

Item #	Item # Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year										
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4						
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT					
59	39101638-LB-101	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	50	0	0	50	3,780.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	75.61	3,780.50		
60	39101638-LT-101	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	54	2	2	58	11,937.56	4	2	0	6	1,234.92	4	2	0	6	1,234.92	4	2	2	8	78	1,665.56	16,033.96		
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-CB-302	GLUE, all-purpose	bottle	52	1	0	53	3,293.42	21	0	0	21	1,304.94	29	1	0	30	1,864.20	19	0	0	19	1,180.66	123	62.14	7,643.22	
62	31153095-SW-401	STAPLE WIRE, heavy duty (binder type) 23/13	box	13	1	1	15	546.00	5	1	1	7	254.80	22	1	1	24	873.60	5	1	1	7	254.80	53	36.40	1,979.20	
63	31153095-SW-501	STAPLE WIRE, standard	box	73	3	2	78	1,853.28	39	1	13	53	1,259.28	61	3	2	66	1,568.16	44	3	2	49	1,164.24	246	23.76	5,844.96	
64	31201502-TA-E02	TAPE, electrical	roll	15	0	0	15	291.75	2	0	0	2	38.90	30	0	0	30	583.50	5	0	0	5	97.25	52	19.45	1,011.40	
65	31201503-TA-M01	TAPE, masking, 24mm	roll	101	12	19	132	7,349.76	47	9	11	67	3,730.56	82	12	19	113	6,291.84	39	9	11	59	3,285.12	374	55.68	20,657.28	
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	85	10	13	108	13,085.28	31	7	10	48	5,815.68	76	10	13	99	11,994.84	25	7	10	42	5,888.72	297	121.16	35,984.52	
67	31201517-TA-H01	TAPE, packaging, 48 mm	roll	99	12	14	125	2,795.00	40	11	13	64	1,431.04	98	12	14	124	2,772.64	40	11	11	62	1,386.32	375	22.36	8,385.00	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	112	13	13	138	2,439.84	58	10	10	78	1,379.04	105	13	13	131	2,316.08	52	10	10	72	1,272.96	419	17.68	7,407.92	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	86	5	5	96	2,166.72	34	4	4	42	947.94	82	5	5	92	2,076.44	28	4	15	47	1,060.79	277	22.57	6,251.89	
70	3115307-TW-F01	TWINE, plastic	roll	3	1	0	4	266.48	1	1	0	2	133.24	11	0	0	11	732.82	1	1	0	2	133.24	19	66.62	1,265.78	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
71	4411504-FU-302	RULER, plastic, 450mm	piece	42	1	0	43	856.99	2	0	0	2	39.86	6	1	0	7	139.51	3	0	0	3	59.79	55	19.93	1,096.15	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121612-BL-101	BLADE, for general purpose cutter/utility knife	tube	26	1	0	27	441.99	4	1	0	5	81.85	6	0	0	6	98.22	4	1	0	5	81.85	43	16.37	703.91	
73	44101602-RB-W01	BINDING AND PUNCHING MACHINE	unit	2	0	0	2	13,069.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	2	6,534.72	19,069.44
74	4412037-RB-F10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	259.89	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	26	0	0	26	6,130.02	1	0	0	1	235.77	2	0	0	2	471.54	1	0	0	1	235.77	30	235.77	7,073.10	
76	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	32.97	0.00
77	44121205-BF-C01	CLIP, backfold, 18mm	box	100	26	34	160	1,497.60	72	33	25	130	1,216.80	77	26	34	137	1,282.92	62	25	33	120	1,123.20	547	9.36	5,119.92	
78	44121205-BF-C02	CLIP, backfold, 25mm	box	92	26	26	144	2,246.40	64	25	25	114	1,778.40	69	26	26	121	1,887.60	54	25	25	104	1,622.40	483	15.60	7,534.80	
