

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1		TONER CARTRIDGE, HP W9210MC BLACK, LASERJET	cart	0	0	1	1	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	5,500.00	5,500.00
2		TONER CARTRIDGE, HP W9211MC CYAN, LASERJET	cart	0	0	1	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	25,100.00	25,100.00
3		TONER CARTRIDGE, HP W9212MC YELLOW, LASERJET	cart	0	0	1	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	25,100.00	25,100.00
4		TONER CARTRIDGE, HP W9213MC MAGENTA, LASERJET	cart	0	0	1	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	25,100.00	25,100.00
5		BRISTOL BOARD A4 size, color white	pack	0	0	50	50	12,500.00	0	0	0	0	0.00	50	0	0	50	12,500.00	0	0	0	0.00	100	250.00	25,000.00
6		BRISTOL BOARD A4 size, color pink	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
7		BRISTOL BOARD A4 size, color blue	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
8		BRISTOL BOARD A4 size, color yellow	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
9		BRISTOL BOARD A4 size, color orange	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
10		BRISTOL BOARD A4 size, color green	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
11		BRISTOL BOARD A4 size, color purple	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
12		BRISTOL BOARD A4 size, color red	pack	0	0	20	20	5,000.00	0	0	0	0	0.00	20	0	0	20	5,000.00	0	0	0	0.00	40	250.00	10,000.00
13		BRISTOL BOARD legal size, color white	pack	0	0	50	50	17,500.00	0	0	0	0	0.00	50	0	0	50	17,500.00	0	0	0	0.00	100	350.00	35,000.00
14		BRISTOL BOARD legal size, color pink	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
15		BRISTOL BOARD legal size, color blue	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
16		BRISTOL BOARD legal size, color yellow	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
17		BRISTOL BOARD legal size, color orange	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
18		BRISTOL BOARD legal size, color green	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
19		BRISTOL BOARD legal size, color purple	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
20		BRISTOL BOARD legal size, color red	pack	0	0	20	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0.00	40	350.00	14,000.00
21		STICK-ee Duct Tape Black Heavy Duty 04012546	roll	0	0	20	20	1,540.00	0	0	0	0	0.00	20	0	0	20	1,540.00	0	0	0	0.00	40	77.00	3,080.00
22		Indicator Tag/Flaglets, With Sign here Text	pack	0	0	100	100	12,000.00	0	0	0	0	0.00	100	0	0	100	12,000.00	0	0	0	0.00	200	120.00	24,000.00
23		Indicator Tag/Flaglets, Plain, Asst. Color	pack	0	0	100	100	9,000.00	0	0	0	0	0.00	100	0	0	100	9,000.00	0	0	0	0.00	200	90.00	18,000.00
24		CARTOLINA, White	pack	0	0	10	10	900.00	0	0	0	0	0.00	100	0	0	100	9,000.00	0	0	0	0.00	110	90.00	9,900.00
25		DOUBLE SIDED TAPE, 24mm x 10m	roll	0	0	0	0	0.00	0	25	25	50	11,000.00	0	25	25	50	11,000.00	0	0	0	0.00	100	220.00	22,000.00
26		INDOOR MOUNTING TAPE, 1inch x 2m	roll	0	0	0	0	0.00	0	25	25	50	6,500.00	0	25	25	50	6,500.00	0	0	0	0.00	100	130.00	13,000.00
27		INDICATOR TAG/FLAGLETS with SIGN HERE, asstd.	set	0	0	0	0	0.00	100	50	100	250	13,500.00	0	50	0	50	2,700.00	0	0	0	0.00	300	54.00	16,200.00
28		INDICATOR TAG/FLAGLETS, plain, asstd. Colors, 50s/set	set	0	0	0	0	0.00	100	50	100	250	10,500.00	0	50	0	50	2,100.00	0	0	0	0.00	300	42.00	12,600.00
29		STICKER PAPER, A4 size, 175 gsm, 20 sheets per pack	pack	0	0	0	0	0.00	50	50	50	150	11,250.00	0	50	100	150	11,250.00	0	0	0	0.00	300	75.00	22,500.00
30		BRISTOL BOARD, A4 size, 220 gsm, white, 100 per pack	pack	0	0	0	0	0.00	10	15	0	25	10,150.00	0	0	0	0	0.00	0	0	0	0.00	25	406.00	10,150.00
31		BRISTOL BOARD, A4 size, 220 gsm, blue, 100 per pack	pack	0	0	0	0	0.00	0	10	0	10	4,950.00	0	0	0	0	0.00	0	0	0	0.00	10	495.00	4,950.00
32		BRISTOL BOARD, A4 size, 220 gsm, orange, 100 per pack	pack	0	0	0	0	0.00	10	10	0	20	9,900.00	0	0	0	0	0.00	0	0	0	0.00	20	495.00	9,900.00
33		BRISTOL BOARD, A4 size, 220 gsm, pink, 100 per pack	pack	0	0	0	0	0.00	10	10	0	20	9,900.00	0	0	0	0	0.00	0	0	0	0.00	20	495.00	9,900.00
34		BRISTOL BOARD, A4, 220 gsm, red, 100 per pack	pack	0	0	0	0	0.00	10	10	0	20	13,633.40	0	0	0	0	0.00	0	0	0	0.00	20	681.67	13,633.40
35		PAPER, Multi-Purpose, A3, 80-100 gsm, 500 sheets per pack	pack	0	0	0	0	0.00	0	10	5	15	8,310.00	0	5	0	5	2,770.00	0	0	0	0.00	20	554.00	11,080.00
36		EXTENSION CORD HD, 5 meters, 6 gang	piece	0	0	0	0	0.00	0	10	0	10	13,600.00	0	0	0	0	0.00	0	0	0	0.00	10	1,360.00	13,600.00
37		LAMINATING FILM, A4 size, 250 microns, 100s	pack	0	0	0	0	0.00	0	10	10	20	29,300.00	0	10	0	10	14,650.00	0	0	0	0.00	30	1,465.00	43,950.00
38		CERTIFICATE FRAME, A4, brown/black, solid wood	piece	0	0	0	0	0.00	25	25	25	75	14,100.00	0	25	0	25	4,700.00	0	0	0	0.00	100	188.00	18,800.00
39		CERTIFICATE HOLDER, A4, plastic, blue/black/red	piece	0	0	0	0	0.00	0	0	700	700	35,000.00	0	0	700	700	35,000.00	0	0	0	0.00	1400	50.00	70,000.00
40		SEMINAR ID BADGE, Clip-on- size: 4 1/4"x3 3/4", 50 per box	box	0	0	0	0	0.00	0	0	100	100	110,000.00	0	0	50	50	55,000.00	0	0	0	0.00	150	1,100.00	165,000.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
41		BALLPOINT PEN, black, 0.7mm (± .3mm), fine, 12pcs	box	0	0	0	0	0.00	100	50	50	200	69,600.00	0	50	0	50	17,400.00	0	0	0	0	0.00	250	348.00	87,000.00
42		SPECIALTY PAPER, white, 200gsm, A4 size, 100	pack	0	0	0	0	0.00	10	10	0	20	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	300.00	6,000.00
43		SPECIALTY PAPER, white, 200gsm, legal size, 100	pack	0	0	0	0	0.00	10	10	0	20	10,200.00	0	0	0	0	0.00	0	0	0	0	0.00	20	510.00	10,200.00
44		Duct Tape Black color, (3" x 25m)	roll	0	0	0	0	0.00	0	25	0	25	11,600.00	0	0	25	25	11,600.00	0	0	0	0	0.00	50	464.00	23,200.00
45		Double Sided Tape, (20mm x 3m) per roll	roll	0	0	0	0	0.00	0	25	0	25	2,282.50	0	0	25	25	2,282.50	0	0	0	0	0.00	50	91.30	4,565.00
46		Magnetic Sheet, A4, white, 1mm thick, 10 sheets/pack	pack	0	0	0	0	0.00	25	25	0	50	49,500.00	0	0	0	0	0.00	0	0	0	0	0.00	50	990.00	49,500.00
47		STORAGE BOX PLASTIC, heavy duty, Plastic resins, Snap lock, 50L capacity, Stackable, Food grade material, With	pack	0	0	0	0	0.00	0	6	0	6	2,154.00	0	0	0	0	0.00	0	0	0	0	0.00	6	359.00	2,154.00
48		INK CART, CANON, 319, Black	cart	0	0	0	0	0.00	0	6	6	12	101,595.96	0	3	3	6	50,797.98	0	0	0	0	0.00	18	8,466.33	152,393.94
49		HP 62, Original, Black, Ink Cartridge (Compatible with HP OfficeJet 300 Mobile Printer)	cart	0	0	0	0	0.00	5	5	0	10	16,879.50	0	5	5	10	16,879.50	0	0	0	0	0.00	20	1,687.95	33,759.00
50		HP 62, Original, Tri-Color, Ink Cartridge (Compatible with HP OfficeJet 300 Mobile Printer)	cart	0	0	0	0	0.00	5	5	0	10	22,102.60	0	5	5	10	22,102.60	0	0	0	0	0.00	20	2,210.26	44,205.20
51		CANON TM5340 Ink Matte Black (130 ml) PFI 8120	cart	0	0	0	0	0.00	3	3	8	14	60,060.00	0	3	3	6	25,740.00	0	0	0	0	0.00	20	4,290.00	85,800.00
52		CANON TM5340 Ink Black (130 ml) PFI 8120	cart	0	0	0	0	0.00	3	3	8	14	60,060.00	0	3	3	6	25,740.00	0	0	0	0	0.00	20	4,290.00	85,800.00
53		CANON TM5340 Ink Cyan (130 ml) PFI 8120	cart	0	0	0	0	0.00	3	3	4	10	42,900.00	0	2	2	4	17,160.00	0	0	0	0	0.00	14	4,290.00	60,060.00
54		CANON TM5340 Ink Magenta (130 ml) PFI 8120	cart	0	0	0	0	0.00	3	3	4	10	42,900.00	0	2	2	4	17,160.00	0	0	0	0	0.00	14	4,290.00	60,060.00
55		MF461dw Ink Cartridge Black (High Yield Cartridge 070	sheet	0	0	0	0	0.00	3	3	4	10	148,852.00	0	2	2	4	59,540.80	0	0	0	0	0.00	14	14,885.20	208,392.80
56		Plotter paper 36 Inches X 150 yards 3" Core	sheet	0	0	0	0	0.00	0	5	5	10	27,555.00	0	0	0	0	0.00	0	0	0	0	0.00	10	2,755.50	27,555.00
57		Plotter paper 36 Inches X 150 yards 2" Core	cart	0	0	0	0	0.00	0	5	5	10	19,048.30	0	0	0	0	0.00	0	0	0	0	0.00	10	1,904.83	19,048.30
58		C3326i Toner Black (38,000 Copylife) NPG-88	cart	0	0	0	0	0.00	3	3	4	10	172,553.30	0	2	2	4	69,021.32	0	0	0	0	0.00	14	17,255.33	241,574.62
59		C3326i Toner Cyan (25,500 Copylife) NPG-88	cart	0	0	0	0	0.00	3	3	4	10	257,271.70	0	2	2	4	102,908.68	0	0	0	0	0.00	14	25,727.17	360,180.38
60		C3326i Toner Magenta (25,500 Copylife) NPG-88	cart	0	0	0	0	0.00	3	3	4	10	257,271.70	0	2	2	4	102,908.68	0	0	0	0	0.00	14	25,727.17	360,180.38
61		C3326i Toner Yellow (25,500 Copylife) NPG-88	cart	0	0	0	0	0.00	3	3	4	10	257,271.70	0	2	2	4	102,908.68	0	0	0	0	0.00	14	25,727.17	360,180.38
62		C3326i Waste Toner (25,500 Copylife)	cart	0	0	0	0	0.00	5	5	5	15	87,780.00	0	0	5	5	29,260.00	0	0	0	0	0.00	20	5,852.00	117,040.00
63		MF643cdw Ink Cartridge Black (High Yield) Cartridge 054	cart	0	0	0	0	0.00	3	3	4	10	59,693.30	0	2	2	4	23,877.32	0	0	0	0	0.00	14	5,969.33	83,570.62
64		MF643cdw Ink Cartridge Cyan (High Yield) Cartridge 054	cart	0	0	0	0	0.00	3	3	4	10	58,813.30	0	2	2	4	23,525.32	0	0	0	0	0.00	14	5,881.33	82,338.62
65		MF643cdw Ink Cartridge Magenta (High Yield) Cartridge 054	cart	0	0	0	0	0.00	3	3	4	10	58,813.30	0	2	2	4	23,525.32	0	0	0	0	0.00	14	5,881.33	82,338.62
66		MF643cdw Ink Cartridge Yellow (High Yield) Cartridge 054	cart	0	0	0	0	0.00	3	3	4	10	58,813.30	0	2	2	4	23,525.32	0	0	0	0	0.00	14	5,881.33	82,338.62
67		HP W9210MC Black Managed Laserjet Toner Cartridge	cart	0	0	0	0	0.00	3	3	4	10	72,966.70	0	2	2	4	29,186.68	0	0	0	0	0.00	14	7,296.67	102,153.38
68		HP W9211MC Cyan Managed Laserjet Toner Cartridge	cart	0	0	0	0	0.00	3	3	4	10	266,933.30	0	2	2	4	106,773.32	0	0	0	0	0.00	14	26,693.33	373,706.62
69		HP W9212MC Yellow Managed Laserjet Toner Cartridge	cart	0	0	0	0	0.00	3	3	4	10	266,933.30	0	2	2	4	106,773.32	0	0	0	0	0.00	14	26,693.33	373,706.62
70		HP W9213MC Magenta Managed Laserjet Toner Cartridge	cart	0	0	0	0	0.00	3	3	4	10	266,933.30	0	2	2	4	106,773.32	0	0	0	0	0.00	14	26,693.33	373,706.62
71		Ribbon for Unica TS-350 Time and Date Stamp Machine	piece	0	0	0	0	0.00	3	3	0	6	4,118.40	0	3	3	6	4,118.40	0	0	0	0	0.00	12	686.40	8,236.80
72		STICKY NOTE, 4" X 6", yellow, lined	pad	0	0	0	0	0.00	60	60	120	240	31,680.00	0	0	0	0	0.00	0	0	0	0	0.00	240	132.00	31,680.00
73		MANILA PAPER, 36 X 48 in	piece	0	0	0	0	0.00	100	100	200	400	3,640.00	0	0	0	0	0.00	0	0	0	0	0.00	400	9.10	3,640.00
74		CRAYONS, 16 colors	box	0	0	0	0	0.00	100	150	250	500	33,000.00	0	0	0	0	0.00	0	0	0	0	0.00	500	66.00	33,000.00
75		PHOTO PAPER, high glossy, A4, 200 gsm, 20 sheets/pack	pack	0	0	0	0	0.00	0	25	25	50	10,120.00	0	10	15	25	5,060.00	0	0	0	0	0.00	75	202.40	15,180.00
76		Index Tape Flags, square, multicolor, 100 sheets per	pack	120	0	0	120	9,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	79.00	9,480.00
77		Tape Flag 1x3 inches, with sign here tag - 20 sheets, 5	pack	120	0	0	120	7,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	66.00	7,920.00
78		Acetate Film A4 100 pieces per pack	pack	5	0	0	5	2,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	460.00	2,300.00
