

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

AGENCY CODE/UAAS:
 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.

REMINERS:

- 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.pp.philgope.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://forms.gle/1L1dcew2>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954428 (Smart) or 0961-9255199 (Smart), or email apcahelpdesk@pp.philgope.gov.ph, or visit the PS-DBM website (www.pp.philgope.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.

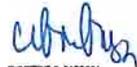
No.	UHSFSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year										
					Jan	Feb	Mar	Q1	Q1 AMOUNT	April	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	4120000	Office supplies		lot	1				1	15,225.00					0	0.00				0	0.00			0	0.00	1	15,225.00	15,225.00	
2	41103100	Printer and facsimile and photocopier supplies		lot	1				1	257,380.00					0	0.00				0	0.00			0	0.00	1	257,380.00	257,380.00	
3	14111701	Facial tissues		box	10				10	80.00					0	0.00				0	0.00			0	0.00	10	80.00	800.00	
4	53131608	Soaps		gallon	13				13	3,250.00	11				13	3,250.00	13			13	3,250.00	13			13	3,250.00	61	250.00	13,000.00
5	14121600	Tissue papers		box	17				17	132,600.00	17				17	132,600.00	17			17	132,600.00	17			17	7,800.00	83	7,800.00	830,400.00
6	14121605	Craft tissue paper		piece	10				10	80.00					0	0.00				0	0.00			0	0.00	10	80.00	800.00	
7	43211600	Computer accessories		lot	1				1	34,300.00					0	0.00				0	0.00			0	0.00	1	34,300.00	34,300.00	
8	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
9	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
10	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
11	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
12	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
13	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
14	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
15	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
16	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
17	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
18	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
19	-								0	0.00					0	0.00				0	0.00			0	0.00	0	0.00	0.00	
20	-								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	0.00	
22	-								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	0.00	
24	-								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	0.00	
26	-								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	0.00	
28	-								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	0.00	
30	-								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	0.00	
32	-								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	0.00	
34	-								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	0.00	
36	-								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	0.00	
38	-								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	0.00	
40	-								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	0.00	
42	-								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	0.00	

No.	UNSPSC	Item Description	Specification <i>(Input specific features or comparison of the item such as dimensions, color, or function)</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)																											
44							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	0.00	
46							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	0.00	
48							0	0.00				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	0.00	0.00	
50							0	0.00				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	0.00	0.00	
52							0	0.00				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	0.00	0.00	
54							0	0.00				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	0.00	0.00	
56							0	0.00				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	0.00	0.00	
58							0	0.00				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	0.00	0.00	
60							0	0.00				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	0.00	0.00	
62							0	0.00				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	0.00	0.00	
64							0	0.00				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	0.00	0.00	
66							0	0.00				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	0.00	0.00	
68							0	0.00				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	0.00	0.00	
70							0	0.00				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	0.00	0.00	
72							0	0.00				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	0.00	0.00	
74							0	0.00				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	0.00	0.00	
76							0	0.00				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	0.00	0.00	
78							0	0.00				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	0.00	0.00	
80							0	0.00				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	0.00	0.00	
82							0	0.00				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	0.00	0.00	
84							0	0.00				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	0.00	0.00	
86							0	0.00				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	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	

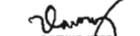
No.	UNSPSC	Item Description	Specification (Input specific features or capabilities of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
					Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
100								0	0.00					0	0.00					0	0.00	0	0.00	0.00
A. TOTAL																						\$	851,795.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						\$	85,179.50	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						\$		
D. GRAND TOTAL (A + B + C)																						\$	936,974.50	
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:


CHRISTINE C. BARBOSA
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


DALRAY P. POOJI
Accountant / Budget Officer

Approved by:


MARIA CRISTINA R. SY
Head of Office/Agency
TR QR

Date Prepared: July 29, 2024