

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

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 Virtual Store (VS) 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 Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-phillieps.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-phillieps.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 the PART I of 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 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillieps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/tnss5>.
- 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 (PDF) to the agency's Virtual Store (VS) 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 Virtual Store 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 0927-8478245 (Globe), or email appsales@ps-phillieps.gov.ph, or visit the PS-DBM website (www.ps-phillieps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: BIA
 Region: PALCAR
 Address: JPS Compound, Baguio City

Agency Code/UACS: _____
 Organization Type: _____
 Contact Person: Enrico Demol
 Position: Administrative Aide VI
 E-mail: enricodemol@ps-phillieps.gov.ph
 Telephone/Mobile Nos: 9219786954

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
		Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT															
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																				
ALCOHOL OR ACETONE BASED ANTISEPTICS																				
1	12191691-AL-B94	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	ALCOHOL, Ethyl, 500 mL						451.36	1	0	0	1	451.36	1	0	0	1	451.36	4	1,805.44	
2	12191601-AL-F03	gallon	1	0	0	1	451.36	1	0	0	1	451.36	1	0	0	1	451.36	4	1,805.44	
	ALCOHOL, Ethyl, 1 Gallon																			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
3	60121413-CB-P01	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	CLEARBOOK, A4 size																			
4	60121413-CB-P02	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	CLEARBOOK, Legal size																			
5	60121534-ER-P01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	ERASER, plastic/rubber																			
6	60121524-SP-G01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Extra Fine Tip, Black																			
7	60121524-SP-G04	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Fine Tip, Black																			
8	60121524-SP-G07	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Medium Tip, Black																			
9	60121524-SP-G02	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Extra Fine Tip, Blue																			
10	60121524-SP-G05	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Fine Tip, Blue																			
11	60121524-SP-G08	piece	0	0	5	5	286.00	0	0	0	0	0.00	5	0	0	0	0.00	0	44.72	
	SIGN PEN, Medium Tip, Blue																			
12	60121524-SP-G03	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Extra Fine Tip, Red																			
13	60121524-SP-G06	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Fine Tip, Red																			
14	60121524-SP-G09	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	SIGN PEN, Medium Tip, Red																			
15	60121124-WR-P01	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	WRAPPING PAPER																			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																				
16	45121517-DO-C03	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	DOCUMENT CAMERA																			
17	4511609-HM-P01	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	MULTIMEDIA PROJECTOR																			
BATTERIES AND CELLS AND ACCESSORIES																				
18	2511702-BF-A02	pack	5	0	5	10	216.40	0	5	0	5	109.20	5	0	5	0	5	0	21.84	
	BATTERY, dry cell, size AA																			
19	2511702-BF-A01	pack	10	0	10	20	395.20	0	10	0	10	197.60	10	0	10	0	10	0	1,185.60	
	BATTERY, dry cell, size AAA																			
20	2511702-BF-A03	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
	BATTERY, dry cell, size D																			
CLEANING EQUIPMENT AND SUPPLIES																				
21	47131812-WF-A01	can	5	0	5	10	871.60	0	5	0	5	436.80	5	0	5	0	5	0	2,606.80	
	AIR FRESHENER																			

