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

AGENCY CODE/UACS:

AGENCY NAME: TOURISM PROMOTIONS BOARD

ORGANIZATION TYPE: GOCC

REGION: NCR

ADDRESS: 6TH FLOOR, S-ECOM CENTER, MOA COMPLEX, PASAY CITY

CONTACT PERSON: ROSELLE D. ROMERO

DESIGNATION: ACTING HEAD, PROCUREMENT AND GENERAL SERVICES DIVISION

EMAIL: roselle_romero@tpb.gov.ph

CONTACT NUMBER: 9171931642

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. 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).

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 Mirosoft 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.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/adeqO

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 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

6. 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	-	Balikbayan Box	20x20x20cm	pc		500		500	75,000.00				0	0.00			500	500	75,000.00				0	0.00	1000	150.00	150,000.00
2	-	Ballpen - Black		pc		120		120	720.00				0	0.00			100	100	600.00				0	0.00	220	6.00	1,320.00
3	-	Ballpen - Blue		pc		75		75	450.00				0	0.00			75	75	450.00				0	0.00	150	6.00	900.00
4	-	Ballpen - Red		pc		75		75	450.00				0	0.00			75	75	450.00				0	0.00	150	6.00	900.00
5	-	Business Card		box		25		25	37,500.00				0	0.00			25	25	37,500.00				0	0.00	50	1,500.00	75,000.00
6	-	CD, Rewritable		pc		50		50	1,500.00				0	0.00				0	0.00				0	0.00	50	30.00	1,500.00
7	-	Cheque Book		booklet		12		12	9,600.00				0	0.00				0	0.00				0	0.00	12	800.00	9,600.00
8	-	Clip, backfold 13mm		box		25		25	375.00				0	0.00				0	0.00				0	0.00	25	15.00	375.00
9	-	Cotton (medium)		pc		2		2	100.00				0	0.00				0	0.00				0	0.00	2	50.00	100.00
10	-	Folder, Morrocco, A4		pc		120		120	1,800.00				0	0.00				0	0.00				0	0.00	120	15.00	1,800.00
11	-	Folder, clear plastic, with fastener, A4 size		pc		20		20	300.00				0	0.00				0	0.00				0	0.00	20	15.00	300.00
12	-	Glue, All Purpose (Elmer's)		pc		12		12	600.00				0	0.00				0	0.00				0	0.00	12	50.00	600.00
13	-	Glue, Stick		pc		24		24	960.00				0	0.00				0	0.00				0	0.00	24	40.00	960.00
14	-	Handy Box		pc		10		10	5,000.00				0	0.00			10	10	5,000.00				0	0.00	20	500.00	10,000.00
15	-	Ink for ID Printing with 400pcs PVC ID Card		pc				0	0.00				0	0.00			3	3	25,500.00				0	0.00	3	8,500.00	25,500.00
16	-	Laminating Film (100pcs. per pack)		pc		2		2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00
17	-	Official Receipt (AR Form)		booklet		30		30	1,500.00				0	0.00				0	0.00				0	0.00	30	50.00	1,500.00
18	-	Page Markers Stick on (5/pack)		pack		60		60	12,000.00				0	0.00			60	60	12,000.00				0	0.00	120	200.00	24,000.00
19	-	Paste, Elmer's - Stick		pc		10		10	600.00				0	0.00			10	10	600.00				0	0.00	20	60.00	1,200.00
20	-	Photo Paper		pack		5		5	1,250.00				0	0.00			5	5	1,250.00				0	0.00	10	250.00	2,500.00
21	-	Ring Binder - .5"		pc		5		5	100.00				0	0.00			5	5	100.00				0	0.00	10	20.00	200.00
