

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:

- 1.0 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/adeqO>. 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**.

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Agency Code/UACS:
Organization Type:

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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)																										
2	12191601-AL-B03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	2	2	4	1,428.36	2	0	2	4	1,428.36	0	3	1	4	1,428.36	3	2	0	5	1,785.45	17	357.09	6,070.53
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	10	0	10	222.00	0	10	0	10	222.00	0	0	10	10	222.00	0	10	0	10	222.00	40	22.20	888.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	5	0	5	223.60	0	3	0	3	134.16	0	5	0	5	223.60	0	3	0	3	134.16	16	44.72	715.52
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	10	10	0	20	1,144.00	0	10	0	10	572.00	0	10	0	10	572.00	0	0	10	10	572.00	50	57.20	2,860.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	2	0	2	44.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	22.20	44.40
15	60121124-WR-P01	WRAPPING PAPER	pack	0	1	0	1	161.20	0	1	0	1	161.20	1	0	0	1	161.20	0	1	0	1	161.20	4	161.20	644.80
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	1	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	5	8	5	18	368.82	5	5	0	10	204.90	5	7	2	14	286.86	5	0	9	14	286.86	56	20.49	1,147.44
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	2	10	4	16	293.44	10	5	0	15	275.10	10	7	0	17	311.78	0	10	0	10	183.40	58	18.34	1,063.72
20	47131812-AF-A01	AIR FRESHENER	can	6	6	6	18	1,571.58	6	6	6	18	1,571.58	6	6	0	12	1,047.72	0	6	0	6	523.86	54	87.31	4,714.74
21	47131604-BR-501	BROOM (Walis Tambo)	piece	2	5	0	7	873.60	0	1	0	1	124.80	0	4	0	4	499.20	0	0	0	0	0.00	12	124.80	1,497.60
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	4	0	4	104.00	0	1	0	1	26.00	1	4	0	5	130.00	0	0	0	0	0.00	10	26.00	260.00
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	10	0	10	416.00	0	10	0	10	416.00	0	10	0	10	416.00	0	10	0	10	416.00	40	41.60	1,664.00
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	10	0	10	239.20	0	0	0	0	0.00	0	10	0	10	239.20	0	10	0	10	239.20	30	23.92	717.60

