ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2027 FORM - OTHER ITEMS

AGENCY CODE/UACS: **150070000000**

AGENCY NAME: **Office of the Solicitor General**

ORGANIZATION TYPE: **Attached Agency**

REGION: **NCR - National Capital Region**

ADDRESS: **134 Amorsolo St., Legaspi Village, Makati City**

CONTACT PERSON: **Dalanon, Girlie V.**

DESIGNATION: **AOV**

EMAIL: **gvdalanon@osg.gov.ph**

CONTACT NUMBER: **9762639312**

INTRODUCTION:

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

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2027 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

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

No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	Pen or pencil sets BALLPEN BLUE	piece	Jan	0	800	4,720.00	Apr	0	0	0.00	Jul	0	800	4,720.00	Oct	0	0	0.00	1600	5.90	₱9,440.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	800			Jun	0			Sep	800			Dec	0					
2	Self adhesive labels BARCODE LABEL/STICKER (2" X 1")	roll	Jan	0	290	351,555.40	Apr	0	0	0.00	Jul	0	290	351,555.40	Oct	0	0	0.00	580	1,212.26	₱703,110.80
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	290			Jun	0			Sep	290			Dec	0					
3	Self adhesive labels BARCODE LABEL/STICKER (4" X 3")	roll	Jan	0	50	88,773.50	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	50	1,775.47	₱88,773.50
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	50			Jun	0			Sep	0			Dec	0					
4	Specialty envelopes ENVELOPE BROWN, CUSTOMIZED	box	Jan	0	50	142,833.50	Apr	0	0	0.00	Jul	0	50	142,833.50	Oct	0	0	0.00	100	2,856.67	₱285,667.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	50			Jun	0			Sep	50			Dec	0					
5	Binding covers LOOSE LEAF COVER	set	Jan	0	40	127,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	40	3,180.00	₱127,200.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	40			Jun	0			Sep	0			Dec	0					
6	Paper pads or notebooks MEMO PAD WITH OSG LETTERHEAD 5.5" X 8.5" (BLACK)	pad	Jan	0	100	21,000.00	Apr	0	0	0.00	Jul	0	100	21,000.00	Oct	0	0	0.00	200	210.00	₱42,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	100			Jun	0			Sep	100			Dec	0					
7	Ink or stamp pads STAMP PAD INK BLACK	bottle	Jan	0	155	30,225.00	Apr	0	0	0.00	Jul	0	155	30,225.00	Oct	0	0	0.00	310	195.00	₱60,450.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	155			Jun	0			Sep	155			Dec	0					
8	Ink or stamp pads STAMP PAD INK BLUE	bottle	Jan	0	155	30,225.00	Apr	0	0	0.00	Jul	0	155	30,225.00	Oct	0	0	0.00	310	195.00	₱60,450.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	155			Jun	0			Sep	155			Dec	0					
9	Window envelopes WHITE MAILING ENVELOPE (REGISTERED MAIL WITH AND W/O RETURN CARD)	box	Jan	0	130	231,832.90	Apr	0	0	0.00	Jul	0	130	231,832.90	Oct	0	0	0.00	260	1,783.33	₱463,665.80
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	130			Jun	0			Sep	130			Dec	0					
10	Specialty envelopes HALF SIZE BROWN ENVELOPE	box	Jan	0	90	190,199.70	Apr	0	0	0.00	Jul	0	90	190,199.70	Oct	0	0	0.00	180	2,113.33	₱380,399.40
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	90			Jun	0			Sep	90			Dec	0					
11	Business use papers COPY PAPER	lot	Jan	0	1	4,630,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	1	4,630,000.00	₱4,630,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	1			Jun	0			Sep	0			Dec	0					
12	Printer or facsimile toner Managed Printing	lot	Jan	0	1	5,646,789.09	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	1	5,646,789.09	₱5,646,789.09
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	1			Jun	0			Sep	0			Dec	0					
13	Office supplies Other Supplies	lot	Jan	0	1	586.03	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	1	586.03	₱586.03
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	1			Jun	0			Sep	0			Dec	0					
14			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
15			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
16			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
17			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
18			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
19			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						

20			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
21			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
22			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
23			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
24			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						
25			Jan		0	0.00	Apr		0	0.00	Jul		0	0.00	Oct		0	0.00	0		₱0.00
			Feb				May				Aug				Nov						
			Mar				Jun				Sep				Dec						

A. TOTAL	₱12,498,531.62
B. ADDITIONAL PROVISION FOR PRICE CHANGES (10% of TOTAL)	₱1,249,853.16
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	₱0.00
D. GRAND TOTAL (A + B+ C)	₱13,748,384.78

JESSICA L. CASTRO
Chief Administrative Officer
Property/Supply Officer

RICARDO G. LOPEZ
Chief Administrative Officer
Accountant/Budget Officer

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

Date Prepared: 8/2/2026 22:51:23