22	-	Ring Binder - 1"		pc		5		5	125.00				0	0.00			5	5	125.00				0	0.00	10	25.00	250.00
23	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Black		pc		150		150	9,750.00				0	0.00			150	150	9,750.00				0	0.00	300	65.00	19,500.00
24	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Blue		pc		100		100	6,500.00				0	0.00			100	100	6,500.00				0	0.00	200	65.00	13,000.00
25	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Red		pc		40		40	2,600.00				0	0.00			40	40	2,600.00				0	0.00	80	65.00	5,200.00
26	-	Stamp, self-inking with logo		pc		3		3	7,500.00				0	0.00				0	0.00				0	0.00	3	2,500.00	7,500.00
27	-	Sticker Paper		pack		10		10	1,000.00				0	0.00				0	0.00				0	0.00	10	100.00	1,000.00
28	-	Tape, double-sided, 12mm		roll		15		15	450.00				0	0.00				0	0.00				0	0.00	15	30.00	450.00
29	-	Tape, double-sided, 12mm with foam		roll		15		15	675.00				0	0.00				0	0.00				0	0.00	15	45.00	675.00
30	-	HP Toner W2040 - Black		cart		60		60	300,000.00			60	60	300,000.00			60	60	300,000.00		30		30	150,000.00	210	5,000.00	1,050,000.00
31	-	HP Toner W2041 - Cyan		cart		35		35	217,000.00			35	35	217,000.00			35	35	217,000.00		35		35	217,000.00	140	6,200.00	868,000.00
32	-	HP Toner W2042 - Yellow		cart		35		35	217,000.00			35	35	217,000.00			35	35	217,000.00		35		35	217,000.00	140	6,200.00	868,000.00
33	-	HP Toner W2043 - Magenta		cart		35		35	217,000.00			35	35	217,000.00			35	35	217,000.00		35		35	217,000.00	140	6,200.00	868,000.00
34	-	HP 658A Black Toner Cartridge (W2000A)		cart		4		4	60,000.00			4	4	60,000.00				0	0.00				0	0.00	8	15,000.00	120,000.00
35	-	HP 658A Cyan Toner Cartridge (W2001A)		cart		3		3	51,000.00			2	2	34,000.00				0	0.00				0	0.00	5	17,000.00	85,000.00
36	-	HP 658A Magenta Toner Cartridge (W2002A)		cart		3		3	51,000.00			2	2	34,000.00				0	0.00				0	0.00	5	17,000.00	85,000.00
37	-	HP 658A Yellow Toner Cartridge (W2003A)		cart		3		3	51,000.00			2	2	34,000.00				0	0.00				0	0.00	5	17,000.00	85,000.00
38	-	HP 975k - Black Toner Cartridge		cart		40		40	160,000.00			30	30	120,000.00			30	30	120,000.00				0	0.00	100	4,000.00	400,000.00
39	-	HP 975C - Cyan Toner Cartridge		cart		25		25	117,500.00			25	25	117,500.00			20	20	94,000.00				0	0.00	70	4,700.00	329,000.00
40	-	HP 975Y - Yellow Toner Cartridge		cart		25		25	117,500.00			25	25	117,500.00			20	20	94,000.00				0	0.00	70	4,700.00	329,000.00
41	-	HP 975M - Magenta Toner Cartridge		cart		25		25	117,500.00			25	25	117,500.00			20	20	94,000.00				0	0.00	70	4,700.00	329,000.00
42	-	Kyocera Toner - TK-5234K (Black)		cart		40		40	152,000.00			40	40	152,000.00			40	40	152,000.00		30		30	114,000.00	150	3,800.00	570,000.00
43	-	Kyocera Toner - TK-5234C (Cyan)		cart		30		30	159,000.00			30	30	159,000.00			30	30	159,000.00		30		30	159,000.00	120	5,300.00	636,000.00
44	-	Kyocera Toner - TK-5234Y (Yellow)		cart		30		30	159,000.00			30	30	159,000.00			30	30	159,000.00		30		30	159,000.00	120	5,300.00	636,000.00

