

APP-CSE 2026 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/UNCL: **380030300006**
 AGENCY NAME: **Maritime Industry Authority - Region VI**
 ORGANIZATION TYPE: **Bureau**
 REGION: **Region VI - Western Visayas**
 ADDRESS: **De La Rama St., Iloilo City**
 CONTACT PERSON: **ARANAS, LORMAY A**
 DESIGNATION: **Acting Supply Officer**
 EMAIL: **marina@iloilo@gmail.com**
 CONTACT NUMBER: **335012031**

INTRODUCTION:

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	ACCOUNTABLE FORM -MDS CHECK MDS Check	pad	Jan 0				Apr 0					Jul 0				Oct 0			10	1,000.00	P10,000.00
			Feb 0	5	5,000.00		May 0	0	0.00		Aug 5	5	5,000.00		Nov 0	0	0.00				
			Mar 5				Jun 0				Sep 0				Dec 0						
2	ACCOUNTABLE FORM BLANK SECURITY PAPER	pad	Jan 0				Apr 0				Jul 0				Oct 0				10	3,500.00	P35,000.00
			Feb 0	0	0.00		May 0	0	0.00		Aug 10	10	35,000.00		Nov 0	0	0.00				
			Mar 0				Jun 0				Sep 0				Dec 0						
3	PRINTER INK EPSON L3110 PRINTER INK, 003-black	bottle	Jan 5				Apr 5				Jul 5				Oct 5				60	300.00	P18,000.00
			Feb 5	15	4,500.00		May 5	15	4,500.00		Aug 5	15	4,500.00		Nov 5	15	4,500.00				
			Mar 5				Jun 5				Sep 5				Dec 5						
4	Printer Ink EPSON L3110 PRINTER INK, 003-cyan	bottle	Jan 3				Apr 3				Jul 3				Oct 3				36	315.00	P11,340.00
			Feb 3	9	2,835.00		May 3	9	2,835.00		Aug 3	9	2,835.00		Nov 3	9	2,835.00				
			Mar 3				Jun 3				Sep 3				Dec 3						
5	Printer Ink EPSON L3110 PRINTER INK, 003-magenta	bottle	Jan 3				Apr 3				Jul 3				Oct 3				36	315.00	P11,340.00
			Feb 3	9	2,835.00		May 3	9	2,835.00		Aug 3	9	2,835.00		Nov 3	9	2,835.00				
			Mar 3				Jun 3				Sep 3				Dec 3						
6	Printer Ink EPSON L3110 PRINTER INK, 003-yellow	bottle	Jan 3				Apr 3				Jul 3				Oct 3				36	3.00	P108.00
			Feb 3	9	27.00		May 3	9	27.00		Aug 3	9	27.00		Nov 3	9	27.00				
			Mar 3				Jun 3				Sep 3				Dec 3						
7	Printer Ink INK CARTRIDGE, EPSON C13T664100, (T6641), BLACK	bottle	Jan 5				Apr 5				Jul 5				Oct 5				60	245.00	P14,700.00
			Feb 5	15	3,675.00		May 5	15	3,675.00		Aug 5	15	3,675.00		Nov 5	15	3,675.00				
			Mar 5				Jun 5				Sep 5				Dec 5						
8	Printer Ink INK CARTRIDGE, EPSON C13T664200, (T6642), CYAN	bottle	Jan 5				Apr 5				Jul 5				Oct 5				60	245.00	P14,700.00
			Feb 5	15	3,675.00		May 5	15	3,675.00		Aug 5	15	3,675.00		Nov 5	15	3,675.00				
			Mar 5				Jun 5				Sep 5				Dec 5						
9	FUEL, OIL AND LUBRICANT Gasoline	unit	Jan 350				Apr 350				Jul 350				Oct 350				4200	67.00	P281,400.00
			Feb 350	1050	70,350.00		May 350	1050	70,350.00		Aug 350	1050	70,350.00		Nov 350	1050	70,350.00				
			Mar 350				Jun 350				Sep 350				Dec 350						
10	GARBAGE BAG GARBAGE BAG, small, 10pcs per pack	pack	Jan 0				Apr 0				Jul 0				Oct 0				40	80.00	P3,200.00
			Feb 0	0	0.00		May 20	20	1,600.00		Aug 0	0	0.00		Nov 20	20	1,600.00				
			Mar 0				Jun 0				Sep 0				Dec 0						
11	LED PANEL LIGHT LED PANEL LIGHT, 9-12 watt, 720-960mm	piece	Jan 0				Apr 0				Jul 0				Oct 0				80	496.00	P27,000.00
			Feb 0	0	0.00		May 30	30	13,980.00		Aug 0	0	0.00		Nov 30	30	13,980.00				
			Mar 0				Jun 0				Sep 0				Dec 0						
12	BOND PAPER PAPER MULTIPURPOSE SHORT	ream	Jan 5				Apr 5				Jul 5				Oct 5				60	278.00	P16,200.00
			Feb 5	15	4,050.00		May 5	15	4,050.00		Aug 5	15	4,050.00		Nov 5	15	4,050.00				
			Mar 5				Jun 5				Sep 5				Dec 5						
13	PERMANENT MARKER, PERMANENT MARKER, re-fill ink, black, 30ml	bottle	Jan 0				Apr 0				Jul 0				Oct 0				60	110.00	P6,600.00
			Feb 0	30	3,300.00		May 0	0	0.00		Aug 30	30	3,300.00		Nov 0	0	0.00				
			Mar 30				Jun 0				Sep 0				Dec 0						
14	PERMANENT MARKER, re-fill ink PERMANENT MARKER, re-fill ink, blue, 30ml	bottle	Jan 0				Apr 0				Jul 0				Oct 0				20	118.00	P2,200.00
			Feb 0	10	1,100.00		May 0	0	0.00		Aug 10	10	1,100.00		Nov 0	0	0.00				
			Mar 10				Jun 0				Sep 0				Dec 0						
15	RUBBER BAND RUBBER BAND, No. 16, 50gms	box	Jan 0				Apr 0				Jul 0				Oct 0				20	83.00	P1,660.00
			Feb 0	10	830.00		May 0	0	0.00		Aug 10	10	830.00		Nov 0	0	0.00				
			Mar 10				Jun 0				Sep 0				Dec 0						
16	Special Paper Special Paper - 200gsm - A4 size	ream	Jan 0				Apr 4				Jul 0				Oct 0				16	135.00	P2,160.00
			Feb 4	4	540.00		May 0	4	540.00		Aug 4	4	540.00		Nov 4	4	540.00				
			Mar 0				Jun 0				Sep 0				Dec 0						
17	Special Paper Special Paper - 200gsm - Legal	ream	Jan 0				Apr 4				Jul 4				Oct 4				16	156.00	P2,496.00
			Feb 0	4	624.00		May 0	4	624.00		Aug 0	4	624.00		Nov 0	4	624.00				
			Mar 0				Jun 0				Sep 0				Dec 0						
18	TABBINGS TABBINGS, 5 x 1.7 inches, fluorescent	pack	Jan 5				Apr 5				Jul 5				Oct 5				60	65.00	P3,900.00
			Feb 5	15	975.00		May 5	15	975.00		Aug 5	15	975.00		Nov 5	15	975.00				
			Mar 5				Jun 5				Sep 5				Dec 5						
19	TIRES Tires 185/65 R15	piece	Jan 0				Apr 0				Jul 0				Oct 0				12	5,500.00	P66,000.00
			Feb 4	4	22,000.00		May 4	4	22,000.00		Aug 4	4	22,000.00		Nov 0	0	0.00				
			Mar 0				Jun 0				Sep 0				Dec 0						