61	4322010-FD-U04	FLASH DRIVE	piece	4	0	0	2	0	0	2	4	865.56	0	2	0	0	0	2	449.28	12	224.64	2,495.68
62	4321503-LAP004	LAPTOP, for Mid-range Users	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	42,380.00	0.00
63	4321503-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	46,860.00	0.00
64	4321708-MO-002	COMPUTER MOUSE, Wireless	unit	1	0	0	1	0	0	1	1	169.52	0	0	0	0	0	0	0.00	3	169.52	508.56
65	4321202-PR-002	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	33,015.84	0.00
66	4321202-PR-001	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	11,014.64	0.00
67	4321205-PR-001	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	23,063.04	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																						
68	39101638-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 wats	piece	3	0	0	3	0	0	0	3	243.36	0	0	0	0	0	0	0.00	6	81.12	496.72
69	39101638-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 wats	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																						
70	31201610-GL-001	GLUE, all-purpose	jar	2	0	0	2	0	0	2	4	262.88	0	2	0	2	0	0	141.44	12	70.72	848.64
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	22.55	0.00
72	31151804-SW-S01	STAPLE WIRE, standard	box	2	0	2	4	0	2	2	4	95.04	0	2	0	2	0	0	47.52	12	23.76	285.12
73	31201502-TA-E01	TAPE, electrical	roll	2	0	0	2	0	0	0	2	38.90	0	0	0	0	0	0	0.00	4	19.45	77.80
74	31201503-TA-M01	TAPE, masking, 24mm	roll	5	0	0	5	0	0	5	5	309.40	0	0	0	0	0	0	0.00	15	61.88	528.20
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	5	0	0	5	0	0	5	5	605.80	0	0	0	0	0	0	0.00	15	121.16	1,817.40
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	30.16	0.00
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	5	0	0	5	0	0	5	5	57.20	0	0	0	0	0	0	0.00	15	11.44	171.60
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	5	0	0	5	0	0	5	10	239.20	0	5	0	5	0	0	119.60	30	23.92	717.60
79	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	70.72	0.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																						
80	4111604-RU-P02	RULER, flexible, plastic, 450mm	piece	2	0	0	2	0	0	0	2	41.60	0	0	0	0	0	0	0.00	4	20.80	83.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	16.00	0.00
82	44101602-PR-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	10,104.64	0.00
83	44101807-CA-C01	CALCULATOR, Compact	unit	1	0	0	1	0	0	0	0	287.04	0	0	0	0	0	0	0.00	1	287.04	287.04
84	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	32.97	0.00
85	44122105-BF-C01	CLIP, backfold, 19mm	box	5	0	0	5	0	0	5	5	46.80	0	0	0	0	0	0	0.00	15	9.36	140.40
86	44122105-BF-C02	CLIP, backfold, 25mm	box	5	0	0	5	0	0	5	5	78.00	0	0	0	0	0	0	0.00	15	15.60	234.00
87	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	27.04	0.00
88	44122105-BF-C04	CLIP, backfold, 50mm	box	5	0	0	5	0	0	5	5	301.60	0	0	0	0	0	0	0.00	15	60.32	904.80
89	44121801-CT-R02	CORRECTION TAPE	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	11.53	0.00
90	44121812-CT-M01	CLUTTER/UTILITY KNIFE, for general purpose	piece	2	0	0	2	0	0	0	2	63.44	0	0	0	0	0	0	0.00	4	31.72	126.88
91	44115155-DF-801	DATA FILE BOX	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	77.20	0.00
92	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	68.64	0.00
93	44103202-DS-M01	DATER STAMP	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	469.78	0.00
94	44115065-EN-001	ENVELOPE, Documentary, A4	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	840.32	0.00
95	44121506-EN-002	ENVELOPE, Documentary, legal,	box	1	0	0	1	0	0	1	1	1,078.48	0	0	0	0	0	0	0.00	2	1,078.48	2,156.96
96	44121506-EN-001	ENVELOPE, Expanding, Kraft	box	2	0	0	2	0	0	2	2	2,749.76	0	0	0	0	0	0	0.00	4	1,374.88	5,499.52
97	44121506-EN-002	ENVELOPE, Expanding, Plastic	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	30.49	0.00
98	44121506-EN-002	ENVELOPE, Mailing	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1	466.96	466.96
99	44121504-EN-002	ENVELOPE, Mailing, with window	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	528.32	0.00
100	44119112-ER-801	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	12.33	0.00
101	44122118-F4-P01	FASTENER	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	94.64	0.00
102	44115155-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	85.20	0.00
103	44122018-FT-001	FILE TAB DIVIDER, A4	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	22.88	0.00
104	44122018-FT-002	FILE TAB DIVIDER, Legal	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	26.00	0.00

