

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

AGENCY CODE/UAUCS: 22010300009

AGENCY NAME: DEPARTMENT OF TRADE AND INDUSTRY

ORGANIZATION TYPE: NGA

REGION: REGION IX

ADDRESS: 2F DAVID WALSTROM, LANTAKA CAMPUS, NS VALDE ROSA ZC

CONTACT PERSON: MARY LOISE C SANTOS

DESTINATION: SUPPLY OFFICER

EMAIL: MaryloiseSantos@ddt.gov.ph

CONTACT NUMBER: 91717001401

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-philgepa.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 see 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 adding. 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/adm0>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0919-2954435 (Smart) or 0963-8255199 (Smart), or email apponlinehelpdesk@ps-philgepa.gov.ph, or visit the PS-DBM website (www.ps-philgepa.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	Specifications (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	1st JANUARY	April	May	June	Q2	1st JANUARY	July	Aug	Sept	Q3	1st JANUARY	Oct	Nov	Dec	Q4	1st JANUARY							
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																															
1	43212110	Multi function printer		UNIT	0	0	1	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00			15,000.00		
2	41121904	Ink refills	INK, BROTHER BLACK BT D60	bot	0	1	0	1	500.00	0	1	0	1	500.00	1	0	0	1	500.00	1	0	0	1	200.00	4	500.00			2,000.00		
3	41121904	Ink refills	INK, BROTHER CYAN BT3000	bot	0	1	0	1	390.00	0	0	0	0	0.00	0	0	1	1	390.00	0	0	0	0	0.00	2	390.00			780.00		
4	41121904	Ink refills	INK, BROTHER MAGENTA BT3000	bot	0	1	0	1	390.00	0	0	0	0	0.00	0	0	1	1	390.00	0	0	0	0	0.00	2	390.00			780.00		
5	41121904	Ink refills	INK, BROTHER YELLOW BT3000	bot	0	1	0	1	390.00	0	0	0	0	0.00	0	0	1	1	390.00	0	0	0	0	0.00	2	390.00			780.00		
6	41122012	Clippboards	CLIP BOARD , LEGAL SIZE	pieces	0	0	4	4	320.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	80.00			320.00		
7	14121810	Carbon papers	Carbon Paper	pack	0	0	1	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		
8	41121904	Ink refills	Brother DCP-T710H/T7100, BICHY	set	3	0	0	3	4,300.00	3	0	0	3	4,300.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,400.00			8,400.00		
9	41121904	Ink refills	Canon Pixma G4010, BICHY	set	2	0	0	2	4,000.00	2	0	0	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,000.00			8,000.00		
10	41121904	Ink refills	EPSON 14150, BICHY	set	1	0	0	1	1,400.00	1	0	0	1	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,400.00			2,800.00		
11	41121904	Ink refills	Epson L360, BICHY	set	1	0	0	1	1,000.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00			2,000.00		
12	41121904	Ink refills	HP Laserjet CB435A (35A), Black	cartr	1	0	0	1	2,000.00	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,000.00			4,000.00		
13	41121904	Ink refills	HP Laserjet Pro 200 Color M231n (131A), BICHY	cartr	1	0	0	1	16,000.00	1	0	0	1	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	16,000.00			32,000.00		
14	41121904	Ink refills	EPSON L3250, BICHY	set	1	0	0	1	1,000.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00			2,000.00		
15	43231513	Office suite software	MS Office License	set	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00			5,000.00		
16	41120000	Office supplies	ID Strip	pc	100	0	0	100	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	8.00			800.00		
17	41120000	Office supplies	ID Holder, B4	pc	100	0	0	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00			1,000.00		
18	41120000	Office supplies	Velum Board, A4, Cream, 180 gum	pack	20	0	0	20	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	70.00			1,400.00		
19	43201008	Read only compact disc CD	re-writable, 700 MB, 12x high speed, 25 pcs per pack	pack	2	0	0	2	2,000.00	0	0	0	0	0.00	2	0	0	2	2,000.00	0	0	0	0	0.00	4	1,000.00			4,000.00		
20	41121904	Ink refills	BT 5000, Magenta	bot	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	16	500.00			8,000.00		
21	41121904	Ink refills	BT 5000, Cyan	bot	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	16	500.00			8,000.00		
22	41121904	Ink refills	BT 5000, Yellow	bot	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	4	0	0	4	2,000.00	16	500.00			8,000.00		
23	41121904	Ink refills	BT D60, Black	bot	6	0	0	6	2,000.00	6	0	0	6	2,000.00	6	0	0	6	2,000.00	6	0	0	6	2,000.00	24	500.00			12,000.00		
24	43201817	Compact disc CD drive	External Compact Disc drive/burner	unit	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00			2,000.00		
25	14111509	Stationery	UNIT: PAXX	pack	2	0	0	2	100.00	2	0	0	2	200.00	1	0	0	1	50.00	1	0	0	1	50.00	3	50.00			150.00		
26	14111800	Business use papers	UNIT: PC	pieces	3	2	2	7	1,395.00	3	2	2	7	1,395.00	3	2	2	7	1,395.00	3	1	1	5	1,071.00	16	315.00			5,040.00		
27	26121500	Electrical wire	UNIT: PC	pieces	1	0	0	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00			600.00		
28	14111604	Business cards	UNIT: PCS	pieces	2	2	0	4	1,000.00	2	2	0	4	1,000.00	2	2	0	4	1,000.00	2	2	0	4	1,000.00	16	250.00			4,000.00		
29	24111515	Unwoven fabric bag	UNIT: BUNDLE - MEDIUM	bundles	1	0	0	1	180.00	1	0	0	1	180.00	1	0	0	1	180.00	1	0	0	1	180.00	4	180.00			720.00		
30	24111515	Unwoven fabric bag	UNIT: BUNDLE - LARGE	pieces	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	0	0	0	0	0.00	3	150.00			450.00		
31	55121701	Metallic nameplates	UNIT: PC	pieces	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	250.00			250.00		
32	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
33	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
34	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
35	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
36	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
37	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
38	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
39	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
40	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
41	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
42	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		
43	-							0	0.00				0	0.00				0	0.00				0	0.00	0				0.00		

No.	UR&P&C	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)																												
44	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
45	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
47	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
48	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
49	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
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	

