

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.cs-phileps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy 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://forms.phileps.gov.ph> (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 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appce.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.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: Comandancia en Asst 8
 Region: Regional Office No. IV-B
 Address: Continental Avenue, Quezon City

Agency Code/UACS: W066
 Organization Type: _____

Contact Person: Virginia L. Rico
 Position: Acting Supply/Property Officer
 E-mail: VRICO@ps.phileps.gov.ph
 Telephone/Mobile No: 8951-3815

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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1		Bks. on/over/loose with string (15x2-8 1/2x10 1/2)	piece	25	0	0	25	2,000.00	0	0	0	0	0.00	25	0	0	25	2,000.00	0	0	0	0	0.00	50	80.00	4,000.00
2		Card. Ledger Account (Ledger Card)	piece	50	0	0	50	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	10.00	500.00
3		Folder, Manilla - A4	piece	150	0	0	150	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	12.00	1,800.00
4		Folder, Manilla, Short	piece	300	0	0	300	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	10.00	3,000.00
5		Folder, Manilla, Long	piece	50	0	0	50	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	15.00	750.00
6		Folder, Tabboard, Long (Less 100pcs/board)	pack	1	0	1	2	700.00	1	0	1	2	700.00	1	0	1	2	700.00	1	0	1	2	700.00	8	350.00	2,800.00
7		FLOOR WAX, Liquid Solution	gallon	2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	2	6	3,000.00	24	500.00	12,000.00
8		ID Jacket, Elastic	piece	250	0	0	250	1,250.00	250	0	0	250	1,250.00	250	0	0	250	1,250.00	250	0	0	250	1,250.00	1000	5.00	5,000.00
9		Paper, Multi-Copy, 80 gsm. Letter size/Short	ream	30	0	0	30	5,400.00	10	0	0	10	1,800.00	10	0	0	10	1,800.00	10	0	0	10	1,800.00	60	180.00	10,800.00
10		PVC Binding Cover, short (Transparent Film) 100 Sheets	pack	1	0	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
11		Push Pins, Map, Assorted Color	box	2	0	0	2	80.00	0	0	0	0	0.00	2	0	0	2	80.00	0	0	0	0	0.00	4	40.00	160.00
13		RING Binder, 6mm or 1/4 inch	piece	60	0	0	60	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	15.00	900.00
14		RING Binder, 12mm or 1/2 inch	piece	40	0	0	40	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	27.50	1,050.00
15		RING Binder, 20mm or 3/4 inch	piece	50	0	0	50	1,850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	37.00	1,850.00
16		RING Binder, 24mm or 1 inch	piece	40	0	0	40	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	72.00	2,880.00
17		RING Binder, 32mm or 1 1/2 inch	piece	40	0	0	40	3,850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	97.00	3,890.00
18		RING Binder, 40mm or 2 inch	piece	40	0	0	40	4,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	110.00	4,400.00
19		Rubber Stamps	piece	20	0	0	20	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	120.00	2,400.00
20		Stap pen, 0.5mm ball, Needle Point - Black	piece	15	15	15	45	3,825.00	15	15	15	45	3,825.00	15	15	15	45	3,825.00	15	15	15	45	3,825.00	180	85.00	15,300.00
21		Stap pen, 0.5mm ball, Needle Point - Blue	piece	10	10	10	30	2,550.00	10	10	10	30	2,550.00	10	10	10	30	2,550.00	10	10	10	30	2,550.00	120	85.00	10,200.00
22		Stap pen, 0.5mm ball, Needle Point - Red	piece	5	5	5	15	1,275.00	5	5	5	15	1,275.00	5	5	5	15	1,275.00	5	5	5	15	1,275.00	60	85.00	5,100.00
23		Stock Card	piece	50	0	0	50	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	10.00	500.00
24		Time Card, DTR @ 100 pcs/pack	pack	3	0	0	3	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	150.00	450.00
25		LED Light Bulb 15W	piece	2	0	0	2	290.00	2	0	0	2	290.00	2	0	0	2	290.00	2	0	0	2	290.00	8	145.00	1,160.00
26		LED Light/Fluorescent Lamp	piece	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	36	300.00	10,800.00
27		MICROBARE Flat Top Set 40CM to 60CM	set	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
28		Plastic Crates, Multi-purpose	piece	40	0	0	40	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	450.00	18,000.00
29		SODIUM HYPOCHLORITE, 3.75% liters	liter	1	1	1	3	420.00	1	1	1	3	420.00	1	1	1	3	420.00	1	1	1	3	420.00	12	140.00	1,680.00
30		Ebbon for Dandy Clock	roll	1	0	0	1	950.00	0	0	0	0	0.00	1	0	0	1	950.00	0	0	0	0	0.00	2	950.00	1,900.00
31		Drum Cartridge, Abiko Master A3	piece	1	0	1	2	1,700.00	1	0	1	2	1,700.00	1	0	1	2	1,700.00	1	0	1	2	1,700.00	8	850.00	6,800.00
32		Drum Cartridge, BROTHER DR 2355	cartridge	1	0	0	1	3,500.00	0	0	0	0	0.00	1	0	0	1	3,500.00	0	0	0	0	0.00	2	3,500.00	7,000.00
33		Drum Cartridge, FUJIFEROX M450NF	cartridge	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
34		ink AKFNTD Black	tube	1	0	1	2	1,900.00	1	0	0	1	950.00	1	0	0	1	950.00	1	0	0	1	950.00	5	4,750.00	4,750.00
35		ink Cartridge Brother BT200 - Black	bottle	3	2	2	7	3,850.00	3	2	2	7	3,850.00	3	2	2	7	3,850.00	3	2	2	7	3,850.00	28	950.00	15,400.00
36		ink Cartridge Brother BT500 - Yellow	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	550.00	13,200.00
37		ink Cartridge Brother BT500 - Cyan	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	550.00	13,200.00
38		ink Cartridge Brother BT500 - Magenta	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	550.00	13,200.00

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
39		Ink cartridge, EPSON 001, Black	bottle	1	1	1	3	1,500.00	1	0	1	2	1,000.00	1	1	1	3	1,500.00	1	0	1	2	1,000.00	10	500.00	5,000.00
40		Ink cartridge, EPSON 001, Cyan	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
41		Ink cartridge, EPSON 001, Yellow	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
42		Ink cartridge, EPSON 001, Magenta	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
43		Ink cartridge, EPSON 003, Black	bottle	1	1	1	3	1,500.00	1	0	1	2	1,000.00	1	1	1	3	1,500.00	1	0	1	2	1,000.00	10	500.00	5,000.00
44		Ink cartridge, EPSON 003, Cyan	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
45		Ink cartridge, EPSON 003, Yellow	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
46		Ink cartridge, EPSON 003, Magenta	bottle	1	0	1	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	5	500.00	2,500.00
47		Ink Cartridge, EPSON Durable ET, Code-008 - Black	bottle	1	0	1	2	1,500.00	1	0	1	2	1,500.00	1	0	1	2	1,500.00	1	0	1	2	1,500.00	8	750.00	6,000.00
48		Ink Cartridge, EPSON Durable ET, Code-008 - Cyan	bottle	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	4	750.00	3,000.00
49		Ink Cartridge, EPSON Durable ET, Code-008 - Magenta	bottle	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	4	750.00	3,000.00
50		Ink Cartridge, EPSON Durable ET, Code-008 - Yellow	bottle	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	4	750.00	3,000.00
51		Ink Cartridge, EPSON C13T053190 (TD031) - Black	bottle	2	1	1	4	2,000.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	13	500.00	6,500.00
52		Ink Cartridge, EPSON C13T047290 (TD472) - Cyan	bottle	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	8	500.00	4,000.00
53		Ink Cartridge, EPSON C13T047490 (TD474) - Yellow	bottle	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	8	500.00	4,000.00
54		Ink Cartridge, EPSON C13T047390 (TD473) - Magenta	bottle	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	1	0	1	2	1,000.00	8	500.00	4,000.00
55		Ink Cartridge, EPSON L6190, Black	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	500.00	13,200.00
56		Ink Cartridge, EPSON L6190, Cyan	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	500.00	13,200.00
57		Ink Cartridge, EPSON L6190, Yellow	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	500.00	13,200.00
58		Ink Cartridge, EPSON L6190, Magenta	bottle	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	2	2	2	6	3,300.00	24	500.00	13,200.00
59		Toner Cartridge, FUJIXEROX DocuCentre 2022 (CT 203020) - Black	cartridge	1	1	1	3	18,000.00	1	0	1	2	12,000.00	1	1	1	3	18,000.00	1	0	1	2	12,000.00	10	6,000.00	60,000.00
60		Toner Cartridge, FUJIXEROX DocuCentre 2022 (CT 203021) - Cyan	cartridge	1	0	1	2	12,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	5	6,000.00	30,000.00
61		Toner Cartridge, FUJIXEROX DocuCentre 2022 (CT 203022) - Magenta	cartridge	1	0	1	2	12,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	5	6,000.00	30,000.00
62		Toner Cartridge, FUJIXEROX DocuCentre 2022 (CT 203023) - Yellow	cartridge	1	0	1	2	12,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	1	0	0	1	6,000.00	5	6,000.00	30,000.00
63		Toner, SHARP - Black	piece	1	0	0	1	15,000.00	0	0	0	0	0.00	1	0	0	1	15,000.00	0	0	0	0	0.00	2	15,000.00	30,000.00
64		Toner Cartridge, FUJIXEROX455MF	piece	1	0	0	1	25,000.00	0	0	0	0	0.00	1	0	0	1	25,000.00	0	0	0	0	0.00	2	25,000.00	50,000.00
65		Toner, KYOCERA TK-6179 for TaskAlfa 4020	piece	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	4	15,000.00	60,000.00
66		Toner, Brother TN 2790 - Black	piece	1	1	1	3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	12	3,500.00	42,000.00
67	44101909	Scientific calculator	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
68	51473704	Sodium hypochlorite	liter	1	1	1	3	400.00	1	1	1	3	400.00	1	1	1	3	400.00	1	1	1	3	400.00	12	140.00	1,680.00
69	56101330	Storage cabinets	piece	2	0	0	2	30,000.00	0	0	0	0	0.00	2	0	0	2	30,000.00	0	0	0	0	0.00	4	15,000.00	60,000.00
																						P		727,170.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		72,717.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-		
D. GRAND TOTAL (A + B + C)																						P		799,887.00		
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:

VIRGINIA L. RICO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MERILYN E. PAIREZ
Accountant / Budget Officer

Approved by:

LYNFOR M. ADOLFO
Head of Office/Agency

Date Prepared: July 17, 2023