

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

AGENCY CODE/UAICS:   
 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: 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-phlpsps.gov.ph](http://www.ps-phlpsps.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://forms.gle/1a1a1a1a1a1a1a1a>

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 0962-8255199 (Smart), or email [appcse.helpdesk@ps-phlpsps.gov.ph](mailto:appcse.helpdesk@ps-phlpsps.gov.ph), or visit the PS-DBM website ([www.ps-phlpsps.gov.ph](http://www.ps-phlpsps.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 <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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																									
1	-	Business Envelope White with Logo		pieces	1500			1500	16,500.00	1500			1500	16,500.00			0	0.00			0	0.00	3000	11.00	33,000.00
2	-	Bond Paper A3		ream	10			10	6,250.00	10			10	6,250.00			0	0.00			0	0.00	20	625.00	16,500.00
3	-	Clip Board Long		pieces	50			50	6,250.00	50			50	6,250.00			0	0.00			0	0.00	50	165.00	8,250.00
4	-	ID Clip		pieces	200			200	1,000.00	200			200	1,000.00			0	0.00			0	0.00	200	5.00	1,000.00
5	-	ID Lace with Logo		pieces	100			100	6,500.00	100			100	6,500.00			0	0.00			0	0.00	100	65.00	6,500.00
6	-	Laminating Film A3		pack	10			10	29,700.00	5			5	14,850.00			0	0.00			0	0.00	15	2,970.00	44,550.00
7	-	Laminating Film A4		pack	10			10	18,700.00	5			5	9,350.00			0	0.00			0	0.00	15	1,870.00	28,050.00
8	-	Queuing Machine Ticket		roll	25			25	31,625.00	25			25	31,625.00			0	0.00			0	0.00	50	1,265.00	63,250.00
9	-	Paper Post It 1/2"		pad	30			30	2,460.00	30			30	2,460.00			0	0.00			0	0.00	60	62.00	4,920.00
10	-	Self Inking Stamp		pieces	5			5	4,750.00	5			5	4,750.00			0	0.00			0	0.00	10	950.00	9,500.00
11	-	Ink for Self Ink Stamp		bottle	10			10	1,500.00	10			10	1,500.00			0	0.00			0	0.00	30	150.00	3,000.00
12	-	Ink Cartridge Epson 003 black		pieces	100			100	39,500.00	100			100	39,500.00			0	0.00			0	0.00	200	395.00	79,000.00
13	-	Ink Cartridge Epson 003 cyan		pieces	50			50	184,750.00	50			50	184,750.00			0	0.00			0	0.00	100	3,695.00	269,500.00
14	-	Ink Cartridge Epson 003 magenta		pieces	50			50	19,750.00	50			50	19,750.00			0	0.00			0	0.00	100	395.00	39,500.00
15	-	Ink Cartridge Epson 003 yellow		pieces	50			50	19,750.00	50			50	19,750.00			0	0.00			0	0.00	100	395.00	39,500.00
16	-	Ink Cartridge Epson 001 black		pieces	100			100	39,500.00	100			100	39,500.00			0	0.00			0	0.00	100	395.00	39,500.00
17	-	Ink Cartridge Epson 001 cyan		pieces	50			50	19,750.00	50			50	19,750.00			0	0.00			0	0.00	50	395.00	19,750.00
18	-	Ink Cartridge Epson 001 magenta		pieces	50			50	19,750.00	50			50	19,750.00			0	0.00			0	0.00	50	395.00	19,750.00
19	-	Ink Cartridge Epson 001 yellow		pieces	50			50	19,750.00	50			50	19,750.00			0	0.00			0	0.00	50	395.00	19,750.00
20	-	Bin box		pieces	100			100	15,000.00	100			100	15,000.00			0	0.00			0	0.00	100	150.00	15,000.00
21	-	Property Card		pieces	500			500	6,000.00	500			500	6,000.00			0	0.00			0	0.00	500	12.00	6,000.00
22	-	Bin Card		pieces	500			500	6,000.00	500			500	6,000.00			0	0.00			0	0.00	500	12.00	6,000.00
23	-	Paper Fastener 6 1/2 - 9 1/2 long		box	20			20	3,600.00	20			20	3,600.00			0	0.00			0	0.00	20	180.00	3,600.00
24	-	Photo Paper		pack	10			10	1,215.00	10			10	1,215.00			0	0.00			0	0.00	10	121.50	1,215.00
25	-	Specialty Board Paper		pack	100			100	7,150.00	100			100	7,150.00			0	0.00			0	0.00	100	71.50	7,150.00
26	-	Sticker Paper		pack	10			10	1,375.00	10			10	1,375.00			0	0.00			0	0.00	10	137.50	1,375.00
27	-	Toner for mimeographing machine		pieces	20			20	35,200.00	20			20	35,200.00			0	0.00			0	0.00	40	1,760.00	70,400.00
28	-	Numbering Machine 8 digits		unit	3			3	5,925.00	2			2	3,950.00			0	0.00			0	0.00	5	1,975.00	9,875.00
29	-	Ink HP Laser Jet P1102W		pieces	5			5	27,500.00	5			5	27,500.00			0	0.00			0	0.00	5	5,500.00	27,500.00
30	-	Computer Ribbon for LXC10		pieces	100			100	19,600.00	100			100	19,600.00			0	0.00			0	0.00	200	196.00	39,200.00
31	-	Computer Ribbon for fo 2175		pieces	250			250	99,500.00	150			150	59,700.00			0	0.00			0	0.00	400	396.00	159,200.00
32	-	Ink Cartridge Epson 008 black		pieces	15			15	14,025.00	15			15	14,025.00			0	0.00			0	0.00	30	935.00	28,050.00
33	-	Ink Cartridge Epson 008 cyan		pieces	15			15	14,025.00	15			15	14,025.00			0	0.00			0	0.00	30	935.00	28,050.00
34	-	Ink Cartridge Epson 008 magenta		pieces	15			15	14,025.00	15			15	14,025.00			0	0.00			0	0.00	30	935.00	28,050.00
35	-	Ink Cartridge Epson 008 yellow		pieces	15			15	14,025.00	15			15	14,025.00			0	0.00			0	0.00	30	935.00	28,050.00
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
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



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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	Q4
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
47									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
48									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
49									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
50									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
51									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
52									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
53									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
54									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
55									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
56									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
57									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
58									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
59									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
60									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
61									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
62									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
63									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
64									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
65									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
66									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
67									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
68									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
69									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
70									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
71									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
72									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
73									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
74									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
75									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
76									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
77									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
78									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
79									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
80									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
81									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
82									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
83									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
84									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
85									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
86									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
87									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
88									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
89									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
90									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
91									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
92									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
93									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
94									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
95									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
96									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
97									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
98									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
99									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00
100									0	0.00					0	0.00					0	0.00	0	0.00	0	0.00