79		Bristol Board, A4 size, color: Orange, 100pcs/pack	pack	4	0	0	4	2,486.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	621.50	2,486.00
80		Bristol Board, A4 size, color: White, 100pcs/pack	pack	2	0	0	2	812.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	406.00	812.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
81		BINDING RING/COMB, plastic, 25mm	bundle	2	0	0	2	698.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	349.00	698.00
82		BINDING RING/COMB, plastic, 12mm	bundle	1	0	0	1	163.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	163.00	163.00
83		INDICATOR TAG/FLAGLETS, PLAIN, ASST. COLORS, (100 pcs/box) (P70/box)	set	350	0	0	350	26,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	350	75.00	26,250.00
84		INDICATOR TAG/FLAGLETS, PLAIN, WITH SIGN HERE TEXT (100 pcs/box) (P65/box)	set	350	0	0	350	22,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	350	65.00	22,750.00
85		Presentation folder, A4 (20 pcs)(P20/pc)	piece	10	0	0	10	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	20.00	200.00
86		Presentation folder, Legal (20 pcs)(P25/pc)	piece	10	0	0	10	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	25.00	250.00
87		BATTERY, SIZE AA, ALKALINE, 2PCS/PACK, H.D. (20 pcs)(P120/pc)	pack	20	0	0	20	2,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	130.00	2,600.00
88		BATTERY, SIZE AAA, ALKALINE, 2PCS/PACK, H.D. (20 pcs)(P110/pc)	pack	20	0	0	20	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	150.00	3,000.00
89		Ribbon, for TS-350 Electronic Dater Machine	piece	2	0	0	2	2,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,300.00	2,600.00
90		Multi Purpose Cleaner Paste, dirt and stain remover, 1.5 Liter	can	50	0	0	50	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	150.00	7,500.00
91		ID Holder, plastic, 3"x4", with string	piece	300	0	0	300	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	20.00	6,000.00
92		Platform Trolley, foldable (3 units at P5,000each)	unit	3	0	0	3	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,000.00	15,000.00
93		RUBBER STAMP, Self Inking, self attached text (20 pcs)(P1,200/pc)	piece	20	0	0	20	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,200.00	24,000.00
94		NOTE PAD, (21"x21"), 400 SHEETS/PAD (100 pcs)(P200/pc)	pad	100	0	0	100	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	200.00	20,000.00
95		Sticker Paper, Self-Adhesive and Water-Resistant Stickers (Water based adhesive allows removal stickers both sides)	pack	689	0	0	689	206,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	689	300.00	206,700.00
96		Allen Wrench (3 sets)(8-10 pcs/set)(P800/set)	piece	2	0	0	2	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	800.00	1,600.00
97		Screw Driver, Cushion Grip, Magnetic, with case (43 pcs)(P400/pc)	piece	2	0	0	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,000.00	4,000.00
98		Multifunction Precision Screwdriver, 20-40 in 1 (2 pcs)(P1,000/pc)	piece	2	0	0	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00	2,000.00
99		Measuring Metal tape (Rubberised body protection) 7-10 meters (1 pc)(P1,200/pc)	piece	6	0	0	6	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,200.00	7,200.00
100		Plier set (Flat/Long/Cutter) Cushion Handle (2 pcs)(P1,500/pc)	piece	2	0	0	2	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,500.00	3,000.00
101		Claw Hammer, rubber grip (2 pcs) (P500/pc)	piece	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
102		CART TONER, HP 206A, BLACK (16 cart)(P7500/cart)	cart	3	0	0	3	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	6,000.00	18,000.00
103		CART TONER, HP 206A, CYAN (12 cart)(P6500/cart)	cart	3	0	0	3	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	6,000.00	18,000.00
104		CART TONER, HP 206A, MAGENTA (12 cart)(P6500/cart)	cart	3	0	0	3	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	6,000.00	18,000.00
105		CART TONER, HP 206A, YELLOW (12 cart)(P6500/cart)	cart	3	0	0	3	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	6,000.00	18,000.00
106		STORAGE BOX, Corrugated Carton Box 39cm (W) x 22cm (H) x 38cm (D)		60	0	0	60	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	175.00	10,500.00
107		Colored paper, Green, Pink, Orange, Red and Yellow A4 (100 sheets each color) (2 colors each color)		15	0	0	15	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	300.00	4,500.00
108		HP W9210MC Black Managed Laserjet Toner Cartridge for (P782220)	cart	8	0	0	8	44,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	5,500.00	44,000.00
109		HP W9211MC Cyan Managed Laserjet Toner Cartridge for (P782220)	cart	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
110		HP W9211MC Yellow Managed Laserjet Toner Cartridge for (P782220)	cart	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
111		HP W9211MC Magenta Managed Laserjet Toner Cartridge for (P782220)	cart	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
112		Looseleaf Cover	piece	0	0	25	25	1,250.00	0	0	0	0	0.00	25	0	0	25	1,250.00	0	0	0	0	0.00	50	50.00	2,500.00
113		Bristol Board, white, A4, 100's/pack	pack	0	0	5	5	4,000.00	0	0	0	0	0.00	5	0	0	5	4,000.00	0	0	0	0	0.00	10	800.00	8,000.00
114		Bristol Board, orange, A4, 100's/pack	pack	0	0	3	3	2,400.00	0	0	0	0	0.00	3	0	0	3	2,400.00	0	0	0	0	0.00	6	800.00	4,800.00
115		Bristol Board, yellow, A4, 100's/pack	pack	0	0	3	3	2,400.00	0	0	0	0	0.00	3	0	0	3	2,400.00	0	0	0	0	0.00	6	800.00	4,800.00
116		Bristol Board, green, A4, 100's/pack	pack	0	0	3	3	2,400.00	0	0	0	0	0.00	3	0	0	3	2,400.00	0	0	0	0	0.00	6	800.00	4,800.00
117		Bristol Board, magenta, A4, 100's/pack	pack	0	0	3	3	2,400.00	0	0	0	0	0.00	3	0	0	3	2,400.00	0	0	0	0	0.00	6	800.00	4,800.00
118		Bristol Board, blue, A4, 100's/pack	pack	0	0	3	3	2,400.00	0	0	0	0	0.00	3	0	0	3	2,400.00	0	0	0	0	0.00	6	800.00	4,800.00
119		ID Name Tag with lace	piece	0	200	0	200	6,000.00	0	0	0	0	0.00	100	0	0	100	3,000.00	0	0	0	0	0.00	300	30.00	9,000.00
120		ID Lace/lanyard	piece	0	200	0	200	3,000.00	0	0	0	0	0.00	200	0	0	200	3,000.00	0	0	0	0	0.00	400	15.00	6,000.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
121		Duct Tape	roll	0	5	0	5	500.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00	
122		Clear Transparent Acrylic Desk Stand Name Plate Holder, at least W: 2 1/2" x H: 1 1/2"	piece	0	25	0	25	7,500.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	25	300.00	7,500.00	
123		Sticky note pad, assorted colors, 1.5x2"	pad	0	35	0	35	1,050.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	35	30.00	1,050.00	
124		Indicator flaglets with SIGN HERE, 5 colors, 50 pcs/pack	pack	0	50	0	50	5,000.00	0	0	0	0	0.00	50	0	0	50	5,000.00	0	0	0	0	0.00	100	100.00	10,000.00
125		Indicator flaglets, plain, 5 colors, 50 sheets/pack	pack	0	50	0	50	5,000.00	0	0	0	0	0.00	20	0	0	20	2,000.00	0	0	0	0	0.00	70	100.00	7,000.00
126		DESK TRAY WIREMESH, 3 LAYER, METAL	piece	0	0	3	3	1,562.49	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	520.83	1,562.49	
127		Indicator Tag, Flaglets, with "SIGN HERE" text 50s/set	pack	0	0	0	0	0.00	20	0	0	20	3,459.00	0	0	0	0.00	0	0	0	0	0.00	20	172.95	3,459.00	
128		INDICATOR TAG/FLAGLETS PLAIN, ASST. COLOR, 50s/set	SET	2	2	2	6	750.00	2	2	2	6	750.00	2	2	2	6	750.00	0	0	0	0	0.00	18	125.00	2,250.00
129		INDICATOR TAG/FLAGLETS WITH, SIGN HERE TEXT, 50s/set	SET	2	2	2	6	750.00	2	2	2	6	750.00	2	2	2	6	750.00	0	0	0	0	0.00	18	125.00	2,250.00
130		HP W9005MC LASER JET BLACK TONER CARTRIDGE	CART	1	0	0	1	4,000.00	0	0	0	0	0.00	1	0	0	1	4,000.00	0	0	0	0	0.00	2	4,000.00	8,000.00
131		PAPER, MULTICOPY, 80gsm size 215.9mm x 279.4mm (A3)	REAM	0	0	0	0	0.00	30	0	0	30	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	30	300.00	9,000.00
132		HP 215A (W2310A) LASER JET BLACK TONER CARTRIDGE	CART	5	5	5	15	67,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,500.00	67,500.00
133		HP 215A (W2311A) LASER JET CYAN TONER CARTRIDGE	CART	5	5	5	15	67,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,500.00	67,500.00
134		HP 215A (W2312A) LASER JET YELLOW TONER CARTRIDGE	CART	5	5	5	15	67,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,500.00	67,500.00
135		HP 215A (W2313A) LASER JET MAGENTA TONER CARTRIDGE	CART	5	5	5	15	67,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,500.00	67,500.00
136		Uninterruptible Power Supplies (13 Unit)	UNIT	0	0	0	0	0.00	13	0	0	13	45,500.00	0	0	0	0	0.00	0	0	0	0	0.00	13	3,500.00	45,500.00
137		Flat Screen TV (1 Unit)	UNIT	0	0	0	0	0.00	1	0	0	1	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50,000.00	50,000.00
138		Office Chair (15 Pcs)	PCS	0	0	0	0	0.00	15	0	0	15	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,000.00	60,000.00
139		Conferencing Tables	UNIT	0	0	0	0	0.00	1	0	0	1	19,592.51	0	0	0	0	0.00	0	0	0	0	0.00	1	19,592.51	19,592.51
140		HP BLACK TONER CARTRIDGE FOR E785DN	cart	0	4	0	4	22,960.00	0	4	0	4	22,960.00	0	0	0	0	0.00	0	0	0	0	0.00	8	5,740.00	45,920.00
141		HP CYAN TONER CARTRIDGE FOR E785DN	cart	0	3	0	3	40,320.00	0	3	0	3	40,320.00	0	0	0	0	0.00	0	0	0	0	0.00	6	13,440.00	80,640.00
142		HP YELLOW TONER CARTRIDGE FOR E785DN	cart	0	3	0	3	40,320.00	0	3	0	3	40,320.00	0	0	0	0	0.00	0	0	0	0	0.00	6	13,440.00	80,640.00
143		HP MAGENTA TONER CARTRIDGE FOR E785DN	cart	0	3	0	3	40,320.00	0	3	0	3	40,320.00	0	0	0	0	0.00	0	0	0	0	0.00	6	13,440.00	80,640.00
144		DOUBLE SIDED TAPE, without cushion, 1 inch	roll	0	5	0	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	50.00	250.00
145		PAPER, MULTICOPY, A3	piece	0	3	0	3	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	600.00	1,800.00
146		SELF-INKING STAMP	piece	0	4	0	4	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,000.00	4,000.00
147		I.D. Card Holder with lanyard, Horizontal, 105mm x 74mm	piece	0	300	0	300	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	40.00	12,000.00
148		INDICATOR TAG/FLAGLETS WITH DISPENSER, PLAIN, ASST. COLORS, 50s/set	set	0	50	0	50	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	100.00	5,000.00
149		INDICATOR TAG/FLAGLETS WITH DISPENSER, WITH SIGN HERE TEXT, 50s/set	set	0	30	0	30	4,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	160.00	4,800.00
150		NOTE PAD, 400 sheets NEON Assorted Colors, 51mm x 51mm (2"x2") min	pad	0	70	0	70	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	100.00	7,000.00
151		NOTE PAD, LINED NOTES, 4"x6", 100 sheets/pad	pad	0	20	0	20	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	75.00	1,500.00
152		CART, RIBBON, DOT MATRIX FOR WINNER ETP 20 TIME/DATE STAMP	cart	0	5	0	5	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,300.00	6,500.00