25	47131811-DE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	2	0	2	18.68	0	0	0	0	0.00	0	0	0	0	0.00	2	9.34	18.68
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	10	2	12	648.96	0	10	3	13	703.04	2	10	3	15	811.20	0	10	0	10	540.80	50	54.08	2,704.00
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	12	0	12	1,678.68	0	12	0	12	1,678.68	2	12	0	14	1,958.46	0	12	0	12	1,678.68	50	139.89	6,994.50
28	47131601-OU-P01	DUST PAN	piece	0	4	0	4	187.20	0	1	0	1	46.80	0	2	0	2	93.60	0	0	0	0	0.00	7	46.80	327.60
30	47131830-FC-A01	FURNITURE CLEANER	can	0	1	0	1	141.39	1	1	0	2	282.78	0	1	0	1	141.39	0	0	0	0	0.00	4	141.39	565.56
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	0	12	0	12	515.40	0	12	0	12	515.40	0	12	0	12	515.40	0	12	0	12	515.40	48	42.95	2,061.60
33	47131501-RG-Q01	RAGS	kilo	0	4	0	4	277.88	0	1	0	1	69.47	0	3	0	3	208.41	0	0	0	0	0.00	8	69.47	555.76
34	47131602-SC-N01	SCOURING PAD	pack	0	5	0	5	428.15	0	3	0	3	256.89	0	4	0	4	342.52	0	0	0	0	0.00	12	85.63	1,027.56
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	10	0	10	592.80	0	10	0	10	592.80	0	10	0	10	592.80	0	10	0	10	592.80	40	59.28	2,371.20
38	47121702-WB-P01	WASTEBASKET	piece	0	2	0	2	87.36	0	0	1	1	43.68	2	0	0	2	87.36	0	0	0	0	0.00	5	43.68	218.40
39	12171703-SI-P01	INK, for stamp pad	bottle	2	0	0	2	57.58	0	1	0	1	28.79	1	0	0	1	28.79	0	0	0	0	0.00	4	28.79	115.16
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	1	0	1	351.83	0	0	0	0	0.00	0	1	0	1	351.83	0	0	0	0	0.00	2	351.83	703.66
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	3	3	3,432.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,144.00	3,432.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	1	0	1	3,014.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,014.96	3,014.96
54	43202010-FD-L04	FLASH DRIVE	piece	0	5	0	5	763.70	0	3	0	3	458.22	0	5	0	5	763.70	0	0	0	0	0.00	13	152.74	1,985.62
56	43211503-LAP-003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	1	0	0	1	46,800.00	0	0	0	0	0.00	0	0	0	0	0.00	1	46,800.00	46,800.00
61	31201610-GL-X02	GLUE, all-purpose	bottle	0	3	2	5	310.70	1	2	0	3	186.42	2	4	0	6	372.84	1	0	0	1	62.14	15	62.14	932.10
63	31151804-SW-S01	STAPLE WIRE, standard	box	3	6	0	9	213.84	1	5	2	8	190.08	1	6	0	7	166.32	1	5	0	6	142.56	30	23.76	712.80
65	31201503-TA-M01	TAPE, masking, 24mm	roll	0	5	0	5	278.40	0	3	0	3	167.04	0	5	0	5	278.40	0	0	0	0	0.00	13	55.68	723.84
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	5	0	5	605.80	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	363.48	8	121.16	969.28
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	6	0	6	134.16	0	5	0	5	111.80	0	5	2	7	156.52	0	5	0	5	111.80	23	22.36	514.28
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	5	3	8	141.44	0	5	0	5	88.40	1	5	0	6	106.08	1	5	0	6	106.08	25	17.68	442.00
70	31151507-TW-P01	TWINE, plastic	roll	0	1	0	1	66.62	0	0	1	1	66.62	0	0	0	0	0.00	0	1	0	1	66.62	3	66.62	199.86
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	1	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
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	10	0	10	93.60	0	0	0	0	0.00	0	10	0	10	93.60	0	0	10	10	93.60	30	9.36	280.80
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	10	0	10	156.00	0	0	0	0	0.00	0	10	0	10	156.00	0	0	10	10	156.00	30	15.60	468.00
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	10	2	12	399.36	0	5	0	5	166.40	0	10	0	10	332.80	0	0	10	10	332.80	37	33.28	1,231.36
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	6	2	8	482.56	0	0	5	5	301.60	0	6	1	7	422.24	0	0	0	0	0.00	20	60.32	1,206.40
81	44121801-CT-R02	CORRECTION TAPE	piece	0	0	3	3	40.50	0	3	0	3	40.50	0	3	0	3	40.50	0	3	0	3	40.50	12	13.50	162.00
83	44111515-DF-B01	DATA FILE BOX	piece	0	5	0	5	729.45	0	2	0	2	291.78	0	5	0	5	729.45	0	0	0	0	0.00	12	145.89	1,750.68
84	44122011-DF-P01	DATA FOLDER	piece	0	1	0	1	83.01	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	83.01	83.01
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
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	0	1	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
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
90	44121506-EN-M02	ENVELOPE, Mailing	box	0	1	0	1	432.52	0	0	0	0	0.00	0	1	0	1	432.52	0	0	1	1	432.52	3	432.52	1,297.56
93	44122118-FA-P01	FASTENER	box	0	3	0	3	283.92	0	2	0	2	189.28	0	3	0	3	283.92	0	0	2	2	189.28	10	94.64	946.40

