

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (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.

**Reminders:**

- 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-dbm.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, save the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows 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 or deadline through this link: <https://hotspot1.st/hot58> (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 0927-878245 (Globe) or 0918-2954426 (Smart), or email [apccs-helpdesk@ps-philgeps.gov.ph](mailto:apccs-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 Form.

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

Department/Bureau/Office: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Address: \_\_\_\_\_

Agency Code/UA/C: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

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							
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																														
1	-	Budget	pc	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	144	1,440.00	1,440.00				
2	-	Multi Function Printer	unit	5	5	5	15	300,000.00	0	0	0	0	0.00	5	5	5	15	300,000.00	0	0	0	0	0.00	30	3,000.00	600,000.00				
3	-	Uninterruptible Power Supply	unit	5	5	5	15	75,000.00	5	5	5	15	75,000.00	5	5	5	15	75,000.00	5	5	5	15	75,000.00	60	1,000.00	300,000.00				
4	-	Dishwashing Liquid	sachet	15	15	15	45	2,700.00	15	15	15	45	2,700.00	15	15	15	45	2,700.00	15	15	15	45	2,700.00	180	660.00	10,800.00				
5	-	Plastic Fastener	box	10	10	10	30	2,700.00	10	10	10	30	2,700.00	10	10	10	30	2,700.00	10	10	10	30	2,700.00	120	90.00	10,800.00				
6	-	Shred Filing Cabinet	unit	5	5	5	15	150,000.00	5	5	5	15	150,000.00	5	5	5	15	150,000.00	5	5	5	15	150,000.00	60	18,000.00	600,000.00				
7	-	Bond Paper, Short	ream	20	20	20	60	10,800.00	20	20	20	60	10,800.00	20	20	20	60	10,800.00	20	20	20	60	10,800.00	240	1,800.00	43,200.00				
8	-	Push Pin	pack	5	5	5	15	750.00	0	0	0	0	0.00	5	5	5	15	750.00	0	0	0	0	0.00	30	50.00	1,500.00				
9	-	Bathroom Deodorant	pc	15	15	15	45	1,800.00	15	15	15	45	1,800.00	15	15	15	45	1,800.00	15	15	15	45	1,800.00	180	400.00	7,200.00				
10	-	CD-R, with Case	pc	10	10	10	30	1,050.00	10	10	10	30	1,050.00	10	10	10	30	1,050.00	10	10	10	30	1,050.00	120	350.00	4,200.00				
11	-	CD-RW, with Case	pc	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	120	500.00	6,000.00				
12	-	DVD-R, with Case	pc	10	10	10	30	1,200.00	10	10	10	30	1,200.00	10	10	10	30	1,200.00	10	10	10	30	1,200.00	120	400.00	4,800.00				
13	-	LED Tube with Housing	set	50	50	50	150	120,000.00	50	50	50	150	120,000.00	50	50	50	150	120,000.00	50	50	50	150	120,000.00	600	300.00	480,000.00				
14	-	HP Laserjet Enterprise M607	pc	5	0	0	5	75,000.00	5	0	0	5	75,000.00	5	0	0	5	75,000.00	5	0	0	5	75,000.00	20	5,000.00	300,000.00				
15	-	Toner, Genuine HP001-81	pc	5	0	0	5	32,500.00	5	0	0	5	32,500.00	5	0	0	5	32,500.00	5	0	0	5	32,500.00	20	1,500.00	130,000.00				
16	-	Filing Tray (3 layers) Steel	pc	5	0	0	5	3,250.00	5	0	0	5	3,250.00	5	0	0	5	3,250.00	5	0	0	5	3,250.00	20	550.00	11,000.00				
17	-	Glue, 45g	bot	8	8	8	24	600.00	8	8	8	24	600.00	8	8	8	24	600.00	8	8	8	24	600.00	96	250.00	2,400.00				
18	-	PVC Cover - 216mm x 280mm	pc	25	25	25	75	1,650.00	25	25	25	75	1,650.00	0	0	0	0	0.00	0	0	0	0	0.00	150	220.00	3,300.00				
19	-	Cloth Tape - 2 inches, green or blue	roll	10	10	10	30	6,000.00	10	10	10	30	6,000.00	10	10	10	30	6,000.00	10	10	10	30	6,000.00	120	200.00	24,000.00				
20	-	Toner for Copier Machine - TK1: 75 Kyocera	pc	5	0	0	5	35,000.00	5	0	0	5	35,000.00	5	0	0	5	35,000.00	5	0	0	5	35,000.00	20	1,000.00	140,000.00				
21	-	NOTE PAD, stick on, 12.5cm x 17cm (5" x 7") nls	pad	8	8	8	24	1,200.00	8	8	8	24	1,200.00	8	8	8	24	1,200.00	8	8	8	24	1,200.00	96	50.00	4,800.00				
22	-	Bleach, Liquid	bot	20	20	20	60	1,000.00	20	20	20	60	1,000.00	20	20	20	60	1,000.00	20	20	20	60	1,000.00	240	50.00	12,000.00				
23	-	Dishwashing Scrub/Sponge	pc	15	15	15	45	2,250.00	15	15	15	45	2,250.00	15	15	15	45	2,250.00	15	15	15	45	2,250.00	180	50.00	9,000.00				
24	-	Fabric Conditioner, 25ml	sachet	20	20	20	60	600.00	20	20	20	60	600.00	20	20	20	60	600.00	20	20	20	60	600.00	240	100.00	2,400.00				
25	-	Marshek Acl4, 250ml	bot	15	15	15	45	2,250.00	15	15	15	45	2,250.00	15	15	15	45	2,250.00	15	15	15	45	2,250.00	180	50.00	9,000.00				
26	-	Toner (TK 4109, Kyocera)	pc	4	0	0	4	30,000.00	4	0	0	4	30,000.00	4	0	0	4	30,000.00	4	0	0	4	30,000.00	16	1,500.00	120,000.00				
27	-	Leamark PDC21 Toner	pc	4	0	0	4	26,000.00	4	0	0	4	26,000.00	4	0	0	4	26,000.00	4	0	0	4	26,000.00	16	1,500.00	104,000.00				
28	-	NOTE PAD, Arrow Flags	pack	10	10	10	30	1,050.00	10	10	10	30	1,050.00	10	10	10	30	1,050.00	10	10	10	30	1,050.00	120	350.00	4,200.00				
29	-	Epson L3110 (Epson 003, Black)	bot	20	0	0	20	7,000.00	20	0	0	20	7,000.00	20	0	0	20	7,000.00	20	0	0	20	7,000.00	80	350.00	28,000.00				
30	-	Epson L3110 (Epson 003, Cyan)	bot	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	60	400.00	24,000.00				
31	-	Epson L3110 (Epson 003, Magenta)	bot	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	60	400.00	24,000.00				
32	-	Epson L3110 (Epson 003, Yellow)	bot	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	60	400.00	24,000.00				
33	-	FLUORESCENT TUBE, 40 Watts	pc	25	0	0	25	2,000.00	25	0	0	25	2,000.00	25	0	0	25	2,000.00	25	0	0	25	2,000.00	100	80.00	8,000.00				
34	-	Pinlight bulb	pc	30	0	0	30	5,400.00	0	0	0	0	0.00	30	0	0	30	5,400.00	0	0	0	0	0.00	60	180.00	10,800.00				
35	-	FLUORESCENT TUBE, 36 Watts	pc	25	0	0	25	2,500.00	25	0	0	25	2,500.00	25	0	0	25	2,500.00	25	0	0	25	2,500.00	100	1,000.00	10,000.00				