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

Department/Bureau/Office:
 Region:
 Address:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 NATIONAL CAPITAL REGION
 DSWD Central Office, Batasan Complex, Constitution Hills,
 Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
153		PLASTIC FOLDER, VINYL, EXPANDABLE, LONG , THICK, YELLOW/10, ORANGE/10, VIOLET/10, RED/10, BLUE/10,	piece	0	60	0	60	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	50.00	3,000.00
154		SIGN PEN, HI-TECPOINT, V10 GRIP, BLUE, 12PCS/BOX	box	0	10	0	10	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,000.00	10,000.00
155		SIGN PEN, HI-TECPOINT, V7 GRIP, RED, BXGPN, 12PCS/BOX	box	0	10	0	10	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,000.00	10,000.00
156		SIGN PEN, HI-TECPOINT, V5 GRIP, BLUE, BXGPN V5, 12PCS/BOX	box	0	5	0	5	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,000.00	5,000.00
157		MARKER, HIGHLIGHTER, WEDGE TIP, YELLOW	piece	0	20	0	20	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,200.00	24,000.00
158		BOX, CORRUGATED, WITH STRING, 24" X 15" X 10"	piece	0	5	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00
159		BOX, CORRUGATED, WITH STRING, H-11" x W-12.5" x L-15"	piece	0	5	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00
160		BRISTOL BOARD, A4, 200gsm, 100 sheets/pack, WHITE/10, PINK/5, YELLOW/5	piece	0	20	0	20	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	500.00	10,000.00
161		GLUE, Multi-purpose, 130g	bottle	0	3	0	3	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	100.00	300.00
162		HP W9210MC Black Laserjet toner Cartridge Managed	cart	4	0	0	4	72,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	18,150.00	72,600.00
163		HP W9211MC Cyan Laserjet toner Cartridge Managed	cart	3	0	0	3	54,450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	18,150.00	54,450.00
164		HP W9212MC Yellow Laserjet toner Cartridge Managed	cart	2	0	0	2	36,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,150.00	36,300.00
165		HP W9213MC Magenta Laserjet toner Cartridge Managed	cart	2	0	0	2	36,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,150.00	36,300.00
166		USB Computer Camera, Type A male USB 2.0	piece	35	0	0	35	42,234.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35	1,206.70	42,234.50
167		USB Computer Headset	unit	20	0	0	20	38,893.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,944.66	38,893.20
168		Binding Ring/Comb, plastic, 12mm	piece	10	0	0	10	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	20.00	200.00
169		Binding Ring/Comb, plastic, 25mm	piece	10	0	0	10	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	30.00	300.00
170		Ballpen, Green	piece	1150	0	0	1150	33,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1150	29.00	33,350.00
171		Read Write Digital Versatile Disk DVD, 4.7GB	piece	5	0	0	5	275.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	55.00	275.00
172		Desktop or Organizers (Metal Desk Letter Tray, 3 Layers)	piece	5	0	0	5	1,850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	370.00	1,850.00
173		Toner Cartridge, Samsung MLT-D203E, black	cart	6	0	0	6	49,826.40	5	0	0	5	41,522.00	0	0	0	0	0.00	0	0	0	0	0.00	11	8,304.40	91,348.40
174		Printer/Fascimile or Photocopier - Drum, Brother DR 3215	piece	12	0	0	12	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	5,000.00	60,000.00
175		Toner Cartridge, Brother TN-3250	cart	8	0	0	8	32,000.00	5	0	0	5	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	13	4,000.00	52,000.00
176		Stampad Big (No.1)	piece	3	0	0	3	165.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	55.00	165.00
177		DK COD time Card Machine Ribbon	piece	3	0	0	3	165.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	55.00	165.00
178		Colored Paper A4 size 80 gsm YELLOW	ream	20	0	0	20	10,000.00	10	0	0	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	30	500.00	15,000.00
179		HP Color Laser Jet 206A - Black	cart	3	0	0	3	23,400.00	1	0	0	1	7,800.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,800.00	31,200.00
180		HP Color Laser Jet 206A - Cyan, Yellow, Magenta (4 each)	cart	3	0	0	3	29,973.60	3	0	0	3	29,973.60	0	0	0	0	0.00	0	0	0	0	0.00	6	9,991.20	59,947.20

