

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-philgeps.gov.ph](http://www.ps-philgeps.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/hsos8> (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 [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.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 Form.

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

Department/Bureau/Office: MARITIME INDUSTRY AUTHORITY  
Region: VII - CEBU  
Address: DONA MODESTA GAIANO, ST. SUDION, LAHUG, CEBU CITY

Agency Code/UACS: U019  
Organization Type: NATIONAL GOVERNMENT AGENCY (NG)

Contact Person: APRIL S. LETTIGIO  
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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	-	PANTUM 210 PC TONER	CART	25			25	74,500.00	25			25	74,500.00	25			25	74,500.00	25		100	2,980.00	298,000.00
2	-	HP 103A NEVERSTOP LASER TONER	CART	15			15	12,150.00	15			15	12,150.00	15			15	12,150.00	15		60	810.00	48,600.00
3	-	IMAGING DRUM W110A	BOX	2			2	8,200.00	2			2	8,200.00	2			2	8,200.00	2		6	4,100.00	32,800.00
4	-	RUSTINE TONER, MONO CARTRIDGE E55162-OKI	CART	3			3	20,100.00	0			0	0.00	3			3	20,100.00	0		0	0.00	6,030.00
5	-	EPSON RIBBON LQ-310	CART	3			3	450.00				0	0.00	3			3	450.00			0	0.00	900.00
6	-	EPSON RIBBON - LX310	CART	10			10	1,500.00	10			10	1,500.00	10			10	1,500.00	10		40	150.00	6,000.00
7	-	SPECIALTY PAPER - LONG CREAM 90gsm (10's/pack)	PACK	400			400	14,400.00	400			400	14,400.00	400			400	14,400.00	400		1600	36.00	57,600.00
8	-	SPECIALTY PAPER - A4 CREAM 90gsm (10's/pack)	PACK	25			25	875.00	25			25	875.00	25			25	875.00	25		100	35.00	3,500.00
9	-	INK CART, EPSON 003 - BLACK	CART	15			15	4,650.00	15			15	4,650.00	15			15	4,650.00	15		60	310.00	18,600.00
10	-	INK CART, EPSON 003 - CYAN	CART	7			7	2,275.00				0	0.00	7			7	2,275.00			14	325.00	4,550.00
11	-	INK CART, EPSON 003 - MAGENTA	CART	7			7	2,275.00				0	0.00	7			7	2,275.00			14	325.00	4,550.00
12	-	INK CART, EPSON 003 - YELLOW	CART	7			7	2,275.00				0	0.00	7			7	2,275.00			14	325.00	4,550.00
13	-	PLASTIC ID GLUE CARD CASE NO. HS-904 B4 (155x106mm)	PIECE	100			100	1,000.00				0	0.00				0	0.00			100	10.00	1,000.00
14	-	ID CLIP RETRACTABLE TRANSPARENT	PIECE	100			100	1,300.00				0	0.00				0	0.00			100	13.00	1,300.00
