

APP-CSE 2026 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhigEPS) will be able to purchase CSE from the PS-DBM. Note that the Items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhigEPS and Downloads page of PS-DBM website (www.ps-philcons.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philcons.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on this form. Otherwise, the form will be deemed invalid.
- For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/ymsEaURnWamdkkfs>
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhigEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhigEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhigEPS account.
- 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 apscse.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.

Note: The APP-CSE for FY 2026 must be submitted on or before **31 August 2025**.

Department/Bureau/Office: ROMBLON STATE UNIVERSITY
Region: IV-B
Address: M.L. Quizon St., Brgy. Litanag
Odongon, Romblon

Agency Code/UACS: 2075
Organization Type: STATE UNIVERSITIES AND COLLEGES (SUC)

Contact Person: Cheryl M. Maulon
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Unit Price as of May 14, 2025	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	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	25	0	0	25	1,390.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	55.62		1,390.50
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	50	0	0	50	16,122.50	0	0	0	0	0.00	40	0	0	40	14,498.00	0	0	0	0	0.00	90	362.45		32,620.50
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, A4 size	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	35.52		0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	50	0	0	50	1,911.50	0	0	0	0	0.00	34	0	0	34	1,299.82	0	0	0	0	0.00	84	38.23		3,211.32
5	60121534-ER-P01	ERASER, plastic/rubber	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	9.34		0.00
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	100	0	0	100	2,711.00	0	0	0	0	0.00	80	0	0	80	2,168.80	0	0	0	0	0.00	180	27.11		4,879.80
7	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	1,000	0	0	1,000	27,110.00	0	0	0	0	0.00	500	0	0	500	13,555.00	0	0	0	0	0.00	1,500	27.11		40,665.00
8	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	12	0	0	12	325.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	27.11		325.32
9	60121524-SP-G04	SIGN PEN, Fine Tip, Black	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	30.91		0.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	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	30.91		0.00
11	60121524-SP-G06	SIGN PEN, Fine Tip, Red	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	30.91		0.00
12	60121524-SP-G07	SIGN PEN, Medium Tip, Black	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	63.62		0.00
13	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	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	63.62		0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	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	63.62		0.00
15	60121124-WR-P01	WRAPPING PAPER	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	163.62		0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16	45121517-DO-C02	DOCUMENT CAMERA	unit	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	23,977.95		0.00
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	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	16,836.82		0.00
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	100	0	0	100	2,080.00	0	0	0	0	0.00	70	0	0	70	1,456.00	0	0	0	0	0.00	170	20.80		3,536.00
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	40	0	0	40	744.40	0	0	0	0	0.00	40	0	0	40	744.40	0	0	0	0	0.00	80	18.61		1,488.80
CLEANING EQUIPMENT AND SUPPLIES																											
20	47131812-AF-A01	AIR FRESHENER	can	150	0	0	150	19,000.50	0	0	0	0	0.00	100	0	0	100	12,667.00	0	0	0	0	0.00	250	126.67		31,667.50
21	47131604-BR-S01	BROOM (Walls Tambo)	piece	23	0	0	23	2,913.41	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	23	126.67		2,913.41
22	47131604-BR-T01	BROOM (Walls Ting ting)	piece	58	0	0	58	1,530.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	58	26.39		1,530.62
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	180	0	0	180	7,599.60	0	0	0	0	0.00	100	0	0	100	4,222.00	0	0	0	0	0.00	280	42.22		11,821.60
24	47131805-CL-P01	CLEANSER, Scouring Powder	can	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	42.22		0.00
25	47131811-DE-B02	DETERGENT BAR	piece	110	0	0	110	1,042.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	110	9.48		1,042.80
26	47131811-DE-P03	DETERGENT POWDER, all purpose	pouch	100	0	0	100	5,489.00	0	0	0	0	0.00	90	0	0	90	4,940.10	0	0	0	0	0.00	190	54.89		10,429.10
27	47131803-DS-A01	DISINFECTANT SPRAY	can	120	0	0	120	17,037.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	141.98		17,037.60
28	47131601-DU-P01	DUST PAN	piece	40	0	0	40	1,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	47.50		1,900.00
29	47131802-FW-P02	FLOOR WAX, paste type, red	can	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	314.41		0.00
30	47131830-FC-A01	FURNITURE CLEANER	can	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	143.51		0.00
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	130	0	0	130	5,668.00	0	0	0	0	0.00	100	0	0	100	4,360.00	0	0	0	0	0.00	230	43.60		10,028.00
32	47121804-MP-B01	MOP BUCKET	unit	48	0	0	48	111,471.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	2,322.32		111,471.36
33	47131501-RG-C01	RAGS	bundle	26	0	0	26	2,030.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26	78.11		2,030.86
34	47131602-SC-N01	SCOURING PAD	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	86.92		0.00
35	47121701-TB-P04	TRASHBAG, XXL size	pack	15	0	0	15	1,979.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	131.95		1,979.25