79	44121205-BF-C03	CLIP, backfold, 35mm	box	90	24	24	138	4,592.64	62	23	23	108	3,594.24	67	24	24	115	3,827.20	52	23	23	98	3,261.44	459	33.28	15,275.52	
80	44121205-BF-C04	CLIP, backfold, 50mm	box	89	12	12	113	6,816.16	61	11	11	83	5,006.56	66	12	12	90	5,428.80	51	11	11	73	4,403.36	359	60.32	21,654.88	
81	44121801-CT-K02	CORRECTION TAPE	piece	134	49	70	253	3,415.50	116	46	67	229	3,091.50	131	49	70	250	3,375.00	114	46	58	218	2,949.00	950	13.50	12,825.00	
82	44121812-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	41	2	0	43	1,363.86	10	1	0	11	348.92	10	2	0	12	388.64	9	1	0	10	317.20	76	31.72	2,410.72	
83	44111115-DF-R01	DATA FILE BOX	piece	161	3	5	169	24,655.41	45	0	5	50	7,294.50	54	3	5	62	9,045.18	45	0	10	55	8,023.95	336	145.89	49,019.04	
84	44121201-DF-F01	DATA FOLDER	piece	607	88	65	740	61,427.40	395	65	65	525	43,580.25	370	68	65	503	41,754.03	390	65	65	520	43,165.20	2288	83.01	189,926.88	
85	44103202-OS-K01	DATE/STAMP	piece	8	1	0	9	3,914.55	4	0	0	4	1,739.80	4	0	0	4	1,739.80	3	0	0	3	1,394.85	20	434.95	8,699.00	
86	44121506-ER-D01	ENVELOPE, Documentary, A4	box	25	1	1	27	22,407.84	4	0	0	4	3,319.68	18	0	0	18	14,958.56	3	0	0	3	2,489.76	52	829.92	43,155.84	
87	44121506-ER-D02	ENVELOPE, Documentary, legal,	box	23	0	1	24	26,381.92	4	0	0	4	4,230.32	16	1	0	17	17,978.86	5	0	0	5	5,287.50	50	1,057.58	52,879.00	
88	44121506-ER-D01	ENVELOPE, Expanding, Kraft	box	20	0	1	21	19,738.95	6	0	0	6	5,539.70	14	0	0	14	13,159.30	0	0	0	0	0.00	41	939.95	38,537.95	
89	44121506-ER-K02	ENVELOPE, Expanding, Plastic	piece	110	0	1	111	3,384.39	0	0	0	0	0.00	10	0	0	10	304.90	0	0	0	0	0.00	121	30.49	3,689.29	
90	44121506-ER-K02	ENVELOPE, Mailing	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	432.52	0.00
91	44121504-ER-W02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	512.72	0.00
92	44111912-ER-R01	ERASER, flat, for blackboard/whiteboard	piece	7	0	0	7	101.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	7	14.48	101.36	
93	44121218-FR-F01	FASTENER	box	60	3	14	77	7,289.28	0	0	0	0	0.00	43	15	23	81	7,665.84	23	2	14	39	3,690.96	197	94.64	18,644.08	
94	44111515-FR-K01	FILE ORGANIZER, expanding, plastic, legal	piece	45	2	0	47	4,239.40	22	2	23	47	4,239.40	13	0	0	13	1,172.60	13	0	0	13	1,172.60	120	90.20	10,824.00	
95	44122018-FR-D01	FILE TAB DIVIDER, A4	set	3	2	0	5	55.65	13	0	0	13	144.69	0	0	0	0	0.00	3	0	0	3	33.39	21	11.13	233.73	
96	44122018-FR-D02	FILE TAB DIVIDER, Legal	set	3	2	0	5	71.15	1	0	0	1	14.23	0	0	0	0	0.00	3	0	0	3	42.69	9	14.23	128.07	
97	44122011-FR-R01	FOLDER, Fancy with slide, A4	bundle	13	0	0	13	3,515.20	1	0	0	1	270.40	0	0	0	0	0.00	2	0	0	2	50.80	16	270.40	4,366.40	
98	44122011-FR-R02	FOLDER, Fancy with slide, legal	bundle	13	0	0	13	3,785.60	2	0	0	2	582.40	0	0	0	0	0.00	6	0	0	6	1,797.20	21	291.20	6,115.20	
99	44122011-FR-L01	FOLDER, L-type, A4	pack	12	0	9	21	4,205.88	2	0	0	2	400.56	0	0	0	0	0.00	6	0	0	6	1,201.68	29	200.28	5,808.12	
100	44122011-FR-L02	FOLDER, L-type, Legal	pack	13	0	9	22	5,479.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	22	249.08	5,479.76	
101	44122027-FR-R01	FOLDER, preboard	box	5	0	0	5	4,763.20	2	0	0	2	1,905.28	2	0	0	2	1,905.28	0	0	0	0	0	9	952.64	8,573.76	

