

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 Philippines 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:

- 1.0 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).
- 2.0 All information must be provided accurately.
- 3.0 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.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 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/adeq0>. Instructions on how to fill-out is included in the reminders of the form that is unsigned or has incomplete signature shall be deemed invalid.
- 6.0 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.
- 7.0 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.
- 8.0 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: VIII (DARASAT)
Address: JOSE ROBALLES AVENUE
BUTUAN CITY

Agency Code/UACS: _____
Organization Type: National Government Agency (NGA)

Contact Person: JOHN CHARLES B. MIAZARTE
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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																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	50.43	0.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	1	1	1	3	1,071.27	1	1	1	3	1,071.27	1	1	1	3	1,071.27	1	1	1	3	1,071.27	12	357.09	4,285.08
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	35.16	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.26	0.00
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	6	6	6	18	399.00	0	0	0	0	0.00	6	6	6	18	399.00	0	0	0	0	0.00	36	22.20	799.20
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	10	10	10	30	666.00	10	10	10	30	666.00	10	10	10	30	666.00	10	10	10	30	666.00	120	22.20	2,664.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	12	6	0	18	399.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	22.20	399.60
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.00	0.00
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	6	6	6	18	368.82	3	3	3	9	184.41	3	3	3	9	184.41	3	3	3	9	184.41	45	20.40	922.05
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	6	6	6	18	330.12	3	3	3	9	165.06	3	3	3	9	165.06	3	3	3	9	165.06	45	18.34	825.30
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	6	6	6	18	1,571.58	6	6	6	18	1,571.58	6	6	6	18	1,571.58	6	6	6	18	1,571.58	72	87.31	6,286.32


21	47131904-BR-S01	BROOM (Walls Tambo)	piece	1	1	1	3	374.40	1	1	0	2	249.00	0	0	0	0	0.00	0	0	0	0	5	124.80	624.00		
22	47131904-BR-T01	BROOM (Walls Ting-Ting)	piece	1	1	1	3	78.00	1	1	0	2	52.00	0	0	0	0	0.00	0	0	0	0	5	26.00	130.00		
23	47131909-TB-CD1	CLEANER, Toilet Bowl and Urinal	bottle	6	6	6	18	748.80	6	6	6	18	748.80	6	6	6	18	748.80	6	6	6	18	748.80	72	41.60	2,995.20	
24	47131905-CL-P01	CLEANSER, Scouring Powder	plastic container	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	23.92	0.00		
25	47131911-DE-S02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	9.34	0.00		
26	47131911-DE-P02	DETERGENT POWDER, all purpose	pouch	6	6	6	18	973.44	6	6	6	18	973.44	6	6	6	18	973.44	6	6	6	18	973.44	72	54.06	3,893.76	
27	47131903-DS-A01	DISINFECTANT SPRAY	can	6	6	6	18	2,518.02	6	6	6	18	2,518.02	6	6	6	18	2,518.02	6	6	6	18	2,518.02	72	139.89	10,072.08	
28	47131901-DU-P01	DUST PAN	piece	1	1	1	3	140.40	1	0	0	1	46.80	0	0	0	0	0.00	0	0	0	0	4	46.80	187.20		
29	47131902-FW-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	309.76	0.00		
30	47131910-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	141.39	0.00		
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	3	3	3	9	386.55	3	3	3	9	386.55	3	3	3	9	386.55	3	3	3	9	386.55	36	42.95	1,546.20	
32	47121904-MP-S01	MOP BUCKET	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	1	0	0	1	2,288.00	0	0	0	0	0.00	2	2,288.00	4,576.00	
33	47131901-RG-C01	RAGS	l/ft	3	3	3	9	625.23	3	3	3	9	625.23	3	3	3	9	625.23	3	3	3	9	625.23	36	69.47	2,500.92	
34	47131902-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	85.63	0.00	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	130.00	0.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	2	2	2	6	355.68	2	2	2	6	355.68	2	2	2	6	355.68	2	2	2	6	355.68	24	58.28	1,422.72	
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	3	3	3	9	833.04	3	3	3	9	833.04	3	3	3	9	833.04	3	3	3	9	833.04	36	92.56	3,332.16	
38	47121702-WB-P01	WASTEBASKET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	43.66	0.00		
COLOR COMPOUNDS AND DISPERSIONS																											
39	12171703-ST-P01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	28.79	0.00	
CONSUMER ELECTRONICS																											
40	52161315-DV-R02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	7,339.16	0.00	
FILMS																											
41	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,243.84	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	351.83	0.00	
FIRE FIGHTING EQUIPMENT																											
43	46191001-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	1	1	1	3	3,432.00	1	1	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0	5	1,144.00	5,720.00	
FLAG OR ACCESSORIES																											
44	95121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	284.84	0.00	
FURNITURE AND FURNISHINGS																											
45	56101904-CH-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	341.12	0.00	
46	56101904-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	341.12	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	46101904-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,222.00	0.00	
48	46101904-EF-G01	ELECTRIC FAN, Industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,109.68	0.00	
49	46101904-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,560.00	0.00	
50	46101904-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	901.68	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211907-DSK02	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	24,793.60	0.00	
52	43211907-DSK04	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	42,390.40	0.00	
53	43201927-HD-X02	EXTERNAL HARD DRIVE	unit	1	1	1	3	9,044.88	1	1	1	3	9,044.88	1	1	1	3	9,044.88	0	0	0	0	0.00	9	3,614.96	27,134.64	
54	43202010-FD-U04	FLASH DRIVE	piece	3	3	3	9	1,374.66	3	3	3	9	1,374.66	3	3	3	9	1,374.66	3	3	3	9	1,374.66	36	152.74	5,498.64	
55	43211903-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	42,380.00	0.00	
56	43211903-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	46,800.00	0.00	
57	43211708-MO-D02	COMPUTER MOUSE, Wireless	unit	1	1	0	2	323.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	2	161.92	323.84	
58	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	2,636.89	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
59	36101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	75.61	0.00	


