

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

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

1. The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
2. All information must be provided accurately.
3. Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
4. Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
5. For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqD>. Instructions on how to fill-out is included in the reminders of the form.
6. Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
7. Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
8. 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.

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Department/Bureau/Office: Philippine Information Agency
Region: Regional Office XII
Address: SPDA Compound, Alunan Avenue, Zone 3, Koronadal City, South Cotabato

Agency Code/UACS: _____
Organization Type: National Government Agency


Contact Person: EDGAR B. DELA CRUZ
Position: Administrative Aide VI
E-mail: ebdelacruz.74@gmail.com
Telephone/Mobile Nos: (083) 228-9736/878-8798

| Item & Specifications | 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 | | | | | |
| PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALCOHOL OR ACETONE BASED ANTISEPTICS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 12191601-AL-E03 | ALCOHOL, Ethyl, 1 Gallon | gallon | 0 | 4 | 0 | 4 | 1,428.36 | 0 | 3 | 0 | 3 | 1,071.27 | 0 | 4 | 0 | 4 | 1,428.36 | 0 | 3 | 0 | 3 | 1,071.27 | 14 | 357.09 | 4,999.26 |
| ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 60121524-SP-G05 | SIGN PEN, Fine Tip, Blue | piece | 0 | 20 | 0 | 20 | 894.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 20 | 0 | 20 | 894.40 | 0 | 0 | 0 | 0 | 0.00 | 40 | 44.72 | 1,788.80 |
| 12 | 60121524-SP-G03 | SIGN PEN, Extra Fine Tip, Red | piece | 0 | 2 | 0 | 2 | 44.40 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 44.40 | 0 | 0 | 0 | 0 | 0.00 | 4 | 22.20 | 88.80 |
| AUDIO AND VISUAL EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 45121517-DO-C03 | DOCUMENT CAMERA | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 23,623.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 23,623.60 | 23,623.60 |
| BATTERIES AND CELLS AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 26111702-BT-A01 | BATTERY, dry cell, size AAA | pack | 0 | 1 | 0 | 1 | 18.34 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 18.34 | 0 | 0 | 0 | 0 | 0.00 | 2 | 18.34 | 36.68 |
| CLEANING EQUIPMENT AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 47131812-AF-A01 | AIR FRESHENER | can | 0 | 3 | 0 | 3 | 261.93 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 261.93 | 0 | 0 | 0 | 0 | 0.00 | 6 | 87.31 | 523.86 |
| 21 | 47131604-BR-S01 | BROOM (Walls Tambo) | piece | 0 | 2 | 0 | 2 | 249.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 124.80 | 249.60 |
| 22 | 47131604-BR-T01 | BROOM (Walls Ting-ting) | piece | 0 | 2 | 0 | 2 | 52.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 26.00 | 52.00 |
| 26 | 47131811-DE-P02 | DETERGENT POWDER, all purpose | pouch | 0 | 10 | 0 | 10 | 540.80 | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 540.80 | 0 | 0 | 0 | 0 | 0.00 | 20 | 54.08 | 1,081.60 |
| 27 | 47131803-OS-A01 | DISINFECTANT SPRAY | can | 0 | 3 | 0 | 3 | 419.67 | 0 | 3 | 0 | 3 | 419.67 | 0 | 3 | 0 | 3 | 419.67 | 0 | 3 | 0 | 3 | 419.67 | 12 | 139.89 | 1,678.68 |
| 31 | 73101612-HS-L01 | HAND SOAP, liquid, 500mL | bottle | 0 | 4 | 0 | 4 | 171.80 | 0 | 0 | 0 | 0 | 0.00 | 0 | 4 | 0 | 4 | 171.80 | 0 | 0 | 0 | 0 | 0.00 | 8 | 42.95 | 343.60 |
| 32 | 47121804-MP-B01 | MCP BUCKET | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 4,576.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 2,288.00 | 4,576.00 |
| 33 | 47131501-RG-C01 | RAGS | kilo | 0 | 2 | 0 | 2 | 138.94 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 138.94 | 0 | 0 | 0 | 0 | 0.00 | 4 | 69.47 | 277.88 |
| 37 | 47121701-TB-P06 | TRASHBAG, XL size | roll/pack | 0 | 4 | 0 | 4 | 370.24 | 0 | 4 | 0 | 4 | 370.24 | 0 | 4 | 0 | 4 | 370.24 | 0 | 4 | 0 | 4 | 370.24 | 16 | 92.56 | 1,480.96 |
| COLOR COMPOUNDS AND DISPERSIONS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | 12171703-SI-P01 | INK, for stamp pad | bottle | 0 | 1 | 0 | 1 | 28.79 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 28.79 | 28.79 |
| CONSUMER ELECTRONICS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | 52161535-DV-R02 | DIGITAL VOICE RECORDER | unit | 0 | 2 | 0 | 2 | 14,678.32 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 7,339.16 | 14,678.32 |
| FIRE FIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 | 46191601-FE-M01 | FIRE EXTINGUISHER, dry chemical | unit | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 2,288.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,144.00 | 2,288.00 |
| INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES | | | | | | | | | | | | | | | | | | | | | | | | | | |


| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------|---|--------|---|----|---|----|----------|---|----|---|----|----------|---|----|---|----|----------|---|---|----|----|----------|----|----------|-----------|--|
| 53 | 43201827-HD-X02 | EXTERNAL HARD DRIVE | unit | 0 | 2 | 0 | 2 | 6,029.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 3,014.96 | 6,029.92 | |
| 57 | 43211708-MO-002 | COMPUTER MOUSE, Wireless | unit | 0 | 2 | 0 | 2 | 323.84 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 161.92 | 323.84 | |
| MANUFACTURING COMPONENTS AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | 31201610-GL-J02 | GLUE, all-purpose | bottle | 0 | 3 | 0 | 3 | 186.42 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 3 | 62.14 | 186.42 | |
| 63 | 31151804-SW-S01 | STAPLE WIRE, standard | box | 0 | 3 | 0 | 3 | 71.28 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 71.28 | 0 | 0 | 0 | 0 | 0.00 | 6 | 23.76 | 142.56 | |
| 64 | 31201502-TA-E02 | TAPE, electrical | roll | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 36.90 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 19.45 | 38.90 | |
| 65 | 31201503-TA-M01 | TAPE, masking, 24mm | roll | 0 | 3 | 0 | 3 | 167.04 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 167.04 | 0 | 0 | 0 | 0 | 0.00 | 6 | 55.68 | 334.08 | |
| 67 | 31201517-TA-P01 | TAPE, packaging, 48 mm | roll | 0 | 3 | 0 | 3 | 67.08 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 67.08 | 0 | 0 | 0 | 0 | 0.00 | 6 | 22.36 | 134.16 | |
| 69 | 31201512-TA-T02 | TAPE, transparent, 48 mm | roll | 0 | 3 | 0 | 3 | 67.71 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 67.71 | 0 | 0 | 0 | 0 | 0.00 | 6 | 22.57 | 135.42 | |
| 70 | 31151507-TW-P01 | TWINE, plastic | roll | 0 | 1 | 0 | 1 | 66.62 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 66.62 | 0 | 0 | 0 | 0 | 0.00 | 2 | 66.62 | 133.24 | |
| OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 83 | 44111515-DF-B01 | DATA FILE BOX | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 10 | 0 | 10 | 1,458.90 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 10 | 145.89 | 1,458.90 | |
| 85 | 44121506-EN-D01 | ENVELOPE, Documentary, A4 | box | 0 | 1 | 0 | 1 | 829.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 829.92 | 0 | 0 | 0 | 0 | 0.00 | 2 | 829.92 | 1,659.84 | |
| 87 | 44121506-EN-D02 | ENVELOPE, Documentary, legal | box | 0 | 1 | 0 | 1 | 1,057.58 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 1,057.58 | 0 | 0 | 0 | 0 | 0.00 | 2 | 1,057.58 | 2,115.16 | |
| 88 | 44121506-EN-X01 | ENVELOPE, Expanding, Kraft | box | 0 | 1 | 0 | 1 | 939.95 | 0 | 1 | 0 | 1 | 939.95 | 0 | 1 | 0 | 1 | 939.95 | 0 | 1 | 0 | 1 | 939.95 | 4 | 939.95 | 3,759.80 | |
| 89 | 44121506-EN-X02 | ENVELOPE, Expanding, Plastic | piece | 0 | 10 | 0 | 10 | 304.90 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 10 | 304.90 | 3,049.00 | |
| 93 | 44122118-FA-P01 | FASTENER | box | 0 | 1 | 0 | 1 | 94.64 | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 94.64 | 0 | 0 | 0 | 0 | 0.00 | 2 | 94.64 | 189.28 | |
| 102 | 44122011-FO-T01 | FOLDER with tab, A4 | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 379.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 379.60 | 379.60 | |
| 103 | 44122011-FO-T02 | FOLDER with tab, Legal | pack | 0 | 0 | 0 | 0 | 0.00 | 0 | 1 | 0 | 1 | 413.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 413.92 | 413.92 | |
