

**ANNUAL PROCUREMENT PLAN - COMMOM-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.ds-dhiloeos.gov.ph](http://www.ds-dhiloeos.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 link: <https://shorturl.at/hos58> (Please copy the link and paste in your

**5.0** For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [apccse@ps-philgeps.gov.ph](mailto:apccse@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 Form.

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

Department/Bureau/Office: DOT 12 OFFICE  
 Region: III  
 Address: Ground Floors, SanLe Bldg., Benigno Aquino corner Lapu-Lapu St. Brgy. Zone III, Koronadal City, South Cotabato

Agency Code/IACS: 2.1001E+11  
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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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	-	Ink Refill - Epson 003 Black	piece	13	0	0	13	4,290.00	13	0	0	13	4,290.00	11	0	0	11	3,630.00	11	0	0	11	3,630.00	48	330.00	15,840.00
2	-	Ink Refill - Epson 003 Cyan	piece	11	0	0	11	3,630.00	11	0	0	11	3,630.00	9	0	0	9	2,970.00	9	0	0	9	2,970.00	40	330.00	13,200.00
3	-	Ink Refill - Epson 003 Yellow	piece	11	0	0	11	3,630.00	11	0	0	11	3,630.00	9	0	0	9	2,970.00	8	0	0	8	2,640.00	39	330.00	12,870.00
4	-	Ink Refill - Epson 003 Magenta	piece	11	0	0	11	3,630.00	11	0	0	11	3,630.00	9	0	0	9	2,970.00	9	0	0	9	2,970.00	40	330.00	13,200.00
5	-	Ink Refill - Epson 664 Black	piece	2	0	0	2	660.00	0	0	0	0	0.00	2	0	0	2	660.00	0	0	0	0	0.00	4	330.00	1,320.00
6	-	Ink Refill - Epson 664 Magenta	piece	2	0	0	2	660.00	0	0	0	0	0.00	2	0	0	2	660.00	0	0	0	0	0.00	4	330.00	1,320.00
7	-	Ink Refill - Epson 664 Yellow	piece	2	0	0	2	660.00	0	0	0	0	0.00	2	0	0	2	660.00	0	0	0	0	0.00	4	330.00	1,320.00
8	-	Planner	piece	100	0	0	100	33,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	330.00	33,000.00
9	-	Lever Arch Files	piece	5	0	0	5	1,650.00	5	0	0	5	1,650.00	5	0	0	5	1,650.00	5	0	0	5	1,650.00	20	330.00	6,600.00
10	-	Board Paper (short 90 gsm)	piece	100	0	0	100	33,000.00	100	0	0	100	33,000.00	100	0	0	100	33,000.00	100	0	0	100	33,000.00	400	330.00	132,000.00
11	-	Camera & Lens Storage	piece	1	0	0	1	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	330.00	330.00
12	-	Fuel	liters	1000	2000	1000	4000	236,000.00	1000	2000	1000	4000	236,000.00	3000	2000	1500	6500	383,500.00	1000	1000	1500	3500	206,500.00	18000	59.00	1,062,000.00
13	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
14	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
15	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
16	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
17	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
18	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
19	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
20	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
21	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
22	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
23	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
24	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
25	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
26	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00



