

APP-CSE 2024 FORM - Other Items  
**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.ps-dbm.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 was input will not be accepted. Additional rows for other items may be inserted if necessary. <https://www.ps-dbm.gov.ph>
  - 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://www.ps-dbm.gov.ph> (Please copy the link and paste in your browser)
  - 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.helpdesk@ps-philgeps.gov.ph](mailto:apccse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website (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: PHILIPPINE STATISTICS AUTHORITY - FSS211  
 Region: II - TUGUEGARAO  
 Address: 1261 OLINA PARRON BLDG. REGIONAL GOVERNMENT CENTER  
CHORO BLVD., TUGUEGARAO CITY, CAGAYAN

Agency Code/AJACS: V015/240080300002  
 Organization Type: GOVERNMENT

Contact Person: ROSE Q. PACAY  
 Position: Registration Officer IV  
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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	12111204	Acrylic Signages	pc				0	0.00	2			2	2,000.00			0	0.00			0	0.00	2	1,000.00	2,000.00		
2	44120000	Balloon Inflator, Heavy Duty	pc	2			2	1,500.00				0	0.00			0	0.00			0	0.00	2	750.00	1,500.00		
3	44121700	Balloons, blue	pc		20		20	200.00	110	20		130	1,300.00		20	20	200.00		12	20	32	320.00	202	10.00	2,020.00	
4	53131600	Bathroom Soap	pc		10		10	300.00	100	10		110	3,300.00	10	10	20	600.00	10	10	20	20	600.00	160	30.00	4,800.00	
5	14111606	Boardpaper short	pack	50			50	2,500.00	10			10	500.00	10		10	500.00	10		10	500.00	80	50.00	4,000.00		
6	14111606	Boardpaper long	pack	40			40	2,400.00	10			10	600.00	10		10	600.00	10		10	600.00	70	60.00	4,200.00		
7	14111606	Boardpaper, short letter size	ream	30			30	4,800.00	10			10	1,600.00	10		10	1,600.00	10		10	1,600.00	60	155.00	9,900.00		
8	44101103	Canon Toner Cartr 103/203/303	cart	9			9	40,500.00				0	0.00	6	3	9	40,500.00			0	0.00	18	4,500.00	81,000.00		
9	25172711	Car Freshener	pc	7			7	1,540.00	16	1		17	3,740.00	17		9	4,500.00		16	1	17	3,740.00	58	220.00	12,760.00	
10	44120016	Certificate Holder (plastic) A4	pc	90	20		110	5,500.00	50	20		70	3,500.00	90	30	110	5,500.00	50	20	70	3,500.00	360	50.00	18,000.00		
11	14111607	Corkboard	pc	2			2	3,000.00				0	0.00	7		7	10,500.00			0	0.00	9	1,500.00	13,500.00		
12	52151504	Cups, Plastic Disposable	pack	30	10		40	2,000.00	20	10		30	1,500.00	15	10	25	1,250.00	15	10	25	1,250.00	130	50.00	6,500.00		
13	52151500	Cup, paper 8 or 30/pack	pack	20	10		30	1,800.00	10			10	600.00	30	10	30	1,800.00		10	10	10	600.00	80	60.00	4,800.00	
14	43211607	Desktop Speaker	set	5			5	2,900.00				0	0.00	9		9	4,500.00			0	0.00	14	500.00	7,000.00		
15	47131803	DISINFECTANT SPRAY, 510grams	bot				0	0.00	10			10	5,000.00	20		30	10,000.00			0	0.00	30	500.00	15,000.00		
16	47131803	DISINFECTANT SPRAY, 510grams	bot	22			22	13,200.00	7			7	4,200.00	7		7	4,200.00	7		7	4,200.00	43	600.00	25,800.00		
17	47131810	Dishwashing Sponge/loam	bot	42	12	2	56	1,680.00	22	12	2	36	1,080.00	22	12	2	36	1,080.00	22	12	2	36	1,080.00	154	30.00	4,920.00
