

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

AGENCY CODE/UACS: 220010300003

AGENCY NAME: Department of Trade and Industry

ORGANIZATION TYPE: NGA

REGION: Region 3

ADDRESS: Makilban St. cor. Maagap St. DMCC City of San Fernando, Pampanga

CONTACT PERSON: Ma. Providencia P. Dion

DESIGNATION: Supply Officer

EMAIL: MaProvidenciaDion@dti.gov.ph

CONTACT NUMBER: 439631719

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.

REMARKS:

- 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-philpsps.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://forms.gle/2j8q8g9>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2554436 (Smart) or 0962-8255199 (Smart), or email appcse.helpdesk@ps-philpsps.gov.ph, or visit the PS-DBM website (www.ps-philpsps.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.

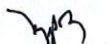
No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions.)	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year	
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount								
OTHER ITEMS NOT AVAILABLE AT PS-OBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																																
1	44121904	Ink refills	EPSON INK REFILL 003 BLACK		8	8	84	100	27,500.00	8	18	8	34	9,350.00	8	8	18	34	9,350.00	8	20	8	44	12,100.00	212	275.00					58,350.00	
2	44121904	Ink refills	EPSON INK REFILL 003 MAGENTA		6	6	60	72	19,800.00	6	16	6	28	7,760.00	6	6	16	28	7,760.00	6	26	6	38	10,450.00	166	275.00					45,450.00	
3	44121904	Ink refills	EPSON INK REFILL 003 YELLOW		6	6	20	32	8,800.00	6	16	6	28	7,760.00	6	6	16	28	7,760.00	6	26	6	38	10,450.00	126	275.00					34,450.00	
4	44121904	Ink refills	EPSON INK REFILL 003 CYAN		6	6	60	72	19,800.00	6	16	6	28	7,760.00	6	6	16	28	7,760.00	6	26	6	38	10,450.00	166	275.00					45,450.00	
5	44121904	Ink refills	CANON INK REFILL G4010 BLACK		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
6	44121904	Ink refills	CANON INK REFILL G4010 MAGENTA		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
7	44121904	Ink refills	CANON INK REFILL G4010 YELLOW		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
8	44121904	Ink refills	CANON INK REFILL G4010 CYAN		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
9	44121904	Ink refills	INK REFILL EPSON BLACK 664		4	4	19	27	12,150.00	5	5	5	15	6,750.00	7	7	17	31	13,950.00	5	5	5	15	6,750.00	86	450.00					39,400.00	
10	44121904	Ink refills	INK REFILL EPSON MAGENTA 664		4	4	17	25	11,250.00	5	5	5	15	6,750.00	7	7	17	31	13,950.00	5	5	5	15	6,750.00	86	450.00					39,700.00	
11	44121904	Ink refills	INK REFILL EPSON CYAN 664		4	4	17	25	11,250.00	5	5	5	15	6,750.00	7	7	17	31	13,950.00	5	5	5	15	6,750.00	86	450.00					39,700.00	
12	44121904	Ink refills	INK REFILL EPSON YELLOW 664		4	4	17	25	11,250.00	5	5	5	15	6,750.00	7	7	17	31	13,950.00	5	5	5	15	6,750.00	86	450.00					39,700.00	
13	44121904	Ink refills	INK REFILL EPSON L3110, Black		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
14	44121904	Ink refills	INK REFILL EPSON L3110, Cyan		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
15	44121904	Ink refills	INK REFILL EPSON L3110, Magenta		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
16	44121904	Ink refills	INK REFILL EPSON L3110, Yellow		0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	20	450.00					9,000.00	
17	44121904	Ink refills	Brother BT 6000 Black		0	0	6	6	2,340.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	390.00					2,340.00	
18	44121904	Ink refills	Brother BTD 6000 Black		0	0	18	18	7,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	390.00					7,020.00	
19	44121904	Ink refills	Brother BT 5000 Yellow		0	0	18	18	7,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	390.00					7,020.00	
20	44121904	Ink refills	Brother BT 5000 - Magenta		0	0	18	18	7,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	390.00					7,020.00	
21	44121904	Ink refills	Brother BT 5000 - Cyan		0	0	18	18	7,020.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	390.00					7,020.00	
22	44121904	Ink refills	Canon GI-790 Black		7	7	24	38	14,402.00	9	3	3	15	5,685.00	8	7	7	22	8,738.00	3	13	3	19	7,381.00	94	378.00					35,626.00	
23	44121904	Ink refills	Canon GI-790 Yellow		5	5	22	32	11,136.00	9	3	3	15	5,220.00	5	5	5	15	5,220.00	3	13	3	19	6,612.00	81	348.00					28,188.00	
24	44121904	Ink refills	Canon GI-790 Magenta		5	5	22	32	11,136.00	9	3	3	15	5,220.00	5	5	5	15	5,220.00	3	13	3	19	6,612.00	81	348.00					28,188.00	
25	44121904	Ink refills	Canon GI-790 Cyan		5	5	22	32	11,136.00	9	3	3	15	5,220.00	5	5	5	15	5,220.00	3	13	3	19	6,612.00	81	348.00					28,188.00	
26	44121904	Ink refills	Epson 001 - Black		13	13	22	48	23,040.00	13	13	13	39	18,720.00	13	13	13	39	18,720.00	15	13	13	41	18,480.00	167	480.00					80,160.00	
27	44121904	Ink refills	Epson 001 - Yellow		9	9	17	35	16,560.00	9	9	9	27	8,100.00	9	9	9	27	8,100.00	11	9	9	29	8,760.00	118	360.00					35,400.00	
28	44121904	Ink refills	Epson 001 - Magenta		9	9	17	35	16,560.00	9	9	9	27	8,100.00	9	9	9	27	8,100.00	11	9	9	29	8,760.00	118	360.00					35,400.00	
29	44121904	Ink refills	Epson 001 - Cyan		9	9	17	35	16,560.00	9	9	9	27	8,100.00	9	9	9	27	8,100.00	11	9	9	29	8,760.00	118	360.00					35,400.00	
30	44121904	Ink refills	Kyocera Toner TK-6114		0	0	0	0	0.00	2	0	0	2	19,800.00	0	0	0	0	0.00	2	4	0	6	57,000.00	8	8,100.00					74,800.00	
31	44121904	Ink refills	HP Ink - GT 52 black		4	3	3	10	3,500.00	3	3	3	9	3,150.00	4	3	3	10	3,500.00	4	3	3	10	3,500.00	39	350.00					13,650.00	