| 104 | 44122008-IT-T01 | INDEX TAB | box | 0 | 1 | 0 | 1 | 67.60 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 67.60 | 67.60 | |
| 105 | 44121716-MA-F01 | MARKER, Fluorescent | set | 0 | 2 | 0 | 2 | 62.22 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 2 | 31.11 | 62.22 | |
| 109 | 44121708-MW-B01 | MARKER, Whiteboard, Black | piece | 0 | 2 | 0 | 2 | 19.30 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 19.30 | 0 | 0 | 0 | 0 | 0.00 | 4 | 9.65 | 38.60 | |
| 110 | 44121708-MW-B02 | MARKER, Whiteboard, Blue | piece | 0 | 2 | 0 | 2 | 19.30 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 19.30 | 0 | 0 | 0 | 0 | 0.00 | 4 | 9.65 | 38.60 | |
| 112 | 44122104-PC-G01 | PAPER CLIP, vinyl/plastic coated, 33mm | box | 0 | 2 | 0 | 2 | 17.64 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 17.64 | 0 | 0 | 0 | 0 | 0.00 | 4 | 8.82 | 35.28 | |
| 113 | 44122104-PC-X02 | PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm | box | 0 | 2 | 0 | 2 | 38.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 38.92 | 0 | 0 | 0 | 0 | 0.00 | 4 | 19.46 | 77.84 | |
| 120 | 44121905-SP-F01 | STAMP PAD, felt | piece | 0 | 1 | 0 | 1 | 39.92 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 39.92 | 39.92 | |
| 121 | 44121618-SS-S01 | SCISSORS, symmetrical/asymmetrical | pair | 0 | 1 | 0 | 1 | 65.52 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 1 | 65.52 | 65.52 | |
| PAPER MATERIALS AND PRODUCTS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 129 | 14111514-NA-S02 | NOTEPAD, stick-on, 50mm x 76mm | pad | 0 | 2 | 0 | 2 | 74.12 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 74.12 | 0 | 0 | 0 | 0 | 0.00 | 4 | 37.06 | 148.24 | |
| 130 | 14111514-NA-S04 | NOTEPAD, stick-on, 76mm x 100mm | pad | 0 | 2 | 0 | 2 | 118.56 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 118.56 | 0 | 0 | 0 | 0 | 0.00 | 4 | 59.28 | 237.12 | |
| 131 | 14111514-NA-S03 | NOTEPAD, stick-on, 76mm x 76mm | pad | 0 | 2 | 0 | 2 | 104.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2 | 0 | 2 | 104.00 | 0 | 0 | 0 | 0 | 0.00 | 4 | 52.00 | 208.00 | |
| 133 | 14111507-PP-M01 | PAPER, MULTICOPY A4 | ream | 0 | 20 | 0 | 20 | 4,276.00 | 0 | 20 | 0 | 20 | 4,276.00 | 0 | 20 | 0 | 20 | 4,276.00 | 0 | 0 | 20 | 20 | 4,276.00 | 80 | 213.80 | 17,104.00 | |
| 134 | 14111507-PP-M02 | PAPER, MULTICOPY LEGAL | ream | 0 | 15 | 0 | 15 | 3,494.40 | 0 | 15 | 0 | 15 | 3,494.40 | 0 | 15 | 0 | 15 | 3,494.40 | 0 | 0 | 15 | 15 | 3,494.40 | 60 | 232.96 | 13,977.60 | |
| 139 | 14111531-RE-B01 | RECORD BOOK, 300 PAGES | book | 0 | 5 | 0 | 5 | 458.50 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 5 | 91.70 | 458.50 | |
| 142 | 14111704-TT-P02 | TOILET TISSUE PAPER, 2 ply | pack | 0 | 5 | 0 | 5 | 499.20 | 0 | 5 | 0 | 5 | 499.20 | 0 | 4 | 0 | 4 | 399.36 | 0 | 5 | 0 | 5 | 499.20 | 19 | 99.84 | 1,896.96 | |
| PESTICIDES OR PEST REPELLENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 144 | 10191509-IN-A01 | INSECTICIDE | can | 0 | 3 | 0 | 3 | 418.08 | 0 | 0 | 0 | 0 | 0.00 | 0 | 3 | 0 | 3 | 418.08 | 0 | 0 | 0 | 0 | 0.00 | 6 | 139.36 | 836.16 | |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In Figures and Words: One Hundred Twenty One Thousand Nine Hundred Eleven Pesos & 38/100 Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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:


EDGAR B. DELA CRUZ
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


MELVINA D. SORIANO
Accountant / Budget Officer

Approved by:

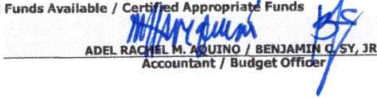

FRYAN E. ABKTLAN
Head of Office/Agency

Date Prepared: 12-Jul-24

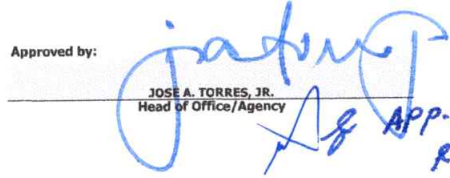
Received by:


JOMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds


ADEL RACHEL M. AQUINO / BENJAMIN G. SY, JR.
Accountant / Budget Officer

Approved by:


JOSE A. TORRES, JR.
Head of Office/Agency
APP-CSE 2025 FORM
REGION 12

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

AGENCY CODE/UAICS: [] CONTACT PERSON: Edgar B. Dela Cruz
AGENCY NAME: Philippine Information Agency DESIGNATION: Supply Officer
ORGANIZATION TYPE: National Government Agency EMAIL: []
REGION: XII CONTACT NUMBER: (083) 228-9736/(878-8798)
ADDRESS: Koronadal City

