

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

AGENCY CODE/UACS:

AGENCY NAME:

ORGANIZATION TYPE:

REGION:

ADDRESS:

CONTACT PERSON:

DESIGNATION:

EMAIL:

CONTACT NUMBER:

**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.

**REMEMINDERS:**

- 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](http://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 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/adsoG>
- 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 [apcse.helpdesk@ps-philgeps.gov.ph](mailto:apcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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 <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	44121904	Ink refills	Ink Bottle, Canon GI-790, Black	bottle	0	3	0	3	1,230.00	0	0	0	0	0.00	3	0	0	3	1,230.00	3	0	0	3	1,230.00	9	410.00	3,690.00
2	44121904	Ink refills	Ink Bottle, Canon GI-790, Cyan	bottle	0	3	0	3	1,155.00	0	0	0	0	0.00	3	0	0	3	1,155.00	3	0	0	3	1,155.00	9	385.00	3,465.00
3	44121904	Ink refills	Ink Bottle, Canon GI-790, Yellow	bottle	0	3	0	3	1,155.00	0	0	0	0	0.00	3	0	0	3	1,155.00	3	0	0	3	1,155.00	9	385.00	3,465.00
4	44121904	Ink refills	Ink Bottle, Canon GI-790, Magenta	bottle	0	3	0	3	1,155.00	0	0	0	0	0.00	3	0	0	3	1,155.00	3	0	0	3	1,155.00	9	385.00	3,465.00
5	44121904	Ink refills	Ink Bottle, Epson 003, Black	bottle	0	10	0	10	2,450.00	0	10	0	10	2,450.00	5	0	0	5	1,225.00	5	0	0	5	1,225.00	30	245.00	7,350.00
6	44121904	Ink refills	Ink Bottle, Epson 003, Cyan	bottle	0	10	0	10	3,900.00	0	10	0	10	3,900.00	5	0	0	5	1,950.00	5	0	0	5	1,950.00	30	390.00	11,700.00
7	44121904	Ink refills	Ink Bottle, Epson 003, Yellow	bottle	0	10	0	10	3,900.00	0	10	0	10	3,900.00	5	0	0	5	1,950.00	5	0	0	5	1,950.00	30	390.00	11,700.00
8	44121904	Ink refills	Ink Bottle, Epson 003, Magenta	bottle	0	10	0	10	3,900.00	0	10	0	10	3,900.00	5	0	0	5	1,950.00	5	0	0	5	1,950.00	30	390.00	11,700.00
9	44121904	Ink refills	Ink Bottle, Epson 664, Black	bottle	0	10	0	10	2,450.00	0	5	0	5	1,225.00	5	0	0	5	1,225.00	10	0	0	10	2,450.00	30	245.00	7,350.00
10	44121904	Ink refills	Ink Bottle, Epson 664, Cyan	bottle	0	10	0	10	2,700.00	0	5	0	5	1,350.00	5	0	0	5	1,350.00	10	0	0	10	2,700.00	30	270.00	8,100.00
11	44121904	Ink refills	Ink Bottle, Epson 664, Yellow	bottle	0	10	0	10	2,700.00	0	5	0	5	1,350.00	5	0	0	5	1,350.00	10	0	0	10	2,700.00	30	270.00	8,100.00
12	44121904	Ink refills	Ink Bottle, Epson 664, Magenta	bottle	0	10	0	10	2,700.00	0	5	0	5	1,350.00	5	0	0	5	1,350.00	10	0	0	10	2,700.00	30	270.00	8,100.00
13	44121904	Ink refills	Ink Bottle, HP GTS2, Black	bottle	0	1	0	1	270.00	0	1	0	1	270.00	1	0	0	1	270.00	1	0	0	1	270.00	4	270.00	1,080.00
14	44121904	Ink refills	Ink Bottle, HP GTS2, Cyan	bottle	0	1	0	1	290.00	0	1	0	1	290.00	1	0	0	1	290.00	1	0	0	1	290.00	4	290.00	1,160.00
15	44121904	Ink refills	Ink Bottle, HP GTS2, Yellow	bottle	0	1	0	1	290.00	0	1	0	1	290.00	1	0	0	1	290.00	1	0	0	1	290.00	4	290.00	1,160.00
16	44121904	Ink refills	Ink Bottle, HP GTS2, Magenta	bottle	0	1	0	1	290.00	0	1	0	1	290.00	1	0	0	1	290.00	1	0	0	1	290.00	4	290.00	1,160.00
17	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Blood Pressure Monitoring Apparatus, Upper Arm Cuff Blood Pressure, battery (AA batteries) and charger operated	pc	0	1	0	1	5,375.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,375.00	5,375.00
18	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Medicine Box, at least 11inches width x 10inches height	pc	0	1	0	1	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	350.00	350.00
19	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Phenylephrine HCl tablet, 500 mg	pc	0	25	0	25	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	10.00	250.00
