

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

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.

- Reminders:**
- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format 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 is downloadable from the Downloads page of PS-DBM website (www.se-philippines.gov.ph).
 - 2.0 All information must be provided accurately.
 - 3.0 To fill-out, cover the list of items indicated in the UNPSPC tab of this form. Otherwise, the items that you will insert will not be accepted. Additional items for other items may be inserted if necessary.
 - 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://www.se-philippines.gov.ph> (Please copy the link and paste in your browser)
 - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0919-2954426 (Smart), or email address: helpdesk@ps-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Department/Bureau/Office: NSIC-COR
 Region: CSE
 Address: 17 Private Road, Magway Avenue, Rajahmundry

Agency Code/UA/C: 16004003403
 Organization Type: Government

Contact Person: Denise D. Tomiles
 Position: Administrative Officer I
 Email: denise.tomiles@ps-philippines.gov.ph
 Telephone/Mobile No: 074-445 830/0917-685-8854

No.	UNPSPC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	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				
ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																														
2	-	PAPER, Bondpaper, short	msa	5			0	0.00				0	0.00				0	0.00				0	0.00						0	0.00
3	-	PAPER, Bondpaper, legal, size 18	msa	5			5	800.00				0	0.00				0	0.00				5	400.00						5	400.00
4	-	PAPER, bondpaper 6.5x11, 80gsm	msa	1			1	300.00				0	0.00				0	0.00				1	300.00						1	300.00
5	-	PAPER, Bondpaper, 8.5 x11, 70 gsm	msa	2			2	600.00				0	0.00				0	0.00				2	600.00						2	600.00
6	-	PAPER, Cronakon PK, Legal	msa	20			20	2,800.00				0	0.00				0	0.00				20	140.00						20	1,400.00
7	-	PAPER, Groundwood, Legal	msa	10			10	1,300.00				0	0.00				0	0.00				10	130.00						10	1,300.00
8	-	A4 PHOTOPAPER, 10 packs	msa	10			10	1,000.00				0	0.00				0	0.00				10	100.00						10	1,000.00
9	-	SPECIALTY PAPER A4, 105/Packs	pcta	5			5	300.00				0	0.00				0	0.00				5	100.00						5	500.00
10	-	A4 STICKER PAPER/pack	pcta	1			1	300.00				0	0.00				0	0.00				1	300.00						1	300.00
11	-	FOLDER, TAGBOARD, long 80gsm, 1000/pack , white	pcta	7			7	2,800.00				0	0.00				0	0.00				7	400.00						7	2,800.00
13	-	FOLDER, TAGBOARD, long 80gsm, 1000/pack , brown	pcta	1			1	400.00				0	0.00				0	0.00				1	400.00						1	400.00
14	-	PEN, BALLPEN, Blue	pca	50			50	250.00				0	0.00				0	0.00				50	50.00						50	250.00
15	-	PEN BALLPEN, black	pca	50			50	250.00				0	0.00				0	0.00				50	50.00						50	250.00
16	-	PEN BALLPEN, red	pca	10			10	50.00				0	0.00				0	0.00				10	5.00						10	50.00
18	-	PEN, Marker Permanent, black broad	pca	6			6	120.00				0	0.00				0	0.00				6	20.00						6	120.00
17	-	PEN, Marker Permanent, blue, broad	pca	6			6	120.00				0	0.00				0	0.00				6	20.00						6	120.00
19	-	DUCT TAPE 48MM	pca	2			2	200.00				0	0.00				0	0.00				2	100.00						2	200.00
20	-	SELF-INKING Pkg, hp, un-ink pad	pca	3			3	600.00				0	0.00				0	0.00				3	300.00						3	600.00
21	-	INK, BPTLINE, Magenta	bata	2			2	200.00				0	0.00				0	0.00				2	100.00						2	200.00
22	-	SELF-INKING MACHINE No. 30	pca	2			2	1,200.00				0	0.00				0	0.00				2	600.00						2	1,200.00
30	-	SCISSORS 6"	paw	1			1	100.00				0	0.00				0	0.00				1	100.00						1	100.00
31	-	FOLDER, HORNBOD Folder w/ side short	pca	10			10	150.00				0	0.00				0	0.00				10	15.00						10	150.00
33	-	FOLDER, CLEAR FRONT, Legal size	pca	10			10	150.00				0	0.00				0	0.00				10	15.00						10	150.00
35	-	CALENDAR PLANNER 2024	pca	2			2	700.00				0	0.00				0	0.00				2	350.00						2	700.00
38	-	RULER, Metal Four Ruler	pc	1			1	100.00				0	0.00				0	0.00				1	100.00						1	100.00
37	-	EPSON L810 Ink-001, black	bata	12			12	3,600.00				0	0.00				0	0.00				12	300.00						12	3,600.00
38	-	EPSON L810 Ink-001, yellow	bata	6			6	1,800.00				0	0.00				0	0.00				6	300.00						6	1,800.00
39	-	EPSON L810 Ink-001, magenta	bata	6			6	1,800.00				0	0.00				0	0.00				6	300.00						6	1,800.00
40	-	EPSON L810 Ink-001, cyan	bata	6			6	1,800.00				0	0.00				0	0.00				6	300.00						6	1,800.00
31	-	BROTHER INK BT 5000, Magenta	bata	2			2	800.00				0	0.00				0	0.00				2	400.00						2	800.00
32	-	BROTHER INK BT 5000, cyan	bata	2			2	800.00				0	0.00				0	0.00				2	400.00						2	800.00
33	-	BROTHER INK BT 5000, yellow	bata	2			2	800.00				0	0.00				0	0.00				2	400.00						2	800.00
34	-	BROTHER INK BT 260, black	bata	6			6	2,100.00				0	0.00				0	0.00				6	350.00						6	2,100.00