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
181		HP Color Laser Jet MFP E785 Black	cart	4	0	0	4	31,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,800.00	31,200.00
182		HP Color Laser Jet MFP E785 - Cyan, Yellow, Magenta (1 each)	cart	3	0	0	3	29,973.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9,991.20	29,973.60
183		Ink Cartridge, HP N9H85A (HP 955 or 955XL) Black Original	cart	6	0	0	6	15,210.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	2,535.00	15,210.00
184		Ink Cartridge, HP N9H73A (HP 955 or 955XL) Cyan Original	cart	3	0	0	3	6,105.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,035.00	6,105.00
185		Ink Cartridge, HP N9H77A (HP 955 or 955XL) Magenta Original	cart	3	0	0	3	6,105.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,035.00	6,105.00
186		Ink Cartridge, HP N9H81A (HP 955 or 955XL) Yellow Original	cart	3	0	0	3	6,105.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,035.00	6,105.00
187		HP W9210MC Black Laserjet toner Cartridge Managed	cart	5	0	0	5	90,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	18,150.00	90,750.00
188		HP W9211MC Cyan Laserjet toner Cartridge Managed	cart	2	0	0	2	36,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,150.00	36,300.00
189		HP W9212MC Yellow Laserjet toner Cartridge Managed	cart	2	0	0	2	36,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,150.00	36,300.00
190		HP W9213MC Magenta Laserjet toner Cartridge Managed	cart	2	0	0	2	36,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,150.00	36,300.00
191		Lexmark CS/CX 920 Series 76C00K0 Black Starter Toner cartridge	cart	2	0	0	2	20,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,320.00	20,640.00
192		Lexmark CS/CX 920 Series 76C00K0 Cyan Starter Toner cartridge	cart	2	0	0	2	20,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,320.00	20,640.00
193		Lexmark CS/CX 920 Series 76C00K0 Magenta Starter Toner cartridge	cart	2	0	0	2	20,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,320.00	20,640.00
194		Lexmark CS/CX 920 Series 76C00K0 Yellow Starter Toner cartridge	cart	2	0	0	2	20,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,320.00	20,640.00
195		Paper, Multicopy 80GSM, size: (B4) 250mm x 353mm	ream	25	0	0	25	7,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	312.00	7,800.00
196		Heavy Duty Automatic Numbering Machine, 11-wheel	unit	2	0	0	2	5,918.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,959.00	5,918.00
197		Tape (Adhesive Tape Cloth Book, 3")	roll	6	0	0	6	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	300.00	1,800.00
198		Folder (Vinyl, Expanding, Legal Size, assorted Colors)	piece	25	0	0	25	2,500.00	25	0	0	25	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	50	100.00	5,000.00
199		DVD (rewritable, Speed: 4x min., 4.75gb capacity min.)	piece	200	0	0	200	8,000.00	200	0	0	200	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	400	40.00	16,000.00
200		Toner Cartridge, Kyocera TASKALFA 4501-TK6309	cart	6	0	0	6	99,240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	16,540.00	99,240.00
201		Toner, HP MFP E72535, W9005MC	cart	4	0	0	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00
202		Digital Clock	unit	1	0	0	1	5,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,250.00	5,250.00
203		Money/Bill Counter	unit	1	0	0	1	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	45,000.00	45,000.00
204		Tape flag, 1x3 inches, Sign here tag 20 sheets, 5 color	pack	20	0	0	20	1,320.00	170	0	0	170	11,220.00	0	0	0	0	0.00	0	0	0	0	0.00	190	66.00	12,540.00
205		Toner Cartridge, Samsung MLT-D203E, black	cart	6	0	0	6	49,826.40	5	0	0	5	41,522.00	0	0	0	0	0.00	0	0	0	0	0.00	11	8,304.40	91,348.40
206		Looseleaf Cover	bundle	105	0	0	105	99,750.00	100	0	0	100	95,000.00	0	0	0	0	0.00	0	0	0	0	0.00	205	950.00	194,750.00
207		Looseleaf Cover	Bundle	1	0	0	1	950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	950.00	950.00
208		Toner Cartridge, HP (4203DW), 148A Black	Cartridge	6	0	0	6	49,882.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	8,313.77	49,882.62

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
209		Tape flag, 1x3 inches, Sign Here tag 20 sheets, 5 color	Pack	10	0	0	10	660.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	66.00	660.00
210		Bristol Board A4 50 Pieces, Pink	Pack	10	0	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	300.00	3,000.00
211		Bristol Board A4 50 Pieces, White	Pack	10	0	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	200.00	2,000.00
212		Bristol Board A4 50 Pieces, Yellow	Pack	5	0	0	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
213		Ballpen, Ballpoint Pen, 0.5 Green	Piece	24	0	0	24	696.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	29.00	696.00
214		Roller Pens, Green Liquid or gel 0.5	Piece	116	0	0	116	3,619.20	100	0	0	100	3,120.00	0	0	0	0	0.00	0	0	0	0	0.00	216	31.20	6,739.20
215		Bristol Board A4 50 Pieces, Pink	pack	1	0	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
216		Bristol Board A4 50 Pieces, White	pack	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
217		Bristol Board A4 50 Pieces, Orange	pack	1	0	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
218		Bristol Board A4 50 Pieces, Green	pack	1	0	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
219		Paper Materials, more colors Copy Paper A4, Yellow Color, 500 Sheet	Ream	70	0	0	70	14,000.00	30	0	0	30	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	100	200.00	20,000.00
220		Tags, Index Tab, Sign Here, 100 pcs per pad	Pad	88	0	0	88	7,436.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	88	84.50	7,436.00
221		Binding Combs or strips, plastic, 6mm (20 sheets)	Box	1	0	0	1	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,100.00	1,100.00
222		50FZ00/K520ZA Black Imaging Unit for MS510DN, Printer, Black	Cartridge	5	0	0	5	34,735.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	6,947.00	34,735.00
223		50F3U0E/503U (20,000 pages capacity ultra high yield) for MS510DN, Printer, Black	Cartridge	5	0	0	5	20,332.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	4,066.40	20,332.00
224		Ink Cartridge, Lexmark CS431/CX431, Black return Program 6K Print Cartridge	Cartridge	20	0	0	20	300,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	15,000.00	300,000.00
225		Ink Cartridge, Lexmark CS431/CX431, Cyan return Program 6K Print Cartridge	Cartridge	10	0	0	10	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	15,000.00	150,000.00
226		Ink Cartridge, Lexmark CS431/CX431, Magenta return Program 6K Print Cartridge	Cartridge	10	0	0	10	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	15,000.00	150,000.00
227		Ink Cartridge, Lexmark CS431/CX431, Yellow return Program 6K Print Cartridge	Cartridge	10	0	0	10	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	15,000.00	150,000.00
228		Headset with Microphone	unit	22	0	0	22	44,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	2,000.00	44,000.00
229		USB Web Cameras (Desktop)	unit	22	0	0	22	44,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	2,000.00	44,000.00
230		HP W9130MC Black Managed Laser Jet Toner Cartridge for E785323DN	Cartridge	16	0	0	16	88,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	5,500.00	88,000.00
231		HP W9131MC Cyan Managed Laser Jet Toner Cartridge for E785323DN	Cartridge	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
232		HP W9132MC Yellow Managed Laser Jet Toner Cartridge for E785323DN	Cartridge	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
233		HP W9133MC Magenta Managed Laser Jet Toner Cartridge for E785323DN	Cartridge	1	0	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
234		Paper, Multicopy 80GSM, size: (B4) 250mm x 353mm	Ream	12	0	0	12	3,744.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	312.00	3,744.00
235		Office Pedestal	Unit	30	0	0	30	120,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	4,000.00	120,000.00
236		Portable Scanner	Unit	1	0	0	1	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	40,000.00	40,000.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
237		Bristol Board A4 White	Ream	40	0	0	40	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	200.00	8,000.00
238		Stick Note, Rainbow, KST	Pad	30	0	0	30	1,110.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	37.00	1,110.00
239		Two Door Refrigerator	unit	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
240		Microwave Oven	unit	1	0	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,000.00	10,000.00
241		Archfile, Hoizontal, 9.5x15 inches - 2.5 inches	piece	0	100	0	100	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	200.00	20,000.00
242		HP W9210MC Black Managged Laserjet Toner Cartridge for E78323DN	Cart	0	5	0	5	27,500.00	0	0	0	0	0.00	5	0	0	5	27,500.00	0	0	0	0	0.00	10	5,500.00	55,000.00
243		HP W9211MC Cyan Managged Laserjet Toner Cartridge for E78323DN	Cart	0	1	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
244		HP W9212MC Yellow Managged Laserjet Toner Cartridge for E78323DN	Cart	0	1	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
245		HP W9213MC Magenta Managged Laserjet Toner Cartridge for E78323DN	Cart	0	1	0	1	25,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,100.00	25,100.00
246		Double Sided tape, 24mm	Roll	0	5	0	5	455.00	0	0	0	0	0.00	2	0	0	2	182.00	0	0	0	0	0.00	7	91.00	637.00
247		Double Sided tape, 15mm	Roll	0	5	0	5	215.00	0	0	0	0	0.00	5	0	0	5	215.00	0	0	0	0	0.00	10	43.00	430.00
248		METAL 3 LAYER DESK TRAY, BLACK, 30 x25 x 38 cm	Piece	0	10	0	10	5,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	535.00	5,350.00
249		Index Tape Flag Square, Multicolor, 100 flags per pack	pack	0	50	0	50	14,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	285.00	14,250.00
250		Roller Ballpen Broad Tip, with Rubber Grip(Refillable) Blue Ink Color,	piece	0	50	0	50	4,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	85.00	4,250.00
251		Roller Ballpen Broad Tip, with Rubber Grip (Refillable) Blue Ink Color,	piece	0	150	0	150	12,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	85.00	12,750.00
252		Sign Here, 25mm x 43mm, Yellow Color, 50 Bandaritas per pack	packs	0	50	0	50	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	140.00	7,000.00
253		Needtek TS350 Time and Date Stamp Ribbon	piece	0	3	0	3	3,000.00	0	0	0	0	0.00	3	0	0	3	3,000.00	0	0	0	0	0.00	6	1,000.00	6,000.00
254		Folder Presentation, With Expandable Side, Fastener Inside And Clear Pvc Plastic On The Front, A4, Blue and	piece	0	150	0	150	4,500.00	0	0	0	0	0.00	100	0	0	100	3,000.00	0	0	0	0	0.00	250	30.00	7,500.00
255		Folder Presentation, With Expandable Side, Fastener Inside And Clear Pvc Plastic On The Front, Legal, Blue	piece	0	150	0	150	4,500.00	0	0	0	0	0.00	100	0	0	100	3,000.00	0	0	0	0	0.00	250	30.00	7,500.00
256		Self Inking Stamper Ink Blue (TRODAT)	bot	0	4	0	4	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	350.00	1,400.00
257		Sticky Notes Stylish Film Index/Ear Tab, 5 in 1 Sign Here Arrow Flag Sold Per Pack pHHP 50.00 each	pack	0	98	0	98	4,900.00	20	0	0	20	1,000.00	98	0	0	98	4,900.00	0	0	0	0	0.00	216	50.00	10,800.00
258		Ear Marking/Tab, Sticky Note - Plain Plastic Finish - Stationery - Set 5 in 1 - 5 colors per set/plain -	pack	0	98	0	98	4,900.00	20	0	0	20	1,000.00	98	0	0	98	4,900.00	0	0	0	0	0.00	216	50.00	10,800.00
259		Self Inking Stamper Ink Black (TRODAT)	bot	0	4	0	4	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	350.00	1,400.00
260		Self Inking Stamper Ink red (TRODAT)	bot	0	1	0	1	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	350.00	350.00
261		Mailing Envelope with DSWD Logo	bot	0	5	0	5	2,500.00	5	0	0	5	2,500.00	10	0	0	10	5,000.00	0	0	0	0	0.00	20	500.00	10,000.00
262		Clear Acrylic Double Sided Stand / TENT Table Name Sign Holder A type Office Desk Name Plate Display 10x3	pcs	0	60	0	60	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	300.00	18,000.00
263		Presentation Remote Clicker	unit	0	3	0	3	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,000.00	3,000.00
264		BALLPEN, fine pt. black blue red	piece	0	1000	0	1000	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	10.00	10,000.00