20 Photocopier Toner TONER MX 237FT SHARP AR 6020N	piece	Jan	4	4	24,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	4	6,050.00	P24,200.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	0			Jun	0			Sep	0			Dec	0					
21 PHOTOCOPIER DEVELOPER DEVELOPER MX 312FV SHARP AR6020N	pack	Jan	0	2	17,980.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	8,990.00	P17,980.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	2			Jun	0			Sep	0			Dec	0					
22 Photocopier Drum DRUM MXG12FR SHARP AR 6020N	pack	Jan	0	2	4,610.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	2,305.00	P4,610.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	2			Jun	0			Sep	0			Dec	0					
23 PROJECTOR CLICKER with LASER PROJECTOR CLICKER with LASER	piece	Jan	0	2	6,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	3,000.00	P6,000.00
		Feb	2			May	0			Aug	0			Nov	0					
		Mar	0			Jun	0			Sep	0			Dec	0					
24 AUTOMATIC VOLTAGE REGULATOR Automatic Voltage Regulator (AVR) 650 VA	piece	Jan	0	25	11,250.00	Apr	0	0	0.00	Jul	0	25	11,250.00	Oct	0	0	0.00	50	450.00	P22,500.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	25			Jun	0			Sep	25			Dec	0					
25 Special Paper Special Paper - Short - 180gsm	pack	Jan	1	3	240.00	Apr	1	3	240.00	Jul	1	3	240.00	Oct	1	3	240.00	12	80.00	P960.00
		Feb	1			May	1			Aug	1			Nov	1					
		Mar	1			Jun	1			Sep	1			Dec	1					
A. TOTAL																			P604,254.00	
B. ADDITIONAL PROVISION FOR DEPRICIATION (10% of TOTAL)																			P60,425.40	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																			P5,000.00	
D. GRAND TOTAL (A + B + C)																			P669,679.40	



