

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/UAICS: 15007000000
 AGENCY NAME: Office of the Solicitor General
 ORGANIZATION TYPE: Attached Agency
 REGION: NCR - National Capital Region
 ADDRESS: 134 Amorsolo St., Legaspi Village, Makati City
 CONTACT PERSON: Dalanon, Gifre V.
 DESIGNATION: Administrative Officer V
 EMAIL: gvdalanon@oasg.gov.ph
 CONTACT NUMBER: 89881674

INTRODUCTION:

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

| No | Item Description | UOM | Monthly Quantity Requirement | | | | | | | | | | | | | | | | Total Quantity for the year | Price | Total Amount for the year |
|--|--|--------|------------------------------|------|-----------|--------------|-----------|-----|-----------|--------------|-----------|------|------------|--------------|-----------|-----|-----------|--------------|-----------------------------|-------------|---------------------------|
| | | | QUARTER 1 | | | | QUARTER 2 | | | | QUARTER 3 | | | | QUARTER 4 | | | | | | |
| | | | Month | Qty | Total Qty | Total Amount | Month | Qty | Total Qty | Total Amount | Month | Qty | Total Qty | Total Amount | Month | Qty | Total Qty | Total Amount | | | |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | |
| 1 | Pen or pencil sets Ballpen Black | piece | Jan | 1097 | 1097 | 4,168.60 | Apr | 0 | 0.00 | Jul | 1097 | 1097 | 4,168.60 | Oct | 0 | 0 | 0.00 | 2194 | 3.80 | P8,337.20 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 2 | Pen or pencil sets Ballpen Blue | piece | Jan | 1101 | 1101 | 4,183.80 | Apr | 0 | 0.00 | Jul | 1101 | 1101 | 4,183.80 | Oct | 0 | 0 | 0.00 | 2202 | 3.80 | P8,367.60 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 3 | Self adhesive labels Barcode Label/Sticker (2" X 1") | roll | Jan | 271 | 271 | 243,900.00 | Apr | 0 | 0.00 | Jul | 271 | 271 | 243,900.00 | Oct | 0 | 0 | 0.00 | 542 | 900.00 | P487,800.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 4 | Self adhesive labels Barcode Label/Sticker (4" X 3") | roll | Jan | 125 | 125 | 123,750.00 | Apr | 0 | 0.00 | Jul | 125 | 125 | 123,750.00 | Oct | 0 | 0 | 0.00 | 250 | 990.00 | P247,500.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 5 | Business cards Calling Card | bundle | Jan | 50 | 50 | 20,454.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 50 | 409.08 | P20,454.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 6 | Battery chargers Charger Type C | piece | Jan | 2 | 2 | 3,800.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 2 | 1,900.00 | P3,800.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 7 | Binder or bulldog clips Clip, Backfold 15mm | box | Jan | 38 | 38 | 418.00 | Apr | 0 | 0.00 | Jul | 38 | 38 | 418.00 | Oct | 0 | 0 | 0.00 | 76 | 11.00 | P836.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 8 | Business letterhead paper Copy Paper with Letterhead and OSG Logo 8.5" X 11" Blue | ream | Jan | 12 | 12 | 19,550.40 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 12 | 1,629.20 | P19,550.40 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 9 | Flags or accessories Customized OSG Flag | piece | Jan | 2 | 2 | 10,000.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 2 | 5,000.00 | P10,000.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 10 | Self-Inking stamp Dating and Stamp Pad Machine | lot | Jan | 1 | 1 | 5,000.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 1 | 5,000.00 | P5,000.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 11 | Specialty envelopes Envelope Brown, Customized | box | Jan | 41 | 41 | 89,380.00 | Apr | 0 | 0.00 | Jul | 41 | 41 | 89,380.00 | Oct | 0 | 0 | 0.00 | 82 | 2,180.00 | P178,760.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 12 | Pen or flash drive Flash Drive 32 GB | piece | Jan | 45 | 45 | 16,650.00 | Apr | 0 | 0.00 | Jul | 45 | 45 | 16,650.00 | Oct | 0 | 0 | 0.00 | 90 | 370.00 | P33,300.