20	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Chlorpheniramine Maleate Tablet, 500mg	pc	0	20	0	20	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	12.00	240.00
21	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Loperamide HCl capsule, 2mg	pc	0	20	0	20	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	12.00	240.00
22	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Aluminum hydroxide, Magnesium hydroxide, simeticone tablet, 233mg	pc	0	20	0	20	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	12.00	240.00
23	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Clonidine, 75mg tablet	pc	0	10	0	10	430.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	43.00	430.00
24	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Carbocysteine, 500mg Capsule	pc	0	20	0	20	340.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	17.00	340.00
25	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Cetirizine, 10mg	pc	0	20	0	20	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	6.00	120.00
26	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Orphenadrine Citrate Tablet, 50mg	pc	0	10	0	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
27	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Mefenamic Acid, 500mg	pc	0	25	0	25	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	4.00	100.00
28	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Sterile Gauze Pad, 4"x4"	pc	0	20	0	20	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	6.00	120.00
29	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Menthol + Methyl salicylate + Eucalyptus Oil, Big 5mL	pc	0	1	0	1	110.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	110.00	110.00
30	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Methyl Salicylate (Menthol+Camphor) Ointment, 30g	pc	0	1	0	1	92.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	92.00	92.00
31	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Face mask, disposable, 3 ply with earloop, 50pcs/box	box	0	41	0	41	2,255.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	41	55.00	2,255.00
32	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Band Aide, 50's	box	0	2	0	2	220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	110.00	220.00
33	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Methyl Salicylate (Menthol+Camphor) Oil, 50ml	bottle	0	1	0	1	81.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	81.00	81.00
34	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Povidone Iodine, 500ml	bottle	0	1	0	1	437.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	437.00	437.00
35	E	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals	Cotton, 400grams	pack	0	2	0	2	520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	260.00	520.00
36	41106401	Adaptors or linkers	HDMI to VGA cable	pc	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
37	49211805	Lanyard	ID lanyard	pc	50	0	0	50	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	10.00	500.00
38	44121904	Ink Refills	Canon ink , 790 Cyan	bottle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
39	44121904	Ink Refills	Canon ink , 790 Blue	bottle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
40	44121904	Ink Refills	Canon ink , 790 Magenta	bottle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
41	44121904	Ink Refills	Canon ink , 790 Black	bottle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
42	44121904	Ink refills	Epson Ink; Magenta-664	refill	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	12	415.00	4,980.00
43	44121904	Ink refills	Epson Ink; Yellow-664	refill	3	0	0	3	1,245.00	3	0	0	3	1,245.00</													