60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 16 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-GL-X02	GLUE, all-purpose	bottle	2	2	2	6	372.84	0	0	0	0	0.00	2	2	2	6	372.84	0	0	0	0	0.00	0	12	62.14	745.69
62	31151904-SW-H01	STAPLE WIRE, heavy duty (blinder type), 23/13	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	36.40	0.00
63	31151904-SW-S01	STAPLE WIRE, standard	box	1	1	1	3	71.28	1	1	1	3	71.28	1	1	1	3	71.28	1	1	1	3	71.28	0	12	23.76	285.12
64	31201502-TA-E02	TAPE, electrical	roll	1	1	0	2	38.90	0	0	0	0	0.00	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	1	1	1	3	167.04	1	1	1	3	167.04	1	1	1	3	167.04	1	1	1	3	167.04	0	12	55.68	668.16
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	1	1	1	3	363.48	1	1	1	3	363.48	1	1	1	3	363.48	1	1	1	3	363.48	0	12	121.16	1,453.92
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	1	1	1	3	67.08	1	1	1	3	67.08	1	1	1	3	67.08	1	1	1	3	67.08	0	12	22.36	268.32
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	1	1	1	3	53.04	1	1	1	3	53.04	1	1	1	3	53.04	1	1	1	3	53.04	0	12	17.68	212.16
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	1	1	1	3	67.71	1	1	1	3	67.71	1	1	1	3	67.71	1	1	1	3	67.71	0	12	22.57	270.84
70	31151507-TW-P01	TWINE, plastic	roll	1	1	1	3	199.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	66.62	199.86	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
71	41119604-RL-P02	RULER, plastic, 450mm	piece	0	0	6	6	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	19.93	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	16.37	0.00
73	44107902-PP-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	9,534.72	0.00
74	44120337-RR-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	259.88	0.00
75	44103807-CA-C01	CALCULATOR, Compact	unit	1	0	0	1	235.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	235.77	235.77	0.00
76	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	32.97	0.00
77	44122105-BF-C01	CLIP, backfold, 19mm	box	2	2	2	6	56.16	2	2	2	6	56.16	0	0	0	0	0.00	0	0	0	0	0.00	0	12	9.36	112.32
78	44122105-BF-C02	CLIP, backfold, 25mm	box	2	2	2	6	93.60	2	2	2	6	93.60	0	0	0	0	0.00	0	0	0	0	0.00	0	12	15.60	187.20
79	44122105-BF-C03	CLIP, backfold, 32mm	box	2	2	2	6	199.68	2	2	2	6	199.68	0	0	0	0	0.00	0	0	0	0	0.00	0	12	33.28	396.36
80	44122105-BF-C04	CLIP, backfold, 50mm	box	2	2	2	6	361.92	2	2	2	6	361.92	0	0	0	0	0.00	0	0	0	0	0.00	0	12	60.32	723.64
81	44121801-CT-R02	CORRECTION TAPE	piece	6	6	6	18	243.00	6	6	6	18	243.00	6	6	6	18	243.00	6	6	6	18	243.00	6	72	13.50	972.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	31.72	0.00
83	44111515-DF-R01	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	145.89	0.00
84	44122011-DF-R01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	83.01	0.00
85	44102802-DS-P01	DATER STAMP	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	434.95	0.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	1	0	0	1	829.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	829.92	829.92	0.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal	box	1	0	0	1	1,057.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,057.58	1,057.58	0.00
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	1	1	0	2	1,879.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	939.95	1,879.90	0.00
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	30.49	0.00
90	44121506-EN-W02	ENVELOPE, Mailing	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	432.52	0.00
91	44121504-EN-W05	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	512.72	0.00
92	4411912-ER-R01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	14.48	0.00
93	44121108-FA-P01	FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	94.64	0.00
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	90.20	0.00
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	11.13	0.00
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	6	6	6	18	256.14	6	6	6	18	256.14	6	6	6	18	256.14	6	6	6	18	256.14	6	72	14.23	1,024.56
97	44122011-FO-R01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	270.40	0.00
98	44122011-FO-R02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	291.20	0.00
99	44122011-FO-L01	FOLDER, L-type, A4	pack	1	0	0	1	200.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.28	200.28	0.00
100	44122011-FO-L02	FOLDER, L-type, legal	pack	1	0	0	1	249.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	249.08	249.08	0.00
101	44122027-FO-P01	FOLDER, pressboard	box	1	0	0	1	952.64	1	0	0	1	952.64	1	0	0	1	952.64	1	0	0	1	952.64	4	952.64	3,810.56	0.00
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	378.60	0.00
103	44122011-FO-T02	FOLDER with tab, legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	413.92	0.00
104	44122008-IT-T01	INDEX TAB	box	1	1	1	3	202.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	67.60	202.80	0.00