32	44121904	Ink refills	HP Ink - GT 52 Cyan		4	3	3	10	3,500.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	37	350.00					12,950.00	
33	44121904	Ink refills	HP Ink - GT 52 Yellow		4	3	3	10	3,500.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	37	350.00					12,950.00	
34	44121904	Ink refills	HP Ink - GT 52 Magenta		4	3	3	10	3,500.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	37	350.00					12,950.00	
35	44121904	Ink refills	Canon Ink - 71 black		3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	36	350.00					12,600.00	
36	44121904	Ink refills	Canon Ink - 71 Cyan		3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	36	350.00					12,600.00	
37	44121904	Ink refills	Canon Ink - 71 Yellow		3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	36	350.00					12,600.00	
38	44121904	Ink refills	Canon Ink - 71 Magenta		3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	3	3	3	9	3,150.00	36	350.00					12,600.00	
39	56000000	Furniture and Furnishings	Executive table		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	20,000.00	1	20,000.00					20,000.00	
40	56000000	Furniture and Furnishings	Office table		0	0	1	1	13,500.00	0	0	0	0	0.00	0	1	0	1	13,500.00	0	0	5	5	47,500.00	7	13,500.00					64,500.00	
41	43210000	Computer Equipment and Accessories	SSD 240g for Laptop		0	0	1	1	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,700.00					2,700.00	
42	43210000	Computer Equipment and Accessories	SSD 240g for Desktop		0	0	1	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500.00					2,500.00	
43	44120000	Office supplies	Archfile Folder-Legal		6	0	0	6	810.00	6	0	0	6	810.00	6	0	0	6	810.00	6	0	0	6	810.00	24	135.00					2,340.00	
44	43210000	Computer Equipment and Accessories	Web Camera		3	0	0	3	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,500.00					4,500.00	
45	43210000	Computer Equipment and Accessories	Headphone		1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00					500.00	
46	44120000	Office supplies	Special Paper		10	10	10	30	1,500.00																							

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)																												
50	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
51	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
52	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
53	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
54	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
55	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
56	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
57	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
58	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
59	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
60	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
61	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
62	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
63	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
64	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
65	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
66	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
67	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
68	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
69	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
70	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
71	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
72	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
73	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
74	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
75	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
76	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
77	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
78	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
79	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
80	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
81	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
82	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
83	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
84	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
85	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
86	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
87	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
88	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
89	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
90	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
91	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
92	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
93	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
94	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
95	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
96	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
97	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
98	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
99	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
100	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00

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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A ÷ B ÷ C)																										
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:


Ma. Priscilla P. Dixon
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


MARY GRACE S. YUSIL / SORITA SANDRA C. SANCHEZ
Accountant / Budget Officer

Approved by:


DIR. EDNA D. DIXON
Head of Office/Agency

Date Prepared: July 29, 2024