

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

AGENCY CODE/UACS: 5020301002

AGENCY NAME: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY

REGION: CARAGA REGION XIII

ADDRESS: PUROK 1A, BRGY. DOONGAN, BUTUAN CITY

DESIGNATION:

EMAIL: gssdlg13@gmail.com and documents.dlg13@gmail.com

CONTACT NUMBER: (085) 9759830-34

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. This form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

REMINDEES:

- The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be submitted in the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgaps.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 on the 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://shorturl.at/aden0>
- 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 apccse.helpdesk@ps-philgaps.gov.ph, or visit the PS-DBM website (www.ps-philgaps.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)																												
		Alcohol, Ethyl, Scented, 500 ml		bot.	3			3	300.00				0	300.00	3			3	300.00				0	600.00	6	300.00	1,800.00	
		Tissue Paper, 4 ply		roll	12			12	300.00				0	300.00	12			12	300.00				0	600.00	24	99.84	2,396.16	
		Ink refill, Epson 003, black		pc	1	12	1	14	600.00		1		1	300.00	1	3		4	300.00	1			1	300.00	20	300.00	6,000.00	
		Ink refill, Epson 003, cyan		pc	1	2	1	4	600.00		1		1	300.00		2		2	300.00	1			1	300.00	8	300.00	2,400.00	
		Ink refill, Epson 003, magenta		pc	1	3		4	300.00		1		1	300.00	1	2		3	300.00	1		1	2	600.00	10	300.00	3,000.00	
		Ink refill, Epson 003, yellow		pc	2	2	1	5	600.00			1	1	300.00		2	1	3	300.00			1	1	300.00	10	300.00	3,000.00	
		Ink Epson L3110 Cyan Cyan		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3110 Cyan Yellow		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3110 Cyan Magenta		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3110 Cyan Black		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3210 Cyan Black		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3210 Cyan Cyan		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3210 Cyan Yellow		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Epson L3210 Cyan Magenta		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Brother DCP-T710W BT 6000 Black		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Brother DCP-T710W BT 5000 Cyan		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Brother DCP-T710W BT 5000 Yellow		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Ink Brother DCP-T710W BT 5000 Magenta		pc	2		1	3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00	
		Sign Pen, .5, gel, Black, 12pcs per box		box	2		2	4	1,080.00				0	0.00	2			2	540.00			2	4	1,080.00	10	270.00	2,700.00	
		Sign Pen, .5, gel, Blue, 12pcs per box		box	2		2	4	1,080.00				0	0.00	2			2	540.00			2	4	1,080.00	10	270.00	2,700.00	
		Stapler for 26/6 staple wire, with staple remover		pc	1			1	320.00				0	0.00		1		1	320.00				0	0.00	2	320.00	640.00	
		Bond Paper, A4, 100 gsm		ream	7	5	7	19	5,250.00	1	1	7	9	1,750.00	2	6	1	9	1,750.00	6	6	61	73	22,750.00	110	350.00	38,500.00	
		Bond Paper, Legal, 100 gsm		ream	5	5	5	15	5,625.00			5	5	1,875.00		5		5	1,875.00	5	5	5	15	5,625.00	40	375.00	15,000.00	
		Board paper, 200 gsm, white, legal, 10 pcs per pack		pack			2	2	90.00		2		2	90.00		2	2	4	180.00			2		2	90.00	10	45.00	450.00
		Double sided tape, 1 inch width		roll			2	2	90.00				0	0.00	2			2	90.00		2		2	90.00	6	45.00	270.00	
		Double sided tape, 1/2 inch width		roll	1	1		2	70.00			1	1	35.00			1	1	35.00			1		1	35.00	5	35.00	175.00
		Envelope, Documentary, Brown, Legal Size		pc	5	30	5	40	135.00		5	5	10	90.00	5	30	5	40	135.00	5		5	10	90.00	100	9.00	900.00	
		Envelope, Expanding, Legal, Kraft		pc		20	5	25	240.00			20	20	120.00			5	5	120.00			5	5	10	240.00	60	24.00	1,440.00
		Envelope, Mailing, White, Long, 500pcs per box		box	1	1		2	500.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00	
		MARKER, Permanent, Fine Tip, Black		pc		12		12	90.00		2	2	4	90.00	2			2	90.00		4		4	90.00	22	45.00	990.00	
		MARKER, Permanent, Fine Tip, Red		pc		4		4	45.00		1	1	1	45.00			1	1	45.00				0	0.00	6	45.00	270.00	
		Scissors, heavy duty		pc		3		3	120.00				0	0.00	1			1	120.00				0	0.00	4	120.00	480.00	
		Duct Tape, 188MMx27M		roll		2	1	3	700.00				0	0.00		1		1	700.00				0	0.00	4	700.00	2,800.00	
		Tab, "Please Sign", asstd colors per pack		pack		15		15	200.00		5		5	200.00	5	10		15	200.00		5		5	200.00	40	40.00	1,600.00	

