

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

AGENCY CODE/UAACS: []
AGENCY NAME: NATIONAL TOBACCO ADMINISTRATION
ORGANIZATION TYPE: GOOC
REGION: NCR
ADDRESS: Upper Class Tower, Quezon Ave. cor. Sgt. Reyes, Quezon City

CONTACT PERSON: Engr. ABRAHAM C. DELA PEÑA
DESIGNATION: OIC, CSPD
EMAIL: engineeringone@yahoo.ca
CONTACT NUMBER: 0926179299

INTRODUCTION: This form shall be utilized by government agencies for items that are not available in the PS-DEM catalogs 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-DEM.
REMARKS: 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-DEM website (www.ps-phlpsps.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 ALL WORDS 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 row headrow (100) rows are dedicated only for this procedure, while the remaining rows is open for adding. 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://forms.gle/Jf3fXpLm3kG8G...](#)
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DEM through its mobile numbers 0928-2054426 (Smart) or 0962-8255199 (Globe), or email appcom.helpdesk@ps-phlpsps.gov.ph, or visit the PS-DEM website (www.ps-phlpsps.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

Table with columns: Item No., UNSPSC, Item Description, Specification, Unit of Measure, and Monthly Quantity Requirement (Jan-Dec). Includes a section for 'OTHER ITEMS NOT AVAILABLE AT PS-DEM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES'. Items include various ink refills, cartridges, and stationery.

Line	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 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec	Q4	Q4 Average							
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																															
43									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
44									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
45									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
46									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
47									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
48									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
49									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
50									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
51									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
52									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
53									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
54									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
55									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
56									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
57									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
58									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
59									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
60									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
61									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
62									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
63									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
64									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
65									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
66									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
67									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
68									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
69									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
70									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
71									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
72									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
73									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
74									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
75									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
76									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
77									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
78									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
79									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
80									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
81									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
82									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
83									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
84									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
85									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
86									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
87									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
88									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
89									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
90									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
91									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
92									0	0.00					0	0.00									0	0.00	0	0.00	0.00		
93									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	0.00		
95									0	0.00					0	0.00									0	0.00	0	0.00	0.00		

Item 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	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1				Q2	Q3	Q4	
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
06									0	0.00				0	0.00				0	0.00	0	0.00	0.00
07									0	0.00				0	0.00				0	0.00	0	0.00	0.00
08									0	0.00				0	0.00				0	0.00	0	0.00	0.00
09									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	0.00
A. TOTAL																				1,518,798.00			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				151,879.80			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							
D. GRAND TOTAL (A + B + C)																				1,670,677.80			
E. APPROVED BUDGET BY THE AGENCY HEAD																							
F. Figure and Words:																				ONE MILLION THREE HUNDRED FORTY TWO THOUSAND EIGHT HUNDRED SIXTY SIX PESOS AND SIXTY CENTAVOS			

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: 

 Engr. ABRA...
 Property/Supply Officer

Certified Funds Available / Certified Appropriated Funds Available:


 M. C. TIU
 Accountant / Budget Officer

Approved by: 

 BE... S. SANCHEZ
 Head of Office/Agency

Data Prepared: