

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

AGENCY CODE/UAC: 35081000000
 AGENCY NAME: SOCIAL SECURITY SYSTEM
 ORGANIZATION TYPE: GOCC
 REGION: NATIONAL CAPITAL REGION
 ADDRESS: SSS MAIN OFFICE BLDG., EAST AVENUE, DILIMAN, QUEZON CITY

CONTACT PERSON: TEDDY N. CARREON
 DESIGNATION: DEPARTMENT MANAGER III
 EMAIL: carreon@sss.gov.ph
 CONTACT NUMBER: (02) 8709-7198 loc. 3320

- INTRODUCTION:** This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.
- REMINERS:**
- The APP-CSE 2026 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).
 - All information must be provided accurately.
 - To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows are open for editing. You can insert additional rows after the first 100 if necessary.
 - Upload the APP-CSE 2026 Form - Other Items through the Google Forms Link: <https://shorturl.at/adeqO>
 - For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE
 - The APP-CSE for FY 2026 must be submitted on or before August 31, 2025

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	-	Bond Copy Paper, A4 size, 70gsm 500shts/rm	Paper Products	Ream			20000	20000	2,840,000.00			20000	20000	2,840,000.00			20000	20000	2,840,000.00	80000	142.00	11,360,000.00			
2	-	Bond prem, LS, 216x330mm, 70gsm 500shts/rm	Paper Products	Ream			30000	30000	4,800,000.00			30000	30000	4,800,000.00			30000	30000	4,800,000.00	120000	160.00	19,200,000.00			
3	-	Carbon film, Legal (Blue)	Paper Products	Box			171	171	50,787.00			171	171	50,787.00			171	171	50,787.00	685	297.60	203,445.00			
4	-	Envelope - Document, 10 x 15	Paper Products	C			1250	1250	668,750.00			1250	1250	668,750.00			1250	1250	668,750.00	5000	535.00	2,675,000.00			
5	-	Envelope - Wdw #10 Not Reg Quezon City (500 pcs/box)	Paper Products	Box			60	60	44,400.00			60	60	44,400.00			60	60	44,400.00	240	740.00	177,600.00			
6	-	Envelope, expanding kraftboard for legal docs. (100 pcs/box)	Paper Products	Box			1250	1250	1,187,500.00			1250	1250	1,187,500.00			1250	1250	1,187,500.00	5000	950.00	4,750,000.00			
7	-	Folder - Cardboard Loose Lift 8-1/2x14	Paper Products	Set			417	417	792,300.00			417	417	792,300.00			417	417	792,300.00	1671	1,900.00	3,174,900.00			
8	-	Folder - Legal size, 36mm thick (14pts) (100 pcs)	Paper Products	C			1813	1813	562,030.00			1813	1813	562,030.00			1813	1813	562,030.00	7253	310.00	2,248,430.00			
9	-	Folder - A4 size, 36mm thick (14pts) (100 pcs)	Paper Products	C			226	226	67,800.00			226	226	67,800.00			226	226	67,800.00	227	227	68,100.00	905	300.00	271,500.00
10	-	Paper - Adding Machine Taps, 2-1/4	Paper Products	Roll			567	567	7,938.00			567	567	7,938.00			567	567	7,938.00	569	569	7,966.00	2270	14.00	31,780.00
11	-	Drum for Brother HL 5450 Printer	IT Supplies	Piece			20	20	208,000.00			20	20	208,000.00			20	20	208,000.00	22	22	228,800.00	82	10,400.00	852,800.00
12	-	Drum HL-L5100DN Brother DR3455 Black	IT Supplies	Car			27	27	280,800.00			27	27	280,800.00			27	27	280,800.00	29	29	301,600.00	110	10,400.00	1,144,000.00