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FY 2025

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
265		Laminating Film, A4 size; 250 micron, 216 x 303 mm, 100 pcs / pack	pack	0	10	0	10	8,230.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	823.00	8,230.00
266		STICKER PAPER , A-4 size, non-blot, 20 pcs. /pack, Matte	pack	0	50	0	50	9,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	195.00	9,750.00
267		DOUBLE SIDED TAPE, with cushion, 1", 5m	rolls	0	50	0	50	2,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	43.00	2,150.00
268		CERTIFICATE HOLDER, A-4 size	piece	0	50	0	50	2,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	58.00	2,900.00
269		Plastic Clip Board with cover, Legal size, with ballpen holder inside	piece	0	300	0	300	35,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	119.00	35,700.00
270		Cloth book tape, 1", 5M, black	rolls	0	30	0	30	7,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	264.00	7,920.00
271		DOUBLE SIDED TAPE, without cushion, 1", 5m	rolls	0	30	0	30	2,730.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	91.00	2,730.00
272		Cloth book tape, 2", 5M, black	rolls	0	50	0	50	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	200.00	10,000.00
273		Laminating Film, A3 size; 125 micron, 303 x 426 mm, 100 pcs / pack	pack	0	5	0	5	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,440.00	7,200.00
274		Refill ink for self-inking stamp, color-blue	piece	0	20	0	20	1,160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	58.00	1,160.00
275		Presentation Folder, A-4 size, color-red & blue (as per sample)	piece	0	50	0	50	1,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	23.00	1,150.00
276		Presentation Folder, Legal size, color - red & blue (as per sample)	piece	0	50	0	50	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	24.00	1,200.00
277		Barricade Caution Tape, 4.6M, Yellow/black tape	rolls	0	2	0	2	990.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	495.00	990.00
278		Indicator tag, Note Flag with "Sign Here" TExt, 50's/set	pack	0	300	0	300	15,501.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	51.67	15,501.00
279		Staple wire #35, copperwire, standards	box	0	50	0	50	3,166.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	63.33	3,166.50
280		Bristol board, Legal size, color-yellow - 10, & Pink - 2 pack, 100 pcs./pack	pack	0	12	0	12	4,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	370.00	4,440.00
281		Indicator tag, Plain, assorted color, 50's/set	pack	0	300	0	300	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	35.00	10,500.00
282		ID Holder, plastic with clip, 8cm x 12cm, vertical	piece	0	500	0	500	14,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	29.00	14,500.00
283		ID Holder, plastic with clip, 11cm x 9-1/2cm, horizontal	piece	0	500	0	500	9,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	19.00	9,500.00
284		Bristol board, A4 size, color-yellow - 5, Red - 3 & Pink - 5, 100 pcs./pack	pack	0	15	0	15	5,345.55	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	356.37	5,345.55
285		HP LASERJET M404DN (CF276XC) BLACK	PCS	0	0	1	1	8,650.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,650.00	8,650.00
286		HP COLOR LASERJECT MANAGED MFP E785 (W9120MS) BLACK	PCS	0	0	1	1	7,269.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,269.00	7,269.00
287		HP COLOR LASERJECT MANAGED MFP E785 (W9121MS) CYAN	PCS	0	0	1	1	14,190.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,190.00	14,190.00
288		HP COLOR LASERJECT MANAGED MFP E785 (W9122MS) YELLOW	PCS	0	0	1	1	14,190.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,190.00	14,190.00
289		HP COLOR LASERJECT MANAGED MFP E785 (W9123MS) MAGENTA	PCS	0	0	1	1	14,190.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,190.00	14,190.00
290		BRISTOL BOARD A4 SIZE WHITE 20X30 200GSM	PACK	0	0	20	20	8,932.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	446.60	8,932.00
291		A3 MULTI COPY PAPER 80GSM	REAM	0	0	1	1	609.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	609.40	609.40
292		Correction Pen Metal Tip	piece	0	0	20	20	1,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	59.00	1,180.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10099

No.	UNSPSC Code	Item & Specifications	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			
293		GLUE ALL MULTI-PURPOSE GLUE (130 grams)	piece	0	0	3	3	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	100.00	300.00
294		POST-IT FLAG 680 SIGN HERE YELLOW 25 X43MM	piece	0	0	20	20	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	180.00	3,600.00
295		VELLUM BOARD PAPER, White, Size A4, 220 gsm	pack	0	0	50	50	2,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	43.00	2,150.00
296		File documentary tray document paper tray 3 layer metal holder and metal legs metal wire mesh sliding and	piece	0	0	3	3	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	600.00	1,800.00
297		HP LaserJet Pro M404dn CF276XC	Cart	0	3	0	3	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,000.00	9,000.00
298		Indicator tag (Sign Here)	Pack	0	20	0	20	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	50.00	1,000.00
299		Electronic Date and Time Stamper	Unit	0	1	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
300		HP W9130MC Black Managed LaserJet Toner Cartridge for E78523DN	Cart	0	4	0	4	29,076.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,269.00	29,076.00
301		HP W9130MC Cyan Managed LaserJet Toner Cartridge for E78523DN	Cart	0	3	0	3	42,570.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	14,190.00	42,570.00
302		HP W9130MC Yellow Managed LaserJet Toner Cartridge for E78523DN	Cart	0	2	0	2	28,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14,190.00	28,380.00
303		HP W9130MC Magenta Managed LaserJet Toner Cartridge for E78523DN	Cart	0	2	0	2	28,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14,190.00	28,380.00
304		Indicator tag (Sign Here)	Pack	0	30	0	30	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	50.00	1,500.00
305		HP W9130MC Black Managed Laser Jet Toner Cartridge for E78523DN	cart	0	6	0	6	43,614.00	0	0	0	0	0.00	0	4	0	4	29,076.00	0	0	0	0	0.00	10	7,269.00	72,690.00
306		HP W9131MC Cyan Managed Laser Jet Toner Cartridge for E78523DN	cart	0	4	0	4	56,760.00	0	0	0	0	0.00	0	2	0	2	28,380.00	0	0	0	0	0.00	6	14,190.00	85,140.00
307		HP W9132MC Yellow Managed Laser Jet Toner Cartridge for E78523DN	cart	0	4	0	4	56,760.00	0	0	0	0	0.00	0	2	0	2	28,380.00	0	0	0	0	0.00	6	14,190.00	85,140.00
308		HP W9133MC Magenta Managed Laser Jet Toner Cartridge for E78523DN	cart	0	4	0	4	56,760.00	0	0	0	0	0.00	0	2	0	2	28,380.00	0	0	0	0	0.00	6	14,190.00	85,140.00
309		Yellow Imaging Drum unit (for E78523DN)	unit	0	0	0	0	0.00	0	2	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
310		Magenta Imaging Drum unit (for E78523DN)	unit	0	0	0	0	0.00	0	2	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
311		Cyan Imaging Drum unit (for E78523DN)	unit	0	0	0	0	0.00	0	2	0	2	46,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,000.00	46,000.00
312		Black Imaging Drum unit (for E78523DN)	unit	0	0	0	0	0.00	0	2	0	2	56,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	28,000.00	56,000.00
313		LaserJet CF276XC (for LaserJet Pro M404dn printer)	toner	0	8	0	8	101,082.64	0	0	0	0	0.00	0	8	0	8	101,082.64	0	0	0	0	0.00	16	12,635.33	202,165.28
314		TN 267 Toner, Cyan (for MFC-L3770CDW Laser All-in-one printer)	toner	0	6	0	6	27,697.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	4,616.33	27,697.98
315		TN 267 Toner, Yellow (for MFC-L3770CDW Laser All-in-one printer)	toner	0	4	0	4	18,465.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,616.33	18,465.32
316		TN 267 Toner, Magenta (for MFC-L3770CDW Laser All-in-one printer)	toner	0	4	0	4	18,465.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,616.33	18,465.32
317		TN 267 Toner, Black (for MFC-L3770CDW Laser All-in-one printer)	toner	0	4	0	4	18,465.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,616.33	18,465.32
318		Tricolor T290, cartridge (for Epson WF100 Printer)	cart	0	10	0	10	7,773.30	0	0	0	0	0.00	0	10	0	10	7,773.30	0	0	0	0	0.00	20	777.33	15,546.60
319		Tricolor T289, cartridge (for Epson WF100 Printer)	cart	0	10	0	10	9,093.30	0	0	0	0	0.00	0	10	0	10	9,093.30	0	0	0	0	0.00	20	909.33	18,186.60
320		Brother DR-263CL, Drum Unit (for MFC-L3770CDW Laser All-in-one printer)	unit	0	0	0	0	0.00	0	4	0	4	31,518.68	0	0	0	0	0.00	0	0	0	0	0.00	4	7,879.67	31,518.68

