

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.

REMARKS:

- 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-phillips.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://shorturl.at/abno3>
- 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 sales.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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 (List 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)																												
1	-	IGN PEN	Extra Fine Tip, Green	pc			3	3	69.00			3	3	69.00			3	3	69.00			3	3	69.00	12	23.04	276.00	
2	-	IGN PEN	Flex Tip, Green	pc			1	1	23.00			1	1	23.00			1	1	23.00			1	1	23.00	4	23.04	92.00	
3	-	HOPKARDLE	Heavy Duty	pc					0.00					0.00					0.00					0.00	0	0.00	0.00	
4	-	HOPKARD		pc			3	3	285.00			3	3	285.00					0.00		4	4	380.00	10	95.00	950.00		
5	-	FIRE EXTINGUISHER	pure HCFC	unit					0.00					0.00					0.00		1	1	1,600.00	1	1,600.00	1,600.00		
6	-	PRINTER	Impact, dot matrix, 24 pins, 136 columns	unit					0.00					0.00					0.00					0.00	0	15,900.00	0.00	
7	-	CORRECTION PEN	liquid	pc	1			1	32.00		1			32.00		1			32.00					0.00	3	32.04	96.00	
8	-	TAPE, DUCT	48mm x 25mm	roll			2	2	340.00					0.00		1	1	170.00						0.00	3	170.04	510.00	
9	-	EPSON 002 INK	black	ml			3	3	765.00			3	3	765.00			3	3	765.00			3	3	765.00	12	295.00	3,600.00	
10	-	EPSON 001 INK, Colored	Magenta, Cyan, Yellow	ml			2	2	1,550.00			2	2	1,550.00			2	2	1,550.00			2	2	1,550.00	8	775.00	6,200.00	
11	-	EPSON T774100 INK	black	ml			1	1	255.00			1	1	255.00			1	1	255.00			1	1	255.00	4	255.04	1,020.00	
12	-	BOND PAPER, LEGAL	Bond 15 Plain	ream	2				400.00					0.00					0.00		2	2	400.00	4	200.00	800.00		
13	-	BOND PAPER, LEGAL, COLORED	Bond 15 (Pink, Blue, Yellow)	ream			3	3	895.00					0.00					0.00		3	3	895.00	6	295.00	1,770.00		
14	-	RECORD BOOK	Official	pc			2	2	372.00					2	2	372.00			2	2	372.00		2	2	372.00	8	188.00	1,488.00
15	-	OFFICE PAPER FASTENER	Double Lock, Plastic	box					0.00					0.00					0.00					0.00	0	0.00	0.00	
16	-	PAPER FASTENER	Plastic 3 1/2" (7/8mm)	box			1	1	110.00					1	1	110.00			1	1	110.00		1	1	110.00	4	110.04	440.00
17	-	PEN HOLDER W/ PEN		pc			2	2	108.00					0.00					0.00					0.00	2	50.00	100.00	
18	-	N.BATROSS	12pins/work	pack			1	1	590.00				1	1	590.00				1	1	590.00		1	1	590.00	4	590.00	2,360.00
19	-	CAR ACCESSORIES	Nozzle Wiper Towels, Microfiber Towels, Car Cover, Car Normal, etc.	set					0.00				1	1	2,280.00				0.00		1	1	1,280.00	2	1,280.00	2,560.00		
20	-	CHLORINE		gallon					0.00			1	1	150.00					0.00		1	1	150.00	2	150.00	300.00		
21	-	CARPENTRY TOOLS & EQUIPMENT		set					0.00			1	1	7,200.00					0.00					0.00	1	1,200.00	7,200.00	
22	-	GLASS CLEANER		lit			1	1	180.00					0.00					0.00		1	1	180.00	2	180.00	360.00		
23	-	GLASS WIPER		pc			1	1	750.00					0.00					0.00		1	1	750.00	2	750.00	1,500.00		
24	-	SCRUB SPONGE	Heavy Duty	pc			5	5	325.00			5	5	325.00			5	5	325.00			5	5	325.00	20	65.00	1,300.00	
25	-	KITCHENWARES	Various	set					0.00					0.00					0.00					0.00	0	0.00	0.00	
26	-	BRUSH	Laundry, Plastic	pc					0.00					0.00					0.00					0.00	0	0.00	0.00	
27	-	DUSTER	Microfiber	pc					0.00					0.00					0.00		1	1	110.00	1	110.00	110.00		
28	-	MULTI SURFACE CLEANER		lit					0.00					0.00					0.00					0.00	0	0.00	0.00	
29	-	MURKATIC ACID		gallon					0.00			1	1	215.00					0.00		1	1	215.00	2	215.00	430.00		
30	-	CLOCK	Office, modern	pc					0.00			1	1	250.00					0.00		0	0	0.00	1	250.00	250.00		
31	-	PAID	Big	pc			1	1	250.00				1	1	250.00				0.00		0	0	0.00	2	250.00	500.00		
32	-	PASTE	Sold w/ applicator	pc					0.00					0.00					0.00					0.00	0	0.00	0.00	
33	-	POLO SHIRT	cotton/sublimation	pc			20	20	12,000.00			20	20	12,000.00					0.00		0	0	0.00	40	600.00	24,000.00		
34	-	SELF-INKING STAMPS	Employee Names, Received, Paid, Attachment to, Certified True Copy	pc			2	2	1,550.00			2	2	1,550.00					0.00		1	1	775.00	5	775.00	3,875.00		
35	-	SELF-INKING STAMPS	ink, black	ml			1	1	150.00				1	1	150.00				0.00		1	1	2	2	300.00	4	150.00	600.00
36	-	BOTTLE SPRAY	Plastic, 500ml	lit					0.00			1	1	180.00					0.00		1	1	180.00	2	180.00	360.00		
37	-	THUMB TACKS		box					0.00					0.00					0.00					0.00	0	0.00	0.00	
38	-	TOILET BRUSH	plastic	pc			2	2	400.00					0.00					0.00		2	2	400.00	4	200.00	800.00		
39	-	AUTOMATIC VOLTAGE REGULATOR		unit					0.00					0.00					0.00					0.00	0	1,000.00	0.00	
40	-	AUTOMOTIVE BATTERY	Maintenance free, Nominal Voltage (V): 12, Capacity (Ah): 36, Reserve Capacity (min): 35, Cold Cranking Amps (CCA) (A): 330	unit					0.00					0.00					0.00					0.00	0	1,500.00	0.00	
41	-	BLADDER TANK	24", Vertical	unit					0.00					0.00					0.00					0.00	0	1,000.00	0.00	
42	-	OFFICE TABLE	3"/5" Executive	pc					0.00					0.00					0.00		1	1	4,000.00	1	4,000.00	4,000.00		
43	-	COMPUTER TABLE		pc					0.00					0.00					0.00					0.00	0	15,000.00	0.00	
44	-	COMPUTER MONITOR		unit					0.00					0.00					0.00					0.00	0	10,000.00	0.00	
45	-	LABOR CODE OF THE PHILS BY AZUCENA	Vol. 1 & 2 Latest Edition	pc			1	1	2,500.00					0.00					0.00		0	0	0.00	1	1,500.00	2,500.00		
46	-	LABOR CODE OF THE PHILS BY CHAN-ROBLES	Vol. 3	pc			1	1	2,500.00					0.00					0.00		0	0	0.00	1	1,500.00	2,500.00		