105	44122011-FO-P01	FOLDER, Fancy with slide, A4																	3					291.20	873.60	
106	44122011-FO-P02	FOLDER, Fancy with slide, legal																		3					308.88	926.64
107	44122011-FO-L01	FOLDER, L-type, A4																		10					187.54	1,875.40
108	44122011-FO-L02	FOLDER, L-type, Legal																		15					238.57	3,578.55
109	4412202-FO-P01	FOLDER, pressboard																		3					952.64	2,857.92
110	44122011-FO-T03	FOLDER with tab, A4																		0					388.96	0.00
111	44122011-FO-T04	FOLDER with tab, Legal																		2					427.44	854.88
112	44122008-IT-T01	INDEX TAB																		0					63.11	0.00
113	44111515-MF-B02	MAGAZINE FILE BOX, Large																		0					126.88	0.00
114	44121716-MA-P01	MARKER, Fluorescent																		0					42.64	0.00
115	44121708-MP-B01	MARKER, Permanent, Black																		0					15.60	0.00
116	44121708-MP-B02	MARKER, Permanent, Blue																		10					15.60	156.00
117	44121708-MP-B03	MARKER, Permanent, Red																		0					15.60	0.00
118	44121708-MW-B01	MARKER, Whiteboard, Black																		0					10.40	0.00
119	44121708-MW-B02	MARKER, Whiteboard, Blue																		0					10.40	0.00
120	44121708-MW-B03	MARKER, Whiteboard, Red																		0					10.40	0.00
121	441212104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm																		10					9.36	93.60
122	441212104-PC-R02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm																		15					23.92	358.80
123	44101603-PS-M02	PAPER SHREDDER																		0					5,699.20	0.00
124	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE																		0					9,297.60	0.00
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser																		1					41.60	41.60
126	44101619-PS-M01	PENCIL SHARPENER																		1					213.20	213.20
127	44101602-RU-P01	PUNCHER, paper, heavy duty																		0					162.24	0.00
128	44122037-8B-P10	BINDING RING/COMB, plastic, 32 mm																		6					274.23	1,645.38
129	44122101-RU-B01	RUBBER BAND No. 18																		1					165.36	165.36
130	44121905-SP-P01	STAMP PAD, felt																		0					42.64	0.00
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical																		2					41.60	83.20
132	44121615-ST-S01	STAPLER, standard type																		2					145.60	291.20
133	44121615-ST-B01	STAPLER, heavy duty (binder)																		0					954.72	0.00
134	44121613-SR-P02	STAPLE REMOVER, plier-type																		5					47.84	239.20
135	44121605-TD-T01	TAPE DISPENSER, table top																		3					78.00	234.00
PAPER MATERIALS AND PRODUCTS																										
136	14111525-CA-V01	CARTOLINA, assorted colors																		2					50.48	180.96
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 PLY, 280mm x 241mm																		0					953.68	0.00
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 PLY, 280mm x 378mm																		0					1,760.48	0.00
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 PLY, 280mm x 378mm																		0					1,627.56	0.00
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 PLY, 280mm x 241mm																		0					1,108.64	0.00
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 PLY, 280mm x 241mm																		0					853.84	0.00
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 PLY, 280mm x 378mm																		0					1,629.68	0.00
143	14111609-LL-C01	LOOSELEAF COVER																		0					794.96	0.00
144	14111514-HP-S02	NOTEPAD, stick-on, 50mm x 76mm																		21					39.52	829.92
145	14111514-HP-S04	NOTEPAD, stick-on, 76mm x 100mm																		0					63.44	0.00
146	14111514-HP-S03	NOTEPAD, stick-on, 76mm x 76mm																		0					60.32	0.00
147	14111514-NB-S02	STENO NOTEBOOK																		0					23.92	0.00
148	14111507-PP-M01	PAPER, MULTICOPIY A4																		50					16,192.80	0.00
149	14111507-PP-M02	PAPER, MULTICOPIY LEGAL																		20					4,222.40	0.00
150	14111507-PP-C01	PAPER, MULTIPURPOSE A4																		0					163.28	0.00
151	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL																		0					185.12	0.00

