

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-philoeps.gov.ph](http://www.ps-philoeps.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://kstart.la.gov.ph> (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-phileps.gov.ph](mailto:appcse.helpdesk@ps-phileps.gov.ph), or visit the PS-DBM website ([www.ps-phileps.gov.ph](http://www.ps-phileps.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: SOCIAL HOUSING FINANCE CORPORATION  
 Region: NCR  
 Address: 8737 BDC PLAZA PASO DEL ROSAS MAKATI CITY

Agency Code/UACS: X285  
 Organization Type: GOCC

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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	-	BALPEN, BLACK, BALLPOINT, GEL INK	Piece			840	840	8,400.00			840	840	8,400.00			840	840	8,400.00			840	840	8,400.00	3360	10.00	33,600.00	
2	-	BALPEN, BLUE, BALLPOINT, GEL INK	Piece			840	840	8,400.00			840	840	8,400.00			840	840	8,400.00			840	840	8,400.00	3360	10.00	33,600.00	
3	-	BALPEN, RED, BALLPOINT, GEL INK	Piece			420	420	4,200.00			420	420	4,200.00			420	420	4,200.00			420	420	4,200.00	1680	10.00	16,800.00	
4	-	BOND PAPER, A3, 80GSM, 500s per ream	Ream			10	10	6,000.00			0	0.00			0	0.00					0	0.00	10	600.00		6,000.00	
5	-	CALCULATOR 14-DIGITS, WITH TAX CALCULATION	Unit			10	10	15,000.00			0	0.00			0	0.00					0	0.00	10	1,500.00		15,000.00	
6	-	CARD, INDEX, 3X5, 100s per pack	Pack			5	5	250.00			0	0.00			0	0.00					0	0.00	5	50.00		250.00	
7	-	CARD, INDEX, 5x8, 100s per pack	Pack			5	5	500.00			0	0.00			0	0.00					0	0.00	5	100.00		500.00	
8	-	CORRUGATED STORAGE FILE BOX, 200LBS, 12 X 15.5"	Piece			1000	1000	300,000.00			0	0.00			0	0.00					0	0.00	1000	300.00		300,000.00	
9	-	DATA BINDER 3", 2-RINGS, COLOR: BLUE, LEGAL SIZE, MATERIAL- CARDBOARD: 2.5MM THICK, COATED WITH PP AND WITH THUMB-HOLE	Piece			30	30	6,000.00			0	0.00			0	0.00					0	0.00	30	200.00		6,000.00	
10	-	DATA BINDER 3", 2-RINGS, COLOR: BLUE, LEGAL SIZE, MATERIAL- CARDBOARD: 2.5MM THICK, COATED WITH PP AND WITH THUMB HOLE	Piece			30	30	9,000.00			0	0.00			0	0.00					0	0.00	30	300.00		9,000.00	
11	-	DOCUMENTARY STORAGE BOX WITH COVER, BOX: 400X275X285MM, COVER: 410X55X295, COLOR: BLUE, MATERIAL CARDBOARD WITH 4MM (MIN) THICKNESS	Piece			500	500	175,000.00			500	500	175,000.00			500	500	175,000.00			500	500	175,000.00	2000	350.00		700,000.00
12	-	DOUBLE ADHESIVE WITH FOAM 1", USABLE LENGTH: 5METERS	Roll			10	10	1,000.00			0	0.00			0	0.00					0	0.00	10	100.00		1,000.00	
13	-	DOUBLE ADHESIVE WITHOUT FOAM 1", USABLE LENGTH: 10METERS	Roll			30	30	1,800.00			0	0.00			0	0.00					0	0.00	30	60.00		1,800.00	
14	-	CUSTOMIZED MAILING ENVELOPE SHFC WITH WINDOW, 500s per box	Box			100	100	160,000.00			50	50	80,000.00			100	100	160,000.00			50	50	80,000.00	300	1,600.00		480,000.00
15	-	CUSTOMIZED MAILING ENVELOPE SHFC WITHOUT WINDOW, 500s per box	Box			10	10	14,000.00			0	0.00			10	10	14,000.00					0	0.00	20	1,400.00		28,000.00
16	-	IN AND OUT TRAY, 3-LAYERS, METAL, MUST BE STURDY	Piece			30	30	24,000.00			0	0.00			0	0.00					0	0.00	30	800.00		24,000.00	
17	-	CARD, INDEX, 5X8, UNRULED, COLOR: WHITE, 100s per pack	Pack			20	20	4,000.00			0	0.00			0	0.00					0	0.00	20	200.00		4,000.00	
18	-	LAMINATING FILM, THICKNESS: 250 MICRON, 9 INCHES, 50METERS	Roll			2	2	3,000.00			0	0.00			0	0.00					0	0.00	2	1,500.00		3,000.00	
19	-	CUSTOMIZED LETTERHEAD SHFC A4, 500s per ream	Ream			200	200	130,000.00			0	0.00			200	200	130,000.00					0	0.00	400	650.00		260,000.00
20	-	CUSTOMIZED LETTERHEAD SHFC LEGAL, 500s per ream	Ream			100	100	70,000.00			0	0.00			100	100	70,000.00					0	0.00	200	700.00		140,000.00
21	-	PAPER, STICKER, A4 SIZE, MATTE, 10s per pack	Pack			50	50	2,500.00			0	0.00			0	0.00					0	0.00	50	50.00		2,500.00	
22	-	CUSTOMIZED PLASTIC JACKET WITH TAB, SIZE: LEGAL, PVC MATERIAL: GAUGE 8, PACKAGING: 100 pieces per pack	Piece			15000	15000	450,000.00			0	0.00			15000	15000	450,000.00					0	0.00	30000	30.00		900,000.00
23	-	PLASTIC REFFIL FOR CLEARBOOK LEGAL, 10s per pack	Pack			100	100	6,000.00			0	0.00			0	0.00					0	0.00	100	60.00		6,000.00	
24	-	RECHARGEABLE BATTERY AA, CAPACITY: 1,300mAh to 2,900mAh	Piece			10	10	10,000.00			0	0.00			0	0.00					0	0.00	10	1,000.00		10,000.00	
25	-	RECHARGEABLE BATTERY AAA, CAPACITY: 500mAh to 1,100mAh	Piece			10	10	10,000.00			0	0.00			0	0.00					0	0.00	10	1,000.00		10,000.00	
26	-	Rechargeable Battery Charger for AA/AAA/9V - *It can charge 2 or 4pcs AA/AAA and 2pcs of 6F22 (9V) Ni-MH/Ni-Cd rechargeable batteries. *4 Slot Charger for AA/AAA /9v. *With LED Indicator	Piece			7	7	17,500.00			0	0.00			0	0.00					0	0.00	7	2,500.00		17,500.00	
27	-	BOND PAPER, SHORT, 80GSM, 500s per ream	Ream			50	50	12,500.00			0	0.00			0	0.00					0	0.00	50	250.00		12,500.00	
28	-	CUSTOMIZED PAPER TRAY, 4-LAYERS, WITH FINGER HOLE, LEGAL SIZE, 112'XW11", 5MM THICKNESS	Piece			30	30	90,000.00			0	0.00			0	0.00					0	0.00	30	3,000.00		90,000.00	
29	-	VARIOUS OFFICE SUPPLIES	Lot			1	1	3,310,486.68			0	0.00			0	0.00					0	0.00	1	3,310,486.68		3,310,486.68	
30	-	External Hard Disk, 4TB	Piece			2	2	10,000.00			0	0.00			0	0.00					0	0.00	2	5,000.00		10,000.00	

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