15	-	CORRECTION TAPE WH605, FILM BASE TYPE	PIECE	6			6	522.00	6			6	522.00	6			6	522.00	6		24	87.00	2,088.00
16	-	CORRECTION TAPE WH605, refill	PIECE	30			30	1,470.00	30			30	1,470.00	30			30	1,470.00	30		120	49.00	5,880.00
17	-	FABRIC CONDITIONER (750-1000ml/btl)	BOTTLE	15			15	1,575.00	15			15	1,575.00	15			15	1,575.00	15		60	105.00	6,300.00
18	-	BATHROOM DEODORIZER, ASSORTED	PIECE	30			30	1,140.00	30			30	1,140.00	30			30	1,140.00	30		120	38.00	4,560.00
19	-	DISHWASHING LIQUID	GALLON	5			5	800.00	5			5	800.00	5			5	800.00	5		20	160.00	3,200.00
20	-	MURIATIC ACID	GALLON	3			3	474.00	3			3	474.00	3			3	474.00	3		12	156.00	1,896.00
21	-	DISINFECTANT	GALLON	4			4	1,360.00	4			4	1,360.00	4			4	1,360.00	4		16	390.00	6,240.00
22	-	GLASS CLEANER, Refill	BOTTLE	3			3	120.00	3			3	120.00	3			3	120.00	3		12	40.00	480.00
23	-	LQUID SOSA (Btl)	GALLON	5			5	1,300.00	5			5	1,300.00	5			5	1,300.00	5		20	260.00	5,200.00
24	51473704	SODIUM HYPOCHLORITE	GALLON	10			10	1,800.00	10			10	1,800.00	10			10	1,800.00	10		40	180.00	7,200.00
25	-	FLASH DRIVE, 16 GB CAPACITY	PIECE	5			5	1,250.00	5			5	1,250.00	5			5	1,250.00	5		20	250.00	5,000.00
26	-	CARBON FILM, COLOR: BLUE, SIZE: 219mm x 330mm - (100 sheets/pad)	BOX	5			5	4,000.00	0			0	0.00	5			5	4,000.00	0		10	800.00	8,000.00
27	-	STAINLESS WIRE NO. 35	BOX	15			15	930.00	15			15	930.00	15			15	930.00	15		60	62.00	3,720.00
28	-	PAPER, MULTI-PURPOSE (COPY), SHORT 70gsm	REAM	25			25	3,125.00				0	0.00	25			25	3,125.00			50	125.00	6,250.00
29	-	SIGN HERE, STICKY NOTE 10mm x 45mm	PAD	15			15	540.00	15			15	540.00	15			15	540.00	15		60	36.00	2,160.00
30	-	ARCH FILE, BLUE FOLDER - 2 RING, 3 INCHES	PIECE	50			50	5,850.00	50			50	5,850.00	50			50	5,850.00	50		200	117.00	23,400.00
31	-	TAPE, TRANSPARENT 18mm	ROLL	3			3	36.00	3			3	36.00	3			3	36.00	3		12	12.00	144.00
32	-	DOUBLE SIDED TAPE 24MM	ROLL	5			5	150.00	5			5	150.00	5			5	150.00	5		20	30.00	600.00
33	-	DUCT TAPE 4"	ROLL	5			5	400.00	5			5	400.00	5			5	400.00	5		20	80.00	1,600.00
34	-	HOUSEHOLD GLOVES	PAIR	3			3	450.00				0	0.00	3			3	450.00			6	150.00	900.00
35	-	BOOKSHELF END HOLDER METAL	PAIR	5			5	625.00	5			5	625.00	5			5	625.00	5		20	125.00	2,500.00