ERMAY A. ARANAS
Acting Supply Officer
Property/Supply Officer



ERICA S. FLORES
Accountant I
Accountant/Budget Officer



ENGR. BERNARDO A. POLLO
Regional Director
Head of Office/Agency

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			Mar 5				Jun 0					Sep 0				Dec 0					
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			Mar 0				Jun 0					Sep 0				Dec 0					
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			Feb 3	9	2,835.00		May 3	9	2,835.00			Aug 3	9	2,835.00		Nov 3	9	2,835.00			
			Mar 3				Jun 3					Sep 3				Dec 3					
6	Printer Ink EPSON L3110 PRINTER INK, 003-yellow	bottle	Jan 3				Apr 3					Jul 3				Oct 3			36	3.60	P108.00
			Feb 3	9	27.00		May 3	9	27.00			Aug 3	9	27.00		Nov 3	9	27.00			
			Mar 3				Jun 3					Sep 3				Dec 3					
7	Printer Ink INK CARTRIDGE, EPSON C13T664100, (T6641), BLACK	bottle	Jan 5				Apr 5					Jul 5				Oct 5			60	245.00	P14,700.00
			Feb 5	15	3,675.00		May 5	15	3,675.00			Aug 5	15	3,675.00		Nov 5	15	3,675.00			
			Mar 5				Jun 5					Sep 5				Dec 5					
8	Printer Ink INK CARTRIDGE, EPSON C13T664200, (T6642), CYAN	bottle	Jan 5				Apr 5					Jul 5				Oct 5			60	245.00	P14,700.00
			Feb 5	15	3,675.00		May 5	15	3,675.00			Aug 5	15	3,675.00		Nov 5	15	3,675.00			
			Mar 5				Jun 5					Sep 5				Dec 5					
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			Feb 350	1050	70,350.00		May 350	1050	70,350.00			Aug 350	1050	70,350.00		Nov 350	1050	70,350.00			
			Mar 350				Jun 350					Sep 350				Dec 350					
10	GARBAGE BAG GARBAGE BAG, small, 10pcs per pack	pack	Jan 0				Apr 0					Jul 0				Oct 0			40	80.00	P3,200.00
			Feb 0	0	0.00		May 20	20	1,600.00			Aug 0	0	0.00		Nov 20	20	1,600.00			
			Mar 0				Jun 0					Sep 0				Dec 0					
11	LED PANEL LIGHT LED PANEL LIGHT, 9-12 watt, 720-960km	piece	Jan 0				Apr 0					Jul 0				Oct 0			60	450.00	P27,000.00
			Feb 0	0	0.00		May 30	30	13,500.00			Aug 0	0	0.00		Nov 30	30	13,500.00			
			Mar 0				Jun 0					Sep 0				Dec 0					
12	BOND PAPER PAPER MULTIPURPOSE SHORT	ream	Jan 5				Apr 5					Jul 5				Oct 5			60	270.00	P16,200.00
			Feb 5	15	4,050.00		May 5	15	4,050.00			Aug 5	15	4,050.00		Nov 5	15	4,050.00			
			Mar 5				Jun 5					Sep 5				Dec 5					
13	PERMANENT MARKER, PERMANENT MARKER, re-fill ink, black, 30ml	bottle	Jan 0				Apr 0					Jul 0				Oct 0			60	110.00	P6,600.00
			Feb 0	30	3,300.00		May 0	0	0.00			Aug 30	30	3,300.00		Nov 0	0	0.00			
			Mar 30				Jun 0					Sep 0				Dec 0					
14	PERMANENT MARKER, re-fill ink PERMANENT MARKER, re-fill ink, blue, 30ml	bottle	Jan 0				Apr 0					Jul 0				Oct 0			20	110.00	P2,200.00
			Feb 0	10	1,100.00		May 0	0	0.00			Aug 10	10	1,100.00		Nov 0	0	0.00			
			Mar 10				Jun 0					Sep 0				Dec 0					
15	RUBBER BAND RUBBER BAND, No. 16, 50gms	box	Jan 0				Apr 0					Jul 0				Oct 0			20	83.00	P1,660.00
			Feb 0	10	830.00		May 0	0	0.00			Aug 10	10	830.00		Nov 0	0	0.00			
			Mar 10				Jun 0					Sep 0				Dec 0					
16	Special Paper Special Paper - 200gsm - A4 size	ream	Jan 0				Apr 4					Jul 4				Oct 4			16	135.00	P2,160.00
			Feb 4	4	540.00		May 0	0	0.00			Aug 4	4	540.00		Nov 4	4	540.00			
			Mar 0				Jun 0					Sep 0				Dec 0					
17	Special Paper Special Paper - 200gsm - Legal	ream	Jan 4				Apr 4					Jul 4				Oct 4			16	155.00	P2,495.00
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			Mar 0				Jun 0					Sep 0				Dec 0					
18	TABBINGS TABBINGS, 5 x 1.7 inches, fluorescent	pack	Jan 5				Apr 5					Jul 5				Oct 5			60	65.00	P3,900.00
			Feb 5	15	975.00		May 5	15	975.00			Aug 5	15	975.00		Nov 5	15	975.00			
			Mar 5				Jun 5					Sep 5				Dec 5					
19	TIRES Tires 185/65 R15	piece	Jan 0				Apr 0					Jul 0				Oct 0			12	5,500.00	P66,000.00
			Feb 4	4	22,000.00		May 4	4	22,000.00			Aug 4	4	22,000.00		Nov 0	0	0.00			
			Mar 0				Jun 0					Sep 0				Dec 0					