No.	UNBPS	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)																												
47	-	LABOR CODE OF THE PHILS BY CHAM-ROBLES		pc				0	0.00					0	0.00				0	0.00			0	0.00	0	2,500.00	0.00	
48	-	COMPUTER BATTERY		pc			1	1	136.00				1	1	136.00				0	0.00			0	0.00	2	136.00	272.00	
49	-	USB WI-FI Dongle		unit			1	1	820.00				1	1	820.00				0	0.00			0	0.00	2	820.00	1,640.00	
50	-	WATER PUMP	3/4	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
51	-	WATER TANK	Stainless Steel, Storage Tanks, Vertical 25,000L	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
52	-	WINDOW BLINDS		pc					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
53	-	FLOWER POTS W/ PLANTS	Indoor/ Outdoor	pc					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
54	-	WALT		unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
55	-	DTU	Processor Core i3, Motherboard H510M, 8gb RAM, 480SSD, Casing CYS, Windows 10 Home	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
56	-	MAX SHELVES	Wood, 5 Layers	pc					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
57	-	BROTHER BT-D60 Ink	Black	lit			2	2	900.00				2	2	900.00				2	2	900.00		2	2	900.00	8	450.00	3,600.00
58	-	BROTHER BT-5000C	Magenta, Cyan, Yellow	set			2	2	2,700.00				2	2	2,700.00				2	2	2,700.00		2	2	2,700.00	8	1,350.00	10,800.00
59	-	UNINTERRUPTIBLE POWER SUPPLY	Output Capacity: 650 VA/360 Watts	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
60	-	CORD PAPER	Size: Short 70gsm	ream			1	1	200.00						0.00				0	0.00			2	2	400.00	4	200.00	800.00
61	-	SCANNER	Document	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
62	-	WIRED COMPUTER MOUSE		pc			1	1	160.00				1	1	160.00				1	1	160.00		1	1	160.00	4	160.00	640.00
63	-	WIRED KEYBOARD		pc			1	1	450.00				1	1	450.00				0	0.00			0	0.00	2	450.00	900.00	
64	-	EXPANDING FOLDER	Kraft, Legal	pc					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
65	-	360 WEBCAM	for VC	unit					0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
66	-	INGEL PEN	0.5mm Color: Violet	pc			3	3	120.00				3	3	120.00				3	3	120.00		3	3	120.00	12	48.00	480.00
67	-	FLAG W/ POLE		pc			1	1	4,500.00						0.00				0	0.00			0	0.00	1	4,500.00	4,500.00	
68	-	Fuel, Oil and Lubricants		lit		1		1	30,000.00						0.00				0	0.00			0	0.00	1	30,000.00	30,000.00	
69	-	Accountable Forms		pc		1		1	30,000.00						0.00				0	0.00			0	0.00	1	30,000.00	30,000.00	
70	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
71	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
72	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
73	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
74	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
75	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
76	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
77	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
78	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
79	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
80	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
81	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
82	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
83	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
84	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
85	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
86	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
87	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
88	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
89	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
90	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
91	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
92	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
93	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
94	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
95	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
96	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
97	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
98	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
99	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	
100	-								0.00						0.00				0	0.00			0	0.00	0	0.00	0.00	

