

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

APP-CSE 2024 FORM - Other Items

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.

Form/Notes:
 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format 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 is downloadable from the Downloads page of PS-DBM website (www.ps-ohioleas.gov/ohi).
 2.0 All information must be provided accurately.
 3.0 All items must be purchased from a vendor that is not on the PS-DBM website. The item that you will input will not be accepted. Additional items for other items may be inserted if necessary.
 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period of deadline. psprocurement@ps-ohioleas.gov (Please copy the link and paste in your browser)
 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09272-8478245 (Globe) or 0918-2954326 (Smart), or email psprocurement@ps-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: _____ of the _____
 Region: _____
 Address: 134 CSEA Bldg. Amorsolo Street, Lungsod ng Marikina City

Agency Code/UDCS: _____ MND4
 Organization Type: _____ National Government

Contact Person: _____
 Position: _____
 Email: _____
 Telephone/Mobile Nos: _____

Administrative Officer V
 (OFFICIAL USE ONLY)
 8968-1698 IEC 641/691

No.	UNSPSC Code	Item Description	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
1	51285600	Architectural Aluminum	bottle	50		50	50	5,000.00						49	49	4,900.00				49	49	4,900.00	197	100.00	19,700.00	
2	44123011	Folders	piece			5	5	25.00						4	4	20.00				4	4	20.00	17	5.00	85.00	
3	38121011	Uninterruptible power supply UPS	piece			2	2	4,000.00						2	2	4,000.00				1	1	2,000.00	7	2,000.00	14,000.00	
4	55121606	Self adhesive labels	roll			29	29	26,690.00						28	28	25,760.00				28	28	25,760.00	113	920.00	103,960.00	
5	55121606	Self adhesive labels	roll			32	32	30,550.00						31	31	29,605.00				31	31	29,605.00	126	955.00	120,330.00	
6	55121606	Self adhesive labels	roll			7	7	6,300.00						7	7	6,300.00				7	7	6,300.00	27	900.00	24,300.00	
7	44101103	Printer or facsimile cover	cart			4	4	7,234.00						4	4	7,234.00				4	4	7,234.00	15	1,804.00	126,000.00	
8	14111604	Business cards	box			12	12	9,000.00						12	12	9,000.00				12	12	9,000.00	48	750.00	36,000.00	
9	14121810	Carbon papers	box			3	3	663.00						3	3	663.00				3	3	663.00	11	221.00	2,431.00	
10	55121705	Self adhesive signs	pad			201	201	15,477.00						200	200	15,400.00				200	200	15,400.00	801	77.00	61,677.00	
11	45101615	Other printing machine parts	kg			1	1	111,154.83						0	0	0.00				0	0	0.00	1	111,154.83	111,154.83	
12	14111800	Business card printers	pc			1	1	5,454,545.45						0	0	0.00				0	0	0.00	1	5,454,545.45	5,454,545.45	
13	11123002	Point-to-point	piece			10	10	5,800.00						10	10	5,800.00				10	10	5,800.00	40	580.00	23,200.00	
14	11161009	Lace	piece			22	22	1,950.00						21	21	1,869.00				21	21	1,869.00	85	89.00	7,565.00	
15	11161009	Lace	piece			2	2	44.00						1	1	22.00				1	1	22.00	6	22.00	132.00	
16	11161009	Lace	piece			7	7	231.00						7	7	231.00				7	7	231.00	27	31.00	897.00	
17	11161009	Lace	piece			14	14	350.00						14	14	350.00				14	14	350.00	55	25.00	1,375.00	
18	55121715	Flags or accessories	piece			2	2	700.00						2	2	700.00				2	2	700.00	8	350.00	2,800.00	
19	44121505	Specialty envelopes	box			16	16	26,880.00						16	16	26,880.00				16	16	26,880.00	62	1,880.00	104,160.00	
20	44111912	Whiteboard eraser	piece			4	4	600.00						4	4	600.00				4	4	600.00	16	150.00	2,400.00	
21	44101509	Thermal fax machine	unit			2	2	11,284.00						2	2	11,284.00				2	2	11,284.00	8	5,642.00	45,136.00	
22	43202010	Pen or ball drive	piece			182	182	50,960.00						182	182	50,960.00				182	182	50,960.00	728	280.00	203,840.00	
23	44121318	Paving fasteners	box			86	86	8,130.04						85	85	8,044.40				85	85	8,044.40	341	94.64	32,272.24	
24	14111518	Index cards	pack			48	48	672.00						47	47	658.00				47	47	658.00	190	14.00	2,660.00	
25	14111518	Index cards	pack			81	81	13,729.50						81	81	13,729.50				81	81	13,729.50	324	169.50	54,918.00	
26	14121800	Coated papers	ream			13	13	10,400.00						13	13	10,400.00				12	12	9,600.00	51	800.00	40,800.00	
27	14121800	Coated papers	ream			14	14	12,600.00						13	13	11,700.00				13	13	11,700.00	53	900.00	47,700.00	
28	26111704	Battery chargers	piece			9	9	23,692.50						9	9	23,692.50				9	9	23,692.50	36	2,632.50	94,770.00	
29	44101010	Printer or facsimile cover	pc			1	1	4,000,000.00						0	0	0.00				0	0	0.00	1	4,000,000.00	4,000,000.00	
30	14111514	Paper pads or notepads	pad			108	108	4,351.80						107	107	4,305.95				107	107	4,305.95	429	45.85	19,669.65	
31	44111503	Desktop trays or organizers	piece			10	10	2,600.00						10	10	2,600.00				10	10	2,600.00	40	260.00	10,400.00	
32	44111503	Desktop trays or organizers	piece			13	13	3,900.00						13	13	3,600.00				12	12	3,600.00	50	300.00	15,000.00	
33	55121702	Non metallic remanufactured	piece			12	12	3,500.00						11	11	3,300.00				11	11	3,300.00	45	300.00	13,500.00	
34	44121905	Link or stamp pads	pad			24	24	3,960.00						24	24	3,960.00				24	24	3,960.00	96	155.00	15,960.00	
35	44121905	Link or stamp pads	pad			24	24	2,040.00						24	24	2,040.00				24	24	2,040.00	96	85.00	8,160.00	