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					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)																												
45	-	Kyocera Toner - TK-5234M (Magenta)		cart		30		**30**	**159,000.00**			30	**30**	**159,000.00**			30	**30**	**159,000.00**		30		**30**	**159,000.00**	**120**	**5,300.00**	**636,000.00**
46	-	Toner Cartridge (New SHARP dup. mach. models) (MX-565N) - 561FT		cart				**0**	**0.00**		2		**2**	**30,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**15,000.00**	**30,000.00**
47	-	Toner Cartridge (SHARP 452U Copier) - 500FT		cart				**0**	**0.00**		2		**2**	**22,600.00**				**0**	**0.00**				**0**	**0.00**	**2**	**11,300.00**	**22,600.00**
48	-	Toner Cartridge (SHARP Portable Copier) (2units)		cart				**0**	**0.00**		2		**2**	**15,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**7,500.00**	**15,000.00**
49	-	Toner Black - Fuji Xerox - CT2013		cart				**0**	**0.00**		2		**2**	**19,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**9,500.00**	**19,000.00**
50	-	Toner - Colored - Fuji Xerox (.C.M.Y.3colors)		set				**0**	**0.00**		1		**1**	**45,000.00**				**0**	**0.00**				**0**	**0.00**	**1**	**45,000.00**	**45,000.00**
51	-	Waste Toner Collector - Fuji		pc				**0**	**0.00**		2		**2**	**5,800.00**				**0**	**0.00**				**0**	**0.00**	**2**	**2,900.00**	**5,800.00**
52	-	Duplo Toner - Duplicating Machine		set				**0**	**0.00**		2		**2**	**3,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**1,500.00**	**3,000.00**
53	-	Duplo Master Roll		set				**0**	**0.00**		2		**2**	**11,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**5,500.00**	**11,000.00**
54	-	U-Bix Duplicating Machine Toner		cart				**0**	**0.00**		2		**2**	**34,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**17,000.00**	**34,000.00**
55	-	U-Bix Master Roll		set				**0**	**0.00**		2		**2**	**5,000.00**				**0**	**0.00**				**0**	**0.00**	**2**	**2,500.00**	**5,000.00**
56	-	Alkaline Baterry Energizer 9V		pcs				**0**	**0.00**				**0**	**0.00**		8		**8**	**1,200.00**				**0**	**0.00**	**8**	**150.00**	**1,200.00**
57	-	Alkaline Battery Energizer A23		pcs				**0**	**0.00**				**0**	**0.00**		2		**2**	**200.00**				**0**	**0.00**	**2**	**100.00**	**200.00**
58	-	Battery, Re-chargeable, AAA		pcs.				**0**	**0.00**				**0**	**0.00**		10		**10**	**1,000.00**				**0**	**0.00**	**10**	**100.00**	**1,000.00**
59	-	Blind Rivets Assorted		pcks				**0**	**0.00**				**0**	**0.00**		5		**5**	**600.00**				**0**	**0.00**	**5**	**120.00**	**600.00**
60	-	Car Freshener		pcs				**0**	**0.00**				**0**	**0.00**		24		**24**	**4,800.00**				**0**	**0.00**	**24**	**200.00**	**4,800.00**
61	-	Christmas Decorations		lot				**0**	**0.00**				**0**	**0.00**		1		**1**	**100,000.00**				**0**	**0.00**	**1**	**100,000.00**	**100,000.00**
62	-	Drill Bits (assorted)		set				**0**	**0.00**				**0**	**0.00**		1		**1**	**3,000.00**				**0**	**0.00**	**1**	**3,000.00**	**3,000.00**
63	-	Handsoap Refill Pack (500ml)		pc.				**0**	**0.00**				**0**	**0.00**		12		**12**	**1,440.00**				**0**	**0.00**	**12**	**120.00**	**1,440.00**
64	-	Humidifier Scent (50 ml.)		units				**0**	**0.00**				**0**	**0.00**		20		**20**	**10,000.00**				**0**	**0.00**	**20**	**500.00**	**10,000.00**
65	-	Mighty Bond		tubes				**0**	**0.00**				**0**	**0.00**		5		**5**	**500.00**				**0**	**0.00**	**5**	**100.00**	**500.00**
66	-	PVC LAMINATED BOARD, anay finish 2 X 4		pc				**0**	**0.00**				**0**	**0.00**		30		**30**	**14,400.00**				**0**	**0.00**	**30**	**480.00**	**14,400.00**
67	-	Refill of Fire extinguisher		units				**0**	**0.00**				**0**	**0.00**		50		**50**	**42,500.00**				**0**	**0.00**	**50**	**850.00**	**42,500.00**
68	-	SURGE PROTECTOR with individual switch		pcs				**0**	**0.00**				**0**	**0.00**		20		**20**	**30,000.00**				**0**	**0.00**	**20**	**1,500.00**	**30,000.00**
69	-	Tape, Adhesive, double sided, 1"		rolls				**0**	**0.00**				**0**	**0.00**		30		**30**	**2,100.00**				**0**	**0.00**	**30**	**70.00**	**2,100.00**
