

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 updated 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).

- 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-phlbgps.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-phlbgps.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-phlbgps.gov.ph) and must be submitted to PS-DBM through this link: https://shorturl.at/hoes8.
- 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 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 0922-8478245 (Globe) or 0928-2954426 (Smart), or email appcse.helpdesk@ps-phlbgps.gov.ph, or visit the PS-DBM website (www.ps-phlbgps.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: PHILIPPINE INFORMATION AGENCY
 Region: CENTRAL OFFICE and NOR
 Address: RA BLDG, VISAYAS AVENUE
 DILIMAN, QUEZON CITY

Agency Code/UKCS: ABS5
 Organization Type: NATIONAL GOVERNMENT

Contact Person: JOMAR E. DOTIMAS
 Position: Administrative Officer IV
 E-mail: jomaredotimas@pia.gov.ph
 Telephone/Mobile Nos: 8-9204349

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year								
		Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug				Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount
1. ALCOHOL, Ethyl, 500 mL	bottle	55	34	43	132	6,295.72	48	37	41	126	6,420.96	52	35	43	130	6,624.80	48	37	31	116	5,911.36	504	50.96	25,683.84
2. ALCOHOL, Ethyl, 1 Gallon	gallon	3	1	1	5	2,295.80	2	0	0	2	902.22	3	1	1	5	2,295.80	2	0	0	2	902.22	14	451.36	6,319.04

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

3. CLEARBOOK, A4 828	book	17	5	15	37	1,308.32	9	5	10	24	846.64	9	5	10	24	846.64	9	5	5	19	671.84	104	35.36	3,677.44
4. CLEARBOOK, Legal size	book	14	0	5	19	731.12	5	0	0	5	192.40	5	0	5	10	384.80	5	0	0	5	192.40	39	38.48	1,500.72
5. ERASER, plastic/rubber	piece	8	5	2	15	140.40	1	0	2	3	28.08	3	5	2	10	93.60	1	0	2	3	28.08	31	9.36	280.16
6. SIGN PEN, Extra Fine Tip, Black	piece	24	8	10	42	1,092.00	23	3	10	36	936.00	23	3	10	36	936.00	26	6	13	45	1,170.00	159	26.00	4,134.00
7. SIGN PEN, Fine Tip, Black	piece	10	0	5	15	670.80	5	0	5	10	447.20	13	2	7	22	983.84	5	0	5	10	447.20	57	44.72	2,549.04
8. SIGN PEN, Medium Tip, Black	piece	39	0	0	39	2,230.80	28	0	0	28	1,601.60	34	0	0	34	1,944.80	29	1	1	31	1,773.20	132	57.20	7,580.40
9. SIGN PEN, Extra Fine Tip, Blue	piece	48	7	37	92	2,392.00	46	2	27	75	1,950.00	46	2	42	90	2,340.00	41	2	27	70	1,800.00	327	26.00	8,502.00
10. SIGN PEN, Fine Tip, Blue	piece	50	19	19	88	3,935.36	34	18	18	70	3,130.40	43	19	19	81	3,522.32	32	18	18	68	3,040.96	307	44.72	13,729.04
11. SIGN PEN, Medium Tip, Blue	piece	67	5	5	77	4,404.40	61	6	6	73	4,175.60	57	5	10	72	4,118.40	53	6	6	65	3,718.00	287	57.20	16,416.40
12. SIGN PEN, Extra Fine Tip, Red	piece	9	0	0	9	234.00	3	0	0	3	78.00	3	0	0	3	78.00	3	0	0	3	78.00	18	26.00	468.00
13. 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. SIGN PEN, Medium Tip, Red	piece	14	2	2	18	1,029.60	3	2	7	400.40	3	2	2	7	400.40	4	2	2	8	457.60	40	57.20	2,288.00	
15. WRAPPING PAPER	pack	2	0	0	2	428.48	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	214.24	3	214.24	642.72

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16. 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	25,536.16	0.00
17. 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	18,470.40	0.00

BATTERIES AND CELLS AND ACCESSORIES																																	
18	2611702-RT-A02	BATTERY, dry cell, size AA	pack	56	26	38	120	2,620.80	46	26	29	101	2,205.94	52	26	30	108	2,350.72	51	21	29	101	2,205.94	430	21.84	9,391.20							
19	2611702-RT-A01	BATTERY, dry cell, size AAA	pack	40	18	25	83	1,940.08	33	18	16	67	1,323.92	35	18	17	70	1,383.20	32	13	16	61	1,305.36	281	19.76	5,552.56							
20	2611702-RT-A03	BATTERY, dry cell, size D	pack	2	0	0	2	185.12	0	0	0	0	0.00	2	0	0	2	185.12	0	0	0	0	0.00	4	92.56	370.24							