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4										
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																	
102	4412011-FO-T01	FOLDER with tab, A4	pack	26	0	0	26	9,868.60	5	1	0	6	2,277.60	24	0	0	24	9,110.40	0	0	0	0	0	0	0	0	0	56	379.60	21,267.60	
103	4412011-FO-T02	FOLDER with tab, Legal	pack	27	0	0	27	11,175.84	5	1	0	6	2,483.52	24	0	0	24	9,934.08	0	0	0	0	0	0	0	0	0	0	57	413.92	23,593.44
104	4412008-IT-T01	INDEX TAB	box	20	4	4	28	1,893.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	28	67.60	1,892.80
105	4412176-4M-R01	MARKER, Fluorescent	set	39	1	0	40	1,284.40	24	21	19	64	1,991.04	39	7	35	81	2,519.91	39	21	19	79	2,457.69	264	31.11	8,213.04	3,514.75	11,727.79			
106	4412176-4M-R01	MARKER, Permanent, Black	piece	76	7	11	94	777.38	71	11	24	106	876.62	82	27	25	134	1,108.18	96	11	24	91	732.57	425	8.27	3,514.75	3,514.75	7,029.50			
107	4412176-4M-R02	MARKER, Permanent, Blue	piece	136	12	25	173	1,430.71	53	8	12	73	603.71	59	24	13	96	793.92	53	8	12	73	603.71	415	8.27	3,402.05	3,402.05	6,804.10			
108	4412176-4M-R03	MARKER, Permanent, Red	piece	120	11	15	146	1,207.42	22	1	1	24	198.48	49	2	2	53	458.31	27	1	1	29	229.83	252	8.27	2,084.04	2,084.04	4,168.08			
109	4412176-4M-R01	MARKER, Whiteboard, Black	piece	82	2	2	86	829.90	38	2	2	42	405.30	76	2	2	80	772.00	53	2	2	57	550.05	265	9.65	2,557.25	2,557.25	5,114.50			
110	4412176-4M-R02	MARKER, Whiteboard, Blue	piece	108	4	4	116	1,113.40	38	2	2	42	405.30	72	2	2	76	733.40	43	2	2	47	453.55	281	9.65	2,711.65	2,711.65	5,423.30			
111	4412176-4M-R03	MARKER, Whiteboard, Red	piece	47	1	1	49	422.85	22	1	1	24	231.60	27	1	1	29	279.85	27	1	1	29	279.85	131	9.65	1,264.15	1,264.15	2,528.30			
112	4412204-FC-C01	PAPER CLIP, vinyl/plastic coated, 38mm	box	106	4	8	118	1,040.76	51	1	16	68	599.76	97	4	8	109	961.38	67	1	5	72	643.96	368	8.82	3,245.76	3,245.76	6,491.52			
113	4412204-FC-C02	PAPER CLIP, vinyl/plastic coated, Junbo, 50mm	box	98	6	10	114	2,218.44	49	3	18	70	1,362.20	89	6	10	105	2,043.30	65	3	7	75	1,491.50	364	19.46	7,083.44	7,083.44	14,166.88			
114	4401601-PT-M02	PAPER SHREDDER	unit	5	0	0	5	93,594.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	5	18,718.96	93,594.80	
115	4401601-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	32	4	5	41	381,201.60	0	0	0	0	0.00	0	0	0	0	0.00	0	4	1	1	6	55,785.60	47	9,297.60	436,987.20	436,987.20			
116	4412176-PE-L01	PENCIL, lead/graphite, with eraser	box	21	1	0	22	983.62	5	1	1	7	312.97	11	4	5	20	894.20	0	1	1	9	447.10	59	44.71	2,637.89	2,637.89	5,275.78			
117	4412161-PE-M01	PENCIL SHARPENER	piece	38	2	0	40	9,443.20	0	1	9	10	2,560.80	4	1	0	5	1,180.40	0	1	1	10	226.08	36	236.08	13,220.48	13,220.48	26,440.96			
118	4401601-2H-F01	PUNCHER, paper, heavy duty	piece	17	0	0	17	2,616.64	6	0	2	8	1,231.36	3	1	2	6	923.52	0	0	0	1	0.00	31	153.92	4,771.52	4,771.52	9,543.04			
119	4412201-RU-R01	RUBBER BAND No. 18	box	44	2	0	46	6,213.20	3	0	0	3	405.60	8	0	0	8	1,081.60	3	0	0	3	405.60	60	135.20	8,112.00	8,112.00	16,224.00			
120	44121901-SF-F01	STAMP PAD, felt	piece	36	2	0	38	1,516.96	1	0	4	5	199.60	4	0	0	4	159.68	1	0	0	1	39.92	48	39.92	1,916.16	1,916.16	3,832.32			
121	4412161-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	79	3	3	85	5,560.20	15	2	2	19	1,244.88	24	2	2	28	1,834.56	4	1	1	6	393.12	138	65.52	9,041.76	9,041.76	18,083.52			
122	4412161-SF-S01	STAPLER, standard type	piece	54	3	3	60	11,856.00	2	2	2	6	1,185.60	4	1	1	14	2,766.40	1	1	1	3	592.80	83	197.60	16,400.80	16,400.80	32,801.60			