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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT				
36	-	CLEAR SHEET PROTECTORS (100pcs/pack) - LONG	PACK	5			5	90.00	5		5	90.00	5		5	90.00	5		5	90.00	20	18.00	360.00
37	-	ROUND RUGS ORDINARY	PIECE	25			25	50.00	25		25	50.00	25		25	50.00	25		25	50.00	100	2.00	200.00
38	-	FLOOR MAT, RECTANGULAR COTTON	PIECE	4			4	260.00	4		4	260.00	4		4	260.00	4		4	260.00	16	65.00	1,040.00
39	-	FLOOR MAT, RECTANGULAR (WELCOME) RUBBER	PIECE	3			3	585.00			0	0.00	3		3	585.00			0	0.00	6	195.00	1,170.00
40	-	COMMERCIAL COTTON DUST MOP WITH HANDLE 12INCH	PIECE	1			1	1,483.00	1		1	1,483.00			0	0.00			0	0.00	2	1,483.00	2,970.00
41	-	COMMERCIAL COTTON DUST MOP HEAD REFILL ONLY 12 INCH	PIECE	3			3	1,830.00			0	0.00			0	0.00			0	0.00	3	610.00	1,830.00
42	-	ROUND PINLIGHT 4" WITH BORDER	PIECE	5			5	750.00	5		5	750.00	5		5	750.00	5		5	750.00	20	150.00	3,000.00
43	-	LED BULB 9W	PIECE	25			25	3,750.00			0	0.00	25		25	3,750.00			0	0.00	50	150.00	7,500.00
44	-	MOUNTING TAPE 20MM	ROLL	2			2	860.00	2		2	860.00	2		2	860.00	2		2	860.00	8	430.00	3,440.00
45	-	CABLE TIE WIRE 200MM (100/pack)	PACK	1			1	200.00	1		1	200.00	1		1	200.00	1		1	200.00	4	200.00	800.00
46	-	BALLPEN BLACK	PIECE	25			25	250.00	25		25	250.00	25		25	250.00	25		25	250.00	100	10.00	1,000.00
47	-	BALLPEN BLUE	PIECE	25			25	250.00	25		25	250.00	25		25	250.00	25		25	250.00	100	10.00	1,000.00
48	-	PERMANENT INK REFILL BLACK	BOTTLE	1			1	87.00	1		1	87.00	1		1	87.00	1		1	87.00	4	87.00	348.00
49	-	PERMANENT INK REFILL BLUE	BOTTLE	1			1	87.00	1		1	87.00	1		1	87.00	1		1	87.00	4	87.00	348.00
50	-	MOUSE, OPTICAL, USB CONNECTION TYPE	UNIT	3			3	540.00	3		3	540.00	3		3	540.00	3		3	540.00	12	180.00	2,160.00
51	-	KEYBOARD, USB TYPE	UNIT	2			2	670.00	2		2	670.00	2		2	670.00	2		2	670.00	8	435.00	3,480.00
52	-	PLASTIC FASTENER	BOX	10			10	370.00	10		10	370.00	10		10	370.00	10		10	370.00	40	37.00	1,480.00
53	-	METAL FASTENER	BOX	10			10	440.00	10		10	440.00	10		10	440.00	10		10	440.00	40	44.00	1,760.00
54	-	RJ45 CONNECTOR	PIECE	10			10	40.00	10		10	40.00	10		10	40.00	10		10	40.00	40	4.00	160.00
55	-	UTP CABLE CAT6 (FOR INTERNET) color blue, 305 meters	ROLL	1			1	6,500.00			0	0.00			0	0.00			0	0.00	1	6,500.00	6,500.00
56	-	STRANDED WIRE #14 100 METERS (3.5mm thin wire)	ROLL	1			1	6,100.00			0	0.00			0	0.00			0	0.00	1	6,100.00	6,100.00
57	-	SPECIALTY PAPER - LONG CREAM 200gsm (10%pack)	PACK	3			3	120.00	3		3	120.00	3		3	120.00	3		3	120.00	12	40.00	480.00
58	-	TRASHBAG BLACK MEDIUM, 10 pieces per roll	ROLL	10			10	550.00	10		10	450.00	10		10	450.00	10		10	450.00	40	45.00	1,800.00
59	-	WD-40 SPECIALIST CONTACT CLEANER SPRAY, 11oz	CAN	5			5	4,000.00	5		5	4,000.00	5		5	4,000.00	5		5	4,000.00	20	900.00	18,000.00
60	-	MULTI-FUNCTION LASER PRINTER	UNIT	3			3	21,000.00			0	0.00			0	0.00	3		3	21,000.00	6	7,000.00	42,000.00
61	-	MULTI-FUNCTION INK TANK PRINTER	UNIT	2			2	34,000.00			0	0.00			0	0.00	2		2	34,000.00	4	17,000.00	68,000.00
62	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
63	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
64	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
65	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
66	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
67	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
68	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
69	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
70	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
71	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
72	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
73	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
74	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
75	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
76	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
77	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
78	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
79	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
80	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
81	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	
82	-			0	0.00		0	0.00			0	0.00			0	0.00	0	0.00	0	0.00	0	0.00	

No.	UHSPSC 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	
83	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
84	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
85	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
86	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
87	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
88	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
89	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
90	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
91	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
92	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
93	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
94	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
95	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
96	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
97	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
98	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
99	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00
100	-						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00

A. TOTAL	P	794,394.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	79,439.40
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B+C)	P	873,833.40
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:

  
M.A. PANTINGOM, BANAL  
Property / Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
J. OAI B. GENERALE / VICENTE A. LANGUIS  
Accountant / Budget Officer

Approved by:

  
ENGR. EMANUEL B. CARPIO, PhD  
Head of Office/ Agency

Date Prepared: \_\_\_\_\_