CLEANING EQUIPMENT AND SUPPLIES																																	
21	47131812-AE-A01	AIR FRESHENER	can	32	10	19	61	5,328.96	21	10	15	46	4,018.56	29	10	14	53	4,690.08	21	15	16	52	4,542.72	212	87.36	18,520.32							
22	47131604-BR-S01	BROOM (Wais Tembo)	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	127.92	0.00							
23	47131604-BR-T01	BROOM (Wais Ting-hing)	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	23.92	0.00							
24	47131823-TR-C01	CLEANER, Toilet Bowl and Urinal	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	44.72	0.00							
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	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	36.00	0.00							
26	47131811-DE-902	DETERGENT BAR	bar	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	9.36	0.00							
27	47131811-DE-902	DETERGENT POWDER, all purpose	pouch	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	12	88.40	1,060.80							
28	47131803-DS-A01	DISINFECTANT SPRAY	can	27	9	5	41	6,182.80	18	6	6	30	4,524.00	24	4	9	37	5,579.60	17	9	4	30	4,524.00	138	150.80	20,810.40							
29	47131601-DU-P01	DUST PAN	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	46.80	0.00							
30	47131802-FW-P03	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	0.00	0	135.20	0.00							
31	47131830-FC-A01	FURNITURE CLEANER	can	2	0	0	2	453.44	2	0	0	2	453.44	2	0	0	2	453.44	2	0	0	2	453.44	8	226.72	1,813.76							
32	73101612-HS-U01	HAND SOAP, liquid	bottle	1	0	0	1	42.95	1	0	0	1	42.95	1	0	1	1	42.95	1	0	1	2	85.90	5	42.95	214.75							
33	47121804-MR-B01	MOP BUCKET	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	2,288.00	0.00							
34	47131613-MR-H02	MOP HANDLE, Heavy duty	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	134.16	0.00							
35	47131615-MR-B01	MOP HEAD, made of rayon	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	114.64	0.00							
36	47131501-HG-C01	RAGS	kg	7	8	1	16	915.20	5	2	6	13	743.60	7	7	1	15	898.00	5	3	6	14	800.80	98	57.20	3,317.60							
37	47131603-SC-W01	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	0.00	0	89.44	0.00							
38	47121701-TR-P04	TRASHBAG, XXL size	pack/roll	2	0	0	2	260.00	1	0	0	1	130.00	2	0	0	2	260.00	1	0	0	1	130.00	6	130.00	780.00							
39	47121701-TR-P05	TRASHBAG, Large size	pack/roll	3	3	3	9	533.52	3	3	3	9	533.52	3	3	3	9	533.52	3	3	3	9	533.52	36	59.28	2,134.08							
40	47121701-TR-P06	TRASHBAG, XL size	pack/roll	0	1	0	1	92.56	0	0	0	0	0.00	0	1	0	1	92.56	0	0	0	0	0.00	2	92.56	185.12							
41	47121702-MR-B01	WASTEBASKET	piece	6	0	0	6	262.08	0	3	0	3	131.04	1	0	0	1	43.68	0	0	0	0	0.00	10	43.68	436.80							

COLOR COMPOUNDS AND DISPERSIONS																																	
42	12171703-SR-P01	INK, for stamp pad	bottle	16	0	1	17	530.40	2	0	0	2	62.40	7	0	1	8	249.60	2	0	0	2	62.40	29	31.20	904.80							

CONSUMER ELECTRONICS																																	
43	52161535-DA-A01	DIGITAL VOICE RECORDER	unit	4	0	0	4	19,215.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,803.76	19,215.04							

FACE MASK																																	
44	42131713-SM-H06	FACE MASK	box	6	1	1	8	416.00	5	1	1	7	364.00	6	1	1	8	416.00	5	1	1	7	364.00	30	52.00	1,560.00							

FILMS																																	
45	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	0.00	0	1,486.32	0.00							
46	13111201-CC-F02	CARBON FILM, Legal size	box	2	0	0	2	513.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	255.88	513.76							

FIRE FIGHTING EQUIPMENT																																	
47	46191601-FE-W01	FIRE EXTINGUISHER, dry chemical	unit	1	1	0	2	2,797.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,398.80	2,797.60							
48	46191601-FE-W01	FIRE EXTINGUISHER, pure HCFC	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	5,613.25	0.00							

FLAG OR ACCESSORIES																																	
49	55121905-PH-P01	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	0.00	0	284.84	0.00							