36	47121701-TB-P05	TRASHBAG, Large size	pack	200	0	0	200	11,856.00	0	0	0	0	0.00	100	0	0	100	5,928.00	0	0	0	0	0.00	300	59.28	17,784.00	
37	47121701-TB-P06	TRASHBAG, XL size	pack	100	0	0	100	9,256.00	0	0	0	0	0.00	100	0	0	100	9,256.00	0	0	0	0	0.00	200	92.56	18,512.00	
38	47121702-WB-P01	WASTEBASKET	piece	50	0	0	50	2,217.00	0	0	0	0	0.00	50	0	0	50	2,217.00	0	0	0	0	0.00	100	44.34	4,434.00	
COLOR COMPOUNDS AND DISPERSIONS																											
39	12171703-SI-P01	STAMP PAD, INK	bottle	60	0	0	60	1,753.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	29.22	1,753.20	
CONSUMER ELECTRONICS																											
40	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	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	7,449.24	0.00	
FILMS																											
41	13111203-AC-P01	ACETATE	roll	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	1,262.50	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	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	357.11	0.00	
FIRE FIGHTING EQUIPMENT																											
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	5	0	0	5	5,805.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,161.16	5,805.80	
FLAG OR ACCESSORIES																											
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	1	0	0	1	289.11	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	289.11	289.11	
FURNITURE AND FURNISHINGS																											
45	56101504-CH-R01	MONOBLOC CHAIR, beige	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	359.96	0.00	
46	56101504-CH-W01	MONOBLOC CHAIR, white	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	359.96	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	30	0	0	30	43,796.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	1,459.89	43,796.70	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	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	1,372.28	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	30	0	0	30	47,502.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	1,583.40	47,502.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	30	0	0	30	27,456.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	915.21	27,456.30	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211507-OSK001	DESKTOP, for Basic Users	unit	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	25,165.50	0.00	
52	43211507-OSK002	DESKTOP, for Mid-Range Users	unit	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	43,026.26	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	20	0	0	20	61,203.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	3,060.18	61,203.60	
54	43202010-FD-U04	FLASH DRIVE	piece	16	0	0	16	2,480.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	155.04	2,480.64	
55	43211503-LAP001	LAPTOP COMPUTER, Mid-range	unit	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	43,015.70	0.00	
56	43211503-LAP002	LAPTOP COMPUTER, Lightweight	unit	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	47,502.00	0.00	
57	43211708-MQ-C02	COMPUTER MOUSE, Wireless	unit	5	0	0	5	808.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	161.79	808.95	
58	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	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	9,339.95	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	76.74	0.00	
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	208.90	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201610-GL-X01	GLUE, all-purpose	bottle	100	0	0	100	6,307.00	0	0	0	0	0.00	80	0	0	80	5,045.60	0	0	0	0	0.00	180	63.07	11,352.60	
62	31151804-SW-H01	STAPLE WIRE, heavy duty (blinder type), 23/13	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	36.95	0.00	
63	31151804-SW-S01	STAPLE WIRE, standard	box	210	0	0	210	5,985.00	0	0	0	0	0.00	100	0	0	100	2,850.00	0	0	0	0	0.00	310	28.50	8,835.00	
64	31201502-TA-E01	TAPE, electrical	roll	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	19.74	0.00	
65	31201503-TA-M01	TAPE, masking, 24mm	roll	55	0	0	55	3,251.05	0	0	0	0	0.00	55	0	0	55	3,251.05	0	0	0	0	0.00	110	59.11	6,502.10	
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	55	0	0	55	7,721.45	0	0	0	0	0.00	50	0	0	50	7,019.50	0	0	0	0	0.00	105	140.39	14,740.95	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	60	0	0	60	1,773.60	0	0	0	0	0.00	50	0	0	50	1,478.00	0	0	0	0	0.00	110	29.56	3,251.60	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	200	0	0	200	3,590.00	0	0	0	0	0.00	70	0	0	70	1,256.50	0	0	0	0	0.00	270	17.85	4,846.50	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	65	0	0	65	1,921.40	0	0	0	0	0.00	65	0	0	65	1,921.40	0	0	0	0	0.00	130	29.56	3,842.80	
70	31151507-TW-P01	TWINE, plastic	roll	7	0	0	7	502.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	71.78	502.46	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
71	41111604-RU-P02	RULER, plastic, 450mm	piece	15	0	0	15	303.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	20.23	303.45	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	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	16.62	0.00	
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	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	13,287.89	0.00	
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	1	0	0	1	222.49	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	222.49	222.49	
75	44101807-CA-C01	CALCULATOR, Compact	unit	15	0	0	15	3,367.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	228.49	3,367.35	
76	44121710-CH-W01	CHALK, white enamel	box	105	0	0	105	3,513.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	105	33.46	3,513.30	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	40	0	0	40	451.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	11.29	451.60	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	113	0	0	113	2,249.83	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	113	19.91	2,249.83	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	137	0	0	137	4,020.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	137	29.35	4,020.95	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	164	0	0	164	10,468.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	164	63.83	10,468.12	
81	44121801-CT-R02	CORRECTION TAPE	piece	570	0	0	570	11,103.60	0	0	0	0	0.00	570	0	0	570	11,103.60	0	0	0	0	0.00	1,140	19.48	22,207.20	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, HEAVY DUTY	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	30.08	0.00	
83	44111515-DF-R01	DATA FILE BOX	piece	260	0	0	260	39,325.00	0	0	0	0	0.00	200	0	0	200	30,250.00	0	0	0	0	0.00	460	151.25	69,575.00	
84	44122011-DF-F01	DATA FOLDER	piece	300	0	0	300	30,402.00	0	0	0	0	0.00	240	0	0	240	24,321.60	0	0	0	0	0.00	540	101.34	54,723.00	

