

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 the 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 tabs of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary. *(Please copy the link and paste in your browser)*
  - 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://www.ps-dbm.gov.ph>
  - 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 [appsahelpdesk@ps-phillgeps.gov.ph](mailto:appsahelpdesk@ps-phillgeps.gov.ph), or visit the PS-DBM website ([www.ps-phillgeps.gov.ph](http://www.ps-phillgeps.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: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
 Region: 2  
 Address: 25C, SANGI BUI, TUGUEGARAO CITY, CAGAYAN

Agency Code/AACS: 1-4991E+11  
 Organization Type: DEPARTMENT

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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	4411305	Checks or check books	books	1		1	1,000.00																		2	1,000.00	2,000.00		
2	4413341	Self-inking stamps	pieces	1		1	7,500.00																		5	1,500.00	7,500.00		
3						9	0.00																		0	0.00	0.00		
4						9	0.00																			0	0.00	0.00	
5						9	0.00																		5	0.90	4.50		
6						9	0.00																			0	0.00	0.00	
7						9	0.00																			0	0.00	0.00	
8						9	0.00																			0	0.00	0.00	
9						9	0.00																			0	0.00	0.00	
10						9	0.00																			0	0.00	0.00	
11						9	0.00																				0	0.00	0.00
12						9	0.00																				0	0.00	0.00
13						9	0.00																				0	0.00	0.00
14						9	0.00																				0	0.00	0.00
15						9	0.00																				0	0.00	0.00
16						9	0.00																				0	0.00	0.00
17						9	0.00																				0	0.00	0.00
18						9	0.00																				0	0.00	0.00
19						9	0.00																				0	0.00	0.00
20						9	0.00																				0	0.00	0.00
21						9	0.00																				0	0.00	0.00
22						9	0.00																				0	0.00	0.00
23						9	0.00																				0	0.00	0.00
24						9	0.00																				0	0.00	0.00
25						9	0.00																				0	0.00	0.00
26						9	0.00																				0	0.00	0.00
27						9	0.00																				0	0.00	0.00
28						9	0.00																				0	0.00	0.00
29						9	0.00																				0	0.00	0.00
30						9	0.00																				0	0.00	0.00
31						9	0.00																				0	0.00	0.00
32						9	0.00																				0	0.00	0.00
33						9	0.00																				0	0.00	0.00
34						9	0.00																				0	0.00	0.00
35						9	0.00																				0	0.00	0.00
36						9	0.00																				0	0.00	0.00
37						9	0.00																				0	0.00	0.00

Pn.	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
38	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
39	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
40	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
41	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
42	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
43	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
44	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
45	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
46	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
47	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
48	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
49	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
50	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
51	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
52	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
53	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
54	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
55	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
56	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
57	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
58	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
59	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
60	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
61	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
62	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
63	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
64	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
65	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
66	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
67	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
68	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
69	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
70	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
71	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
72	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
73	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
74	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
75	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
76	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
77	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
78	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
79	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
80	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
81	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
82	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
83	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
84	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
85	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
86	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05
87	-						5	0.05				5	0.50				5	0.05				5	0.50	5	2.50	0.05