FURNITURE AND FURNISHINGS																																	
50	35610150H-CH-H01	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	0.00	0	375.44	0.00							

87	4412105-9F-C03	CLIP, Redford, 32mm	box	23	9	14	46	1,243.94	15	5	4	24	648.96	23	9	12	44	1,189.76	14	5	4	23	621.92	137	27.04	3,704.48
88	4412105-9F-C04	CLIP, Redford, 50mm	box	29	10	14	53	3,196.96	16	6	4	26	1,568.32	24	10	12	46	2,774.72	13	4	2	19	1,146.08	144	60.32	8,696.08
89	44121801-CT-R02	CORRECTION TAPE	piece	66	28	31	125	1,441.35	36	22	25	83	955.59	48	27	30	105	1,210.65	39	22	25	86	991.58	399	11.53	4,600.47
90	44121612-CL-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	8	2	0	10	317.20	1	0	0	1	31.72	6	0	0	6	196.32	1	0	0	1	31.72	18	31.72	570.96
91	4411515-DF-801	DATA FILE BOX	piece	56	2	9	67	5,172.40	28	1	9	38	2,933.60	33	2	9	44	3,366.80	27	8	9	44	3,366.80	193	77.20	14,899.60
92	44122011-DF-F01	DATA FOLDER	piece	48	1	6	55	3,775.20	19	1	6	26	1,784.64	19	1	6	26	1,784.64	22	3	6	31	2,127.84	138	68.64	9,472.32
93	4410303-DS-M01	DATER STAMP	piece	7	0	0	7	3,288.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	469.78	3,288.46
94	4412196-EN-H01	ENVELOPE, Documentary, A4	box	7	1	3	11	5,243.52	4	0	0	4	3,361.28	4	0	0	4	3,361.28	3	0	0	3	2,520.96	22	840.32	18,487.04
95	4412196-EN-H02	ENVELOPE, Documentary, legal,	box	10	1	3	14	15,098.72	4	0	0	4	4,313.92	4	0	0	4	4,313.92	2	0	0	2	2,156.96	24	1,078.48	23,883.52
96	4412196-EN-H01	ENVELOPE, Expanding, Kraft	box	4	1	3	8	10,999.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,374.88	10,999.04
97	4412196-EN-H02	ENVELOPE, Expanding, Plastic	box	14	0	1	15	457.35	2	0	0	2	60.98	10	0	0	10	309.90	0	0	0	0	0.00	27	30.49	823.23
98	4412196-EN-H02	ENVELOPE, Mailing	box	2	0	0	2	933.92	1	0	0	1	466.96	1	0	0	1	466.96	1	0	0	1	466.96	5	466.96	2,314.80
99	4412194-EN-W02	ENVELOPE, Mailing, with window	box	1	0	0	1	528.32	0	0	0	0	0.00	1	0	0	1	528.32	0	0	0	0	0.00	2	528.32	1,056.64
100	4411912-ER-801	ERASER, blk, for blackboard/whiteboard	piece	11	0	3	14	172.62	1	0	0	1	12.33	6	0	0	6	73.98	1	0	2	3	36.59	24	12.33	369.92
101	4412118-FA-P01	FASTENER	box	16	0	0	16	1,514.24	5	0	3	8	757.12	9	0	0	9	857.76	6	0	0	6	567.84	39	94.64	3,690.96
102	4411515-FO-P01	FILE ORGANIZER, expanding, plastic, legal	piece	16	0	6	22	1,874.40	13	0	1	14	1,192.80	13	0	0	13	1,107.60	12	0	1	13	1,107.60	62	85.20	5,282.40
103	44122018-FO-P01	FILE TAB DIVIDER, A4	pack	109	4	4	15	2,928.64	20	3	10	33	755.04	37	4	15	56	1,281.28	18	3	10	31	709.28	248	22.88	5,674.24
104	44122018-FO-P02	FILE TAB DIVIDER, Legal	pack	201	4	4	15	5,200.00	20	3	10	33	858.00	130	4	20	154	4,004.00	20	3	10	33	858.00	440	26.00	11,440.00
105	44122011-FO-P01	FOLDER, Fancy with side, A4	bundle	23	0	5	28	8,153.60	2	0	1	3	873.60	21	0	0	21	6,115.20	1	0	0	1	201.20	53	291.20	15,433.60
106	44122011-FO-P02	FOLDER, Fancy with side, legal	bundle	5	0	5	10	3,088.80	3	0	1	4	1,235.52	1	0	0	1	308.88	2	0	1	3	926.64	18	308.88	5,599.94