PESTICIDES OR PEST REPELLENTS																														
144	10191509-IN-A01	INSECTICIDE	can	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	260.47	0.00	
PRINTED PUBLICATIONS																														
145	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and Its IRR)	book	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	37.77	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																														
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,051.41	0.00	
2	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	245.83	0.00	
3	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	245.83	0.00	
4	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	878.26	0.00	
5	44103105-HK-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,540.12	0.00	
6	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	425.41	0.00	
7	44103105-HP-B33	INK CARTRIDGE, HP C2107AA (HP678), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	410.63	0.00	
8	44103105-HP-T33	INK CARTRIDGE, HP C2108AA (HP678), Tri-color	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	410.63	0.00	
9	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	78.59	0.00	
10	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	79.11	0.00	
11	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	830.76	0.00	
12	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,620.71	0.00	
13	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	5,077.44	0.00	
14	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	5,659.07	0.00	
15	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,633.03	0.00	
16	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,832.55	0.00	
17	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,832.55	0.00	
18	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,832.55	0.00	
19	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	14,145.04	0.00	
20	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,490.87	0.00	
21	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,820.94	0.00	
22	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,215.01	0.00	
23	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,652.38	0.00	
24	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,647.44	0.00	
25	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,563.36	0.00	
26	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,242.80	0.00	
27	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	8,787.87	0.00	
28	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	11,072.19	0.00	
29	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,899.73	0.00	
30	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,987.35	0.00	
31	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,987.35	0.00	
32	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,987.35	0.00	
33	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,490.87	0.00	
34	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,124.23	0.00	
35	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	5,675.96	0.00	
36	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,218.18	0.00	
37	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,750.20	0.00	
SOFTWARE (Note: Please indicate price of Rems)																														
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Interactive or entertainment software	license	0	0	0	0	0	0.00	0	0	0	0	0																