	Filing Tray, metal, heavy duty, at least three layers, Black	pc	4	1	5	500.00			0	0.00			0	0.00			0	0.00	5	500.00	2,500.00			
	Ballpen	pc		20	20	160.00		20	20	160.00		20	20	160.00	20		20	40	320.00	100	8.00	800.00		
	Laminating Film	pack		1	1	50.00	1		1	2	100.00		1	1	50.00		1	1	50.00	5	50.00	250.00		
	Sticker Paper, legal size	pack	6	2	8	140.00	2		5	7	245.00	2	5	2	9	315.00	5	5	10	350.00	34	35.00	1,190.00	
	Photo Paper,A4	pack	5		5	10	690.00		5	5	325.00		5	5	325.00		5	5	325.00	25	65.00	1,625.00		
	Bleaching Solution 1 gal.	bot.	5	2	7	2,275.00	5	2	7	2,275.00	2		2	4	1,300.00			2	2	650.00	20	325.00	6,500.00	
	Certificate Frame, A4 size	pcs		5	5	175.00			5	5	175.00			5	5	175.00			15	15	525.00	30	35.00	1,050.00
	Certificate Holder, A4 size	pcs	10	5	15	225.00	10		10	150.00	5	5	5	15	225.00	5		5	10	150.00	50	15.00	750.00	
	UPS	Unit	1	1	2	4,500.00			1	1	4,500.00			1	4,500.00	1		1	2	9,000.00	6	4,500.00	27,000.00	
	Diswashing Liquid,1 gal.	bot.	2		2	4	1,400.00		2	2	700.00	2		2	4	1,400.00		2	2	700.00	12	350.00	4,200.00	
	Plastic Fastener	pack		2	2	70.00	2	2	4	140.00		2	2	4	140.00			2	2	70.00	12	35.00	420.00	
	Colored Paper, A4	pack	1		1	45.00		1	1	45.00		1	1	45.00	1		1	1	2	90.00	5	45.00	225.00	
	Push Pin	box		2	2	60.00		2	2	60.00	2		2	4	120.00	2		2	4	120.00	12	30.00	360.00	
	Door Mat	pcs	1	1	2	700.00			1	1	350.00		1	1	350.00	1			1	350.00	5	350.00	1,750.00	
	Deodorant Cake	pcs		5	5	375.00	5		5	10	750.00		5	5	375.00		5		5	375.00	25	75.00	1,875.00	
	Paracetamol	psc	5		5	10	80.00		5	5	40.00			5	5	40.00	5	5	10	80.00	30	8.00	240.00	
	Keyboard	unit	4		4	350.00		1	1	350.00	1		1	2	700.00			1	1	350.00	8	350.00	2,800.00	
	Pad lock	pcs	1		1	450.00		1	1	450.00	1		1	2	900.00			1	1	450.00	5	450.00	2,250.00	
	Vellum Board Paper, A4,	pack	2		2	90.00	2		1	3	135.00			5	5	225.00		5		5	225.00	15	45.00	675.00
	Paper, Multicopy, A4, 80 gsm	ream	20		20	5,500.00		20	20	5,500.00	40			40	11,000.00	45			45	12,375.00	125	275.00	34,375.00	
	Paper, Multicopy, Legal, 80 gsm	ream	6		6	1,680.00	10		10	2,800.00	16			16	4,480.00	16			16	4,480.00	48	280.00	13,440.00	
	Paper, Multicopy, A4, 100 gsm	ream	45		45	15,750.00			0	0.00	16	25		41	14,350.00				0	0.00	86	350.00	30,100.00	
	Paper, Multicopy, Legal, 100 gsm	ream	11		11	4,125.00			0	0.00	6			6	2,250.00				0	0.00	17	375.00	6,375.00	
	Board Paper, 200gsm, white, legal, 10 pcs per pack	pack	5		5	225.00			0	0.00	0	5		5	225.00				0	0.00	10	45.00	450.00	
	Tape, Scotch Tape 1, inch	roll	10		10	350.00			0	0.00				0	0.00				0	0.00	10	35.00	350.00	