107	44122011-FO-L01	FOLDER, L-type, A4	pack	12	0	4	16	3,000.64	4	0	2	6	1,125.24	9	0	2	11	2,062.94	3	0	2	5	937.70	38	187.54	7,126.52
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	6	0	4	10	2,385.70	4	0	2	6	1,431.42	4	0	2	6	1,431.42	3	0	2	5	1,192.85	27	238.57	6,441.39
109	4412202-FO-P01	FOLDER, pressboard	box	7	0	2	9	8,573.76	1	0	0	1	952.64	3	0	3	7	2,857.92	1	0	0	1	952.64	14	952.64	13,336.96
110	44122011-FO-T03	FOLDER with tab, A4	pack	5	1	3	9	3,500.64	3	2	1	6	2,333.76	4	1	2	7	2,772.72	1	2	1	4	1,555.84	26	388.96	10,112.96
111	44122011-FO-T04	FOLDER with tab, Legal	pack	5	1	3	9	3,564.96	3	2	1	6	2,564.64	4	1	2	7	2,992.08	1	2	1	4	1,708.76	26	427.44	11,113.44
112	44122088-T-701	INDEX TAB	box	4	0	3	7	441.77	2	0	0	2	128.32	4	0	0	4	232.44	4	0	0	4	252.44	17	63.11	1,072.87
113	4411515-NE-802	MAGAZINE FILE BOX, Large	piece	17	3	3	1	2,664.48	7	3	0	10	1,268.80	15	3	1	19	2,410.72	7	3	0	10	1,368.80	60	126.88	7,612.80
114	44121716-NA-F01	MARKER, Fluorescent	set	27	3	10	40	1,705.60	10	1	0	11	469.04	14	0	0	14	596.96	10	0	0	10	426.40	75	42.64	3,198.00
115	44121798-HP-801	MARKER, Permanent, Black	piece	27	9	10	46	717.60	13	2	4	19	296.40	21	4	9	34	556.40	13	2	4	19	296.40	118	15.60	1,840.80
116	44121798-HP-802	MARKER, Permanent, Blue	piece	24	9	9	42	655.20	13	2	4	19	296.40	17	4	9	30	468.00	14	2	4	20	312.00	111	15.60	1,731.60
117	44121798-HP-903	MARKER, Permanent, Red	piece	13	0	3	16	249.60	6	0	0	6	93.60	8	0	3	11	171.60	5	0	0	5	78.00	38	15.60	592.80
118	44121798-HP-801	MARKER, Whiteboard, Black	piece	32	7	11	50	520.00	19	2	6	27	280.80	21	2	11	34	351.60	18	4	4	26	270.40	137	10.40	1,424.80
119	44121798-HP-802	MARKER, Whiteboard, Blue	piece	29	7	9	45	468.00	19	2	6	27	280.80	21	2	11	34	351.60	18	2	6	26	270.40	132	10.40	1,372.80
120	44121798-HP-803	MARKER, Whiteboard, Red	piece	18	0	4	22	228.80	11	0	1	12	124.80	14	0	4	18	187.20	10	0	1	11	114.40	63	10.40	655.20
121	4412104-FC-G01	PAPER, CLIP, vinyl/plastic coated, 33mm	box	38	6	13	57	533.52	18	1	5	24	224.64	30	0	8	38	395.68	14	0	6	20	187.20	139	5.36	1,301.04
122	4412104-FC-G02	PAPER, CLIP, vinyl/plastic coated, Jumbo, 50mm	box	38	5	11	54	1,291.68	17	0	6	23	550.16	29	0	6	35	837.20	13	0	6	19	454.88	131	23.92	3,133.52
123	44101603-PS-M02	PAPER, SHREDDER	unit	4	0	1	5	28,496.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,899.20	28,496.00
124	44101601-PT-M01	PAPER, TRIMMER/CUTTING 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	9,297.60	28,496.00
125	44121796-PE-L01	PENCIL, lead/graphite, with eraser	box	18	1	0	19	790.40	5	1	0	6	249.60	14	1	0	15	624.00	5	1	0	6	249.60	46	41.60	1,913.60
126	44121613-PS-M01	PENCIL, SHARPENER	piece	5	0	3	8	1,705.60	2	0	0	2	426.40	4	0	0	4	858.80	2	0	0	2	426.40	16	213.20	3,411.20
127	44101603-PU-F01	PUNCHER, paper, heavy duty	piece	9	0	3	12	1,946.88	3	0	0	3	486.72	2	0	0	2	324.48	2	0	0	2	324.48	19	162.24	3,082.56
128	44122031-RB-P10	BINDING, RING/COMB, plastic, 32 mm	piece	2	0	0	2	548.46	2	0	0	2	548.46	2	0	0	2	548.46	2	0	0	2	548.46	8	274.23	2,133.94