No.	UNSPSC Code	Item Description	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			
36	44121905	Ink or stamp pads	piece			23	23	941.00																		89	41.00	3,649.20	
37	43211617	Universal serial bus USB extension cable	piece			7	7	282.00																			27	40.00	1,080.00
38	44102414	Self-mailing stamps	piece			17	17	5,100.00																			65	300.00	19,500.00
39	44121604	Stamps	piece			14	14	420.00																			53	30.00	1,590.00
40	44121204	Ball point pens	piece			9	9	450.00																			34	50.00	1,700.00
41	14111806	Business forms or questionnaires	booklet			22	22	1,870.00																			85	85.00	7,225.00
42	14111806	Business forms or questionnaires	piece			1	1	5.00																			1	5.00	5.00
43	46151610	Identification Card Consumables	piece			1	1	7,600.00																			2	7,600.00	15,200.00
44	53121802	Identification cards or bands or similar products	piece			1	1	5.50																			2	5.50	11.00
45	46151610	Identification Card Consumables	piece			1	1	15.00																			1	15.00	15.00
46	44121505	Specialty envelopes	box			86	86	25,800.00																			341	300.00	102,300.00
47	44121505	Specialty envelopes	box			54	54	16,200.00																			213	300.00	63,900.00
48	44121505	Specialty envelopes	box			86	86	34,400.00																			341	400.00	136,400.00
49	44121505	Specialty envelopes	box			86	86	2,560.00																			341	30.00	10,230.00
50	44121505	Specialty envelopes	box			86	86	25,500.00																			341	300.00	102,300.00
51	44121505	Specialty envelopes	box			86	86	25,800.00																			341	300.00	102,300.00
52	14111806	Business forms or questionnaires	piece			22	22	110.00																			85	5.00	425.00
53	47131502	Cleaning cloths or wipes	piece			3	3	350.00																			10	120.00	1,200.00
54	47131500	Cleaning rags and cloths and wipes	piece			5	5	95.85																			20	19.17	383.40
55	47131600	Brooms and mops and brushes and accessories	piece			1	1	440.50																			1	440.50	440.50
56	26121500	Electrical wire	piece			1	1	3,560.00																			1	3,560.00	3,560.00
57	26121500	Electrical wire	piece			1	1	2,430.00																			1	2,430.00	2,430.00
58	26121500	Electrical wire	roll			1	1	2,325.00																			1	2,325.00	2,325.00
59	39122000	Electrical switches and accessories	piece			2	2	44.40																			2	22.20	44.40
60	39122000	Electrical switches and accessories	piece			2	2	82.00																			8	82.00	656.00
61	40141600	Valves	piece			2	2	400.00																			8	400.00	3,200.00
62	40141600	Valves	piece			2	2	400.00																			8	400.00	3,200.00
63	300181502	Belties	piece			4	4	800.00																			15	200.00	3,000.00
64	27111704	Socks	piece			5	5	1,000.00																			17	200.00	3,400.00
65	39121406	Electrical receptacles	piece			2	2	1,239.00																			8	619.50	4,956.00
66	39101600	Lamps and lightbulbs	piece			2	2	400.00																			8	200.00	1,600.00
67	31200000	Adhesives and sealants	piece			2	2	164.00																			8	81.00	648.00
68	40142000	Hoses	piece			3	3	538.50																			10	179.50	1,795.00
69	300181700	Faucets or taps	piece			3	3	600.00																			10	200.00	2,000.00
70	40142500	Taps and faucets	piece			3	3	600.00																			10	200.00	2,000.00
71	39101600	Lamps and lightbulbs	piece			5	5	1,000.00																			17	200.00	3,400.00
72	39101600	Lamps and lightbulbs	piece			5	5	1,000.00																			17	200.00	3,400.00
73	300181515	Toilet tanks	piece			3	3	600.00																			10	200.00	2,000.00
74	39101600	Lamps and lightbulbs	piece			2	2	300.00																			8	150.00	1,200.00
75	27111704	Socks	piece			5	5	200.00																			17	40.00	680.00
76	39121402	Electrical plugs	piece			2	2	79.50																			8	39.75	318.00
77	39122000	Electrical switches and accessories	piece			2	2	600.00																			8	300.00	2,400.00
78	39101600	Lamps and lightbulbs	piece			2	2	600.00																			8	300.00	2,400.00
79	300181515	Toilet tanks	piece			3	3	300.00																			10	100.00	1,000.00
80	44121005	Band or building rope	box			15	15	945.00																			59	63.00	3,717.00
81	44121005	Band or building rope	box			11	11	385.00																			42	35.00	1,470.00
82	43211609	Universal serial bus hubs or connectors	piece			1	1	250.00																			3	250.00	750.00
83	39121300	Electrical boxes and enclosures and fittings and accessories	piece			2	2	600.00																			8	300.00	2,400.00