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcrarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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			
321		Fuji Xerox Toner, Docuprint CM 305 DF/CP 305 Yellow	toner	0	6	0	6	59,587.20	0	0	0	0	0.00	0	4	0	4	39,724.80	0	0	0	0	0.00	10	9,931.20	99,312.00
322		Fuji Xerox Toner, Docuprint CM 305 DF/CP 305 Cyan	toner	0	6	0	6	59,587.20	0	0	0	0	0.00	0	4	0	4	39,724.80	0	0	0	0	0.00	10	9,931.20	99,312.00
323		Fuji Xerox Toner, Docuprint CM 305 DF/CP 305 Magenta	toner	0	6	0	6	59,587.20	0	0	0	0	0.00	0	4	0	4	39,724.80	0	0	0	0	0.00	10	9,931.20	99,312.00
324		Fuji Xerox Toner, Docuprint CM 305 DF/CP 305 Black	toner	0	6	0	6	59,587.20	0	0	0	0	0.00	0	4	0	4	39,724.80	0	0	0	0	0.00	10	9,931.20	99,312.00
325		Two Hole Punch Folder, legal size, binder folder	pcs	0	100	0	100	20,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	209.00	20,900.00
326		ID Jacket with String 3x4	pcs	0	1200	0	1200	26,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1200	22.00	26,400.00
327		Bristol Board A4 size, Assorted color, 100 pcs per pack	pack	0	80	0	80	32,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	406.00	32,480.00
328		Indicator tag/Flagsets	set	0	0	0	0	0.00	0	50	0	50	5,445.00	0	0	0	0	0.00	0	50	0	50	5,445.00	100	108.90	10,890.00
329		Duct Tape, 3"-50m, Silver	roll	0	10	0	10	4,640.00	0	0	0	0	0.00	0	5	0	5	2,320.00	0	0	0	0	0.00	15	464.00	6,960.00
330		Laser All in One printer	unit	0	0	0	0	0.00	0	2	0	2	70,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	35,000.00	70,000.00
331		Laser Printer, Monochrome	unit	0	0	0	0	0.00	0	6	0	6	180,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6	30,000.00	180,000.00
332		Laser Printer, Color	unit	0	0	0	0	0.00	0	4	0	4	140,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	35,000.00	140,000.00
333		Printer, Mobile	unit	0	0	0	0	0.00	0	2	0	2	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	25,000.00	50,000.00
334		Portable Documents Scanner	unit	0	0	0	0	0.00	0	2	0	2	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	20,000.00	40,000.00
335		Portable Hard Drive, 1TB	pc	0	0	0	0	0.00	0	15	0	15	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,000.00	60,000.00
336		Portable Computer Headset	pc	0	0	0	0	0.00	0	15	0	15	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	15	3,000.00	45,000.00
337		Computer USB Camera	pc	0	0	0	0	0.00	0	15	0	15	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	15	3,000.00	45,000.00
338		Digital Voice Recorder	pc	0	0	0	0	0.00	0	3	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	10,000.00	30,000.00
339		Laminating Machine	unit	0	0	0	0	0.00	0	2	0	2	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,500.00	11,000.00
340		Sticky Notes Stylish Film Index PET 5 in 1 Please Sign Here Arrow Flag Sold per Pack (125/pack), 5 colors)	pack	0	0	100	100	12,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	125.00	12,500.00
341		FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	200	200	15,500.00	0	200	0	200	15,500.00	0	200	0	200	15,500.00	0	200	0	200	15,500.00	800	77.50	62,000.00
342		STICK-ON FLAG (SIGN HERE)	pack	0	0	30	30	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	80.00	2,400.00
343		HP W9210MC BLACK MANAGED LASERJET TONER CARTRIDGE FOR E78323DN	cart	0	0	0	0	0.00	5	0	0	5	36,345.00	0	0	0	0	0.00	0	0	0	0	0.00	5	7,269.00	36,345.00
344		HP W9211MC CYAN MANAGED LASERJET TONER CARTRIDGE FOR E78323DN	cart	0	0	0	0	0.00	2	0	0	2	28,380.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14,190.00	28,380.00
345		HP W9212MC YELLOW MANAGED LASERJET TONER CARTRIDGE FOR E78323DN	cart	0	0	0	0	0.00	2	0	0	2	28,380.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14,190.00	28,380.00
346		HP W9213MC MAGENTA MANAGED LASERJET TONER CARTRIDGE FOR E78323DN	cart	0	0	0	0	0.00	2	0	0	2	28,380.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14,190.00	28,380.00
347		Disposable Facemask 3 Ply, 50pcs/box	box	0	0	0	0	0.00	10	0	0	10	920.00	10	0	0	10	920.00	0	0	0	0	0.00	20	92.00	1,840.00
348		Dot Stickers 2 inch Circle Stickers Color Coding 600 Labels Adhesive Round Stickers	roll	0	0	0	0	0.00	10	0	0	10	2,750.00	0	0	0	0	0.00	0	0	0	0	0.00	10	275.00	2,750.00

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

Department/Bureau/Office:
 Region:
 Address:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 NATIONAL CAPITAL REGION
 DSWD Central Office, Batasan Complex, Constitution Hills,
 Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcimarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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			
349		BRISTOL BOARD 200GSM, A4 SIZE, WHITE	pack	0	0	0	0	0.00	5	0	0	5	2,030.00	0	0	0	0	0.00	0	0	0	0	0.00	5	406.00	2,030.00
350		Sign Here Arrow Flag , 5 in 1 per pack, multicolored	pack	0	0	0	0	0.00	50	0	0	50	3,850.00	50	0	0	50	3,850.00	0	0	0	0	0.00	100	77.00	7,700.00
351		Frosted Glass Window Film (0.45m X 2m)	roll	0	0	0	0	0.00	10	0	0	10	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	10	120.00	1,200.00
352		Duct tape, 3" - 50m silver	roll	0	0	0	0	0.00	5	0	0	5	2,320.00	0	0	0	0	0.00	0	0	0	0	0.00	5	464.00	2,320.00
353		ID Jacket with String, 3x4	piece	0	0	0	0	0.00	150	0	0	150	3,300.00	100	0	0	100	2,200.00	0	0	0	0	0.00	250	22.00	5,500.00
354		Vellum Board Paper	pack	0	0	5	5	231.40	0	0	5	5	231.40	0	0	10	10	462.80	0	0	10	10	462.80	30	46.28	1,388.40
355		Certificate Holder, A-4 size	piece	0	0	10	10	448.50	0	0	10	10	448.50	0	0	10	10	448.50	0	0	20	20	897.00	50	44.85	2,242.50
356		INK CARTRIDGE, LEXMARK 20N1XK0 Toner, Black	cart	0	0	6	6	53,100.00	0	0	6	6	53,100.00	0	0	0	0	0.00	0	0	0	0	0.00	12	8,850.00	106,200.00
357		INK CARTRIDGE, LEXMARK 20N1XC0 Toner, Cyan	cart	0	0	3	3	54,000.00	0	0	3	3	54,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6	18,000.00	108,000.00
358		INK CARTRIDGE, LEXMARK 20N1XM0 Toner, Magenta	cart	0	0	3	3	54,000.00	0	0	3	3	54,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6	18,000.00	108,000.00
359		INK CARTRIDGE, LEXMARK 20N1XY0 Toner, Yellow	cart	0	0	3	3	54,000.00	0	0	3	3	54,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6	18,000.00	108,000.00
360		Bristol Board, A4, White, 100 sheets	ream	0	0	30	30	9,750.00	0	0	30	30	9,750.00	0	0	0	0	0.00	0	0	0	0	0.00	60	325.00	19,500.00
361		ID Badge/Jacket with String, 3x4	box	0	0	16	16	9,920.00	0	0	15	15	9,300.00	0	0	15	15	9,300.00	0	0	15	15	9,300.00	61	620.00	37,820.00
362		Mobile Pedestal	unit	0	0	49	49	181,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	49	3,700.00	181,300.00
363		Notepad 150mm X 100mm	pad	0	0	50	50	4,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	85.00	4,250.00
364		BINDING RING/COMB, plastic, 20 mm	bundle	0	0	10	10	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	420.00	4,200.00
365		INK CARTRIDGE, HP W9120MC Toner, Black	cart	0	0	4	4	22,000.00	0	0	3	3	16,500.00	0	0	0	0	0.00	0	0	0	0	0.00	7	5,500.00	38,500.00
366		INK CARTRIDGE, HP W9123MC Toner, Magenta	cart	0	0	3	3	75,300.00	0	0	3	3	75,300.00	0	0	0	0	0.00	0	0	0	0	0.00	6	25,100.00	150,600.00
367		INK CARTRIDGE, HP W9122MC Toner, Yellow	cart	0	0	3	3	75,300.00	0	0	3	3	75,300.00	0	0	0	0	0.00	0	0	0	0	0.00	6	25,100.00	150,600.00
368		INK CARTRIDGE, HP W9121MC Toner, Cyan	cart	0	0	3	3	75,300.00	0	0	3	3	75,300.00	0	0	0	0	0.00	0	0	0	0	0.00	6	25,100.00	150,600.00
369		Duct Tape, Black, 10meters 48mm	roll	0	0	30	30	2,850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	95.00	2,850.00
370		Storage Box, Plastic. 100L	unit	0	0	5	5	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	900.00	4,500.00
371		Crayon 8's	box	0	0	106	106	1,590.00	0	0	51	51	765.00	0	0	51	51	765.00	0	0	51	51	765.00	259	15.00	3,885.00
372		Acer Laptop Charger	unit	0	0	20	20	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,700.00	34,000.00
373		VELLUM BOARD PAPER	pack	0	0	5	5	231.40	0	0	5	5	231.40	0	0	5	5	231.40	0	0	5	5	231.40	20	46.28	925.60
374		ID Jacket with Lace	pcs	0	0	300	300	4,500.00	0	0	0	0	0.00	0	200	0	200	3,000.00	0	0	0	0	0.00	500	15.00	7,500.00
375		Pressboard Folder, Legal size, green	pcs	0	0	200	200	5,000.00	0	0	0	0	0.00	0	100	0	100	2,500.00	0	0	0	0	0.00	300	25.00	7,500.00
376		Sticky Notes Stylish Film Index PET 5 in 1 Please Sign Here Arrow Flag Sold per Pack (125/pack, 5 colors)	pack	0	0	50	50	6,250.00	0	0	0	0	0.00	0	20	0	20	2,500.00	0	0	0	0	0.00	70	125.00	8,750.00