18	31201305	Double Sided Tape 2" white	roll	20	10		30	4,500.00	5	10		15	2,250.00		10	10	1,500.00	5	10	15	2,250.00	70	150.00	10,500.00		
19	31201305	Double Sided Tape green foam 1"	roll		10		10	1,300.00	10	10		20	2,600.00	5	10	15	1,950.00	15	10	25	3,250.00	70	130.00	9,100.00		
20	31201300	Duct Tape	roll	10	5		15	2,775.00		5		5	925.00	5	5	10	1,850.00		5	5	10	925.00	35	185.00	6,475.00	
21	44121307	Envelope, Cloth Long with handle	pc	110	30		150	7,300.00	30			30	2,250.00	40	100	140	6,300.00		30	30	50	2,250.00	400	45.00	18,000.00	
22	47131811	Fabric Conditioner/Softener Gallon	bot	30			30	6,000.00	6			6	1,200.00	36		36	7,200.00	6		6	1,200.00	78	200.00	15,600.00		
23	46191625	Fire Extinguisher mtll, dry chemical 10lbs	unit				0	0.00	24			24	33,600.00			0	0.00			0	0.00	24	1,400.00	33,600.00		
24	39111610	Flashlight	pc				0	0.00				0	0.00	30		30	4,500.00			0	0.00	30	150.00	4,500.00		
25	46182104	Floormat Cloth	pc	27	5		32	1,600.00	12	5	5	22	1,100.00	22	10	32	1,600.00	12	5	17	850.00	103	50.00	5,150.00		
26	46182104	Floormat rubber	pc	10	5		15	1,300.00	4	5		9	900.00	10	5	15	1,500.00		5	5	10	500.00	44	100.00	4,400.00	
27	44120011	Folder, white A4	pc				0	0.00				0	0.00	300		300	3,000.00			0	0.00	300	10.00	3,000.00		
28	44120011	Folder, white long	pc	200			200	3,000.00				0	0.00	200		200	3,000.00			0	0.00	400	15.00	6,000.00		
29	44120011	Folder, sliding clear thick A4	pc	125			125	5,000.00				0	0.00	125		125	5,000.00			0	0.00	250	40.00	10,000.00		
30	44120011	Folder, sliding clear thick long	pc	125			125	5,625.00				0	0.00	125		125	5,625.00			0	0.00	250	45.00	11,250.00		
31	44120011	Folder - green long expandable	pc	250	100		350	5,250.00	100			100	1,500.00	250	100	350	5,250.00		100	100	100	1,500.00	900	15.00	13,500.00	
32	57090300	Go Bag	set				0	0.00				0	0.00	55		55	82,500.00			0	0.00	55	1,500.00	82,500.00		
33	47131805	Glass Cleaner	bot	16			16	4,800.00	6			6	1,800.00	16		16	4,800.00	6		6	1,800.00	44	300.00	13,200.00		

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	June	June	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT		
34	46101701	Hard Hat	pc				0	0.00				0	0.00	60			60	21,000.00			0	0.00	60	350.00		21,000.00		
35	44103105	HP Smart Tank 615 Ink GT53 Black	bot	12	10	2	24	6,600.00	30	10	2	42	11,550.00	30	10	2	42	11,550.00	30	10	2	42	11,550.00	130	275.00		41,250.00	
36	44103105	HP Smart Tank 615 Ink GT53 Cyan	bot	16	5	2	23	6,325.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	119	275.00		32,725.00	
37	44103105	HP Smart Tank 615 Ink GT52 Magenta	bot	16	5	2	23	6,325.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	119	275.00		32,725.00	
38	44103105	HP Smart Tank 615 Ink GT52 Yellow	bot	16	5	2	23	6,325.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	25	5	2	32	8,800.00	119	275.00		32,725.00	
39	44103105	HP LaserJet 76A	cart	6			6	33,600.00	6			6	33,600.00	6			6	33,600.00	6			6	33,600.00	24	5,600.00		134,400.00	
40	44103105	HP LaserJet Toner Cartridge 46A, Black	cart	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	40	3,800.00		152,000.00	
41	44103105	HP LaserJet Toner Cartridge 46A, Cyan	cart	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	40	3,800.00		152,000.00	