	Ruler, Plastic,Non-transparent, 12 Inches	pc		5	5	90.00			0	0.00				0	0.00				0	0.00	5	18.00	90.00	
	Folder, white, ordinary, legal	pcs		24	24	288.00			0	0.00				0	0.00				0	0.00	24	12.00	288.00	
	Folder, tagboard, legal size, White, 100pcs per pack	pack	1		1	400.00			0	0.00			1	1	400.00				0	0.00	2	400.00	800.00	
	Rubber Band No. 18	box		1	1	65.00			0	0.00				0	0.00				0	0.00	1	65.00	65.00	
	Staple Wire, No 10- 1m	box		1	1	15.00			0	0.00				0	0.00				0	0.00	1	15.00	15.00	
	Stapler for 26/6 staple wire, with staple remover	pc	1	2	3	960.00			0	0.00				0	0.00				0	0.00	3	320.00	960.00	
	Storage Box, 120 L	pcs		7	7	8,400.00			0	0.00				0	0.00				0	0.00	7	1,200.00	8,400.00	
	Gel Pen, smopoth, fine tip, .7mm	box	3	2	5	7,500.00			0	0.00	3			3	4,500.00				0	0.00	8	1,500.00	12,000.00	
	Sign pen, Liquid/gel, .5mm needle point, blue , 12 pcs/box	box	3	7	10	15,000.00		2	2	3,000.00	3	5		8	12,000.00	2			2	3,000.00	22	1,500.00	33,000.00	
	Sign pen, Liquid/gel, .5mm needle point, blue, 12 pcs/box	box	1	7	8	12,000.00		1	1	1,500.00	1	5		6	9,000.00	2			2	3,000.00	17	1,500.00	25,500.00	
	Double sided Tape, 1 inch width	roll		3	3	135.00			0	0.00				0	0.00				0	0.00	3	45.00	135.00	
	Double sided Tape, 1/2 inch width	roll		5	5	175.00			0	0.00				0	0.00				0	0.00	5	35.00	175.00	
	Pen Holder, metal, mesh design, cylinder, black	pcs		3	3	270.00			0	0.00				0	0.00				0	0.00	3	90.00	270.00	
	Binder Folder (Arch File Folder 3") with hard cover- legal	pcs	12		12	1,680.00			0	0.00	12			12	1,680.00				0	0.00	24	140.00	3,360.00	
	Canon Printer G4000 Ink (black, Cyan, Magenta, Yellow)	set			0	0.00	1		1	7,803.00	12			12	93,636.00				0	0.00	13	7,803.00	101,439.00	
	Fastener , 6"	box	2		2	15,606.00	2		2	15,606.00	2			2	15,606.00	2			2	15,606.00	8	7,803.00	62,424.00	

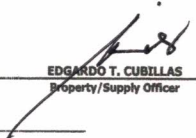
A. TOTAL		P	498,782.16
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	49,878.22
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	548,660.38
E. APPROVED BUDGET BY THE AGENCY HEAD			
In Figures and Words:			

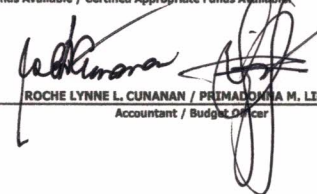
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.


Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:


EDGARDO T. CUBILLAS
Property/Supply Officer


ROCHE LYNNE L. CUNANAN / PRIMADONNA M. LINCUNA
Accountant / Budget Officer


MARIA LOISELLA E. LUCINO, CESO IV
Regional Director
Head of Office/Agency

Date Prepared: _____