13	-	Drum HL-L8360CDW Brother DR451-CL Black	IT Supplies	Car			5	5	44,850.00			0	0	0.00			0	0	0.00	0	0	0.00	5	8,870.00	44,850.00
14	-	LTO Ultrium 7, 7.15TB c/o DCOD	IT Supplies	Unit			42	42	470,400.00			0	0	0.00			0	0	0.00	0	0	0.00	42	11,200.00	470,400.00
15	-	Ribbon - ERC-31 for TMU-950 (Epson)	IT Supplies	Piece			750	750	127,500.00			750	750	127,500.00			750	750	127,500.00	3000	170.00	510,000.00			
16	-	Ribbon Tally Dascom 1330 99007	IT Supplies	Piece			175	175	273,000.00			175	175	273,000.00			175	175	273,000.00	700	1,560.00	1,092,000.00			
17	-	Thermal Paper for BQMS (57mmx30m)	IT Supplies	PC			961	961	35,557.00			961	961	35,557.00			961	961	35,557.00	964	964	35,668.00	3847	37.00	142,339.00
18	-	Toner for Samsung M3820ND MLT-D203E	IT Supplies	Unit			105	105	703,500.00			105	105	703,500.00			105	105	703,500.00	420	6,700.00	2,814,000.00			
19	-	Toner for Samsung M3820ND MLT-D203L	IT Supplies	Unit			19	19	104,500.00			19	19	104,500.00			19	19	104,500.00	20	20	110,000.00	77	5,500.00	423,500.00
20	-	Toner HL-L5100DN Brother TN 3428 Black	IT Supplies	Car			47	47	200,173.00			47	47	200,173.00			47	47	200,173.00	49	49	208,691.00	190	4,250.00	809,210.00
21	-	Toner HL-L8360CDW Brother TN456 black	IT Supplies	Car			26	26	170,534.00			0	0	0.00			0	0	0.00	0	0	0.00	26	6,559.00	170,534.00
22	-	Toner HL-L8360CDW Brother TN456 Cyan	IT Supplies	Car			20	20	206,780.00			0	0	0.00			0	0	0.00	0	0	0.00	20	10,339.00	206,780.00
23	-	Toner HL-L8360CDW Brother TN456 Magenta	IT Supplies	Car			20	20	206,780.00			0	0	0.00			0	0	0.00	0	0	0.00	20	10,339.00	206,780.00
24	-	Toner HL-L8360CDW Brother TN456 Yellow	IT Supplies	Car			20	20	206,780.00			0	0	0.00			0	0	0.00	0	0	0.00	20	10,339.00	206,780.00
25	-	Toner, HP M401D	IT Supplies	Unit			14	14	86,072.00			0	0	0.00			0	0	0.00	0	0	0.00	14	6,148.00	86,072.00
26	-	TSF - 11x10-5/8 1 ply 2000 shts/box	IT Supplies	M			63	63	44,100.00			63	63	44,100.00			63	63	44,100.00	66	66	46,200.00	255	700.00	178,500.00
27	-	TSF - 11x14-7/8 1 ply 2000 shts/box	IT Supplies	M			57	57	51,300.00			57	57	51,300.00			57	57	51,300.00	59	59	53,100.00	230	900.00	207,000.00
28	-	TSF - 11x8-1/2 1 ply 2000 shts/box	IT Supplies	M			33	33	19,470.00			33	33	19,470.00			33	33	19,470.00	36	36	21,240.00	135	590.00	79,650.00
29	-	Daily time Records 14 pts. Tagboard	Printed Forms	C			150	150	22,500.00			150	150	22,500.00			150	150	22,500.00	150	150	22,500.00	600	150.00	90,000.00
30	-	REL-9 REP 25 sets/pad 4 Ply (CARBONLESS)	Printed Forms	Pad			725	725	139,200.00			725	725	139,200.00			725	725	139,200.00	728	728	139,776.00	2903	192.00	557,376.00
31	-	Alcohol, Ethyl, 68%-72% (500ml)	Supplies - Others	Bottle			3027	3027	339,024.00			3027	3027	339,024.00			3027	3027	339,024.00	3029	3029	339,248.00	12110	112.00	1,356,320.00
32	-	Ballpoint Pen, black	Supplies - Others	Piece			2500	2500	22,500.00			2500	2500	22,500.00			2500	2500	22,500.00	2500	2500	22,500.00	10000	9.00	90,000.00
33	-	Ballpoint Pen, blue	Supplies - Others	Piece			2500	2500	22,500.00			2500	2500	22,500.00			2500	2500	22,500.00	2500	2500	22,500.00	10000	9.00	90,000.00