42	44103105	HP LaserJet Toner Cartridge 46A, Magenta	cart	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	40	3,800.00		152,000.00	
43	44103105	HP LaserJet Toner Cartridge 46A, Yellow	cart	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	10			10	38,000.00	40	3,800.00		152,000.00	
44	11162109	ID Lace with PSA Logo	pc	270	50		320	32,000.00	8			6	600.00	60			30	5,000.00				0	0.00	376	100.00		37,600.00	
45	14111407	Blackboard Board 1 white	pc	20			20	2,520.00	10			10	1,260.00	10			10	1,260.00	10			10	1,260.00	50	126.00		6,300.00	
46	14111601	Eco Bag	pc				0	0.00				0	0.00	130			130	7,150.00				0	0.00	130	55.00		7,150.00	
47	44103105	EPSON Ink 003 Black	bot	32	10		42	11,760.00	52	10		62	17,360.00	32	10		42	11,760.00	52	10		62	17,360.00	208	280.00		58,240.00	
48	44103105	EPSON Ink 003 Cyan	bot	17	5		22	6,160.00	27	5		32	8,960.00	17	5		22	6,160.00	27	5		32	8,960.00	108	280.00		30,240.00	
49	44103105	EPSON Ink 003 Yellow	bot	17	5		22	6,160.00	27	5		32	8,960.00	17	5		22	6,160.00	27	5		32	8,960.00	108	280.00		30,240.00	
50	44103105	EPSON Ink 003 Magenta	bot	17	5		22	6,160.00	27	5		32	8,960.00	17	5		22	6,160.00	27	5		32	8,960.00	108	280.00		30,240.00	
51	44103105	EPSON Ink 1774	bot	3		1	4	3,820.00	5			5	4,900.00	5		1	6	5,880.00	5			5	4,900.00	20	980.00		19,600.00	
52	47131805	Liquid Soap	bot	15	5		20	3,000.00	2	5		7	1,050.00	15	5		20	3,000.00	5	5		10	1,500.00	57	150.00		8,550.00	
53	47131618	Magic Mop	set	6	2		8	2,400.00	20	2		22	6,600.00	2	22		24	7,200.00	20	2		22	6,600.00	76	300.00		22,800.00	
54	44121708	Marker, Permanent broad tip, black	pc	32			32	1,120.00	5			5	175.00	32	5		37	1,295.00	5			5	175.00	79	35.00		2,765.00	
55	44121708	Marker, Permanent broad tip, blue	pc	24			24	840.00				0	0.00	24			24	840.00				0	0.00	48	35.00		1,680.00	
56	46107801	R095 (pack of 10's)	box	60	30		90	6,300.00	60	30		90	6,300.00	60	30		90	6,300.00	60	30		90	6,300.00	360	70.00		25,200.00	
57	11162109	Miscellaneous Cards	pc	9			9	1,350.00	10			10	1,500.00	10			10	1,500.00	10			10	1,500.00	39	150.00		5,850.00	
58	43211802	Mousepad	pc	33			33	3,300.00	20			20	2,000.00				0	0.00				0	0.00	53	100.00		5,300.00	
59	14111606	Multi-colored paper 250's	pack	4			4	680.00				0	0.00				0	0.00				0	0.00	4	170.00		680.00	
60	47131805	Muratic Acid	bot	20	3		23	2,185.00	10	3		13	1,235.00	10	3		13	1,235.00	10	3		13	1,235.00	62	95.00		5,880.00	
61	22101632	Paint (assorted color)	can	10			10	2,000.00				0	0.00	10			10	2,000.00				0	0.00	20	200.00		4,000.00	
62	22101632	Paint (styro) assorted color	can	10			10	1,600.00				0	0.00	10			10	1,600.00				0	0.00	20	160.00		3,200.00	
63	31211900	Paint Brush 1"	pc	4			4	120.00				0	0.00				0	0.00				0	0.00	4	30.00		120.00	
64	31211900	Paint Brush 3"	pc	4			4	280.00				0	0.00				0	0.00				0	0.00	4	70.00		280.00	
65	00141605	Promotional Material (CR Month)	pc			580		580	116,000.00	100		100	20,000.00		100		100	20,000.00		100		100	20,000.00	880	200.00		176,000.00	
66	00141605	Promotional Material (Women's Month)	pc			350		350	175,000.00			0	0.00				0	0.00				0	0.00	350	500.00		175,000.00	