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) FY 2025

Department/Bureau/Office:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN

Agency Code/UACS: R001

Contact Person:

JEXIELYN CRISELDA I. MARASIGAN

Region:

NATIONAL CAPITAL REGION

Organization Type: National Government Agency (NGA)

Position:

Administrative Officer IV

Address:

DSWD Central Office, Batasan Complex, Constitution Hills,

E-mail :

jcmarasigan@dswd.gov.ph

Quezon City, 1126

Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
377		Sticky Index Tabs Writable Colored Flat Arrow Page Markers Flags for Files Notes Book Document	pack	0	0	30	30	3,750.00	0	0	0	0	0.00	0	10	0	10	1,250.00	0	0	0	0	0.00	40	125.00	5,000.00
378		Plastic Sign Here Sticky Notes (5 colors/ set) - 100 - 200 pcs/ set	set	0	0	100	100	6,000.00	0	0	0	0	0.00	0	100	0	100	6,000.00	0	0	0	0	0.00	200	60.00	12,000.00
379		Double Sided Tape (1", double sided foam type)	pcs	0	0	10	10	700.00	0	0	0	0	0.00	0	10	0	10	700.00	0	0	0	0	0.00	20	70.00	1,400.00
380		Double Sided Tape (1", without foam type)	pcs	0	0	20	20	800.00	0	0	0	0	0.00	0	10	0	10	400.00	0	0	0	0	0.00	30	40.00	1,200.00
381		Cloth Duct Tape (3", 50M, Silver)	pcs	0	0	5	5	1,425.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	285.00	1,425.00
382		Clear Sliding Folder, Legal size, black	pcs	0	0	100	100	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	30.00	3,000.00
383		Clear Sliding Folder, A4 size, black	pcs	0	0	50	50	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	25.00	1,250.00
384		Acrylic Holder Toblerone Type, Clear	pcs	0	0	30	30	5,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	190.00	5,700.00
385		OHP Permanent Marker	set	0	0	30	30	3,900.00	0	0	0	0	0.00	0	10	0	10	1,300.00	0	0	0	0	0.00	40	130.00	5,200.00
386		Computer Optical Mouse	pcs	0	0	5	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
387		Roller ball pen, Quick-dry gel ink, 0.5mm, black/ blue	piece	0	35	0	35	770.00	0	0	0	0	0.00	10	0	0	10	220.00	0	0	0	0	0.00	45	22.00	990.00
388		Roller ball pen, Water based ink, 1.00mm, black/ blue	piece	0	36	0	36	2,880.00	0	0	0	0	0.00	10	0	0	10	800.00	0	0	0	0	0.00	46	80.00	3,680.00
389		Ballpoint Pen, 0.5mm, black/ blue	Box	0	5	0	5	3,000.00	0	0	0	0	0.00	1	0	0	1	600.00	0	0	0	0	0.00	6	600.00	3,600.00
390		Sign Here, 25mm x 43mm, Yellow Color, 50 Bandaritas per pack	pack	0	36	0	36	5,400.00	0	0	0	0	0.00	36	0	0	36	5,400.00	0	0	0	0	0.00	72	150.00	10,800.00
391		Filing Document Letter Tray, 3 Tier	piece	0	4	0	4	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	350.00	1,400.00
392		NOTEPAD, stick-on, lined, 4" x 6"	pad	0	6	0	6	360.00	0	0	0	0	0.00	0	6	0	6	360.00	0	0	0	0	0.00	12	60.00	720.00
393		LOOSELEAF COVER	bundle	0	4	0	4	3,179.84	0	0	0	0	0.00	0	4	0	4	3,179.84	0	0	0	0	0.00	8	794.96	6,359.68
394		HP W9130MC, Black Managed Laser Jet Toner Cartridge for (E78523DN)	unit	0	0	7	7	50,883.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	7,269.00	50,883.00
395		HP W9131MC, Cyan Managed Laser Jet Toner Cartridge for (E78523DN)	unit	0	0	5	5	70,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	14,190.00	70,950.00
396		HP W9132MC, Yellow Managed Laser Jet Toner Cartridge for (E78523DN)	unit	0	0	5	5	70,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	14,190.00	70,950.00
397		HP W9133MC, Magenta Managed Laser Jet Toner Cartridge for (E78523DN)	unit	0	0	5	5	70,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	14,190.00	70,950.00
398		ACETATE Film, A4 size 100 sheets, Thickness 0.1mm, 210mm x 297mm	unit	0	0	150	150	81,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	540.00	81,000.00
399		Bristol Board, A4 Size Light Blue 20x30 200GSM,	unit	0	0	96	96	51,840.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	96	540.00	51,840.00
400		Bristol Board, A4 Size (100 White, 50 Light Blue), 20x30 200GSM,	unit	0	0	96	96	51,840.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	96	540.00	51,840.00
401		HP W9210MC BLACK MANAGE LASERJET TONER CARTRIDGE FOR E78323DN	cart	2	0	0	2	11,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,740.00	11,480.00
402		HP W9211MC CYAN MANAGE LASERJET TONER CARTRIDGE FOR E78323DN	cart	2	0	0	2	26,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	13,440.00	26,880.00
403		HP W9212MC YELLOW MANAGE LASERJET TONER CARTRIDGE FOR E78323DN	cart	2	0	0	2	26,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	13,440.00	26,880.00
404		HP W9213MC MAGENTA MANAGE LASERJET TONER CARTRIDGE FOR E78323DN	cart	2	0	0	2	26,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	13,440.00	26,880.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills,
 Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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			
405		TIME STAMP MACHINE TS-350 RIBBON (BLACK)	unit	2	0	0	2	3,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,650.00	3,300.00
406		INDICATOR TAG FLAGLETS WITH "SIGN HERE" TEXT	set	30	0	0	30	2,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	96.00	2,880.00
407		Battery, Alkaline, AA, 4 pieces per blister pack	pack	0	0	255	255	66,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	255	260.00	66,300.00
408		Battery, Alkaline, AAA, 4 pieces per blister pack	pack	0	0	245	245	56,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	245	230.00	56,350.00
409		Battery, Alkaline, 9 Volts, 1 piece per blister pack	pack	0	0	3	3	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	250.00	750.00
410		Paper, Multi-copy, 80GSM, A3, 500 sheets per ream	ream	0	0	30	30	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	800.00	24,000.00
411		Sticky Note, with Sign Here note, 5 different colors (100-150pcs./pack)	pack	0	0	80	80	9,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	120.00	9,600.00
412		Laminating Film, Size: A4 (100pcs/box), Thickness: 250micron	box	0	0	5	5	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,100.00	5,500.00
413		Laminating Film, Size: A3 (100pcs/box), Thickness: 250micron	box	0	0	15	15	33,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	2,200.00	33,000.00
414		Photo Paper, Size: A4 (20sheets/pack), 230GSM, High Glossy	pack	0	0	5	5	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	350.00	1,750.00
415		Photo Paper, Size: A4 (20sheets/pack), 210GSM, Matte	pack	0	0	5	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
416		Glossy Photo Sticker Paper, Size: A4, (20sheets/pack), 90GSM	pack	0	0	10	10	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	250.00	2,500.00
417		Ballpoint Pen, Fine point, 350-black/ 500-blue/ 50-red	pc	0	0	300	300	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	20.00	6,000.00
418		Tape, Cloth Book, 3", 6 meters length	roll	0	0	130	130	32,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	130	250.00	32,500.00
419		Tape, Double-edged, 2" with cushion, 5-6 meters length	roll	0	0	50	50	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	220.00	11,000.00
420		Tape, Double-edged, 1" with cushion, 5-6 meters length	roll	0	0	50	50	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	150.00	7,500.00
421		Cloth Duct Tape, 2", 25 meters length	roll	0	0	120	120	42,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	350.00	42,000.00
422		Cloth Duct Tape, 3", 25 meters length	roll	0	0	130	130	54,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	130	420.00	54,600.00
423		Ink Cart, Canon TM 5300, 300ml, PFI-8320, Cyan	unit	0	0	2	2	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,500.00	17,000.00
424		Ink Cart, Canon TM 5300, 300ml, PFI-8320, Magenta	unit	0	0	2	2	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,500.00	17,000.00
425		Ink Cart, Canon TM 5300, 300ml, PFI-8320, Yellow	unit	0	0	2	2	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,500.00	17,000.00
426		Ink Cart, Canon TM 5300, 300ml, PFI-8320, Black	unit	0	0	2	2	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,500.00	17,000.00
427		Ink Cart, Canon TM 5300, 300ml, PFI-8320, Matte Black	unit	0	0	4	4	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	8,500.00	34,000.00
428		Maintenance Cartridge, Canon TM 5300, (MC-31)	unit	0	0	2	2	9,438.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,719.00	9,438.00
429		Printer Head, Canon TM 5300, (PF-06)	unit	0	0	1	1	27,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	27,900.00	27,900.00
430		Plotter Blue Paper Roll, 36" x 50yards, 80/85GSM	roll	0	0	7	7	9,135.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	1,305.00	9,135.00
431		Glossy Photo Paper Sticker Roll, 36" x 50yards, 80/85GSM	roll	0	0	4	4	32,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	8,000.00	32,000.00
432		Plotter White Paper Roll, 36" x 50yards, 80/85GSM	roll	0	0	10	10	9,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	980.00	9,800.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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
433		Plotter Tracing Paper Roll, 36" x 50yards, 80/85GSM	roll	0	0	5	5	10,125.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,025.00	10,125.00
434		Glue Stick (Paste), 32-40grams per piece	pc	0	0	14	14	560.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	40.00	560.00
435		Vellum Board Paper, Color: Green, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	30	30	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	100.00	3,000.00
436		Vellum Board Paper, Color: Orange, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	30	30	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	100.00	3,000.00
437		Vellum Board Paper, Color: Pink, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	90	90	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	90	100.00	9,000.00
438		Vellum Board Paper, Color: Red, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	30	30	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	100.00	3,000.00
439		Vellum Board Paper, Color: White, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	60	60	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	100.00	6,000.00
440		Vellum Board Paper, Color: Yellow, 10 sheet per pack, A4 size, 220-260gsm	pack	0	0	30	30	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	100.00	3,000.00
441		TAPE, Double-Edged, 1" without cushion, 5-6 meters length	roll	0	0	20	20	4,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	220.00	4,400.00
442		HP W9210MC, Black Managed Laser Jet Toner Cartridge for E78323DN	unit	0	0	5	5	32,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	6,500.00	32,500.00
443		HP W9210MC, Cyan Managed Laser Jet Toner Cartridge for E78323DN	unit	0	0	3	3	70,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	23,500.00	70,500.00
444		HP W9210MC, Yellow Managed Laser Jet Toner Cartridge for E78323DN	unit	0	0	3	3	72,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	24,000.00	72,000.00
445		HP W9210MC, Magenta Managed Laser Jet Toner Cartridge for E78323DN	unit	0	0	3	3	72,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	24,000.00	72,000.00
446		Lexmark CX921 Black 34K Toner Cartridge Part #: 86C0HK0	Cart	0	0	4	4	60,000.00	0	0	2	2	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6	15,000.00	90,000.00
447		Lexmark CX921 Cyan 34K Toner Cartridge Part #: 76C0HC0	Cart	0	0	2	2	81,600.00	0	0	1	1	40,800.00	0	0	0	0	0.00	0	0	0	0	0.00	3	40,800.00	122,400.00
448		Lexmark CX921 Magenta 34K Toner Cartridge Part #: 76C0HM0	Cart	0	0	2	2	81,600.00	0	0	1	1	40,800.00	0	0	0	0	0.00	0	0	0	0	0.00	3	40,800.00	122,400.00
449		Lexmark CX921 Yellow 34K Toner Cartridge Part #: 76C0HY0	Cart	0	0	2	2	81,600.00	0	0	1	1	40,800.00	0	0	0	0	0.00	0	0	0	0	0.00	3	40,800.00	122,400.00
450		HP 58A Black Original Laser Jet Toner, CF258A	Cart	0	0	6	6	75,810.00	0	0	4	4	50,540.00	0	0	0	0	0.00	0	0	0	0	0.00	10	12,635.00	126,350.00
451		SIGN PEN, HI-TECHPOINT, ROLLER BALLPEN, 1.00MM, BLUE	PIECE	10	0	0	10	850.00	5	0	0	5	425.00	0	0	0	0	0.00	0	0	0	0	0.00	15	85.00	1,275.00
452		INDICATOR TAG/FLAGLETS, plain, plastic, assorted colors	unit	20	0	0	20	3,160.00	10	0	0	10	1,580.00	0	0	0	0	0.00	0	0	0	0	0.00	30	158.00	4,740.00
453		INDICATOR TAG/FLAGLETS, with sign here text	unit	20	0	0	20	4,140.00	10	0	0	10	2,070.00	0	0	0	0	0.00	0	0	0	0	0.00	30	207.00	6,210.00
454		VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	462.80	0	0	0	0	0.00	10	46.28	462.80
455		STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	210.00	0	0	0	0	0.00	6	35.00	210.00
456		DOUBLE SIDED TAPE, with cushion, 1", 5m	piece	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	270.00	0	0	0	0	0.00	6	45.00	270.00
457		PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	600.00	0	0	0	0	0.00	5	120.00	600.00
458		BALLPEN, black blue red	piece	0	5000	0	5000	145,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5000	29.00	145,000.00
459		Bristol Board, A4 size, 20 x 30, 200gsm	pack	0	200	0	200	81,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	406.00	81,200.00
460		Certificate Holder, A4, with Plastic Cover	piece	0	200	0	200	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	50.00	10,000.00