70	-	Tape, PVC Big		rolls				**0**	**0.00**				**0**	**0.00**		10		**10**	**800.00**				**0**	**0.00**	**10**	**80.00**	**800.00**
71	-	TAPE, Rubber Big		rolls				**0**	**0.00**				**0**	**0.00**		10		**10**	**3,750.00**				**0**	**0.00**	**10**	**375.00**	**3,750.00**
72	-	Telephone Line		pcs.				**0**	**0.00**				**0**	**0.00**		50		**50**	**1,500.00**				**0**	**0.00**	**50**	**30.00**	**1,500.00**
73	-	Telephone Modular Box		pcs.				**0**	**0.00**				**0**	**0.00**		50		**50**	**6,000.00**				**0**	**0.00**	**50**	**120.00**	**6,000.00**
74	-	Duplex universal outlet with ground		pcs				**0**	**0.00**				**0**	**0.00**		20		**20**	**9,000.00**				**0**	**0.00**	**20**	**450.00**	**9,000.00**
75	-	Hard Hat (Helmet)		pcs.				**0**	**0.00**				**0**	**0.00**		25		**25**	**15,000.00**				**0**	**0.00**	**25**	**600.00**	**15,000.00**
76	-	Heavy Duty Male Plug		pcs				**0**	**0.00**				**0**	**0.00**		20		**20**	**500.00**				**0**	**0.00**	**20**	**25.00**	**500.00**
77	-	LED Bulb Daylight 9W		unit				**0**	**0.00**				**0**	**0.00**		50		**50**	**14,500.00**				**0**	**0.00**	**50**	**290.00**	**14,500.00**
78	-	T8 9 watts LED tube		pc				**0**	**0.00**				**0**	**0.00**		100		**100**	**25,000.00**				**0**	**0.00**	**100**	**250.00**	**25,000.00**
79	-	T8 18 watts LED tube		pc				**0**	**0.00**				**0**	**0.00**		100		**100**	**20,000.00**				**0**	**0.00**	**100**	**200.00**	**20,000.00**
80	-	Other Lights		lot				**0**	**0.00**				**0**	**0.00**		1		**1**	**10,000.00**				**0**	**0.00**	**1**	**10,000.00**	**10,000.00**
81	-	Cabinet Lateral 3 layer		pc		5		**5**	**75,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**5**	**15,000.00**	**75,000.00**
82	-	Cabinet Lateral 4 layers		pc		5		**5**	**100,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**5**	**20,000.00**	**100,000.00**
83	-	Mobile Pedestal		pc		10		**10**	**60,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**10**	**6,000.00**	**60,000.00**
84	-	Junior Executive Chair		pc		80		**80**	**720,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**80**	**9,000.00**	**720,000.00**
85	-	Executive Chair		pc		15		**15**	**180,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**15**	**12,000.00**	**180,000.00**
86	-	Training Table		pc		15		**15**	**375,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**15**	**25,000.00**	**375,000.00**
87	-	Other Semi-expendable equipment		lot		1		**1**	**300,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**1**	**300,000.00**	**300,000.00**
88	-	Air Purifier		pc			2	**2**	**70,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**2**	**35,000.00**	**70,000.00**
89	-	Aircon Including Installation		lot			1	**1**	**500,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**1**	**500,000.00**	**500,000.00**
90	-	Sofa, Tables, Cabinets, Dividers, ID Printer, etc.		lot			1	**1**	**400,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**1**	**400,000.00**	**400,000.00**
91	-	Motor Vehicles - Van		pc		1		**1**	**2,700,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**1**	**2,700,000.00**	**2,700,000.00**
92	-	Motor Vehicles - MPV		pc		1		**1**	**1,400,000.00**				**0**	**0.00**				**0**	**0.00**				**0**	**0.00**	**1**	**1,400,000.00**	**1,400,000.00**
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**

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)																											

A. TOTAL		₱ 15,640,020.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 1,564,002.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 17,204,022.00
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:

Original Signed
ROSELLE D. ROMERO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Original Signed
IRENE U. FRANCISCO
Accountant / Budget Officer

Approved by:

Original Signed
MARIA MARGARITA MONTEMAYOR NOGRALES
Head of Office/Agency

Date Prepared: August 23, 2024