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: 1. 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).
2. All information must be provided accurately.
3. 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.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://bit.ly/3a7uLZnded>
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255109 (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
6. 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 | Q4 AMOUNT | | | | | | | | | | | | | | | |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMON-USED SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 0 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | |
| 3 | 44120000 | Office supplies | Balpen, Blue | piece | | 10 | 20 | 300.00 | | 10 | 10 | 150.00 | | 20 | 20 | 300.00 | | 10 | 10 | 150.00 | 60 | 15.00 | 900.00 | | | | | | | | | | | | | | | | | | | |
| 5 | 44120000 | Office supplies | Certificate Holder, Blue, 8.5x11 | piece | | | | 0.00 | | 15 | 15 | 750.00 | | | | 0.00 | | | | 0.00 | 15 | 50.00 | 750.00 | | | | | | | | | | | | | | | | | | | |
| 7 | 44120000 | Office supplies | Data File Box, with cover, Blue, Square-Type | piece | | 10 | 10 | 4,800.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 10 | 480.00 | 4,800.00 | | | | | | | | | | | | | | | | | | | |
| 14 | 44120000 | Office supplies | Fastener, Plastic, 7cm 50 sets | box | | 2 | 2 | 100.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 2 | 50.00 | 100.00 | | | | | | | | | | | | | | | | | | | |
| 24 | 44120000 | Office supplies | Photo Paper | pack | | 2 | 2 | 140.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 2 | 130.00 | 240.00 | | | | | | | | | | | | | | | | | | | |
| 25 | 44120000 | Office supplies | Board Certificate Paper, Letter size | pack | | | | 0.00 | | 2 | 2 | 100.00 | | | | 0.00 | | | | 0.00 | 2 | 50.00 | 100.00 | | | | | | | | | | | | | | | | | | | |
| 27 | 44120000 | Office supplies | Matte A4, 10 pcs per pack | pack | | | | 0.00 | | 2 | 2 | 140.00 | | | | 0.00 | | | | 0.00 | 2 | 70.00 | 140.00 | | | | | | | | | | | | | | | | | | | |
| COMPUTER SUPPLIES/CONSUMABLES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 89 | - | Epson Ink # C03, Black | | bottle | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | 12 | 360.00 | 4,320.00 | | | | | | | | | | | | | | | | | | | |
| 90 | - | Epson Ink # C03, Magenta | | bottle | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | 12 | 360.00 | 4,320.00 | | | | | | | | | | | | | | | | | | | |
| 91 | - | Epson Ink # C03, Cyan | | bottle | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | 12 | 360.00 | 4,320.00 | | | | | | | | | | | | | | | | | | | |
| 92 | - | Epson Ink #003, Yellow | | bottle | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | | 3 | 3 | 1,080.00 | 12 | 360.00 | 4,320.00 | | | | | | | | | | | | | | | | | | | |
| 93 | - | Epson Ink # 664, Black | | bottle | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | 16 | 360.00 | 5,760.00 | | | | | | | | | | | | | | | | | | | |
| 94 | - | Epson Ink # 664, Magenta | | bottle | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | 16 | 360.00 | 5,760.00 | | | | | | | | | | | | | | | | | | | |
| 95 | - | Epson Ink # 664, Cyan | | bottle | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | 16 | 360.00 | 5,760.00 | | | | | | | | | | | | | | | | | | | |
| 96 | - | Epson Ink # 664, Yellow | | bottle | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | | 4 | 4 | 1,440.00 | 16 | 360.00 | 5,760.00 | | | | | | | | | | | | | | | | | | | |
| 97 | - | Keyboard | | piece | | | | 0.00 | | 2 | 2 | 400.00 | | | | 0.00 | | | | 0.00 | 2 | 200.00 | 400.00 | | | | | | | | | | | | | | | | | | | |
| 98 | - | Padlock | 6mm x 10mm | piece | | 3 | 3 | 2,649.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 3 | 883.00 | 2,649.00 | | | | | | | | | | | | | | | | | | | |
| 99 | - | Muriatic Acid | | gallon | | 2 | 2 | 1,000.00 | | | | 0.00 | | 2 | 2 | 1,000.00 | | | | 0.00 | 4 | 500.00 | 2,000.00 | | | | | | | | | | | | | | | | | | | |
| 100 | - | Extension Wire | 4 meters | meter | | 2 | 2 | 1,600.00 | | | | 0.00 | | 0 | 0 | 0.00 | | | | 0.00 | 2 | 800.00 | 1,600.00 | | | | | | | | | | | | | | | | | | | |
| 101 | - | Lead Bulb | 23 watts | piece | | | | 0.00 | | 2 | 2 | 1,200.00 | | | | 0.00 | | | | 0.00 | 2 | 880.00 | 1,200.00 | | | | | | | | | | | | | | | | | | | |
| 102 | - | Record Book, 200 pages | | ream | | 2 | 2 | 160.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 2 | 130.00 | 260.00 | | | | | | | | | | | | | | | | | | | |
| 103 | - | Toner photocopier | bizhub 164 | bottle | | 1 | 1 | 5,204.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 1 | 5,204.00 | 5,204.00 | | | | | | | | | | | | | | | | | | | |
| 104 | - | Solar light | 1000 watts | piece | | 2 | 2 | 3,400.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 2 | 1,700.00 | 3,400.00 | | | | | | | | | | | | | | | | | | | |
| 105 | - | Toilet Deodorizer | | piece | | 4 | 4 | 240.00 | | 4 | 4 | 240.00 | | 4 | 4 | 240.00 | | 4 | 4 | 240.00 | 16 | 60.00 | 960.00 | | | | | | | | | | | | | | | | | | | |
| 106 | - | Airfreshener Spray | 1000 ml | bottle | | 3 | 3 | 900.00 | | 3 | 3 | 900.00 | | 3 | 3 | 900.00 | | 3 | 3 | 900.00 | 12 | 300.00 | 3,600.00 | | | | | | | | | | | | | | | | | | | |
| 107 | - | Doormat | 3 x 4 | piece | | 10 | 10 | 1,500.00 | | | | 0.00 | | | | 0.00 | | | | 0.00 | 10 | 150.00 | 1,500.00 | | | | | | | | | | | | | | | | | | | |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 49,323.00 | | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 4,932.30 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 76,255.30 |
| E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: Seventy Six Thousand Two Hundred Fifty Five Pesos & 30/100 Only*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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:
EDGAR B. DELA CRUZ
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:
MELVINA D. SORIANO
Accountant / Budget Officer

Approved by:
FRIVAN E. ARKILAN
Head of Office/Agency

Date Prepared: 12-July-2024

Received by:
JOMAR E. DOTIMAS
Representative/Summary Officer

Certified Funds Available / Certified Appropriate Funds Available:
ADELA RACHEL N. AMINGO / BENJAMIN C. SY, JR.
Accountant / Budget Officer

Approved by:
JOSE A. TORRES, JR.
Head of Office/Agency