	piece	42			42	1,260.00					0	0.00	42						0	0.00	84	30.00	2,513.64
28	14111806	Business forms or questionnaires	Index and Subsidiary Records	piece	0			0	0.00					0	0.00	0						0	0.00	0	2,327.44	601.89
29	44121504	Window envelopes	Mailing Envelope # 10, Customized Print, Reg. Mail	pack	259			259	77,700.00					0	0.00	258						0	0.00	517	300.00	155,162.90
30	44121504	Window envelopes	Mailing Envelope # 10, Plain	pack	161			161	48,300.00					0	0.00	162						0	0.00	323	300.00	96,821.65
31	44121504	Window envelopes	Mailing Envelope # 10, Reg. Mail	pack	259			259	103,600.00					0	0.00	258						0	0.00	517	400.00	206,883.87
32	44121504	Window envelopes	Mailing Envelope (OSG Logo RA#9417 & Registered Mail w/ Return Card)	pack	259			259	7,770.00					0	0.00	258						0	0.00	517	30.00	15,516.29
33	44121504	Window envelopes	Mailing Envelope (OSG Logo, RA#9417 Registered Mail)	pack	259			259	77,700.00					0	0.00	258						0	0.00	517	300.00	155,162.90
34	44121504	Window envelopes	Mailing Envelope (OSG Logo, RA#9417)	pack	259			259	77,700.00					0	0.00	258						0	0.00	517	300.00	155,162.90
35	14111806	Business forms or questionnaires	Service Record Card	piece	65			65	1,300.00					0	0.00	64						0	0.00	129	20.00	2,586.05
36	14111828	Business letterhead paper	Copy Paper with letterhead and footnote on Quality Paper (Short)	ream	2			2	7,600.00					0	0.00	1						0	0.00	3	3,800.00	11,792.38
37	44103112	Printer ribbon	ID Card Printer Ribbon	piece	2			2	15,200.00					0	0.00	1						0	0.00	3	7,600.00	23,564.76
38	55121802	Identification cards or bands or similar products	ID Card, PVC	piece	2			2	11.00					0	0.00	1						0	0.00	3	5.00	17.07
39	26121500	Electrical wire	#12 Wire (Stranded) Phelps Dodge 3.5mm x 150m	roll	1			1	3,560.00					0	0.00	1						0	0.00	2	3,560.00	7,365.07
40	26121500	Electrical wire	#14 Wire (Stranded) Phelps Dodge 2.0mm x 150m	roll	1			1	2,430.00					0	0.00	1						0	0.00	2	2,430.00	5,027.28
41	26121500	Electrical wire	#16 Flat Cord Wire - 1.25m x 2cm x 150m	roll	1			1	2,800.00					0	0.00	1						0	0.00	2	2,800.00	5,792.75
42	27111704	Sockets	1-gang plate (wide series)	piece	6			6	168.00					0	0.00	6						0	0.00	12	28.00	347.56



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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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
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

A. TOTAL																									11,742,878.13	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										1,174,287.81
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										-
D. GRAND TOTAL (A + B + C)																										12,917,165.95
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: \_\_\_\_\_  
 JESSICA L. CASTRO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: \_\_\_\_\_  
 RICARDO G. LOPEZ  
 Accountant / Budget Officer

Approved by: \_\_\_\_\_  
 MENARDO I. GUEVARRA  
 Head of Office/Agency

12,938,435.95

Date Prepared: July 2, 2024