APP-CSE 2027 FORM - Other Items

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2027 FORM - Other Items (Fund 164 - INDICATIVE)

AGENCY CODE/UACS:	80080001670	CONTACT PERSON:	Hidalgo, Ms. Kathlin Kaye Tumambing
AGENCY NAME:	UNIVERSITY OF THE PHILIPPINES MANILA	DESIGNATION:	Administrative Aide VI
ORGANIZATION TYPE	SUC	EMAIL:	kthidalgo@up.edu.ph
REGION:	NCR	CONTACT NUMBER:	8814-1214
ADDRESS:	P. Faura St. cor. Ma. Orosa St. Ermita Manila		

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 2027 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 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.

4. Upload the APP-CSE 2027 Form - Other Items through the Google Forms Link: https://shorturl.at/adeq0

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 2027 must be submitted on or before August 31, 2026

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	-	Brown Envelope (Short)		Pack	1			1	100.00	1			1	100.00	1			1	100.00	1			1	100.00	4	100.00	400.00
2	-	Desk Tray, 2 layers		Piece	10			10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
3	-	Dishwashing liquid		Gallon	1			1	300.00	1			1	300.00	1			1	300.00	1			1	300.00	4	300.00	1,200.00
4	-	Duplicating Machine Duplo DP Master Paper B4 DRA-22		Piece	0	4	0	4	22,000.00	0	0	0	0	0.00	0	4	0	4	22,000.00	0	0	0	0	0.00	8	5,500.00	44,000.00
5	-	Duplicating Machine Duplo Toner DP Black Ink DA 24		Piece	0	7	0	7	8,400.00	0	0	0	0	0.00	0	7	0	7	8,400.00	0	0	0	0	0.00	14	1,200.00	16,800.00
6	-	EPSON WF-C5790 Toner, T948 Black		Piece	1	0	0	1	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,600.00	4,600.00
7	-	EPSON WF-C5790 Toner, T948 Cyan		Piece	1	0	0	1	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,600.00	4,600.00
8	-	EPSON WF-C5790 Toner, T948 Magenta		Piece	1	0	0	1	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,600.00	4,600.00
9	-	EPSON WF-C5790 Toner, T948 Yellow		Piece	1	0	0	1	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,600.00	4,600.00
10	-	External Hard Drive 1TB (SSD)		Unit	9			9	54,000.00				0	0.00				0	0.00				0	0.00	9	6,000.00	54,000.00
11	-	Laminating film a4		Piece				0	0.00	1			1	400.00				0	0.00				0	0.00	1	400.00	400.00
12	-	Laminating Film A4 size 250 Microns 20pcs per pack		Pack	2	0	0	2	1,000.00	0	0	0	0	0.00	2	0	0	2	1,000.00	0	0	0	0	0.00	4	500.00	2,000.00
13	-	LED Light Bulb Daylight 14w		Piece	20	0	0	20	8,600.00	0	0	0	0	0.00	1	0	0	1	430.00	0	0	0	0	0.00	21	430.00	9,030.00
14	-	LED Light T5 daylight 14w 3ft		Piece	30	0	0	30	17,100.00	0	0	10	10	5,700.00	0	0	0	0	0.00	0	0	0	0	0.00	40	570.00	22,800.00
15	-	Official cash book Gen. Form #51 (A)		Book				0	0.00	8			8	4,000.00				0	0.00				0	0.00	8	500.00	4,000.00
16	-	Official Reciepts Accountable Form (51-C)		Pad			300	300	45,000.00				0	0.00				0	0.00				0	0.00	300	150.00	45,000.00
17	-	Storage Box with lid, size 16 L x 11 W x 11 H mm, color: Kraft		Piece	50			50	24,750.00				0	0.00				0	0.00				0	0.00	50	495.00	24,750.00
18	-	TK-8115C Cyan Toner Cartridge		Cart	2			2	11,000.00				0	0.00	2			2	11,000.00				0	0.00	4	5,500.00	22,000.00
19	-	TK-8115K Black Toner Cartridge		Cart	2			2	14,300.00				0	0.00	2			2	14,300.00				0	0.00	4	7,150.00	28,600.00
20	-	TK-8115M Magenta Toner Cartridge		Cart	2			2	11,000.00				0	0.00	2			2	11,000.00				0	0.00	4	5,500.00	22,000.00
21	-	TK-8115Y Yellow Toner Cartridge		Cart	2			2	11,000.00				0	0.00	2			2	11,000.00				0	0.00	4	5,500.00	22,000.00
22	-	Trash Bag, Medium Yellow 25pcs per roll		Roll	250	0	0	250	21,250.00	0	0	0	0	0.00	10	0	0	10	850.00	0	0	0	0	0.00	260	85.00	22,100.00

A. TOTAL		P	361,980.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	36,198.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	398,178.00
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:

KATHLIN-KAYE T. HIDALGO
ADMINISTRATIVE AIDE VI

REVIEWED BY:

MELODY JANE L. ROJO
Director I, Procurement Management Office

Certified Funds Available / Certified Appropriate Funds Available:

SHIELA BETH C. NGOHO
OIC, BUDGET OFFICE

Recommending approval by:

Digitally signed by Adevoso-CanAl Johanna Patricia De Leon
Date: 2026.08.10 17:11:22 +08'00'

JOHANNA PATRICIA D. ADEVOSO-CANAL, M.D., MHA, MSc
VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

Approved by:

for: OIC

MICHAEL L. TEE, M.D., MHPEd
CHANCELLOR

11 AUG 2026

Date prepared: August 5, 2026