6	4410105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	Cart	8	2	7	17	3,942.30	7	2	3	12	2,782.80	8	2	4	14	3,746.60	9	2	3	14	3,246.60	57	231.90	13,218.30
7	4410105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	Cart	7	2	5	14	3,390.80	6	2	3	11	2,664.30	7	2	3	12	2,966.40	6	2	2	10	2,422.00	47	242.30	11,383.40
8	4410105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	Cart	7	2	5	14	3,390.80	6	2	3	11	2,664.30	7	2	3	12	2,966.40	6	2	2	10	2,422.00	47	242.30	11,383.40
9	4410105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	Cart	7	2	5	14	3,390.80	6	2	3	11	2,664.30	7	2	3	12	2,966.40	6	2	2	10	2,422.00	47	242.30	11,383.40
10	4410105-HP-840	INK CARTRIDGE, HP CE904AA (HP82), Black	Cart	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	852.90	0.00
11	4410105-HP-740	INK CARTRIDGE, HP CE906AA (HP82), Tri-color	Cart	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	1,048.32	0.00
12	4410105-HP-809	INK CARTRIDGE, HP CE931AA (HP21), Black	Cart	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	910.00	0.00
13	4410105-HP-710	INK CARTRIDGE, HP CE932AA (HP22), Tri-color	Cart	1	0	1	2	2,107.04	0	1	0	1	1,053.52	1	0	1	2	2,107.04	0	1	0	1	1,053.52	6	1,053.52	6,321.12
14	4410105-HP-817	INK CARTRIDGE, HP CE940AA (HP80), Black	Cart	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	880.88	0.00
15	4410105-HP-717	INK CARTRIDGE, HP CE943AA (HP80), Tri-color	Cart	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	1,047.28	0.00
16	4410105-HP-C40	INK CARTRIDGE, HP CE972AA (HP920XL), Cyan	Cart	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	823.68	0.00
17	4410105-HP-M40	INK CARTRIDGE, HP CE973AA (HP920XL), Magenta	Cart	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	823.68	0.00
18	4410105-HP-Y40	INK CARTRIDGE, HP CE974AA (HP920XL), Yellow	Cart	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	823.68	0.00
19	4410105-HP-640	INK CARTRIDGE, HP CE975AA (HP920XL), Black	Cart	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	1,541.28	0.00
20	4410105-HP-620	INK CARTRIDGE, HP CE951AA (HP81), Black	Cart	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	865.28	0.00
21	4410105-HP-720	INK CARTRIDGE, HP CE952AA (HP81), Tri-color	Cart	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	1,066.00	0.00
22	4410105-HP-849	INK CARTRIDGE, HP CE855A (HP82), Black	Cart	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	935.00	0.00
23	4410105-HP-C49	INK CARTRIDGE, HP CE856A (HP82), Cyan	Cart	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	740.00	0.00
24	4410105-HP-M49	INK CARTRIDGE, HP CE954AA (HP950XL), Black	Cart	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	1,970.80	0.00
25	4410105-HP-C43	INK CARTRIDGE, HP CE956AA (HP951XL), Cyan	Cart	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	1,517.36	0.00
26	4410105-HP-M43	INK CARTRIDGE, HP CE947AA (HP951XL), Magenta	Cart	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	1,517.36	0.00
27	4410105-HP-Y43	INK CARTRIDGE, HP CE948AA (HP951XL), Yellow	Cart	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	1,517.36	0.00
