

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

AGENCY CODE/UNICS: 15006000000
 AGENCY NAME: Office of the Government Corporate Counsel
 ORGANIZATION TYPE: Attached Agency
 REGION: NCR - National Capital Region
 ADDRESS: 3/F NWSS Administration Building Katipunan Avenue Balara Quezon City
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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	Printer toner Toner Brother TN-2480, Black	piece	Jan 10	30	105,000.00	Apr 10	30	105,000.00	Jul 10	30	105,000.00	Oct 10	30	105,000.00	120	3,500.00	P420,000.00				
2	Printer Toner Canon GI-790 Ink, Black, 135ml	bottle	Jan 0	20	9,000.00	Apr 0	0	0.00	Jul 0	20	9,000.00	Oct 0	0	0.00	40	450.00	P18,000.00				
3	Printer Toner Canon GI-790 Ink, 70ml, Colors Magenta, Cyan and Yellow, 30 bottles each color	bottle	Jan 0	45	18,900.00	Apr 0	0	0.00	Jul 0	45	18,900.00	Oct 0	0	0.00	90	420.00	P37,800.00				
4	Paper Materials Laid Paper, 8.5x11 inches, 90gsm, color ivory or its equivalent	ream	Jan 0	75	195,000.00	Apr 0	0	0.00	Jul 0	75	195,000.00	Oct 0	0	0.00	150	1,600.00	P390,000.00				
5	Paper Materials Laid Paper, 8.5x13 inches, 90gsm, color ultra white or its equivalent	ream	Jan 0	15	42,000.00	Apr 0	0	0.00	Jul 0	15	42,000.00	Oct 0	0	0.00	30	2,800.00	P84,000.00				
6	Printing Office Letterhead, Laid Paper, 8.5x11 inches, 90gsm, color ivory or its equivalent, 1st page and second page	ream	Jan 0	75	165,000.00	Apr 0	0	0.00	Jul 0	75	165,000.00	Oct 0	0	0.00	150	2,200.00	P330,000.00				
7	Printing Office Letterhead, Laid Paper, 8.5x13 inches, 90gsm, color ultra white or its equivalent, first and second page	ream	Jan 0	15	37,500.00	Apr 0	0	0.00	Jul 0	15	37,500.00	Oct 0	0	0.00	30	2,500.00	P75,000.00				
8	Printing Office Letterhead, Multi Copy Paper, White 8.5x11 inches, 90gsm, 1st and 2nd page	ream	Jan 0	100	150,000.00	Apr 0	0	0.00	Jul 0	100	150,000.00	Oct 0	100	150,000.00	300	1,500.00	P450,000.00				
9	Printing Registry Return Receipt Card; Size 5 1/2 x 3 1/2; blue bristol board; two-side printing	piece	Jan 0	0	0.00	Apr 0	0	0.00	Jul 25000	25000	100,000.00	Oct 0	0	0.00	25000	4.00	P100,000.00				
10	Expandable file folders OGCC Customized Expandable Folder, Blue, Hardbound, Gamuza	piece	Jan 0	750	112,500.00	Apr 750	1500	225,000.00	Jul 0	750	112,500.00	Oct 0	750	112,500.00	3750	150.00	P562,500.00				
11	Printer ribbon Ribbon for the Amano Electronic/Automatic Time and Date Stamping Machine	piece	Jan 0	2	1,000.00	Apr 0	2	1,000.00	Jul 0	2	1,000.00	Oct 0	2	1,000.00	8	500.00	P4,000.00				
12	Lamps and lightbulbs and lamp components Led light T8 , 18watts & other led lights (pin, tube)	piece	Jan 0	30	7,500.00	Apr 0	25	6,250.00	Jul 0	25	6,250.00	Oct 0	30	7,500.00	110	250.00	P27,500.00				
13	Automobile or light truck tires Tires for the Motor Vehicles Isuzu Ertiga, Toyota Innova, 2 Units Mitsubishi Expander, 2 Units Toyota Hi Ace Van	piece	Jan 0	24	120,000.00	Apr 0	0	0.00	Jul 0	24	120,000.00	Oct 0	0	0.00	48	5,000.00	P240,000.00				
14	Automobile or light truck tires Tires for the Toyota Coaster Motor Vehicle	piece	Jan 0	4	48,000.00	Apr 0	0	0.00	Jul 0	2	24,000.00	Oct 0	0	0.00	6	12,000.00	P72,000.00				
15	Tires and tire tubes Motorcycle tires	piece	Jan 0	2	5,000.00	Apr 0	2	5,000.00	Jul 0	2	5,000.00	Oct 0	0	0.00	6	2,500.00	P15,000.00				
16	Vehicle batteries Batteries for the Motor Vehicles: Isuzu Ertiga, Toyota Innova, 2 Units Mitsubishi Expander, 2 Units Toyota Hi Ace Van	piece	Jan 0	6	45,000.00	Apr 0	0	0.00	Jul 0	6	45,000.00	Oct 0	0	0.00	12	7,500.00	P90,000.00				
17	Vehicle batteries Batteries for the Toyota Coaster Motor Vehicle	piece	Jan 0	1	12,000.00	Apr 0	0	0.00	Jul 0	1	12,000.00	Oct 0	0	0.00	2	12,000.00	P24,000.00				
18	Vehicle batteries Batteries for the 3 motorcycles Honda Click 125	piece	Jan 0	2	6,000.00	Apr 0	0	0.00	Jul 0	1	3,000.00	Oct 0	0	0.00	3	3,000.00	P9,000.00				
19	Fuels and Fuel Additives and Lubricants and At For the various motor vehicles	lit	Jan 1	3	15,000.00	Apr 1	3	15,000.00	Jul 1	3	15,000.00	Oct 1	3	15,000.00	12	5,000.00	P60,000.00				