67	00141605	Promotional Material (Bag)	pc				0	0.00				0	0.00		300		300	90,000.00		50		50	15,000.00	350	300.00		105,000.00	
68	00141605	Promotional Material (PSA Anniversary)	pc				0	0.00				0	0.00			330		330	148,500.00				0	0.00	330	450.00		148,500.00
69	44120900	PVC Cover short	pack	2			2	800.00				0	0.00				0	0.00				0	0.00	2	400.00		800.00	
70	44120900	PVC Cover A4	pack	2			2	850.00	1			1	430.00				0	0.00		1		1	430.00	4	430.00		1,720.00	
71	44120900	PVC Cover long	pack	2			2	900.00	1			1	450.00				0	0.00		1		1	450.00	4	450.00		1,800.00	
72	27111300	RJ 45	pc		50		50	750.00	52			52	780.00	150			150	2,250.00	60			60	750.00	302	15.00		4,530.00	
73	25191700	Seat Cover Set (BUS/OLYMPICSWNS)	set	2			2	10,000.00				0	0.00				0	0.00				0	0.00	2	5,000.00		10,000.00	
74	11162109	Shoelace	pc	100	10		110	3,850.00	110	10		120	4,200.00	200	10		210	7,350.00		10		10	350.00	490	35.00		15,750.00	
75	44120900	Specialty Paper Long 8 1/2pack	pack		10	10	20	560.00	10	10		20	560.00	40	10		50	1,400.00	10	10		20	560.00	110	28.00		3,080.00	
76	44120900	Specialty Paper Short 8 1/2pack	pack		10	10	10	30	1,050.00	10	10		20	700.00	30	10		40	1,400.00	10	10		20	700.00	110	35.00		3,850.00
77	24101306	Pushcart Foldable platform	pc		3		3	9,000.00				0	0.00				0	0.00				0	0.00	3	3,000.00		9,000.00	
78	44120900	Styro	pc	2	5		7	1,050.00	10			10	1,300.00	4			4	600.00	10			10	1,300.00	31	150.00		4,650.00	

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	June	June	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT								
79	44120600	Thumb Tacks	box	15	2		17	255.00		10	2		12	180.00						2	30.00				2	30.00	33	15.00	495.00		
80	47138805	Toilet Bowl Brush with handle	box	15	2		17	1,700.00		7	2		9	900.00						2	200.00				7	2	9	900.00	37	100.00	3,700.00
81	44103127	Toner for copier 615/618	cart	4			4	11,200.00					0	0.00							0	0.00				0	0.00	4	2,800.00	11,200.00	
82	44103127	Toner Cartridge for Fuji Xerox (Docucentre S2110) Model NDA	cart	3	2		5	29,945.00		1	2		3	17,967.00	1	2				3	17,967.00	1	2		3	17,967.00	14	5,989.00	83,946.00		
83	25172508	TIRE (24X 60R) (30Q 618) (29X 677)	pc				0	0.00					0	0.00							12				12		12	69,600.00	12	5,800.00	69,600.00
84	25172508	TIRE (SAB644) (SAB6394) (SAB6335) ISUZU OMAX	pc				0	0.00		8			8	46,400.00	4					4	23,200.00	4			4	23,200.00	16	5,800.00	92,800.00		
85	76118800	The Block	box	6			6	1,200.00					0	0.00	2						400.00					0	0.00	8	200.00	1,600.00	
86	47131805	Toilet Brush	pc	15			15	750.00		5			5	250.00							0	0.00	5			5	250.00	25	50.00	1,250.00	
87	47121701	Trashbag, small	pack	32		2	34	1,700.00			2		2	100.00	32		2			34	1,700.00			2		2	100.00	72	50.00	3,600.00	
88	47121701	Trashbag, medium	pack	50			50	300.00		20			20	120.00	50					50	300.00	20			20	120.00	140	6.00	840.00		
89	76118800	Turtle Wax	pc	2			2	400.00					0	0.00	2					2	400.00					0	0.00	4	200.00	800.00	
90	43211616	USB 64GB	pc				0	0.00		30			30	10,500.00	3					3	1,050.00					0	0.00	33	350.00	11,550.00	
91	43202232	UTP Cable CAT5E/CAT6	box		1		1	3,500.00			1		1	3,500.00	2	1				3	10,500.00			1		1	3,500.00	6	3,500.00	21,000.00	