28	4410105-HP-836	INK CARTRIDGE, HP CE922AA (HP79), Black	Cart	1	1	2	4	1,676.48	1	0	2	3	1,257.36	1	0	1	2	838.24	2	0	0	2	838.24	11	419.12	4,610.32
29	4410105-HP-736	INK CARTRIDGE, HP CE923AA (HP79), Tri-color	Cart	1	1	1	3	1,257.36	1	0	2	3	1,257.36	1	0	1	1	419.12	1	0	0	1	419.12	8	419.12	3,352.96
30	4410105-HP-833	INK CARTRIDGE, HP CZ107AA (HP878), Black	Cart	2	1	4	7	2,831.92	2	1	4	7	2,831.92	2	1	2	5	2,022.80	2	1	2	5	2,022.80	24	404.56	9,799.44
31	4410105-HP-733	INK CARTRIDGE, HP CZ108AA (HP878), Tri-color	Cart	2	1	3	6	2,427.36	2	1	3	6	2,427.36	2	1	2	5	2,022.80	2	1	2	5	2,022.80	22	404.56	8,800.32
32	4410105-HP-842	INK CARTRIDGE, HP CZ121A (HP885A), Black	Cart	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	312.00	0.00
33	4410105-HP-C43	INK CARTRIDGE, HP CZ122A (HP885A), Cyan	Cart	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	256.88	0.00
34	4410105-HP-M43	INK CARTRIDGE, HP CZ123A (HP885A), Magenta	Cart	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	256.88	0.00
35	4410105-HP-Y43	INK CARTRIDGE, HP CZ124A (HP885A), Yellow	Cart	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	256.88	0.00
36	4410105-HP-743	INK CARTRIDGE, HP CE926AA (HP880), Tri-color	Cart	7	2	6	15	6,364.80	6	2	6	14	5,940.48	6	2	6	14	5,940.48	6	2	6	14	5,940.48	58	424.32	24,610.56
37	4410105-HP-843	INK CARTRIDGE, HP CE927AA (HP880), Black	Cart	7	2	6	15	6,364.80	6	2	6	14	5,940.48	6	2	6	14	5,940.48	6	2	6	14	5,940.48	58	424.32	24,610.56
38	4410105-HP-C50	INK CARTRIDGE, HP CE951AA (HP95), Cyan Original	Cart	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	962.80	0.00
39	4410105-HP-M50	INK CARTRIDGE, HP CE954AA (HP95), Magenta Original	Cart	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	962.80	0.00
40	4410105-HP-Y50	INK CARTRIDGE, HP CE957AA (HP95), Yellow Original	Cart	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	962.80	0.00
41	4410105-HP-850	INK CARTRIDGE, HP CE960AA (HP95), Black Original	Cart	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	1,294.80	0.00
42	4410105-HP-C48	INK CARTRIDGE, HP CE934AA (HP95XL), Cyan Original	Cart	1	1	2	4	5,358.08	1	1	2	4	5,358.08	1	1	2	4	5,358.08	1	1	2	4	5,358.08	16	1,339.52	21,432.32
43	4410105-HP-M48	INK CARTRIDGE, HP CE964AA (HP95XL), Magenta	Cart	1	1	3	5	6,697.60	1	1	3	5	6,697.60	1	1	3	5	6,697.60	1	1	3	5	6,697.60	20	1,339.52	26,790.40
44	4410105-HP-Y48	INK CARTRIDGE, HP CE964AA (HP95XL), Yellow	Cart	1	1	3	5	6,697.60	1	1	3	5	6,697.60	1	1	3	5	6,697.60	1	1	3	5	6,697.60	20	1,339.52	26,790.40
45	4410105-HP-848	INK CARTRIDGE, HP CE972AA (HP95XL), Black Original	Cart	2	1	4	7	12,725.44	2	1	4	7	12,725.44	2	1	4	7	12,725.44	2	1	4	7	12,725.44	28	1,817.92	50,901.26
46	4410105-HP-C51	INK CARTRIDGE, HP CE989AA (HP90S), Cyan Original	Cart	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	468.00	0.00
47	4410105-HP-M51	INK CARTRIDGE, HP CE993AA (HP90S), Magenta Original	Cart	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	468.00	0.00