20	Fire Extinguishers Refill of Fire Extinguishers, 20 lbs capacity tanks. Dry Chemical for all types of FIRE (ABC), 1-year warranty	pieces	Jan	0	0	0.00	Apr	0	0	0.00	Jul	0	20	20,000.00	Oct	0	0	0.00	20	1,000.00	P20,000.00
			Feb	0	0	0.00	May	0	0	0.00	Aug	0	0	0.00	Nov	0	0	0.00	0		
			Mar	0	0	0.00	Jun	0	0	0.00	Sep	20	0	0.00	Dec	0	0	0.00	0		
21			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb		0	0.00	May		0	0.00	Aug		0	0.00	Nov		0	0.00	0		
			Mar		0	0.00	Jun		0	0.00	Sep		0	0.00	Dec		0	0.00	0		
22			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb		0	0.00	May		0	0.00	Aug		0	0.00	Nov		0	0.00	0		
			Mar		0	0.00	Jun		0	0.00	Sep		0	0.00	Dec		0	0.00	0		
23			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb		0	0.00	May		0	0.00	Aug		0	0.00	Nov		0	0.00	0		
			Mar		0	0.00	Jun		0	0.00	Sep		0	0.00	Dec		0	0.00	0		
24			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb		0	0.00	May		0	0.00	Aug		0	0.00	Nov		0	0.00	0		
			Mar		0	0.00	Jun		0	0.00	Sep		0	0.00	Dec		0	0.00	0		
25			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		P0.00
			Feb		0	0.00	May		0	0.00	Aug		0	0.00	Nov		0	0.00	0		
			Mar		0	0.00	Jun		0	0.00	Sep		0	0.00	Dec		0	0.00	0		
A. TOTAL																			P3,028,800.00		
B. ADDITIONAL PROVISION FOR DEPLETION (10% of TOTAL)																			P302,880.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																			P0.00		
D. GRAND TOTAL (A + B + C)																			P3,331,680.00		


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