

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

AGENCY CODE/UACS: 16-008-03-00005

AGENCY NAME: PROFESSIONAL REGULATION COMMISSION

ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY

REGION: V- BICOL

ADDRESS: REGIONAL GOVERNMENT CENTER SITE, RAWIS, LEGAZPI CITY, ALBAY

CONTACT PERSON: SHARO B. LO

DESIGNATION: DIRECTOR

E-MAIL: ro5@prc.gov.ph

CONTACT NUMBER: (052) 481 3323

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:

- 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-philgeps.gov.ph).
- All information must be provided accurately.
- 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, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input 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.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adsg0>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse.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.
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition 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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
1	-	ADDING MACHINE RIBBON, DOUBLE SPOOL			5	0	0	5	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	40.00	200.00	
2	-	ADDING MACHINE TAPE			10	0	0	10	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	40.00	400.00	
3	-	BALLPEN			1	0	0	1	40.00	1	0	0	1	40.00	1	0	0	1	40.00	1	0	0	1	40.00	4	40.00	160.00	
4	-	BROTHER INK BT5000C			10	0	0	10	3,500.00	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	15	350.00	5,250.00	
5	-	BROTHER INK BT5000M			10	0	0	10	3,500.00	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	15	350.00	5,250.00	
6	-	BROTHER INK BT5000Y			10	0	0	10	3,500.00	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	15	350.00	5,250.00	
7	-	BROTHER INK BT6000BK			10	0	0	10	3,500.00	0	0	0	0	0.00	10	0	0	10	3,500.00	3	0	0	3	1,050.00	23	350.00	8,050.00	
8	-	Brown Kraft Wrapping Paper, 36in x 48in, 100gsm+			200	0	0	200	3,000.00	0	0	0	0	0.00	200	0	0	200	3,000.00	0	0	0	0	0.00	400	15.00	6,000.00	
9	-	CLING WRAP 12"x500m			8	0	0	8	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	900.00	7,200.00	
10	-	DEVELOP COPIER TONER, TN116			2	0	0	2	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,500.00	7,000.00	
11	-	DISHWASHING LIQUID			5	0	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00	
12	31201505	DOUBLE SIDED TAPE			12	0	0	12	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	50.00	600.00	
13	-	DP Black Ink G14			15	0	0	15	73,500.00	0	0	0	0	0.00	15	0	0	15	73,500.00	0	0	0	0	0.00	30	4,900.00	147,000.00	
14	-	EPSON 003, BLACK			24	10	0	34	10,200.00	0	10	0	10	3,000.00	1	1	1	3	900.00	1	1	1	3	900.00	50	300.00	15,000.00	
15	-	EPSON 003, CYAN			12	10	0	22	6,600.00	0	10	0	10	3,000.00	1	1	1	3	900.00	1	1	1	3	900.00	38	300.00	11,400.00	
16	-	EPSON 003, MAGENTA			12	10	0	22	6,600.00	0	10	0	10	3,000.00	1	1	1	3	900.00	1	1	1	3	900.00	38	300.00	11,400.00	
17	-	EPSON 003, YELLOW			12	10	0	22	6,600.00	0	10	0	10	3,000.00	1	1	1	3	900.00	1	1	1	3	900.00	38	300.00	11,400.00	
18	-	Examination Latex Gloves, Medium, 100 pcs per box			5	0	0	5	3,000.00	0	0	0	0	0.00	5	0	0	5	3,000.00	0	0	0	0	0.00	10	600.00	6,000.00	
19	-	HP107A			19	0	0	19	38,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	2,000.00	38,000.00	
20	-	HP GT53 (Black)			9	10	0	19	6,650.00	10	0	0	10	3,500.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	49	350.00	17,150.00	
21	-	HP GT53 (colored), Cyan			7	10	0	17	5,950.00	10	0	0	10	3,500.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	47	350.00	16,450.00	
22	-	HP GT53 (colored), Magenta			7	10	0	17	5,950.00	10	0	0	10	3,500.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	47	350.00	16,450.00	
23	-	HP GT53 (colored), Yellow			7	10	0	17	5,950.00	10	0	0	10	3,500.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	47	350.00	16,450.00	
24	-	HP LASERJET TONER CARTRIDGE CF360A, 508A BLACK			2	0	0	2	15,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,700.00	15,400.00	
25	-	HP LASERJET TONER CARTRIDGE CF361A, 508A CYAN			1	0	0	1	8,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,700.00	8,700.00	
26	-	HP LASERJET TONER CARTRIDGE CF362A, 508A YELLOW			1	0	0	1	8,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,700.00	8,700.00	
27	-	HP LASERJET TONER CARTRIDGE CF363A, 508A MAGENTA			1	0	0	1	8,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,700.00	8,700.00	
28	-	HP OPT 48A			4	0	0	4	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,500.00	14,000.00	
29	-	KYOCERA TK3104, BLACK			3	0	0	3	25,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,400.00	25,200.00	
30	-	Lever Archfile Long 3 inches, Blue			20	0	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00	
31	-	MANILA PAPER			30	0	0	30	1,200.00	0	0	0	0	0.00	30	0	0	30	1,200.00	0	0	0	0	0.00	60	40.00	2,400.00	
32	-	MAX Staples, Cartridge, No. 70 FE			7	0	0	7	10,500.00	0	0	0	0	0.00	7	0	0	7	10,500.00	0	0	0	0	0.00	14	1,500.00	21,000.00	
33	-	MULTIMARK OVERHEAD PERMANENT MARKER (FOR PVC) FELT TIP PEN			3	5	0	8	480.00	0	5	0	5	300.00	3	5	0	8	480.00	0	5	0	5	300.00	26	60.00	1,560.00	
34	-	OIL BASED INK (FOR SELF INKING STAMPS)			0	10	0	10	2,500.00	0	10	0	10	2,500.00	0	10	0	10	2,500.00	0	10	0	10	2,500.00	40	250.00	10,000.00	
35	-	PLASTIC FASTENER			12	0	0	12	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	50.00	600.00	
36	-	RIBBON CART, EPSON C13S015632 for LX-310			5	0	0	5	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	120.00	600.00	
37	-	RISO Ink FII Type Black			20	0	0	20	98,000.00	0	0	0	0	0.00	20	0	0	20	98,000.00	0	0	0	0	0.00	40	4,900.00	196,000.00	
38	-	RISO Master FII Type 77			10	0	0	10	17,000.00	0	0	0	0	0.00	10	0	0	10	17,000.00	0	0	0	0	0.00	20	1,700.00	34,000.00	
39	-	SIGN PEN, 1.0MM, BLUE			17	0	0	17	1,574.65	0	0	0	0	0.00	12	0	0	12	1,111.51	0	0	0	0	0.00	29	92.63	2,686.16	
40	-	STICKER PAPER			12	0	0	12	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	50.00	600.00	
A. TOTAL																										P	706,706.16	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											P	70,670.62
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											P	-
D. GRAND TOTAL (A + B + C)																											P	777,376.78
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:

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Accountant / Budget Officer

Approved by:

Read of Office/Agency

Date Prepared: July 30, 2024