43	80141905-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44	80141905-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141905-TS-045	POVIDONE IODINE	package	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141905-TS-046	KEYBOARD	unit	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
47	80141905-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141905-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141905-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141905-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141905-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141905-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141905-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141905-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141905-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141905-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141905-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141905-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141905-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141905-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141905-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141905-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141905-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141905-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141905-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL																										P	233,137.04	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											P	23,313.70
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											P	-
D. GRAND TOTAL (A + B + C)																											P	256,450.74
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:

JOHY CHARLES B. MALAZARTE
 Property/Supply Officer - PIA Region XIII

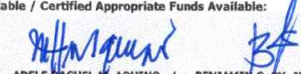
Certified Funds Available / Certified Appropriate Funds Available:

ZARINA G. LASTRA
 Bookkeeper - PIA Region XIII

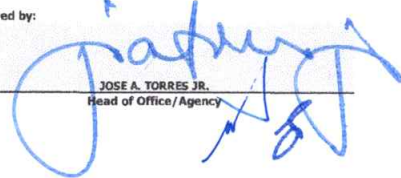
Approved by:

VENUS L. GARCIA
 Regional Head - PIA Region XIII

Date Prepared: 09 JULY 2024

Prepared by:

JOMAR E. DOTIMAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ADELE RACHEL M. AQUINO / **BENJAMIN C. SY, JR.**
 Accountant / Budget Officer

Approved by:

JOSE A. TORRES JR.
 Head of Office/Agency

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

AGENCY CODE/UA/C: CONTACT PERSON: JOHN CHARLES B. MALAZARTE

AGENCY NAME: PHILIPPINE INFORMATION AGENCY DESIGNATION: PROPERTY/SUPPLY OFFICER

ORGANIZATION TYPE: National Government Agency (NGA) EMAIL: piacanga@gmail.com

REGION: XIII (CAGAYA) CONTACT NUMBER: (055) 8151991

ADDRESS: JOSE ROSALES AVENUE, BUTUAN 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.