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.

Reminders:

- 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.pds-philippines.gov.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 mailto:Administrative@ps-philippines.gov.ph (Please copy the link and paste in your email).
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Sibol) or 0918-2954426 (Smart), or email apsacsehelpdesk@ps-philippines.gov.ph, or visit the PS-DBM website (www.pds-philippines.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.

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: CENTRAL OFFICE AND NCR
 Address: PA BLDG, VISAYAS AVENUE, DILIMAN, QUEZON CITY

Agency Code/UNCS: AGSS
 Organization Type: NATIONAL GOVERNMENT

Contact Person:
 Position: Administrative Officer IV
 E-mail: ADMINISTRATIVE@PS-Philippines.gov.ph
 Telephone/Mobile Nos: 8-3204349

JOMAR E. DOTIMAS
Administrative Officer IV
8-3204349

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	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
COMMON-USED SUPPLIES																										
1																										
2	44120000	BALLPEN, Blue		100	17	34	151	4,330.00	54	21	28	103	3,090.00	75	17	34	126	3,780.00	36	21	33	90	2,700.00	470	30.00	14,100.00
3	44120000	BALLPEN, Black		63	0	23	86	2,980.00	30	0	18	48	1,440.00	28	0	23	51	1,530.00	20	0	23	43	1,290.00	228	30.00	6,940.00
4	44120000	CERTIFICATE HOLDER, Blue, 8.5x11		15	0	15	30	1,800.00	0	0	15	15	900.00	15	0	15	30	1,800.00	0	0	15	15	900.00	90	60.00	5,400.00
5	44120000	DATA FILE BOX, with cover, Blue, 5.12 x 15 x 16"		6	0	10	16	8,000.00	8	0	0	8	4,000.00	2	0	0	2	1,000.00	2	0	0	2	1,000.00	28	500.00	14,000.00
6	44120000	DATA FILE BOX, with cover, Blue, Square-type		12	13	44	69	27,600.00	15	8	6	29	11,600.00	13	8	9	30	12,000.00	11	8	6	25	10,000.00	133	400.00	61,200.00
7	44120000	DATA FOLDER, Topjia lock on top, Maroon		125	0	0	125	37,500.00	25	0	0	25	7,500.00	25	0	0	25	7,500.00	25	0	0	25	7,500.00	200	300.00	60,000.00
8	44120000	DATA FOLDER, Topjia lock on top, Red		183	0	0	183	54,900.00	79	0	0	79	23,700.00	81	0	0	81	24,300.00	77	0	0	77	23,100.00	420	300.00	126,000.00
9	44120000	DATA FOLDER, Topjia lock on top, Blue		8	5	42	55	16,500.00	10	0	12	22	6,600.00	6	0	42	48	14,400.00	0	5	12	17	5,100.00	142	300.00	42,600.00
10	44120000	DATA FOLDER, Topjia lock on sides, Blue		10	5	35	50	10,000.00	10	5	10	25	5,000.00	10	5	60	75	15,000.00	10	5	10	25	5,000.00	175	200.00	35,000.00
12	44120000	DATA FOLDER, 3-Hole, Blue, Legal size		1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	4	250.00	1,000.00
13	44120000	FASTENER, PLASTIC		10	5	0	15	1,050.00	3	0	0	3	210.00	7	5	0	12	840.00	3	0	0	3	210.00	33	70.00	2,310.00
14	44120000	PVC COVER, Transparent, A4		2	0	0	2	1,060.00	1	0	0	1	530.00	2	0	0	2	1,060.00	1	0	0	1	530.00	6	530.00	3,180.00
15	44120000	SIGN HERE, Slider 1"		18	7	8	33	2,145.00	12	4	1	17	1,105.00	18	7	3	28	1,820.00	16	0	1	17	1,105.00	95	65.00	6,175.00
16	44120000	INDICATOR STICKY FLAG		6	6	2	14	980.00	2	0	1	3	210.00	4	6	2	12	840.00	2	0	1	3	210.00	32	70.00	2,240.00
17	44120000	SIGN PEN WITH 70 TTP RETRACTABLE		5	0	0	5	350.00	4	0	0	4	280.00	4	0	0	4	280.00	4	0	0	4	280.00	17	70.00	1,190.00
PAPER MATERIALS AND PRODUCTS																										
20																										
21	44120000	COPY PAPER, Letter size, 80 gm		10	1	11	22	5,500.00	7	1	1	9	2,250.00	10	1	1	12	3,000.00	7	1	1	9	2,250.00	52	250.00	13,000.00
24	44120000	PHOTO PAPER		9	0	0	9	675.00	2	0	0	2	150.00	1	0	0	1	75.00	2	0	0	2	150.00	14	75.00	1,050.00
27	44120000	STICKER PAPER, Matte A4, 10 pcs per pack		12	0	11	23	1,510.00	10	0	1	11	770.00	7	0	0	7	490.00	7	0	0	7	490.00	48	70.00	3,360.00
COMPUTER SUPPLIES/CONSUMABLES																										
28																										
39	44101015	INK CART, CANON 790, Black		3	0	0	3	1,800.00	3	0	0	3	1,800.00	3	0	0	3	1,800.00	3	0	0	3	1,800.00	12	600.00	7,200.00
40	44101015	INK CART, CANON 790, Cyan		1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	4	650.00	2,600.00
41	44101015	INK CART, CANON 790, Magenta		1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	4	650.00	2,600.00
42	44101015	INK CART, CANON 790, Yellow		1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	1	0	0	1	650.00	4	650.00	2,600.00
56	44101015	INK CART, EPSON 003, Black		29	10	14	53	16,980.00	25	11	9	45	14,400.00	28	11	13	52	16,640.00	24	9	11	44	14,080.00	194	320.00	62,380.00