92	66131105	Whisk, plastic	pc				0	0.00		60			60	5,400.00							0	0.00					0	0.00	60	90.00	5,400.00
93	14111607	Whitboard	pc	2			2	6,000.00		2			2	6,000.00						0	0.00	2				2	6,000.00	6	3,000.00	18,000.00	
94	43228833	Whisper	pc				0	0.00		3			3	255.00						0	0.00	3				3	255.00	6	85.00	510.00	
95	44120600	Pencil Sharpener, small, individual	pc			7	7	350.00		6	7	13	650.00			7	7			7	350.00				7	7	350.00	34	50.00	1,700.00	
96	44120600	Specialty Board, A4, 10/pack	pack			1	1	150.00					0	0.00			1	1		1	150.00					0	0.00	2	150.00	300.00	
97	44103105	ink, Brother, LC 599XL, Black	cart			2	2	1,560.00			2	2	1,560.00			2	2			2	1,560.00				2	2	1,560.00	8	780.00	6,240.00	
98	44103105	ink, Brother, LC 535, Cyan	cart			1	1	780.00			1	1	780.00			1	1			1	780.00				1	1	780.00	4	780.00	3,120.00	
99	44103105	ink, Brother, LC 535, Magenta	cart			1	1	780.00			1	1	780.00			1	1			1	780.00				1	1	780.00	4	780.00	3,120.00	
100	44103105	ink, Brother, LC535, Yellow	cart			1	1	780.00			1	1	780.00			1	1			1	780.00				1	1	780.00	4	780.00	3,120.00	
101	44103105	ink, HP 76A, Black	box				0	0.00					0	0.00			1	1		1	6,500.00					0	0.00	1	6,500.00	6,500.00	
102	47131805	Multi purpose Cleaner, 1 liter	bottle	2	2	2	6	630.00		2	2	2	6	630.00	2	2	2	6		6	630.00	2	2	2	6	630.00	24	105.00	2,520.00		
103	47131805	Toilet Freshener	pieces	2	2	2	6	270.00		2	2	2	6	270.00	2	2	2	6		6	270.00	2	2	2	6	270.00	24	45.00	1,080.00		
104	47131805	Steel Wool	pieces		1		1	50.00			1		1	50.00		1				1	50.00			1		1	50.00	4	50.00	200.00	
105	46182104	Floormat, Beata Dross	pc			1	1	7,000.00					0	0.00						0	0.00					0	0.00	1	7,000.00	7,000.00	
106	44120637	Ring Binder	pc			1	1	3,500.00					0	0.00						0	0.00					0	0.00	1	3,500.00	3,500.00	
107	44120637	Ring Binder Comb plastic	meter			15	15	3,000.00					0	0.00						0	0.00					0	0.00	15	200.00	3,000.00	
108	60110000	Wall Décor	pc				0	0.00					0	0.00	2					2	6,000.00					0	0.00	2	3,000.00	6,000.00	
109	25172508	Tire (motorcycle/Kawasaki) front and back	pair				0	0.00					0	0.00	3					3	6,000.00					0	0.00	3	2,000.00	6,000.00	
110	25175102	sprocket with chain	set				0	0.00					0	0.00	3					3	4,500.00					0	0.00	3	1,500.00	4,500.00	
111	25175102	brake (front and back)	pair				0	0.00					0	0.00	3					3	2,100.00					0	0.00	3	700.00	2,100.00	
112	76181700	Change Oil (ISUZU OMAX)	unit				0	0.00		1			1	10,000.00	1					1	10,000.00					0	0.00	2	10,000.00	20,000.00	
113	76181700	Change Oil (Kawasaki MC)	unit				0	0.00					0	0.00	3					3	3,000.00					0	0.00	3	1,000.00	3,000.00	
114	25175102	Interax (Kawasaki MC) front and back	pair				0	0.00					0	0.00	3					3	1,200.00					0	0.00	3	400.00	1,200.00	
115	33113000	Rubber boots	pair				0	0.00					0	0.00	20					20	9,000.00					0	0.00	20	450.00	9,000.00	
116	46181543	Rollmat	pcs				0	0.00					0	0.00	20					20	24,000.00					0	0.00	20	1,200.00	24,000.00	
							0	0.00					0	0.00						0	0.00					0	0.00	0		0.00	
							0	0.00					0	0.00						0	0.00					0	0.00	0		0.00	
							0	0.00					0	0.00						0	0.00					0	0.00	0		0.00	
							0	0.00					0	0.00						0	0.00					0	0.00	0		0.00	
							0	0.00					0	0.00						0	0.00					0	0.00	0		0.00	