123	4412161-SF-R01	STAPLER, heavy duty (hand)	unit	6	0	0	6	4,158.90	0	0	0	0	0.00	2	0	0	2	1,386.30	0	0	0	0	0.00	8	693.15	5,545.20	5,545.20	11,090.40			
124	4412161-SR-R02	STAPLE REMOVER, plier-type	piece	68	3	3	74	3,441.74	3	2	2	7	325.57	34	1	1	36	1,674.36	2	1	1	4	186.04	121	46.51	5,627.71	5,627.71	11,255.42			
125	44121601-TD-T01	TAPE DISPENSER, table top	piece	25	1	0	26	2,017.08	1	1	0	2	155.16	1	1	0	2	155.16	1	1	0	2	0.00	30	77.58	2,327.40	2,327.40	4,654.80			
PAPER MATERIALS AND PRODUCTS																		57	83.72	4,772.04											
126	1411515-CA-A01	CARTOLINA, assorted colors	pack	27	2	5	34	2,846.48	1	2	5	8	669.76	1	2	3	8	669.76	0	2	2	7	586.04	57	83.72	4,772.04	4,772.04	9,544.08			
127	1411506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 288mm x 241mm	box	12	1	2	15	14,180.40	12	1	2	15	14,180.40	12	1	2	15	14,180.40	7	1	2	10	9,431.60	55	945.36	51,984.80	51,984.80	103,969.60			
128	1411506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 288mm x 378mm	box	5	0	0	5	9,869.60	5	0	0	5	9,869.60	5	0	0	5	9,869.60	5	0	0	5	9,869.60	20	1,973.92	39,478.40	39,478.40	78,956.80			
129	1411511-4M-S02	NOTEPAD, 8 1/2" x 5 1/2" x 76mm	pad	110	18	27	155	5,744.30	42	4	4	50	1,853.00	99	18	27	144	5,336.64	23	15	9	47	1,741.82	396	37.06	14,675.76	14,675.76	29,351.52			
130	1411511-4M-S04	NOTEPAD, 8 1/2" x 5 1/2" x 107mm	pad	96	10	19	125	7,410.00	42	4	4	50	2,964.00	91	10	19	120	7,113.60	23	15	9	47	2,785.16	342	59.28	20,273.76	20,273.76	40,547.52			
131	1411511-4M-S03	NOTEPAD, 8 1/2" x 5 1/2" x 76mm	pad	77	6	15	98	5,098.00	23	0	0	23	1,136.00	72	6	15	93	4,836.00	23	0	9	32	1,664.00	246	52.00	12,792.00	12,792.00	25,584.00			
132	1411511-4M-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.04	14.04	14.04	14.04	14.04	28.08	
133	1411507-PP-M01	PAPER, MULTICOPIY A4	ream	205	114	122	441	94,297.80	202	110	132	444	94,927.20	201	114	122	437	93,430.60	201	110	122	433	92,575.40	1755	213.80	375,219.00	375,219.00	750,438.00			
134	1411507-PP-M02	PAPER, MULTICOPIY LEGAL	ream	78	28	33	139	32,381.44	78	26	33	137	31,915.52	78	28	33	139	32,381.44	76	26	31	133	30,983.68	548	292.96	127,662.08	127,662.08	255,324.16			
135	1411507-PP-C01	PAPER, MULTICOPIY A4	ream	172	78	88	338	46,556.12	172	78	78	328	45,178.72	172	78	88	338	46,556.12	172	78	88	338	46,556.12	1342	137.74	184,847.08	184,847.08	369,694.16			
136	1411507-PP-C02	PAPER, MULTICOPIY LEGAL	ream	65	13	18	96	15,255.36	65	13	18	96	15,255.36	65	13	18	96	15,255.36	65	13	18	96	15,255.36	384	158.91	61,021.44	61,021.44	122,042.88			
137	1411503-PA-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82	34.82	34.82	34.82	34.82	69.64	
138	1411503-PA-F01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	154.21	154.21	154.21	154.21	154.21	308.42	
139	1411511-RE-R01	RECORD BOOK, 300 PAGES	book	89	7	7	103	9,448.10	29	7	12	48	4,401.60	45	7	12	64	5,868.80	24	2	7	33	3,028.10	248	91.70	22,741.60	22,741.60	45,483.20			
140	1411511-RE-R02	RECORD BOOK, 500 PAGES	book	99	11	7	117	14,573.52	38	2	7	47	5,854.32	41	11	7	59	7,389.04	28	2	7	37	4,608.72	260	124.56	32,385.60	32,385.60	64,771.20			
141	1411194-TT-F04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.80	33.80	33.80	33.80	33.80	67.60	
142	1411194-TT-F02	TOILET TISSUE PAPER, 2 ply	pack	83	26	41	150	14,976.00	82	25	40	147	14,676.48	83	26	41	150	14,976.00	72	25	40	137	13,678.08	5							