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 other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philpeps.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/4d4gq>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DEM through its mobile numbers 0918-2954426 (Smart) or 0962-6255199 (Smart), or email appecs.helpdesk@ps-philpeps.gov.ph, or visit the PS-DBM website (www.ps-philpeps.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 <i>(Input specific features or composition 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 Average	April	May	June	Q2	Q2 Average	July	Aug				Sept	Q3	Q3 Average	Oct	Nov	Dec
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1		Cloud Computing Services							0	0.00				0	0.00				0	0.00	0	0.00	0.00		
COMMON-USED SUPPLIES																									
3	44120000	Office supplies	Balpen, Blue	piece	12			12	180.00					0	0.00	12	180.00		0	0.00	24	180.00	360.00		
4	44120000	Office supplies	Balpen, Black	piece	12			12	180.00					0	0.00				0	0.00	0	0.00	0.00		
5	44120000	Office supplies	Certificate Holder, Blue, 8.5x11	piece				0	0.00					0	0.00				0	0.00	12	15.00	180.00		
6	44120000	Office supplies	Data File Box, with cover, Blue, 5 1/2 x 15 x 15"	piece	2	2	2	6	2,400.00	2	2	2	6	2,400.00					0	0.00	0	50.00	0.00		
7	44120000	Office supplies	Data File Box, with cover, Blue, Square-Type	piece	2	2	2	6	2,400.00	2	2	2	6	2,400.00					0	0.00	12	400.00	4,800.00		
8	44120000	Office supplies	Data Folder, Taglia lock on top, Manson (long)	piece				0	0.00					0	0.00				0	0.00	0	200.00	0.00		
9	44120000	Office supplies	Data Folder, Taglia lock on top, Red with PA and ODA logo (long)	piece				0	0.00					0	0.00				0	0.00	0	250.00	0.00		
10	44120000	Office supplies	Data Folder, Taglia lock on top, Blue (long)	piece				0	0.00					0	0.00				0	0.00	0	200.00	0.00		
11	44120000	Office supplies	Data Folder, Taglia lock on side, Blue	piece				0	0.00					0	0.00				0	0.00	0	200.00	0.00		
12	44120000	Office supplies	Data Folder, 3-hole, Blue, A4 size	piece				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
13	44120000	Office supplies	Data Folder, 3-hole, Blue, Legal size	piece				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
14	44120000	Office supplies	Fastener, Plastic, 7cm 50 sets	box	6	6	6	18	900.00	6	6	6	18	900.00	6	6	6	18	900.00	7	7	6	30	1,000.00	3,700.00
15	44120000	Office supplies	PVC COVER, Transparent, A4	pack	3			3	900.00					0	0.00				0	0.00	3	300.00	900.00		
16	44120000	Office supplies	Sign Here Sticker, Size: 25 x 43 mm, Color: Yellow	card	4	4	4	12	1,200.00	4	4	4	12	1,200.00	4	4	4	12	1,200.00	4	4	4	12	1,200.00	4,800.00
17	44120000	Office supplies	Indicator Sticky Flag, Arrow head, 125 sheets per pack, neon color	pad				0	0.00					0	0.00				0	0.00	0	85.00	0.00		
18	44120000	Office supplies	Battery, Dry Cell, Size C, 2 pcs. per pack	piece				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
19	44120000	Office supplies	Permanent Twin Marker (Extra Fine and Fine)	piece				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
PAPER MATERIALS AND PRODUCTS																									
20	44120000	Office supplies	Copy Paper, Letter size, 80 gsm	ream				0	0.00					0	0.00				0	0.00	0	290.00	0.00		
21	44120000	Office supplies	Copy Paper, Long, Green	ream				0	0.00					0	0.00				0	0.00	0	370.00	0.00		
22	44120000	Office supplies	Copy Paper, Long, Yellow	ream				0	0.00					0	0.00				0	0.00	0	320.00	0.00		
23	44120000	Office supplies	Photo Paper	pack	3	3	3	9	1,000.00	3	3	3	9	1,000.00	3	3	3	9	1,000.00	3	3	4	10	1,300.00	4,400.00
24	44120000	Office supplies	Board Certificate Paper, Letter size	pack	5	5	5	15	675.00	5	5	5	15	675.00	5	5	5	15	675.00	5	5	5	15	675.00	2,700.00
25	44120000	Office supplies	FOLDER, HORIZONTAL, legal, blue, 50's	pack				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
26	44120000	Office supplies	Matte A4, 10 pcs per pack	pack				0	0.00					0	0.00				0	0.00	0	70.00	0.00		
COMPUTER SUPPLIES/CONSUMABLES																									
27	44103105	ink cartridges	INK CART, CANON 820, Black	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
28	44103105	ink cartridges	INK CART, CANON 821, Black	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
29	44103105	ink cartridges	INK CART, CANON 821, Cyan	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
30	44103105	ink cartridges	INK CART, CANON 821, Yellow	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
31	44103105	ink cartridges	INK CART, CANON 821, Magenta	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
32	44103105	ink cartridges	INK CART, CANON 750, Black	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
33	44103105	ink cartridges	INK CART, CANON 751, Cyan	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
34	44103105	ink cartridges	INK CART, CANON 751, Black	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
35	44103105	ink cartridges	INK CART, CANON 751, Yellow	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
36	44103105	ink cartridges	INK CART, CANON 751, Magenta	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		
37	44103105	ink cartridges	INK CART, CANON 790, Black	cart				0	0.00					0	0.00				0	0.00	0	450.00	0.00		
38	44103105	ink cartridges	INK CART, CANON 790, Cyan	cart				0	0.00					0	0.00				0	0.00	0	420.00	0.00		
39	44103105	ink cartridges	INK CART, CANON 790, Magenta	cart				0	0.00					0	0.00				0	0.00	0	420.00	0.00		
40	44103105	ink cartridges	INK CART, CANON 790, Yellow	cart				0	0.00					0	0.00				0	0.00	0	420.00	0.00		
41	44103105	ink cartridges	CANON G1-70 Black	cart				0	0.00					0	0.00				0	0.00	0	650.00	0.00		
42	44103105	ink cartridges	CANON G1-70 Cyan	cart				0	0.00					0	0.00				0	0.00	0	600.00	0.00		
43	44103105	ink cartridges	CANON G1-70 Magenta	cart				0	0.00					0	0.00				0	0.00	0	600.00	0.00		
44	44103105	ink cartridges	CANON G1-70 Yellow	cart				0	0.00					0	0.00				0	0.00	0	600.00	0.00		
45	44103105	ink cartridges	TONER, CANON LBP 6000, Cartridge 325	cart				0	0.00					0	0.00				0	0.00	0	4,300.00	0.00		
46	44103105	ink cartridges	INK CART, BROTHER LC40, black	cart				0	0.00					0	0.00				0	0.00	0	0.00	0.00		