102	44122011-FO-T01	FOLDER with tab, A4	pack	0	2	0	2	759.20	0	1	0	1	379.60	0	0	0	0	0.00	0	0	0	0	0.00	3	379.60	1,138.80
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	2	0	2	827.84	0	1	0	1	413.92	0	1	0	1	413.92	0	1	0	1	413.92	5	413.92	2,069.60
105	44121716-MA-F01	MARKER, Fluorescent	set	0	4	0	4	124.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	31.11	124.44
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	6	0	6	49.62	0	0	0	0	0.00	6	0	0	6	49.62	0	0	0	0	0.00	12	8.27	99.24
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	5	0	5	41.35	0	0	0	0	0.00	5	0	0	5	41.35	0	0	0	0	0.00	10	8.27	82.70
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	5	0	5	48.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9.65	48.25
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	5	0	5	48.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9.65	48.25
112	44122104-PC-Q01	PAPER CLIP, vinly/plastic coated, 33mm	box	0	0	6	6	52.92	5	0	0	5	44.10	6	0	0	6	52.92	0	0	5	5	44.10	22	8.82	194.04
113	44122104-PC-Q02	PAPER CLIP, vinly/plastic coated, Jumbo, 50mm	box	0	0	6	6	116.76	0	5	0	5	97.30	5	0	0	5	97.30	0	0	5	5	97.30	21	19.46	408.66
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	0	1	0	1	44.71	0	0	0	0	0.00	0	1	0	1	44.71	0	0	0	0	0.00	2	44.71	89.42
117	44121619-PS-M01	PENCIL SHARPENER	piece	0	2	0	2	472.16	0	0	0	0	0.00	0	1	0	1	236.08	0	0	0	0	0.00	3	236.08	708.24
118	44101602-PU-F01	PUNCHER, paper, heavy duty	piece	0	1	0	1	153.92	0	1	0	1	153.92	0	0	0	0	0.00	0	0	0	0	0.00	2	153.92	307.84
119	44122101-RU-B01	RUBBER BAND No. 18	box	0	2	0	2	270.40	0	0	0	0	0.00	0	2	0	2	270.40	0	0	0	0	0.00	4	135.20	540.80
120	44121905-SP-F01	STAMP PAD, felt	piece	0	0	0	0	0.00	0	2	0	2	79.84	0	0	0	0	0.00	0	0	0	0	0.00	2	39.92	79.84
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	5	0	5	327.60	0	0	0	0	0.00	0	0	3	3	196.56	0	0	0	0	0.00	8	65.52	524.16
122	44121615-ST-S01	STAPLER, standard type	piece	0	1	0	1	197.60	0	0	0	0	0.00	0	1	0	1	197.60	0	0	0	0	0.00	2	197.60	395.20
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	1	0	1	77.58	0	0	0	0	0.00	0	1	0	1	77.58	0	0	0	0	0.00	2	77.58	155.16
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	5	0	5	185.30	0	5	0	5	185.30	0	5	0	5	185.30	0	0	0	0	0.00	15	37.06	555.90
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	5	0	5	296.40	0	5	0	5	296.40	0	2	0	2	118.56	0	3	0	3	177.84	15	59.28	889.20
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	4	0	4	208.00	0	0	0	0	0.00	0	2	0	2	104.00	0	0	0	0	0.00	6	52.00	312.00
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	10	3	13	2,779.40	0	10	0	10	2,138.00	10	0	0	10	2,138.00	0	10	0	10	2,138.00	43	213.80	9,193.40
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	10	3	13	3,028.48	0	10	0	10	2,329.60	10	0	0	10	2,329.60	0	10	0	10	2,329.60	43	232.96	10,017.28
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	10	0	10	917.00	0	5	0	5	458.50	0	10	0	10	917.00	0	0	0	0	0.00	25	91.70	2,292.50
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	10	8	18	608.40	0	10	0	10	338.00	0	10	0	10	338.00	0	10	0	10	338.00	48	33.80	1,622.40
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	0	10	0	10	998.40	0	10	0	10	998.40	0	10	0	10	998.40	0	10	0	10	998.40	40	99.84	3,993.60
143	53131626-HS-S01	HAND SANITIZER	bottle	0	10	4	14	1,191.12	0	10	0	10	850.80	6	6	0	12	1,020.96	0	10	0	10	850.80	46	85.08	3,913.68
144	10191509-IN-A01	INSECTICIDE	can	0	6	0	6	836.16	0	6	0	6	836.16	6	3	0	9	1,254.24	0	6	0	6	836.16	27	139.36	3,762.72
1	80141505-TS-001	BALLPEN	piece	0	20	0	20	300.00	0	20	0	20	300.00	0	20	0	20	300.00	0	20	0	20	300.00	80	15.00	1,200.00
4	80141505-TS-004	STICKER PAPER	pack	0	2	0	2	240.00	0	0	0	0	0.00	0	2	0	2	240.00	0	0	0	0	0.00	4	120.00	480.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	0	2	0	2	100.00	0	0	0	0	0.00	0	2	0	2	100.00	0	0	0	0	0.00	4	50.00	200.00
6	80141505-TS-006	PHOTO PAPER	pack	0	2	0	2	240.00	0	3	0	3	360.00	0	3	0	3	360.00	0	0	0	0	0.00	8	120.00	960.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	10	0	10	700.00	0	10	0	10	700.00	0	0	0	0	0.00	0	0	0	0	0.00	20	70.00	1,400.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	5	0	5	300.00	0	0	0	0	0.00	0	5	0	5	300.00	0	0	0	0	0.00	10	60.00	600.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	10	0	10	2,000.00	0	10	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	3	0	3	450.00	0	0	0	0	0.00	0	3	0	3	450.00	0	0	0	0	0.00	6	150.00	900.00
24	80141505-TS-024	PUSH PIN	pack	0	10	0	10	400.00	10	0	0	10	400.00	0	0	0	0	0.00	0	0	0	0	0.00	20	40.00	800.00

