

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 through this link: <https://shareurl.at/bsw58> (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/Office: OVERSEAS WORKERS WELFARE ADMINISTRATION  
 Region: NCR  
 Address: OWWA CENTER BUILDING 7TH ST. COR. FB HARRISON ST. PASAY CITY

Agency Code/UAACS: N-043  
 Organization Type: NGA

Contact Person: NIMFA C. UNICA  
 Position: OIC-PPRD  
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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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1		Battery, 9V (1pc per pack)	pack	0	5	0	5	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	80.00	400.00
2		Bristol Board, Assfd. Colors, A4, 220gsm (500pcs/ream)	ream	5	5	5	15	17,250.00	5	5	5	15	17,250.00	0	0	30	30	34,500.00	10	10	10	30	34,500.00	90	1,150.00	103,500.00
3		Correction Fluid	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	20.00	0.00
4	44121802	Correction Pen	piece	10	10	4	24	1,200.00	10	10	4	24	1,200.00	0	0	24	24	1,200.00	10	10	4	24	1,200.00	96	50.00	4,800.00
5		Folder, Tagboard, Legal size (100pcs/pack)	pack	2	2	2	6	2,250.00	2	2	2	6	2,250.00	0	0	6	6	2,250.00	2	2	2	6	2,250.00	24	375.00	9,000.00
6		Folder, Tagboard, A4 size (100pcs/pack)	pack	3	3	4	10	4,000.00	3	3	4	10	4,000.00	0	0	10	10	4,000.00	3	3	4	10	4,000.00	40	400.00	16,000.00
7		Folder, Presentation, Legal size (50pcs/pack)	pack	0	0	0	0	0.00	5	5	5	15	11,250.00	0	0	0	0	0.00	5	5	5	15	11,250.00	30	750.00	22,500.00
8		Folder, Presentation, A4 size (50pcs/pack)	pack	0	0	0	0	0.00	2	2	2	6	4,500.00	0	0	0	0	0.00	2	2	2	6	4,500.00	12	750.00	9,000.00
9		Folder, File Magazine Stand, Box type with cover size: 16" x 10 1/2" x 6"	piece	20	20	20	60	15,000.00	20	20	20	60	15,000.00	0	0	60	60	15,000.00	20	20	20	60	15,000.00	240	250.00	60,000.00
10		Illustration Board, 762 X 1016mm, 2ply	piece	10	0	0	10	500.00	10	0	0	10	500.00	0	0	10	10	500.00	10	0	0	10	500.00	40	50.00	2,000.00
11		Index Card, 3X5 (ruled both sides) (100pcs/pack)	pack	2	1	2	5	150.00	2	1	2	5	150.00	0	0	5	5	150.00	2	1	2	5	150.00	20	30.00	600.00
12		Index Card, 5X8 (ruled both sides) (100pcs/pack)	pack	2	1	2	5	250.00	2	1	2	5	250.00	0	0	5	5	250.00	2	1	2	5	250.00	20	50.00	1,000.00
13		Mimeo Paper, A4, 70gsm	ream	60	60	80	200	34,000.00	60	60	80	200	34,000.00	0	0	200	200	34,000.00	60	60	80	200	34,000.00	800	170.00	136,000.00
14		Mimeo Paper, Legal, 70gsm	ream	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	180.00	0.00
15		Mimeo Paper, A4, 63gsm Colored	ream	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	200.00	0.00
16		Paste, Ordinary 200gms	jar	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	40.00	0.00
17		Ruler, 12" plastic	piece	20	8	20	48	480.00	20	10	20	50	500.00	0	0	50	50	500.00	20	10	20	50	500.00	198	10.00	1,980.00