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

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 Region: NATIONAL CAPITAL REGION
 Address: DSWD Central Office, Batasan Complex, Constitution Hills, Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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			
461		Certificate Frame, 8.5 x 11 size, wooden frame, PVC	piece	0	50	0	50	9,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	188.00	9,400.00
462		Colored Paper, A4, 500pcs/pack assorted color	pack	0	20	0	20	15,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	780.00	15,600.00
463		ID Jacket with string 3x4	piece	0	500	0	500	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	22.00	11,000.00
464		Photo Paper, A4 size 210GSM 20 sheets per pack	pack	0	50	0	50	10,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	203.00	10,150.00
465		Tape Flags, 1x3 inches sign here tag - 20 sheets, 5 color	pack	0	500	0	500	33,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	66.00	33,000.00
466		Index Tape Flags, Square, Multicolor, 100 sheets per pad	pack	0	500	0	500	38,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	77.00	38,500.00
467		Sticker Paper, 80 gsm 10 pcs/pack	pack	0	75	0	75	5,625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	75.00	5,625.00
468		Wired Keyboard	piece	0	5	0	5	2,176.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	435.38	2,176.90
469		Wired Mouse	piece	0	5	0	5	1,430.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	286.00	1,430.00
470		Surgical Mask/ Dust Mask/Face Mask	box	0	0	0	0	0.00	20	0	0	20	1,040.00	0	0	0	0	0.00	0	0	0	0	0.00	20	52.00	1,040.00
471		Note Tag / Indicator Tag /Sign Here	packs	0	0	0	0	0.00	50	0	0	50	6,930.00	15	0	0	15	2,079.00	0	0	0	0	0.00	65	138.60	9,009.00
472		Scotch Tape 1 inch	roll	0	0	0	0	0.00	10	0	0	10	275.00	10	0	0	10	275.00	0	0	0	0	0.00	20	27.50	550.00
473		DVD, RW	piece	0	100	0	100	10,000.00	0	100	0	100	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	200	100.00	20,000.00
474		BRISTOL BOARD, WHITE	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
475		BRISTOL BOARD, BLUE	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
476		BRISTOL BOARD, PINK	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
477		BRISTOL BOARD, GREEN	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
478		BRISTOL BOARD, RED	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
479		BRISTOL BOARD, ORANGE	pack	0	30	0	30	9,000.00	0	10	0	10	3,000.00	0	30	0	30	9,000.00	0	0	0	0	0.00	70	300.00	21,000.00
480		CERTIFICATE HOLDER WITH LOGO	piece	0	100	0	100	40,000.00	0	50	0	50	20,000.00	0	50	0	50	20,000.00	0	0	0	0	0.00	200	400.00	80,000.00
481		CORRUGATED BOX WITH STRING	piece	0	15	0	15	3,000.00	0	10	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	25	200.00	5,000.00
482		ENVELOPE, MAILING WITH DSWD LOGO, 500pcs/box	box	0	2	0	2	1,200.00	0	2	0	2	1,200.00	0	2	0	2	1,200.00	0	0	0	0	0.00	6	600.00	3,600.00
483		RING BINDER 1/2" 10pcs/bundle	bundle	0	5	0	5	1,500.00	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	6	300.00	1,800.00
484		RING BINDER 1" 10pcs/bundle	bundle	0	5	0	5	1,500.00	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	6	300.00	1,800.00
485		RING BINDER 3/4" 10pcs/bundle	pack	0	5	0	5	1,500.00	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	6	300.00	1,800.00
486		Filler Notebook 6 x 8.5in 16's (5booklets/pack)	piece	0	2000	0	2000	100,000.00	0	0	0	0	0.00	0	2000	0	2000	100,000.00	0	0	0	0	0.00	4000	50.00	200,000.00
487		BOOK TAPE 3"	roll	0	30	0	30	7,500.00	0	0	0	0	0.00	0	30	0	30	7,500.00	0	0	0	0	0.00	60	250.00	15,000.00
488		INDICATOR TAG WITH SIGN HERE TEXT	pack	0	850	0	850	212,500.00	0	0	0	0	0.00	0	850	0	850	212,500.00	0	0	0	0	0.00	1700	250.00	425,000.00

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

Department/Bureau/Office:
 Region:
 Address:

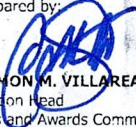
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN
 NATIONAL CAPITAL REGION
 DSWD Central Office, Batasan Complex, Constitution Hills,
 Quezon City, 1126

Agency Code/UACS: R001
 Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSELDA I. MARASIGAN
 Position: Administrative Officer IV
 E-mail: jcmarasigan@dswd.gov.ph
 Telephone/Mobile Nos: 8931-81-01 to 07 local 10090

No.	UNSPSC Code	Item & Specifications	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			
489		ID HOLDER WITH STRING, HORIZONTAL CLEAR TRANSPARENT	box	0	1000	0	1000	150,000.00	0	0	0	0	0.00	0	1000	0	1000	150,000.00	0	0	0	0	0.00	2000	150.00	300,000.00
490		BROOM (Walis Tambo)	piece	0	4	0	4	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	124.80	499.20
491		BROOM (Walis Ting-ting)	piece	0	2	0	2	52.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	26.00	52.00
A. TOTAL																								P		17,030,617.67
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		1,703,061.77
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		
D. GRAND TOTAL (A + B + C)																								P		18,733,679.44
E. APPROVED BUDGET BY THE AGENCY HEAD																										
In Figures and Words:																										

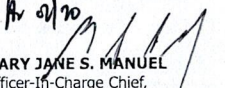
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

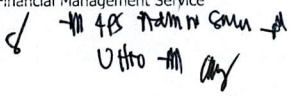
Prepared by: 
RAMON M. VILLAREAL, JR.
 Section Head
 Bids and Awards Committee Secretariat
 AS-Procurement Management Division

Noted by: 
ATTY. KARINA ANTONETTE A. AGUDO, CESO III
 Director IV, Administrative Service

Certified Funds Available/
 Certified Appropriate Funds Available:

ATTY. MERIEL P. CASTILLO, CPA
 Chief Administrative Officer,
 Budget Division for Regular Programs
 Financial Management Service

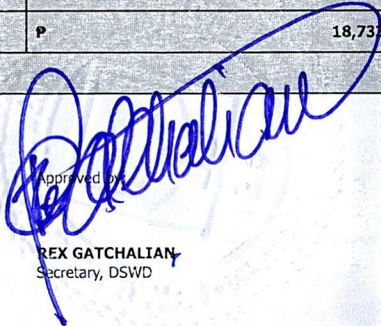

MARY JANE S. MANUEL
 Officer-in-Charge Chief,
 Budget Division for Special Projects
 Financial Management Service


 ✓ - 4B from the Comm - A
 Upto - 1M only

Recommending Approval:

MONINA JOSEFINA H. ROMUALDEZ
 Undersecretary and Chairperson,
 Bids and Awards Committee

by:
ATTY. EDWARD JUSTINE R. ORDEN
 Undersecretary and Vice-Chairperson,
 Bids and Awards Committee

Approved by: 
REX GATCHALIAN
 Secretary, DSWD

Date Prepared: _____