AIRLINE TICKETS (Note: Please indicate price of Rems)																											
1	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	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	0.00	0.00
2	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	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	0.00	0.00
MOTOR VEHICLE (Note: Please indicate price of Rems) Phase refer to the Budget Circular No. 2022-1, Omnibus Guidelines on the Acquisition, Use, Rental, and Replacement of Government Motor Vehicles.																											
1	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	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	0.00	0.00
2	80141505-TS-068	ALTERNATE FUELED VEHICLE (AFV)	unit	0	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	0.00	0.00
3	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	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	0.00	0.00
4	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	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	0.00	0.00
5	25101503-BU-V01	BUS (ENTRY LEVEL)	unit	0	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	0.00	0.00
6	25101503-BU-V02	BUS (MID LEVEL)	unit	0	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	0.00	0.00
7	25101503-BU-V03	BUS (TOP LEVEL)	unit	0	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	0.00	0.00
8	25101503-CA-V01	CAR (SEDAN OR HATCHBACK) (ENTRY LEVEL)	unit	0	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	0.00	0.00
9	25101503-CA-V02	CAR (SEDAN OR HATCHBACK) (MID LEVEL)	unit	0	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	0.00	0.00
10	25101503-CA-V03	CAR (SEDAN OR HATCHBACK) (TOP LEVEL)	unit	0	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	0.00	0.00
11	25101503-MB-V01	MINI BUS (ENTRY LEVEL)	unit	0	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	0.00	0.00
12	25101503-MB-V02	MINI BUS (MID LEVEL)	unit	0	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	0.00	0.00
13	25101503-MB-V03	MINI BUS (TOP LEVEL)	unit	0	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	0.00	0.00
14	80141505-TS-063	MOTORCYCLE	unit	0	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	0.00	0.00
15	25101503-MU-V01	MULTI-PURPOSE VEHICLE (MPV)	unit	0	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	0.00	0.00
16	25101503-PA-V01	PASSENGER VAN (ENTRY LEVEL)	unit	0	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	0.00	0.00
17	25101503-PA-V02	PASSENGER VAN (MID LEVEL)	unit	0	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	0.00	0.00
18	25101503-PA-V03	PASSENGER VAN (TOP LEVEL)	unit	0	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	0.00	0.00
19	25101503-PE-V01	PICK-UP TRUCK (ENTRY LEVEL)	unit	0	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	0.00	0.00
20	25101503-PE-V02	PICK-UP TRUCK (MID LEVEL)	unit	0	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	0.00	0.00
21	25101503-PE-V03	PICK-UP TRUCK (TOP LEVEL)	unit	0	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	0.00	0.00
22	25101503-SP-V01	SPORTS UTILITY VEHICLE (ENTRY LEVEL)	unit	0	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	0.00	0.00
23	25101503-SP-V03	SPORTS UTILITY VEHICLE (TOP LEVEL)	unit	0	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	0.00	0.00
24	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	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	0.00	0.00
25	25101503-UT-V01	UTILITY VAN (ENTRY LEVEL)	unit	0	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	0.00	0.00
26	25101503-UT-V02	UTILITY VAN (MID LEVEL)	unit	0	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	0.00	0.00
27	25101503-UT-V03	UTILITY VAN (TOP LEVEL)	unit	0	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	0.00	0.00
CLOUD COMPUTING SERVICES (Note: Please indicate price of Rems)																											
1	80141505-TS-069	CLOUD COMPUTING SERVICES	license	0	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	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Rems)																											
1	80141505-TS-072	AIR CONDITIONING UNIT, 1.0 HP, CEILING TYPE	unit	0	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	0.00	0.00
2	80141505-TS-078	AIR CONDITIONING UNIT, 1.0 HP, SPLIT TYPE	unit	0	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	0.00	0.00
3	80141505-TS-075	AIR CONDITIONING UNIT, 1.0 HP, WALL TYPE	unit	0	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	0.00	0.00
4	80141505-TS-011	AIR CONDITIONING UNIT, 1.0 HP, WINDOW TYPE	unit	0	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	0.00	0.00
5	80141505-TS-073	AIR CONDITIONING UNIT, 1.5 HP, CEILING TYPE	unit	0	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	0.00	0.00
6	80141505-TS-079	AIR CONDITIONING UNIT, 1.5 HP, SPLIT TYPE	unit	0	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	0.00	0.00
7	80141505-TS-076	AIR CONDITIONING UNIT, 1.5 HP, WALL TYPE	unit	0	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	0.00	0.00
8	80141505-TS-070	AIR CONDITIONING UNIT, 1.5 HP, WINDOW TYPE	unit	6	0	0	6	335,130.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	55,855.00	335,130.00
9	80141505-TS-074	AIR CONDITIONING UNIT, 2.0 HP, CEILING TYPE	unit	0	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	0.00	0.00
10	80141505-TS-080	AIR CONDITIONING UNIT, 2.0 HP, SPLIT TYPE	unit	0	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	0.00	0.00
11	80141505-TS-077	AIR CONDITIONING UNIT, 2.0 HP, WALL TYPE	unit	0	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	0.00	0.00
12	80141505-TS-071	AIR CONDITIONING UNIT, 2.0 HP, WINDOW TYPE	unit	0	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	0.00	0.00
13	80141505-TS-103	AIR COOLER	piece	0	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	0.00	0.00
14	80141505-TS-036	AMPLIFIER	unit	0	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	0.00	0.00
15	80141505-TS-104	ARROW FLAG (SIGN HERE)	pack	0																							

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

A. TOTAL		P	1,371,717.05
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	137,171.71
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	50,000.00
D. GRAND TOTAL (A + B+ C)		P	1,558,888.76
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES

Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.

A. TOTAL		P	836,729.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	83,672.90
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	50,000.00
D. GRAND TOTAL (A + B+ C)		P	972,401.90
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:

CHERYL M. HAMILTON
Property/Supply Officer

Date Prepared: August 29, 2025

Certified Funds Available / Certified Appropriate Funds Available:

SHIELA BUEN F. SERVAÑEZ
Accountant / Budget Officer

Approved by:

MERIAN P. CATAJAY-MANI, Ed.D., CESE
Head of Office/Agency