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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
A. TOTAL																							P	3,490,463.64
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	349,046.36
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-
D. GRAND TOTAL (A + B + C)																							P	3,839,510.00
E. APPROVED BUDGET BY THE AGENCY HEAD <i>In Figures and Words:</i>																								

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:


ARLENE O. ASTREDO
Proposee/ Supply Officer

Date Prepared: 7/29/2024

Certified Funds Available / Certified Appropriate Funds Available:


ROMAR HONTIGENT I. BALANOG
Accountant / Budget Officer

Approved by:


JOCELYN DR. ANDAYA
Head of Office/ Agency

APP-CSE 2025 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UA/CSS: 700103000132033
 AGENCY NAME: DEPARTMENT OF EDUCATION - NATIONAL CAPITAL REGION
 ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY
 REGION: NATIONAL CAPITAL REGION
 ADDRESS: 6 MISAMIS ST. BAGO BANTAY QUEZON CITY

CONTACT PERSON: ABLANE O. ASTRERO
 DESIGNATION: ADMINISTRATIVE OFFICER I
 EMAIL: ablane.astro@deped.gov.ph
 CONTACT NUMBER: 9957446595

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.
 REMINDERS: 1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-phlgps.gov.ph).
 2. All information must be provided accurately.
 3. To fill-out, find the item in the List of Items - 1 tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, type the item type and the details of the product, you may type it in the Specification column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
 4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://forms.gle/4d4d60>
 5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0982-8255199 (Smart), or email appraisal.mds@ps-phlgps.gov.ph or visit the PS-DBM website (www.ps-phlgps.gov.ph) for the guide on how to fill-out the APP-CSE
 6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No	UNSPSC	Item Description	Specification (Input specific information of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
					Jan	Feb	Mar	Q1 AMOUNT	April	May	Jun	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
1	-	EPSON 003 INK BLACK		BOTTL	150	0	5	155	55,838.75	145	0	5	150	54,037.50	150	0	0	150	54,037.50	145	0	0	145	52,286.25	600	360.25	216,150.00
2	-	EPSON 003 INK MAGENTA		BOTTL	128	0	5	133	46,120.25	123	0	5	128	43,424.00	128	0	0	128	43,424.00	123	0	0	123	41,727.75	512	339.25	173,696.00
3	-	EPSON 003 INK CYAN		BOTTL	128	0	5	133	46,120.25	123	0	5	128	43,424.00	128	0	0	128	43,424.00	123	0	0	123	41,727.75	512	339.25	173,696.00
4	-	EPSON 003 INK YELLOW		BOTTL	102	0	5	107	36,299.75	0	5	128	133	45,120.25	128	0	0	128	43,424.00	123	0	0	123	41,727.75	491	339.25	166,571.75
5	-	BROTHER TN-2860 TONER		CART	1	0	0	1	2,420.00	1	0	0	1	2,420.00	1	0	0	1	2,420.00	1	0	0	1	2,420.00	4	2,420.00	9,680.00