18		Sticker Paper, A4 (500pcs/ream)	ream	3	3	3	9	12,600.00	3	3	3	9	12,600.00	0	0	9	9	12,600.00	3	3	3	9	12,600.00	36	1,400.00	50,400.00
19		Storage Box, Class A size: 24" x 15" x 10"	piece	100	50	50	200	18,000.00	100	50	50	200	18,000.00	0	0	200	200	18,000.00	100	50	50	200	18,000.00	800	90.00	72,000.00
20		Paper, Photo High Gloss A4, (20k/pack)	pack	20	20	20	60	9,000.00	20	20	20	60	9,000.00	0	0	60	60	9,000.00	20	20	20	60	9,000.00	240	150.00	36,000.00
21		Paper, Board Special (10k/pack) 220gsm	pack	50	0	50	100	4,000.00	50	0	50	100	4,000.00	0	0	100	100	4,000.00	50	0	50	100	4,000.00	400	40.00	16,000.00
22		Rubber Band, 50gms No. 1 Multicolor	box	10	10	10	30	750.00	5	5	5	15	375.00	0	0	30	30	750.00	5	5	5	15	375.00	90	25.00	2,250.00
23		RIBBON CART, EPSON C135015632, Black, for LX-310	cart	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	150.00	0.00
24		Toner, HP 131A (CF210A) Black	cart	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	2,700.00	0.00
25		Toner, HP 131A (CF211A) Cyan	cart	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	3,000.00	0.00
26		Toner, HP 131A (CF212A) Yellow	cart	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	3,000.00	0.00
27		Toner, HP 131A (CF213A) Magenta	cart	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	3,000.00	0.00
28		INK, EPSON L6160/L4160/L6170, C13TO3Y100, Black (001)	cart	20	20	10	50	22,500.00	20	20	10	50	22,500.00	0	0	50	50	22,500.00	20	20	10	50	22,500.00	200	450.00	90,000.00
29		INK, EPSON L6160/L4160/L6170, C13TO3Y200, Cyan (001)	cart	20	20	10	50	15,000.00	20	20	10	50	15,000.00	0	0	50	50	15,000.00	20	20	10	50	15,000.00	200	300.00	60,000.00
30		INK, EPSON L6160/L4160/L6170, C13TO3Y300, Magenta (001)	cart	20	20	10	50	15,000.00	20	20	10	50	15,000.00	0	0	50	50	15,000.00	20	20	10	50	15,000.00	200	300.00	60,000.00
31		INK, EPSON L6160/L4160/L6170, C13TO3Y400, Yellow (001)	cart	20	20	10	50	15,000.00	20	20	10	50	15,000.00	0	0	50	50	15,000.00	20	20	10	50	15,000.00	200	300.00	60,000.00
32		INK, EPSON L3110/L5190, (003), Black	cart	40	40	20	100	27,000.00	40	40	40	120	32,400.00	0	0	200	200	54,000.00	65	65	70	200	54,000.00	620	270.00	167,400.00
33		INK, EPSON L3110/L5190, (003), Cyan	cart	40	40	20	100	28,000.00	40	40	40	120	33,600.00	0	0	200	200	56,000.00	65	65	70	200	56,000.00	620	280.00	173,600.00
34		INK, EPSON L3110/L5190, (003), Magenta	cart	40	40	20	100	28,000.00	40	40	40	120	33,600.00	0	0	200	200	56,000.00	65	65	70	200	56,000.00	620	280.00	173,600.00
35		INK, EPSON L3110/L5190, (003), Yellow	cart	40	40	20	100	28,000.00	40	40	40	120	33,600.00	0	0	200	200	56,000.00	65	65	70	200	56,000.00	620	280.00	173,600.00
36		INK, HP415 AIO Tank, GT52 (001), M9H57AA, Black	cart	3	3	3	9	2,430.00	3	3	3	9	2,430.00	0	0	9	9	2,430.00	3	3	3	9	2,430.00	36	270.00	9,720.00
37		INK, HP415 AIO Tank, GT52 (001), M9H54AA, Cyan	cart	2	2	2	6	1,620.00	2	2	2	6	1,620.00	0	0	6	6	1,620.00	2	2	2	6	1,620.00	24	270.00	6,480.00