36	41103105-HP-F43	INK CARTRIDGE, HP F0V26AA (HP680), Tri-color	cart	8	0	0	0	8	3,394.56	8	0	0	0	6,364.80	0	8	0	8	3,394.56	47	424.32	19,943.04
37	41103105-HP-B43	INK CARTRIDGE, HP F0V27AA (HP680), Black	cart	8	0	0	0	8	3,394.56	8	0	0	0	6,364.80	0	8	0	8	3,394.56	47	424.32	19,943.04
38	41103105-HP-C50	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
39	41103105-HP-A50	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
40	41103105-HP-Y50	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
41	41103105-HP-B50	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	41103105-HP-C46	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	41103105-HP-A46	INK CARTRIDGE, HP L0566AA (HP955XL), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
44	41103105-HP-Y46	INK CARTRIDGE, HP L0569AA (HP955XL), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
45	41103105-HP-B46	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	41103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
47	41103105-HP-A51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
48	41103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
49	41103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
50	41103112-EP-605	RIBBON CARTRIDGE, EPSON C135015516 (#8750), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
51	41103112-EP-613	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
52	41103112-EP-607	RIBBON CARTRIDGE, EPSON C135015531 (S015086)	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
53	41103109-BR-006	TONER CARTRIDGE, BROTHER DR-45 (CL, High Yield 3000)	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	41103103-BR-869	TONER CARTRIDGE, BROTHER TN-320, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,567.20	0.00
55	41103103-BR-811	TONER CARTRIDGE, BROTHER TN-350, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
56	41103103-BR-815	TONER CARTRIDGE, BROTHER TN-378, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
57	41103103-BR-815	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,394.56	0.00
58	41103103-BR-013	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	41103103-BR-013	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	41103103-BR-013	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	41103103-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
62	41103103-HP-812	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
63	41103103-HP-814	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	41103103-HP-816	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	41103103-HP-821	TONER CARTRIDGE, HP CE279A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
66	41103103-HP-822	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72	0.00
67	41103103-HP-823	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,350.40	0.00
68	41103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
69	41103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
70	41103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
71	41103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,152.80	0.00
72	41103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
73	41103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
74	41103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
75	41103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,872.80	0.00
76	41103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
77	41103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
78	41103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04	0.00
79	41103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
80	41103103-HP-B27	TONER CARTRIDGE, HP CE410A (HP305), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
81	41103103-HP-C27	TONER CARTRIDGE, HP CE411A (HP305), Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
82	41103103-HP-Y27	TONER CARTRIDGE, HP CE412A (HP305), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
83	41103103-HP-M27	TONER CARTRIDGE, HP CE413A (HP305), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00

Table with columns for Item Number, Description, Unit, and various budget categories. Total amount: 16,317.33. Includes sections for Inflation Provision, Transport and Freight Cost, and Agency Head Budget.

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: ENRIQUE C. DEMOT, Property/Supply Officer. Date Prepared: [Signature].

Approved by: WYLE RON B. BUMINGANG, Administrative Officer IV. Approved by: JOSE A. TORRES, JR., Head of Office/Agency.

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.

- 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.ps-dbm.ph).
2.0 All information must be provided accurately.
3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows 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://annualph.usps
5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8778245 (Globe) or 0918-954426 (Smart), or email appcsehelpdesk@ps-phillips.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.

Dear Sir/Ms: (Bureau/Office) _____
Region: _____
Address: _____

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile No.: _____

Agency Code/ IACS: _____
Organization Type: _____

Table with columns: Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec, Q1, Q2, Q3, Q4, Total Quantity for the year, Price Catalogue, Total Amount for the year.

OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON-USED SUPPLIES

Main data table with columns: No., UNSPSC Code, Item Description, Unit of Measure, and the 12-month/quarterly requirement columns.