20 Photocopier Toner TONER MX 237FT SHARP AR 6020N	piece	Jan	4	4	24,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	4	6,050.00	P24,200.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	0			Jun	0			Sep	0			Dec	0					
21 PHOTOCOPIER DEVELOPER DEVELOPER MX 312FV SHARP AR6020N	pack	Jan	0	2	17,980.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	8,990.00	P17,980.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	2			Jun	0			Sep	0			Dec	0					
22 Photocopier Drum DRUM MX312FR SHARP AR 6020N	pack	Jan	0	2	4,610.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	2,305.00	P4,610.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	2			Jun	0			Sep	0			Dec	0					
23 PROJECTOR CLICKER with LASER PROJECTOR CLICKER with LASER	piece	Jan	0	2	6,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	3,000.00	P6,000.00
		Feb	2			May	0			Aug	0			Nov	0					
		Mar	0			Jun	0			Sep	0			Dec	0					
24 AUTOMATIC VOLTAGE REGULATOR Automatic Voltage Regulator (AVR) 650 VA	piece	Jan	0	25	11,250.00	Apr	0	0	0.00	Jul	0	25	11,250.00	Oct	0	0	0.00	50	450.00	P22,500.00
		Feb	0			May	0			Aug	0			Nov	0					
		Mar	25			Jun	0			Sep	25			Dec	0					
25 Special Paper Special Paper - Short - 180gsm	pack	Jan	1	3	240.00	Apr	1	3	240.00	Jul	1	3	240.00	Oct	1	3	240.00	12	80.00	P960.00
		Feb	1			May	1			Aug	1			Nov	1					
		Mar	1			Jun	1			Sep	1			Dec	1					
A. TOTAL																			P604,254.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			P60,425.40	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																			P5,000.00	
D. GRAND TOTAL (A + B + C)																			P669,679.40	



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Property/Supply Officer



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