		INK REFILL, Epson Black 664	bottle	1			1	300.00	1			1	300.00	1			1	300.00	4	300.00	1,200.00
		INK REFILL, Epson Cyan 664	bottle	1			1	300.00	1			1	300.00	1			1	300.00	4	300.00	1,200.00
		INK REFILL, Epson Magenta 664	bottle	1			1	300.00	1			1	300.00	1			1	300.00	4	300.00	1,200.00
		INK REFILL, Epson Yellow 664	bottle	1			1	300.00	1			1	300.00	1			1	300.00	4	300.00	1,200.00

A. TOTAL																					P	120,243.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	12,024.30
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-
D. GRAND TOTAL (A + B + C)																						P	132,267.30
E. APPROVED BUDGET BY THE AGENCY HEAD <i>In Figures and Words:</i>																						P	132,267.30

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:


 JOHN CHARLES B. MALAZARTE
 Property/Supply Officer - PIA Region XIII

Date Prepared: 09 JULY 2024


Prepared by:


 JOMAR E. DOTIMAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 ZARINA A. LASTRA
 Bookkeeper / PIA Region XIII

Certified Funds Available / Certified Appropriate Funds Available:


 ADELE RACHEL M. AQUINO
 Accountant


 BENJAMIN C. UY, JR.
 Budget Officer

Approved by:


 VENUS L. GARCIA
 Regional Head-PIA Region XIII

Approved by:


 JOSE A. TORRES JR.
 Head of Office/Agency