6	-	SIGN PEN 0.5 (BLACK)		PIECE	6	0	0	6	390.00	6	0	0	6	390.00	6	0	0	6	390.00	6	0	0	6	390.00	24	65.00	1,560.00
7	-	SIGN PEN 0.5 (BLUE)		PIECE	6	0	0	6	450.00	6	0	0	6	450.00	6	0	0	6	450.00	6	0	0	6	450.00	24	75.00	1,800.00
8	-	SIGN PEN 0.5 (RED)		PIECE	6	0	0	6	450.00	6	0	0	6	450.00	6	0	0	6	450.00	6	0	0	6	450.00	24	75.00	1,800.00
9	-	SHORT BOND PAPER 80 GSM		REAM	5	0	0	5	1,290.00	5	0	0	5	1,290.00	5	0	0	5	1,290.00	5	0	0	5	1,290.00	20	258.00	5,160.00
10	-	HP LASER JET CE285AC CARTRIDGE		CART	1	0	0	1	3,230.00	1	0	0	1	3,230.00	1	0	0	1	3,230.00	1	0	0	1	3,230.00	4	3,110.00	12,920.00
11	-	HP 955XL BLACK HIGH YIELD INK CARTRIDGE		CART	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	4	3,110.00	12,440.00
12	-	HP 955XL CYAN HIGH YIELD INK CARTRIDGE		CART	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	4	3,110.00	12,440.00
13	-	HP 955XL MAGENTA HIGH YIELD INK CARTRIDGE		CART	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	4	3,110.00	12,440.00
14	-	HP 955XL YELLOW HIGH YIELD INK CARTRIDGE		CART	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	1	0	0	1	3,110.00	4	3,110.00	12,440.00
15	-	BT 3000 (MAGENTA) INK		BOTTL	1	0	0	1	390.00	0	0	0	0	0.00	1	0	0	1	390.00	0	0	0	0	0.00	2	390.00	780.00
16	-	BT 3000 (YELLOW) INK		BOTTL	1	0	0	1	390.00	0	0	0	0	0.00	1	0	0	1	390.00	0	0	0	0	0.00	2	390.00	780.00
17	-	BT 3000 (MAGENTA) INK		BOTTL	1	0	0	1	390.00	0	0	0	0	0.00	1	0	0	1	390.00	0	0	0	0	0.00	2	390.00	780.00
18	-	BT 3000 (CYAN) INK		BOTTL	1	0	0	1	390.00	0	0	0	0	0.00	1	0	0	1	390.00	0	0	0	0	0.00	2	390.00	780.00
19	-	MULTI-PURPOSE INK CARTRIDGE		CART	1	0	0	1	3,250.00	0	0	0	0	0.00	1	0	0	1	3,250.00	0	0	0	0	0.00	2	3,250.00	6,500.00
20	-	CT1-2000 HK Black Toner Cartridge		CART	1	0	0	1	2,300.00	0	0	0	0	0.00	1	0	0	1	2,300.00	0	0	0	0	0.00	2	2,300.00	4,600.00
21	-	CT1-2000 HK Cyan Toner Cartridge		CART	1	0	0	1	2,300.00	0	0	0	0	0.00	1	0	0	1	2,300.00	0	0	0	0	0.00	2	2,300.00	4,600.00
22	-	CT1-2000 HK Magenta Toner Cartridge		CART	1	0	0	1	2,300.00	0	0	0	0	0.00	1	0	0	1	2,300.00	0	0	0	0	0.00	2	2,300.00	4,600.00
23	-	CT1-2000 HK Yellow Toner Cartridge		CART	1	0	0	1	2,300.00	0	0	0	0	0.00	1	0	0	1	2,300.00	0	0	0	0	0.00	2	2,300.00	4,600.00
24	-	HP GT S3 (Black)		BOTTL	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	12	360.00	4,320.00
25	-	HP GT S2 (Cyan)		BOTTL	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	12	360.00	4,320.00
26	-	HP GT S2 (Yellow)		BOTTL	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	12	360.00	4,320.00
27	-	HP GT S2 (Magenta)		BOTTL	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	3	0	0	3	1,080.00	12	360.00	4,320.00
28	-	Zebra Card Printer Ribbon ZC100/200 series		CART	2	0	0	2	10,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	10,400.00	4	5,200.00	20,800.00
29	-	Folder with Duplex MCR Logo		PIECE	100	0	0	100	15,000.00	0	0	0	0	0.00	100	0	0	100	15,000.00	0	0	0	0	0.00	200	150.00	30,000.00