No.	UIRSPSC 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							
38	-	Epson Ink 001 (for Epson L4150) Yellow	bot	12	0	0	12	4,800.00	12	0	0	12	4,800.00	12	0	0	12	4,800.00	12	0	0	12	4,800.00	48	400.00	18,200.00				
39	-	Epson Ink 001 (for Epson L4150) Magenta	bot	12	0	0	12	4,800.00	12	0	0	12	4,800.00	12	0	0	12	4,800.00	12	0	0	12	4,800.00	48	400.00	18,200.00				
40	-	Canon G4010 Ink (Canon 90, Box)	bot	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	15	0	0	15	6,000.00	60	400.00	24,000.00				
41	-	Canon G4010 Ink (Canon 90, Cyan)	bot	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	48	375.00	18,000.00				
42	-	Canon G4010 Ink (Canon 90, Magenta)	bot	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	48	375.00	18,000.00				
43	-	Canon G4010 Ink (Canon 90, Yellow)	bot	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	12	0	0	12	4,500.00	48	375.00	18,000.00				
44	-	L1455 Epson (Epson 774) Black	bot	2	0	0	2	1,500.00	2	0	0	2	1,500.00	2	0	0	2	1,500.00	2	0	0	2	1,500.00	8	750.00	6,000.00				

<b>A. TOTAL</b>		P	3,254,400.00
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		P	325,440.00
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		P	
<b>D. GRAND TOTAL (A + B + C)</b>		P	3,579,840.00
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>			
<i>In Figures and Words:</i>			

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:   
 VIRGINIA WILSON / REMEDIAL SERVICES  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 SHARON ADILAY / CHRISTINE MAEG, SARAYATA  
 Accountant / Budget Officer

Approved by:   
 TERESITA A. SORIA  
 Head of Office Agency

Date Prepared: \_\_\_\_\_