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	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
34	-	Ballpoint Pen, red	Supplies - Others	Piece			1250	1250	11,250.00			1250	1250	11,250.00			1250	1250	11,250.00			1250	1250	11,250.00	5000	9.00	45,000.00
35	-	Binder Clip 1 1/4"	Supplies - Others	Box			250	250	6,750.00			250	250	6,750.00			250	250	6,750.00			250	250	6,750.00	1000	27.00	27,000.00
36	-	Binder Clip 1"	Supplies - Others	Box			325	325	6,500.00			325	325	6,500.00			325	325	6,500.00			325	325	6,500.00	1300	20.00	26,000.00
37	-	Binder Clip 2"	Supplies - Others	Box			300	300	21,600.00			300	300	21,600.00			300	300	21,600.00			300	300	21,600.00	1200	72.00	86,400.00
38	-	Binder Clip 3/4"	Supplies - Others	Box			375	375	5,250.00			375	375	5,250.00			375	375	5,250.00			375	375	5,250.00	1500	14.00	21,000.00
39	-	Correction Tape	Supplies - Others	Piece			4822	4822	115,728.00			4822	4822	115,728.00			4822	4822	115,728.00			4825	4825	115,800.00	19291	24.00	462,984.00
40	-	Corrugated Box	Supplies - Others	Set			10355	10355	693,785.00			10355	10355	693,785.00			10355	10355	693,785.00			10355	10355	693,785.00	41420	67.00	2,775,140.00
41	-	Empty Cartons	Supplies - Others	Piece			5653	5653	237,426.00			5653	5653	237,426.00			5653	5653	237,426.00			5656	5656	237,552.00	22615	42.00	949,830.00
42	-	File Organizer, Legal	Supplies - Others	Piece			281	281	67,440.00			281	281	67,440.00			281	281	67,440.00			281	281	67,440.00	1124	240.00	269,760.00
43	-	Ink - Stamp Pad, Violet	Supplies - Others	Bottle			500	500	23,000.00			500	500	23,000.00			500	500	23,000.00			500	500	23,000.00	2000	46.00	92,000.00
44	-	Ink for Trodat Dater, Black 28ml/bottle	Supplies - Others	Bottle			629	629	149,702.00			629	629	149,702.00			629	629	149,702.00			631	631	150,178.00	2518	238.00	599,284.00
45	-	Ink Stamp Pad, black	Supplies - Others	Piece			597	597	28,656.00			597	597	28,656.00			597	597	28,656.00			598	598	28,704.00	2389	48.00	114,672.00
46	-	Marker - Fluorescent (Hi-lighter)	Supplies - Others	Piece			1452	1452	69,696.00			1452	1452	69,696.00			1452	1452	69,696.00			1455	1455	69,840.00	5811	48.00	278,928.00
47	-	Marking Pen, blue	Supplies - Others	Piece			500	500	23,000.00			500	500	23,000.00			500	500	23,000.00			500	500	23,000.00	2000	46.00	92,000.00
48	-	Marking Pen, black	Supplies - Others	Piece			375	375	17,250.00			375	375	17,250.00			375	375	17,250.00			375	375	17,250.00	1500	46.00	69,000.00
49	-	Marking Pen, red	Supplies - Others	Piece			125	125	5,750.00			125	125	5,750.00			125	125	5,750.00			125	125	5,750.00	500	46.00	23,000.00
50	-	Paper Clip, Big	Supplies - Others	Box			750	750	21,000.00			750	750	21,000.00			750	750	21,000.00			750	750	21,000.00	3000	28.00	84,000.00
51	-	Paper Fastener, 50 pcs (Plastic)	Supplies - Others	Box			3125	3125	153,125.00			3125	3125	153,125.00			3125	3125	153,125.00			3125	3125	153,125.00	12500	49.00	612,500.00
52	-	Paste - Solid w/ waterwell and applicator	Supplies - Others	Piece			266	266	24,738.00			266	266	24,738.00			266	266	24,738.00			266	266	24,738.00	1064	93.00	98,952.00
53	-	Plastic Envelope, 10 x 15 Gauge No. 5	Supplies - Others	Piece			12000	12000	216,000.00			12000	12000	216,000.00			12000	12000	216,000.00			12000	12000	216,000.00	48000	18.00	864,000.00
54	-	Rag - Camiseta	Supplies - Others	Kilo			625	625	68,750.00			625	625	68,750.00			625	625	68,750.00			625	625	68,750.00	2500	110.00	275,000.00
55	-	Record Book, 300 pages	Supplies - Others	Piece			325	325	33,800.00			325	325	33,800.00			325	325	33,800.00			325	325	33,800.00	1300	104.00	135,200.00
56	-	Record book, 500 pages	Supplies - Others	Piece			250	250	28,000.00			250	250	28,000.00			250	250	28,000.00			250	250	28,000.00	1000	112.00	112,000.00
57	-	Rubber Band - Multicolor, 450 grams	Supplies - Others	Box			275	275	124,850.00			275	275	124,850.00			275	275	124,850.00			275	275	124,850.00	1100	454.00	499,400.00
58	-	Rubber Band - Transparent 445 grams	Supplies - Others	Bag			500	500	158,000.00			500	500	158,000.00			500	500	158,000.00			500	500	158,000.00	2000	316.00	632,000.00
59	-	Ruler - Plastic	Supplies - Others	Piece			264	264	9,768.00			264	264	9,768.00			264	264	9,768.00			264	264	9,768.00	1056	37.00	39,072.00
60	-	Sign Pen, blue	Supplies - Others	Piece			1025	1025	86,100.00			1025	1025	86,100.00			1025	1025	86,100.00			1025	1025	86,100.00	4100	84.00	344,400.00
61	-	Stamp Pad - big 3-7/16 x 5-5/8	Supplies - Others	Piece			542	542	157,722.00			542	542	157,722.00			542	542	157,722.00			544	544	158,304.00	2170	291.00	631,470.00
62	-	Staple wire, 5000 pcs	Supplies - Others	Box			2000	2000	74,000.00			2000	2000	74,000.00			2000	2000	74,000.00			2000	2000	74,000.00	8000	37.00	296,000.00
63	-	Tape - Masking 24mm x 25 yards	Supplies - Others	Roll			1627	1627	50,437.00			1627	1627	50,437.00			1627	1627	50,437.00			1630	1630	50,530.00	6511	31.00	201,841.00
64	-	Tape - Transparent 24 mm x 25 yards	Supplies - Others	Roll			2500	2500	35,000.00			2500	2500	35,000.00			2500	2500	35,000.00			2500	2500	35,000.00	10000	14.00	140,000.00
65	-	Tape - Transparent, 48mm x 25 yards	Supplies - Others	Roll			881	881	24,668.00			881	881	24,668.00			881	881	24,668.00			882	882	24,696.00	3525	28.00	98,700.00
66	-	Tissue Paper, Jumbo Roll	Supplies - Others	Roll			5096	5096	698,152.00			5096	5096	698,152.00			5096	5096	698,152.00			5096	5096	698,152.00	20384	137.00	2,792,608.00
67	-	Four-in-one Checks - LBP	IT Supplies	SHT			0	0	0.00			0	0	0.00			7471	7471	358,608.00			0	0	0.00	7471	48.00	358,608.00
68	-	Short Term Loan Check & Voucher (STL)	IT Supplies	Pieces			0	0	0.00			133000	133000	2,793,000.00			0	0	0.00			0	0	0.00	133000	21.00	2,793,000.00
69	-	TSF - Pension Check/Voucher	IT Supplies	Pieces			112000	112000	2,912,000.00			0	0	0.00			0	0	0.00			0	0	0.00	112000	26.00	2,912,000.00
70	-	TSF - EC Medical Pymnt Notice Check/Voucher	IT Supplies	Pieces			3000	3000	267,000.00			0	0	0.00			0	0	0.00			0	0	0.00	3000	89.00	267,000.00
71	-	Duplo Black Ink	Printing Supplies	Pieces			2436	2436	2,494,464.00			0	0	0.00			0	0	0.00			0	0	0.00	2436	1,024.00	2,494,464.00
72	-	Duplo Master Roll	Printing Supplies	Rolls			75	75	370,950.00			0	0	0.00			0	0	0.00			0	0	0.00	75	4,946.00	370,950.00
73	-	Black Ink	Printing Supplies	Pieces			0	0	0.00			0	0	0.00			1152	1152	1,563,840.00			0	0	0.00	1152	1,357.50	1,563,840.00
74	-	Master Roll	Printing Supplies	Rolls			0	0	0.00			0	0	0.00			24	24	94,152.00			0	0	0.00	24	3,923.00	94,152.00
75	-	Kyocera Eco P5026CDW TK-5244C	IT Supplies	Unit			0	0	0.00			61	61	498,065.00			0	0	0.00			0	0	0.00	61	8,165.00	498,065.00
76	-	Kyocera Eco P5026CDW TK-5244K	IT Supplies	Unit			0	0	0.00			61	61	444,385.00			0	0	0.00			0	0	0.00	61	7,285.00	444,385.00
77	-	Kyocera Eco P5026CDW TK-5244M	IT Supplies	Unit			0	0	0.00			62	62	506,230.00			0	0	0.00			0	0	0.00	62	8,165.00	506,230.00
78	-	Kyocera Eco P5026CDW TK-5244Y	IT Supplies	Unit			0	0	0.00			62	62	506,230.00			0	0	0.00			0	0	0.00	62	8,165.00	506,230.00
79	-	SQL Server License plus Software Assurance (32 cores - 73Q-00448 - 3 years)	License	License			16	16	17,036,558.32			0	0	0.00			0	0	0.00			0	0	0.00	16	1,064,784.90	17,036,558.32
80	-	Productivity Tools (M365)O365 Subscription)	License	License			7569	7569	155,134,191.74			0	0	0.00			0	0	0.00			0</					

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					Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
01	-	Microsoft SQL Server Software Assurance (SA)	License	License			16	16	7,886,560.74				0	0.00				0	0.00				0	0.00	16	492,910.05	7,886,560.74
A. TOTAL																						P	262,576,921.81				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	26,257,692.18				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-				
D. GRAND TOTAL (A + B + C)																						P	288,834,613.99				
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:

TEDDY N. CARMEON
Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARTIN SARAH C. GARATE
Accountant / Budget Officer

Approved by:

ROBERT JOSEPH MONTES DE CLARO
Head of Office/Agency

Date Prepared: 13 August 2025