

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

AGENCY CODE/UAQS: 15007000000

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.

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, Girille V.

DESIGNATION: Administrative Officer V

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CONTACT NUMBER: 89881674

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	Desktop trays or organizers Metal Tray Organizer 3 Layer	piece	Jan	25		Apr	0		Jul	25		Oct	0		50	395.00	P19,750.00				
			Feb	0	25	9,875.00	May	0	0	0.00	Aug	0	25	9,875.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
			Jan	1		Apr	0		Jul	0		Oct	0		1	5,000.00	P5,000.00				
			Feb	0	1	5,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
3	Packings glands boots and covers Plastic Cover	roll	Jan	4		Apr	0		Jul	0		Oct	0		4	1,310.00	P5,240.00				
			Feb	0	4	5,240.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
4	Ink or stamp pads Stamp Pad Ink Black	bottle	Jan	138		Apr	0		Jul	138		Oct	0		276	18.00	P4,968.00				
			Feb	0	138	2,484.00	May	0	0	0.00	Aug	0	138	2,484.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
5	Ink or stamp pads Stamp Pad Ink Blue	bottle	Jan	138		Apr	0		Jul	138		Oct	0		276	18.00	P4,968.00				
			Feb	0	138	2,484.00	May	0	0	0.00	Aug	0	138	2,484.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
6	Ink or stamp pads Stamp Pad Ink Red	bottle	Jan	105		Apr	0		Jul	105		Oct	0		210	20.00	P4,200.00				
			Feb	0	105	2,100.00	May	0	0	0.00	Aug	0	105	2,100.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
7	Stamps Wooden Rubber Stamp	lot	Jan	1		Apr	0		Jul	0		Oct	0		1	997.64	P997.64				
			Feb	0	1	997.64	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
8	Identification Card Consumables ID Card, RFID Compatible	piece	Jan	1500		Apr	0		Jul	0		Oct	0		1500	24.00	P36,000.00				
			Feb	0	1500	36,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
9	Printer ribbon ID Card Printer Ribbon	set	Jan	2		Apr	0		Jul	0		Oct	0		2	20,216.00	P40,432.00				
			Feb	0	2	40,432.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
10	Identification cards or bands or similar product ID Card, PVC	set	Jan	3		Apr	0		Jul	0		Oct	0		3	4,905.00	P14,715.00				
			Feb	0	3	14,715.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
11	Lamination film Laminator film (top)	set	Jan	2		Apr	0		Jul	0		Oct	0		2	10,693.00	P21,386.00				
			Feb	0	2	21,386.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
12	Lamination film Laminator film (bottom)	set	Jan	2		Apr	0		Jul	0		Oct	0		2	10,730.00	P21,460.00				
			Feb	0	2	21,460.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
13	Computer cable USB Cable	lot	Jan	1		Apr	0		Jul	0		Oct	0		1	5,000.00	P5,000.00				
			Feb	0	1	5,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
14	Universal serial bus hubs or connectors USB Hub 3.0	piece	Jan	50		Apr	0		Jul	0		Oct	0		50	525.00	P26,250.00				
			Feb	0	50	26,250.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
15	Offset printing consumables Pitney bowes ribbon	piece	Jan	2		Apr	0		Jul	0		Oct	0		2	7,000.00	P14,000.00				
			Feb	0	2	14,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
16	Window envelopes White Mailing and Half Size Brown Envelope (Registered Mail with and w/o Return Card)	box	Jan	550		Apr	0		Jul	550		Oct	0		1100	400.56	P440,616.00				
			Feb	0	550	220,308.00	May	0	0	0.00	Aug	0	550	220,308.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
17	Business forms or questionnaires Service Record Card	piece	Jan	100		Apr	0		Jul	0		Oct	0		100	20.00	P2,000.00				
			Feb	0	100	2,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
18	Cleaning Equipment and Supplies Squigee (wide) with long handle	piece	Jan	20		Apr	0		Jul	0		Oct	0		20	320.00	P6,400.00				
			Feb	0	20	6,400.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					
19	Cleaning Equipment and Supplies Rust remover (WD40)	bottle	Jan	20		Apr	0		Jul	0		Oct	0		20	300.00	P6,000.00				
			Feb	0	20	6,000.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00			
			Mar	0			Jun	0			Sep	0			Dec	0					

20	Cleaning Equipment and Supplies Spin mop with bucket, heavy duty	set	Jan	20	20	22,600.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	20	1,130.00	P22,600.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
21	Sockets Convenience Outlet 3 gang	piece	Jan	25	25	5,500.00	Apr	0	0	0.00	Jul	25	25	5,500.00	Oct	0	0	0.00	80	220.00	P11,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
22	Sockets Universal socket with ground (3gang)	piece	Jan	25	25	1,175.00	Apr	0	0	0.00	Jul	25	25	1,175.00	Oct	0	0	0.00	50	47.00	P2,350.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
23	Electrical components 100 Amperes Phase 3 Breaker (Bolt-on)	piece	Jan	4	4	9,560.00	Apr	0	0	0.00	Jul	4	4	9,560.00	Oct	0	0	0.00	8	2,390.00	P19,120.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
24	Lamps and lightbulbs Circular Lamp 10w (Downlight)	piece	Jan	22	22	9,460.00	Apr	0	0	0.00	Jul	22	22	9,460.00	Oct	0	0	0.00	44	430.00	P18,920.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
25	Lamps and lightbulbs Double End 16 watts	piece	Jan	150	150	29,962.50	Apr	0	0	0.00	Jul	150	150	29,962.50	Oct	0	0	0.00	300	199.75	P59,925.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
<b>A. TOTAL</b>																				<b>P813,297.64</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				<b>P81,329.76</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																				<b>P0.00</b>	
<b>D. GRAND TOTAL (A + B + C)</b>																				<b>P894,627.40</b>	

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

Date Prepared: 8/11/2025 22:43:43