No.	UNSPSC Code	Item Description	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
84	1411525	Multigrain paper boards	ream			12	12	3,360.00																12	280.00	3,360.00
85	4411900		piece			2	2	400.00																2	200.00	400.00
86	1411525	Multigrain paper	ream			5	5	500.00			4	4	400.00											4	400.00	1,700.00
87	4422105	Shrink or binding cups	box			7	7	350.00			6	6	300.00											6	300.00	1,250.00
88	1412800	Coated papers	ream			3	3	300.00			2	2	200.00											2	200.00	900.00
89	-							0.00																		0.00
90	-							0.00																		0.00
91	-							0.00																		0.00
92	-							0.00																		0.00
93	-							0.00																		0.00
94	-							0.00																		0.00
95	-							0.00																		0.00
96	-							0.00																		0.00
97	-							0.00																		0.00
98	-							0.00																		0.00
99	-							0.00																		0.00
100	-							0.00																		0.00
101	-							0.00																		0.00
102	-							0.00																		0.00
103	-							0.00																		0.00
104	-							0.00																		0.00
105	-							0.00																		0.00
106	-							0.00																		0.00
107	-							0.00																		0.00
108	-							0.00																		0.00
109	-							0.00																		0.00
109	-							0.00																		0.00
								0.00																		0.00
A. TOTAL																										11,356,505.67
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										1,135,650.57
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE)																										-
D. GRAND TOTAL (A + B + C)																										12,492,156.24
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:


 JESSICA CASTRO
 Property Supply Officer

Date Prepared: July 28, 2023

Certified Funds Available / Certified Appropriate Funds Available:


 RICARDO G. LOPEZ
 Accountant / Budget Officer

Approved by:


 HERNANDO I. GUEVARA
 Head of Office/Agency