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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							
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																															
46	44121904	Ink refills	BTD60 Ink; Black	refill	5	0	0	5	3,000.00	5	0	0	5	3,000.00	5	0	0	5	3,000.00	5	0	0	5	3,000.00	20	600.00	12,000.00				
47	44121904	Ink refills	BT5000; Magenta	refill	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				
48	44121904	Ink refills	BT5000; Cyan	refill	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				
49	44121904	Ink refills	BT5000; Yellow	refill	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				
50	44121904	Ink refills	Ink Refill (Black) 003	refill	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	20	415.00	8,300.00				
51	44121904	Ink refills	Ink refill (Cyan) 003	refill	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	12	415.00	4,980.00				
52	44121904	Ink refills	Ink refill (Magenta) 003	refill	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	12	415.00	4,980.00				
53	44121904	Ink refills	Ink refill (Yellow) 003	refill	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	3	0	0	3	1,245.00	12	415.00	4,980.00				
54	44121904	Ink refills	Ink, Canon, 7908K	refill	5	0	0	5	3,000.00	5	0	0	5	3,000.00	5	0	0	5	3,000.00	5	0	0	5	3,000.00	20	600.00	12,000.00				
55	44121904	Ink refills	Ink, Canon, 790C	refill	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				
56	44121904	Ink refills	Ink, Canon, 790Y	refill	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				
57	44121904	Ink refills	Ink, Canon, 790M	refill	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				
58	44121904	Ink Refills	EPSON Ink 001, Black	bottle	3	0	0	3	1,050.00	3	0	0	3	1,050.00	3	0	0	3	1,050.00	3	0	0	3	1,050.00	12	350.00	4,200.00				
59	44121904	Ink Refills	EPSON Ink 001, Yellow	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
60	44121904	Ink Refills	EPSON Ink 001, Magenta	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
61	44121904	Ink Refills	EPSON Ink 001, Cyan	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
62	44121904	Ink Refills	EPSON Ink 003, Black	bottle	6	0	0	6	2,100.00	6	0	0	6	2,100.00	6	0	0	6	2,100.00	6	0	0	6	2,100.00	24	350.00	8,400.00				
63	44121904	Ink Refills	EPSON Ink 003, Yellow	bottle	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	20	350.00	7,000.00				
64	44121904	Ink Refills	EPSON Ink 003, Magenta	bottle	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	20	350.00	7,000.00				
65	44121904	Ink Refills	EPSON Ink 003, Cyan	bottle	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	20	350.00	7,000.00				
66	44121904	Ink Refills	CANON Ink GI 790, Black	bottle	3	0	0	3	1,050.00	3	0	0	3	1,050.00	3	0	0	3	1,050.00	3	0	0	3	1,050.00	12	350.00	4,200.00				
67	44121904	Ink Refills	CANON Ink GI 790, Yellow	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
68	44121904	Ink Refills	CANON Ink GI 790, Magenta	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
69	44121904	Ink Refills	CANON Ink GI 790, Cyan	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
70	45101512	Thermal transfer printer for commercial printing applications	Epson LQ310 Ribbon Cartridge (S015634) - Black	cart	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00				
71	14000000	Paper Materials and Products	Laid Paper, color: white, size: A4, 200GSM	pack	15	0	0	15	4,800.00	15	0	0	15	4,800.00	15	0	0	15	4,800.00	15	0	0	15	4,800.00	60	320.00	19,200.00				
72	14000000	Paper Materials and Products	Laid Paper, color: white, size: Legal, 200GSM	pack	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	5	0	0	5	1,750.00	20	350.00	7,000.00				
73	46181555	Protective Cloth Mask	Disposable Facemask, 50/pack	box	5	0	0	5	1,250.00	0	0	0	0	0.00	5	0	0	5	1,250.00	0	0	0	0	0.00	10	250.00	2,500.00				
74	44120000	Office Supplies	Extra Long Plastic Fastener, 70mm	box	5	0	0	5	900.00	5	0	0	5	900.00	5	0	0	5	900.00	5	0	0	5	900.00	20	180.00	3,600.00				

<b>A. TOTAL</b>		P	321,645.00
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		P	32,164.50
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		P	-
<b>D. GRAND TOTAL (A + B+ C)</b>		P	353,809.50
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>			
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:

  
**KARIZA MAE J. LANNAO**  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

   
**JOVANA MAE Q. REYES** / **DAINE ROLLAN A. DE LOS SANTOS**  
 Accountant / Budget Officer

Approved by:

  
**MIA SOFIA G. BARING**  
 Head of Office/Agency

Date Prepared: **7/29/2024**