57	44103105	INK CART, EPSON 003, Yellow		24	8	9	41	14,350.00	21	8	6	35	12,250.00	24	9	8	41	14,350.00	20	6	8	34	11,900.00	151	350.00	52,850.00
58	44103105	INK CART, EPSON 003, Cyan		24	8	9	41	14,350.00	21	8	6	35	12,250.00	24	9	8	41	14,350.00	20	6	8	34	11,900.00	151	350.00	52,850.00
59	44103105	INK CART, EPSON 003, Magenta		24	8	9	41	14,350.00	21	8	6	35	12,250.00	24	9	8	41	14,350.00	20	6	8	34	11,900.00	151	350.00	52,850.00
66	44103105	TONER CART, HP CF210A (131A), Black		4	0	2	6	30,000.00	1	0	0	1	5,000.00	4	0	0	4	20,000.00	1	2	0	3	15,000.00	14	5,000.00	70,000.00
67	44103105	TONER CART, HP CF211A (131A), Cyan		2	0	1	3	18,000.00	0	0	0	0	0.00	2	0	0	2	12,000.00	0	1	0	1	6,100.00	6	6,100.00	36,600.00
68	44103105	TONER CART, HP CF212A (131A), Yellow		2	0	1	3	18,000.00	0	0	0	0	0.00	2	0	0	2	12,000.00	0	1	0	1	6,100.00	6	6,100.00	36,600.00
69	44103105	TONER CART, HP CF213A (131A), Magenta		2	0	1	3	18,000.00	0	0	0	0	0.00	2	0	0	2	12,000.00	0	1	0	1	6,100.00	6	6,100.00	36,600.00
70	44103105	TONER CART, SAMSUNG MLT111S		1	0	1	2	7,200.00	0	1	0	1	3,600.00	1	0	1	2	7,200.00	0	1	0	1	3,600.00	6	3,600.00	21,600.00
71		COPIING MACHINE CONSUMABLES																								
78	44103177	TONER CART, SHARP MX-3127T (Copyer Neshi, SHARP AR-571, MX-4059N)		1	0	1	2	19,600.00	1	0	0	1	9,800.00	2	0	0	2	19,600.00	1	0	0	1	9,800.00	6	9,800.00	58,800.00
86		ADDITIONAL (Items not listed above but regularly used by your division. Kindly indicate the price.)																								
90	44103105	HP CF60A Black (702)		1	0	1	2	2,000.00	0	1	0	1	1,000.00	1	0	1	2	2,000.00	0	1	0	1	1,000.00	6	1,000.00	6,000.00
91	43202101	Compact Disc Case		0	0	3	3	120.00	0	0	3	3	120.00	0	0	3	3	120.00	0	0	3	3	120.00	12	480.00	480.00
92	57161515	Compact Disc Removable		0	0	12	12	240.00	0	0	12	12	240.00	0	0	12	12	240.00	0	0	12	12	240.00	48	20.00	560.00
96	44120000	FOLDER, TAGBOARD, for legal size documents		0	0	10	10	20.00	0	0	10	10	20.00	0	0	10	10	20.00	0	0	10	10	20.00	40	2.00	80.00
114	44103105	Epson Ink Bottle 644 Black		4	1	1	6	3,300.00	2	1	1	4	2,200.00	4	1	1	6	3,300.00	2	1	1	4	2,200.00	20	550.00	11,000.00
115	44103105	Epson Ink Bottle 644 Cyan		4	1	1	6	3,000.00	2	1	1	4	2,000.00	4	1	1	6	3,000.00	2	1	1	4	2,000.00	20	500.00	10,000.00
116	44103105	Epson Ink Bottle 644 Yellow		4	1	1	6	3,000.00	2	1	1	4	2,000.00	4	1	1	6	3,000.00	2	1	1	4	2,000.00	20	500.00	10,000.00
117	44103105	Epson Ink Bottle 644 Magenta		4	1	1	6	3,000.00	2	1	1	4	2,000.00	4	1	1	6	3,000.00	2	1	1	4	2,000.00	20	500.00	10,000.00
A. TOTAL																									1,323,567.50	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									132,356.75	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									-	
D. GRAND TOTAL (A + B + C)																									1,455,924.25	
E. APPROVED BUDGET BY THE AGENCY HEAD																									1,455,924.25	
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: 
 JOSEPH E. DOTIMAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 JERRY N. SALO
 Supervising Administrative Officer - FMBD/Budget Officer

Approved by: 
 JOSE A. TORRES, JR.
 Head of Office/Agency

Date Prepared: 05-10-2023