

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](http://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 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 <https://shorturl.at/ho58> (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/Off: National Telecommunications Commission  
 Region: Region 7  
 Address: Cor. M. Lopez & Lopez Jaena Sts  
Subangdaluk, Marikina City, Cavite

Agency Code/UACS: 26-025-030007  
 Organization Type: NGA

Contact Person: Charewin B. Garcia  
 Position: Administrative Assistant III  
 E-mail: charewin.garcia@ntc.gov.ph  
 Telephone/Mobile Nos: (032) 422-6822 / 346-0179

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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																									
1	-	Lamps and lightbulbs - 5 watts	piece	30			30	5,400.00				0	0.00	20			20	3,600.00			0	0.00	50	180.00	9,000.00
2	44122101	Rubber bands	box	1	1		2	44.00		2		2	44.00	2			2	44.00	2		2	44.00	8	22.00	176.00
3	-	STAPLE WIRE #10	box	5			5	45.00				0	0.00	3			3	27.00			0	0.00	8	9.00	72.00
4	44121615	Staplers	piece	3			3	225.00				0	0.00				0	0.00			0	0.00	3	75.00	225.00
5	-	METAL BOOK-ENDS	pair	15			15	1,335.00				0	0.00				0	0.00			0	0.00	15	89.00	1,335.00
6	-	First aid kits		3			3	1,350.00				0	0.00				0	0.00			0	0.00	3	450.00	1,350.00
7	-	STACKABLE STORAGE BASKET	piece			30	30	12,000.00				0	0.00			30	30	12,000.00			0	0.00	60	400.00	24,000.00
8	-	SPECIAL PAPER SHORT	ream	4			4	3,140.00		4		4	3,140.00				0	0.00	4		4	3,140.00	12	785.00	9,420.00
9	-	Mimeograph paper- Long	ream	15			15	2,700.00	15			15	2,700.00		20		20	3,600.00	15		15	2,700.00	65	180.00	11,700.00
10	-	Mimeograph paper - Short	ream	5			5	785.00				0	0.00		5		5	785.00			0	0.00	10	157.00	1,570.00
11	-	EXPANDED PLASTIC ENVELOPE LONG - clear	piece	15			15	401.25				0	0.00	15			15	401.25			0	0.00	30	26.75	802.50
12	-	EXPANDED PLASTIC ENVELOPE LONG - COLORED	piece	15			15	483.75				0	0.00				0	0.00			0	0.00	15	32.25	483.75
13	-	PLASTIC ENVELOPE LONG	piece	20			20	430.00				0	0.00	20			20	430.00			0	0.00	40	21.50	860.00
14	44121705	Mechanical pencil	piece	5			5	300.00				0	0.00	5			5	300.00			0	0.00	10	60.00	600.00
15	-	0.5 Lead, Mechanical Pencil	tube	5			5	93.75				0	0.00	5			5	93.75			0	0.00	10	18.75	187.50
16	47121801	Cleaning dusters	piece	3			3	237.00				0	0.00	3			3	237.00			0	0.00	6	79.00	474.00
17	47131807	Bleaches	liter	1		1	2	260.00	1			1	130.00	1			1	130.00	1		1	130.00	6	130.00	780.00
18	-	All Purpose Cleaner	gallon	1			1	219.00	1			1	219.00	1			1	219.00	1		1	219.00	4	219.00	876.00
19	-	Scales & Rust Remover	gallon	1			1	595.00	1			1	595.00	1			1	595.00	1		1	595.00	4	595.00	2,380.00
20	-	Ribograph Ink K2 (S-1370)		1			1	1,150.00	1			1	1,150.00				0	0.00	1		1	1,150.00	3	1,150.00	3,450.00
21	-	Ribograph Master K2-1369		1			1	1,320.00				0	0.00	1			1	1,320.00			0	0.00	2	1,320.00	2,640.00
22	44103127	Photocopier toner		1			1	3,600.00				0	0.00				0	0.00			0	0.00	1	3,600.00	3,600.00
23	-	Flash Drive, 32GB	piece	10			10	2,950.00				0	0.00	10			10	2,950.00			0	0.00	20	295.00	5,900.00
24	43201809	Read write compact disc CD	piece	25			25	1,450.00				0	0.00				0	0.00			0	0.00	25	58.00	1,450.00
25	-	Ink cartridges - HP Laserjet 131X Black (251)	cart	1			1	4,100.00				0	0.00				0	0.00			0	0.00	1	4,100.00	4,100.00
26	-	Ink cartridges - HP Laserjet 131A Cyan (251)	cart	1			1	5,280.00				0	0.00				0	0.00			0	0.00	1	5,280.00	5,280.00
27	-	Ink cartridges - HP Laserjet 131A Magenta (251)	cart	1			1	5,280.00				0	0.00				0	0.00			0	0.00	1	5,280.00	5,280.00
28	-	Ink cartridges - HP Laserjet 131A Yellow (251)	cart	1			1	5,820.00				0	0.00				0	0.00			0	0.00	1	5,820.00	5,820.00
29	-	Ink cartridges - Canon PG 88 Black	cart	6			6	4,500.00				0	0.00	6			6	4,500.00			0	0.00	12	750.00	9,000.00
30	-	Ink cartridges - Canon CL 98 Colored	cart	5			5	4,950.00				0	0.00	5			5	4,950.00			0	0.00	10	990.00	9,900.00



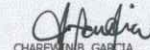
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
31	-	Ink refills - EPSON 003 Black	bottle	4	4	3	11	3,190.00	4	3	4	11	3,190.00	4	3	4	11	3,190.00	5	4	5	14	4,060.00	47	290.00	13,630.00
32	-	Ink refills - EPSON 003 Cyan	bottle	4	2	3	9	2,700.00	4	2	2	8	2,400.00	2	2	2	6	1,800.00	4	4	3	11	3,300.00	34	300.00	10,200.00
33	-	Ink refills - EPSON 003 Magenta	bottle	4	2	3	9	2,700.00	4	2	2	8	2,400.00	2	2	2	6	1,800.00	4	4	3	11	3,300.00	34	300.00	10,200.00
34	-	Ink refills - EPSON 003 Yellow	bottle	4	2	3	9	2,700.00	4	2	2	8	2,400.00	2	2	2	6	1,800.00	4	4	3	11	3,300.00	34	300.00	10,200.00
35	-	Ink cartridges - Brother LC3617 Black	cart	3		3	6	4,500.00		4		4	3,000.00	3		3	6	4,500.00	2		2	4	3,000.00	20	750.00	15,000.00
36	-	Ink cartridges - Brother LC3617 Cyan	cart	3		3	6	3,900.00		3		3	1,950.00	3		2	5	3,250.00	1		2	3	1,950.00	17	650.00	11,050.00
37	-	Ink cartridges - Brother LC3617 Magenta	cart	3		3	6	3,900.00		3		3	1,950.00	3		2	5	3,250.00	1		2	3	1,950.00	17	650.00	11,050.00
38	-	Ink cartridges - Brother LC3617 Yellow	cart	3		3	6	3,900.00		3		3	1,950.00	3		2	5	3,250.00	1		2	3	1,950.00	17	650.00	11,050.00
39	-	Printer ribbon - Cartridge EPSON LQ-310	cart	3		2	5	900.00	3		2	5	900.00	3		2	5	900.00	3		2	5	900.00	20	180.00	3,600.00
40	-	Printer ribbon - Cartridge EPSON LQ-590II	cart	4		3	7	2,975.00	4		3	7	2,975.00	4		3	7	2,975.00	4		3	7	2,975.00	28	425.00	11,900.00
41	-	WiFi Adaptor , USB	piece	6			6	3,000.00				0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
42	-	Folder Pressboard A4	piece	5			5	150.00				0	0.00				0	0.00				0	0.00	5	30.00	150.00
43	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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




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
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
100	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		P	233,741.75
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	23,374.18
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	257,115.93
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:  
  
 CHAREWIN B. GARCIA  
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 JANET L. TOROY / CAROLINE P. BAUTISTA  
 Accountant / Budget Officer

Approved by:  
  
 SOPHIA LYNN B. LUMANTOD  
 Head of Office/Agency

Date Prepared: JULY 27, 2023