28	80141505-TS-028	DEODORANT CAKE	piece	0	24	0	24	1,440.00	0	24	0	24	1,440.00	0	24	0	24	1,440.00	0	24	0	24	1,440.00	96	60.00	5,760.00
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A. TOTAL																										187,563.47
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										18,756.35
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										-
D. GRAND TOTAL (A + B + C)																										206,319.82
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:

[Signature]
EDWIN L. DIESTO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]
MELINDA A. ENRIQUEZ
Accountant / Budget Officer

Approved by:

[Signature]
NOEMI B. EDAGA
Head of Office/Agency

Date Prepared: 10 July 2024

Received by:

[Signature]
JOMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]
ADELE RACHEL M. AQUINO / BENJAMIN C. SY, JR.
Accountant / Budget Officer

Approved by:

[Signature]
JOSE A. TORRES, JR.
Head of Office/Agency

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

AGENCY CODE/UACS: CONTACT PERSON: EDWIN L. DIESTO

AGENCY NAME: Philippine Information Agency DESIGNATION: Administrative Assistant V

ORGANIZATION TYPE: EMAIL: edwin.diesto.piagov@gmail.com

REGION: IX CONTACT NUMBER: 9202451489

ADDRESS: 4th Fl. C3 Bldg. Santiago District, Pasigian 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.

REMINDEERS:

- 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).
- 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 after the first 100 if necessary.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://forms.gle/4ZapkoD>
- 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
- 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)																																				
1		Cloud Computing Services							0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
COMMON-USED SUPPLIES																																				
3	44120000	Office supplies	Ballpen, Blue	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
4	44120000	Office supplies	Ballpen, Black	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
5	44120000	Office supplies	Certificate Holder, Blue, 8.5x11	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
6	44120000	Office supplies	Delta File Box, with cover, Blue, 5 1/2 x 15 x 18"	piece		10		10	4,000.00		10		10	4,000.00		10		10	4,000.00		10		10	4,000.00		10	4,000.00		40	400.00		400.00		16,000.00		
7	44120000	Office supplies	Delta File Box, with cover, Blue, Square-Type	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
8	44120000	Office supplies	Data Folder; Taglia lock on top, Maroon (long)	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
9	44120000	Office supplies	Data Folder; Taglia lock on top, Red with PIA and COA logo (long)	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
11	44120000	Office supplies	Data Folder; Taglia lock on side, Blue	piece					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
14	44120000	Office supplies	Pastener, Plastic, 7cm 50 sets	box					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
15	44120000	Office supplies	PVC COVER, Transparent, A4	pack					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
16	44120000	Office supplies	Sign Here Sticker, Size: 25 x 43 mm; Color: Yellow	pad		0		0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
18	44120000	Office supplies	Battery, Dry Cell, Size C, 2 pcs. per pack	pack					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
PAPER MATERIALS AND PRODUCTS																																				
21	44120000	Office supplies	Copy Paper, Letter size, 80 gsm	ream					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
22	44120000	Office supplies	Copy Paper, Long, Green	ream					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
23	44120000	Office supplies	Copy Paper, Long, Yellow	ream					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
24	44120000	Office supplies	Photo Paper	pack					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
25	44120000	Office supplies	Board Certificate Paper, Letter size	pack					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
26	44120000	Office supplies	FOLDER, MOROCCO, legal, blue, 50's	pack		1		1	750.00					0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	750.00
27	44120000	Office supplies	Matte A4, 10 pcs per pack	pack					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
COMPUTER SUPPLIES/CONSUMABLES																																				
29	44103105	Ink cartridges	INK CART, CANON 820, Black	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
30	44103105	Ink cartridges	INK CART, CANON 821, Black	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
31	44103105	Ink cartridges	INK CART, CANON 821,Cyan	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
32	44103105	Ink cartridges	INK CART, CANON 821, Yellow	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
33	44103105	Ink cartridges	INK CART, CANON 821, Magenta	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
34	44103105	Ink cartridges	INK CART, CANON 750, Black	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
35	44103105	Ink cartridges	INK CART, CANON 751, Cyan	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
36	44103105	Ink cartridges	INK CART, CANON 751, Black	cart					0	0.00				0	0.00				0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