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 13 | Lace Customized ID Lace for Administrative Staff (Green) | piece | Jan | 206 | 206 | 13,390.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 206 | 65.00 | P13,390.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 14 | Lace Customized ID Lace for ASG (Red) | piece | Jan | 8 | 8 | 176.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 8 | 22.00 | P176.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 15 | Lace Customized ID Lace for SolGen (Navy Blue) | piece | Jan | 4 | 4 | 260.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 4 | 65.00 | P260.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 16 | Lace Customized ID lace Lawyers (Dark Blue) | piece | Jan | 50 | 50 | 3,250.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 50 | 65.00 | P3,250.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 17 | Lace Customized ID Lace for Legal Intern (Light Blue) | piece | Jan | 98 | 98 | 2,156.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 98 | 22.00 | P2,156.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 18 | Lace Customized ID Lace for OJT (Yellow) | piece | Jan | 112 | 112 | 7,280.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 112 | 65.00 | P7,280.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |
| 19 | Lace Customized ID Lace for Secretariat (Purple) | piece | Jan | 6 | 6 | 192.00 | Apr | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 6 | 22.00 | P132.00 | |
| | | Feb | 0 | May | | | 0 | Aug | | 0 | Nov | | | 0 | | | | | | | |
| | | Mar | 0 | Jun | | | 0 | Sep | | 0 | Dec | | | 0 | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------|-----|-----|-----|-----------|-----|---|---|------|-----|-----|-----|-----------|-----|---|---|------|-----|----------------------|------------|
| 20 | Index cards Index Card 5" X 8" | pack | Jan | 47 | 47 | 2,256.00 | Apr | 0 | 0 | 0.00 | Jul | 47 | 47 | 2,256.00 | Oct | 0 | 0 | 0.00 | 94 | 48.00 | P4,512.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| 21 | Formaldehyde/Isopropyl alcohol/sodium nitrite Isopropyl Alcohol, 1L | bottle | Jan | 387 | 387 | 36,765.00 | Apr | 0 | 0 | 0.00 | Jul | 387 | 387 | 36,765.00 | Oct | 0 | 0 | 0.00 | 774 | 95.00 | P73,530.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| 22 | Binding covers Loose Leaf Cover | set | Jan | 5 | 5 | 750.00 | Apr | 0 | 0 | 0.00 | Jul | 5 | 5 | 750.00 | Oct | 0 | 0 | 0.00 | 10 | 150.00 | P1,500.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| 23 | Paper pads or notebooks Memo Pad with OSG Letterhead 5.5" X 8.5" (black) | pad | Jan | 228 | 228 | 20,520.00 | Apr | 0 | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 228 | 90.00 | P20,520.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| 24 | Paper pads or notebooks Memo Pad with OSG Letterhead 5.5" X 5.5" (colored) | pad | Jan | 50 | 50 | 3,750.00 | Apr | 0 | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 50 | 75.00 | P3,750.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| 25 | Paper pads or notebooks Memo Pad with OSG Letterhead 5.5" X 8.5" (colored) | pad | Jan | 50 | 50 | 4,500.00 | Apr | 0 | 0 | 0.00 | Jul | 0 | 0 | 0.00 | Oct | 0 | 0 | 0.00 | 50 | 90.00 | P4,500.00 |
| | | | Feb | 0 | | | May | 0 | | | Aug | 0 | | | Nov | 0 | | | | | |
| | | | Mar | 0 | | | Jun | 0 | | | Sep | 0 | | | Dec | 0 | | | | | |
| A. TOTAL | | | | | | | | | | | | | | | | | | | | P1,158,661.20 | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | P115,866.12 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | P0.00 | |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | P1,274,527.32 | |

JESSICA L. CASTRO
Chief Administrative Officer
Property/Supply Officer

RICARDO G. LOPEZ
Chief Administrative Officer
Accountant/Budget Officer

DARLENE MARIE B. BERBERABE
Solicitor General
Head of Office/Agency