37	44103105	Ink cartridges	INK CART, CANON 751, Yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
38	44103105	Ink cartridges	INK CART, CANON 751, Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
39	44103105	Ink cartridges	INK CART, CANON 790, Black	cart			0	0.00			0	0.00			0	0.00	0	450.00	0.00	
40	44103105	Ink cartridges	INK CART, CANON 790, Cyan	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
41	44103105	Ink cartridges	INK CART, CANON 790, Magenta	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
42	44103105	Ink cartridges	INK CART, CANON 790, Yellow	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
43	44103105	Ink cartridges	CANON GI-70 Black	cart			0	0.00			0	0.00			0	0.00	0	690.00	0.00	
44	44103105	Ink cartridges	CANON GI-70 Cyan	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
45	44103105	Ink cartridges	CANON GI-70 Magenta	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
46	44103105	Ink cartridges	CANON GI-70 Yellow	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
47	44103105	Ink cartridges	TONER, CANON LBP 5000, Cartridge 325	cart			0	0.00			0	0.00			0	0.00	0	4,388.00	0.00	
48	44103105	Ink cartridges	INK CART, BROTHER LC40, black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
49	44103105	Ink cartridges	INK CART, BROTHER LC40, cyan	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
50	44103105	Ink cartridges	INK CART, BROTHER LC40, yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
51	44103105	Ink cartridges	INK CART, BROTHER LC40, Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
52	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y100), Black	cart			0	0.00	1	1	500.00	0	0.00	1	500.00	2	500.00	1,000.00	500.00	
53	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y200), Cyan	cart			0	0.00	1	1	500.00	0	0.00	1	500.00	1	500.00	500.00	500.00	
54	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y300), Magenta	cart			0	0.00	1	1	500.00	0	0.00	1	500.00	1	500.00	500.00	500.00	
55	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y400), Yellow	cart			0	0.00	1	1	500.00	0	0.00	1	500.00	1	500.00	500.00	500.00	
56	44103105	Ink cartridges	INK CART, EPSON 003, Black	cart	6	6	1,868.00	6	4	10	3,100.00	4	4	1,240.00	6	6	1,868.00	28	310.00	8,060.00
57	44103105	Ink cartridges	INK CART, EPSON 003, Yellow	cart	5	5	1,658.00	0	0	0	0.00	0	0.00	2	2	668.00	7	330.00	2,310.00	
58	44103105	Ink cartridges	INK CART, EPSON 003, Cyan	cart	5	5	1,658.00	0	0	0	0.00	0	0.00	2	2	668.00	7	330.00	2,310.00	
59	44103105	Ink cartridges	INK CART, EPSON 003, Magenta	cart	5	5	1,658.00	0	0	0	0.00	0	0.00	2	2	668.00	7	330.00	2,310.00	
60	44103105	Ink cartridges	INK CART, HP 932, Black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
61	44103105	Ink cartridges	INK CART, HP 933, Cyan	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
62	44103105	Ink cartridges	INK CART, HP 933, Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
63	44103105	Ink cartridges	INK CART, HP 933, Yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
64	44103105	Ink cartridges	INK CART, HP 872/A (HP27), black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
65	44103109	Printer or facsimile or photocopier drums	HP CE314A (126A), Imaging Drum	cart			0	0.00			0	0.00			0	0.00	0	5,500.00	0.00	
66	44103105	Ink cartridges	TONER CART, HP CF210A (131A), Black	cart			0	0.00			0	0.00			0	0.00	0	4,950.00	0.00	
67	44103105	Ink cartridges	TONER CART, HP CF211A (131A), Cyan	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
68	44103105	Ink cartridges	TONER CART, HP CF212A, (131A) Yellow	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
69	44103105	Ink cartridges	TONER CART, HP CF213A (131A) Magenta	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
70	44103105	Ink cartridges	TONER CART, SAMSUNG MLTD111S	cart			0	0.00			0	0.00			0	0.00	0	3,000.00	0.00	
71	COPYING MACHINE CONSUMABLES						0	0.00			0	0.00			0	0.00	0	0.00	0.00	
72	44103127	Photocopier toner	TONER CART, SHARP AR-016FT (Copier Model: SHARP AR-5320)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
73	44103127	Photocopier toner	TONER CART, SHARP AR-020T/AR-021FT (Copier Model: S-HARP AR-9520)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
74	44103127	Photocopier toner	TONER CART, SHARP AR-168FT (Copier Model: SHARP AR-153EN)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
75	44103127	Photocopier toner	TONER CART, SHARP AR-235FT (Copier Model: SHARP AR-5620N)	toner cart			0	0.00			0	0.00			0	0.00	0	7,600.00	0.00	
76	44103127	Photocopier toner	TONER CART, SHARP AR-310FT (Copier Model: SHARP AR-5625)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
77	44103127	Photocopier toner	TONER CART, SHARP MX-237FT (Copier Model: SHARP AR-6026H, 6031N, 6062H, 6023N)	toner cart			0	0.00			0	0.00			0	0.00	0	7,860.00	0.00	
78	44103127	Photocopier toner	TONER CART, SHARP MX-312FT (Copier Model: SHARP AR-5731, MX-H260N)	toner cart			0	0.00			0	0.00			0	0.00	0	9,400.00	0.00	
79	44103127	Photocopier toner	TONER CART, SHARP AR-202FT (Copier Model: SHARP AR-H160)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
80	44103127	Photocopier toner	TONER CART, SHARP MX-820FT (Copier Model: SHARP MX-8200)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
81	44103127	Photocopier toner	Fuji Xerox DocuPrint M4550f Drum Cartridge (up to 100k) (CT350976)	drum cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
82	44103127	Photocopier toner	Fuji Xerox DocuPrint M4550f Toner	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
83	44103127	Photocopier toner	TONER CART, FUJI DocuPrint M485 AP	toner cart			0	0.00			0	0.00			0	0.00	0	15,950.00	0.00	
84	44103127	Photocopier toner	Riso Ink F II Type Black UA, Black, 1 cart/box	piece			0	0.00			0	0.00			0	0.00	0	1,868.00	0.00	
85	44103127	Photocopier toner	Riso Master F II Type 77UA, 1 roll per box	piece			0	0.00			0	0.00			0	0.00	0	5,300.00	0.00	
86	44103127	Photocopier toner	HP Toner Cartridge (High Yield) 335x	cart			0	0.00			0	0.00			0	0.00	0	3,600.00	0.00	
87	44103109	Printer or facsimile or photocopier drums	Drum Cartridge 57A (HP)	cart			0	0.00			0	0.00			0	0.00	0	8,500.00	0.00	
88	ADDITIONAL (Items not listed above and in APP-CSE 2025 Form but regularly used by your division, kindly indicate the price and specification.)						0	0.00			0	0.00			0	0.00	0	0.00	0.00	

