

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 P
- 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 <https://shorturl.at/hos8> (Please copy the link and paste in your
- 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 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 Form.

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

Department: Commission on Audit
 Region: Region XII
 Address: Purok Pag-asa, Barangay Paraiso
Koronadal City

Agency Code/UACS: W061
 Organization Type: National Government Agency (NG

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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	-	Canon GI 790, Black	bottle	0	3	0	3	1,650.00	0	3	0	3	1,650.00	3			3	1,650.00	3			3	1,650.00	12	550.00	6,600.00	
2	-	Canon GI 790, Cyan	bottle	0	2	0	2	1,100.00	0	2	0	2	1,100.00	3			3	1,650.00	3			3	1,650.00	10	550.00	5,500.00	
3	-	Canon GI 790, Magenta	bottle	0	2	0	2	1,100.00	0	2	0	2	1,100.00	3			3	1,650.00	3			3	1,650.00	10	550.00	5,500.00	
4	-	Canon GI 790, Yellow	bottle	0	2	0	2	1,100.00	0	2	0	2	1,100.00	6			6	3,300.00	6			6	3,300.00	16	550.00	8,800.00	
5	-	Epson 774, Black	bottle	0	6	0	6	7,350.00	0	6	0	6	7,350.00	6			6	7,350.00	8		6	14	17,150.00	32	1,225.00	39,200.00	
6	-	Epson 003, Black	bottle	0	12	0	12	5,400.00	0	12	0	12	5,400.00	12			12	5,400.00	8		6	14	6,300.00	50	450.00	22,500.00	
7	-	Epson 003, Magenta	bottle	0	12	0	12	5,400.00	0	12	0	12	5,400.00	12			12	5,400.00	8		6	14	6,300.00	50	450.00	22,500.00	
8	-	Epson 003, Cyan	bottle	0	12	0	12	5,400.00	0	12	0	12	5,400.00	12			12	5,400.00	8		6	14	6,300.00	50	450.00	22,500.00	
9	-	Epson 003, Yellow	bottle	0	12	0	12	5,400.00	0	12	0	12	5,400.00	12			12	5,400.00	8		6	14	6,300.00	50	450.00	22,500.00	
10	-	Epson 005, Black	bottle	0	12	0	12	5,400.00	0	12	0	12	5,400.00	12			12	5,400.00				0	0.00	36	450.00	16,200.00	
11	-	Flash Drive, 128GB, USB 3.0	piece	0	12	0	12	15,000.00	0	12	0	12	15,000.00				0	0.00	2			2	2,500.00	26	1,250.00	32,500.00	
12	-	Flash Drive, 64GB, USB 3.0	piece	0	12	0	12	9,000.00	0	12	0	12	9,000.00				0	0.00	2			2	1,500.00	26	750.00	19,500.00	
13	-	Flash Drive, 32GB, USB 3.0	piece	0	12	0	12	6,000.00	0	12	0	12	6,000.00				0	0.00	2			2	1,000.00	26	500.00	13,000.00	
14	-	Flash Drive, 16GB, USB 3.0	piece	0	10	0	10	3,500.00	0	12	0	12	4,200.00				0	0.00	2			2	700.00	24	350.00	8,400.00	
**	-	Ink Cartridge, HP 678, Black	cart	0	10	0	10	7,820.00	0	12	0	12	9,384.00	6			6	4,692.00				0	0.00	28	782.00	21,896.00	



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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			
16	-	Ink Cartridge,HP 678, Colored	cart	0	10	0	10	7,820.00	0	14	0	14	10,948.00	6			6	4,692.00				0	0.00	30	782.00	23,460.00
17	-	Ink F Type Black UA (RISO SF 5350)	tube	0	4	0	4	8,000.00	0	4	0	4	8,000.00	0			0	0.00	0	4		4	8,000.00	12	2,000.00	24,000.00
18	-	Keyboard, USB	piece	0	0	0	0	0.00	0	8	0	8	3,600.00				0	0.00				0	0.00	8	450.00	3,600.00
19	-	Keyboard and Mouse, combo, wireless	set	0	0	0	0	0.00	0	8	0	8	9,600.00				0	0.00				0	0.00	8	1,200.00	9,600.00
20	-	Master F Type 77 A3 (RISO SF 5350)	roll	0	3	0	3	9,000.00	0	2	0	2	6,000.00	6			6	18,000.00	5			5	15,000.00	16	3,000.00	48,000.00
21	-	Mouse, wireless	piece	12		0	12	6,744.00	0	12	0	12	6,744.00	6			6	3,372.00	0			0	0.00	30	562.00	16,860.00
22	-	Toner Cartridge, Canon NPG-51, Black	cart	6		0	6	34,200.00	0	6	0	6	34,200.00	0			0	0.00	0			0	0.00	12	5,700.00	68,400.00
23	-	Toner, TK-4140	cart	0	6	0	6	51,000.00	0	0	0	0	0.00	6			6	51,000.00	6			6	51,000.00	18	8,500.00	153,000.00
24	-	Uninterruptible Power Supply (UPS), 1000VA (600W)	piece	0	10	0	10	30,000.00	0	10	0	10	30,000.00	0			0	0.00	4			4	12,000.00	24	3,000.00	72,000.00
25	-	UPS Replacement Battery, 7.2Ah and Above	piece	0	0	0	0	0.00	0	6	0	6	7,200.00	6			6	7,200.00	6			6	7,200.00	18	1,200.00	21,600.00
26	-	Webcam, 720p	piece	12	0	0	12	26,244.00	0	0	0	0	0.00	12			12	26,244.00	12			12	26,244.00	36	2,187.00	78,732.00
27	-	Wireless Pointing Device/Laser Pointer	unit	10	0	0	10	8,870.00	0	0	0	0	0.00	6			6	5,322.00	0			0	0.00	16	887.00	14,192.00
28	-	Battery, size AA, alkaline, 2 pcs./packet	pack	0	0	0	0	0.00	12	0	0	12	1,560.00	6			6	780.00	0			0	0.00	18	130.00	2,340.00
29	-	Battery, size AAA, alkaline, 2 pcs./packet	pack	0	0	0	0	0.00	12	0	0	12	1,680.00	6			6	840.00	0			0	0.00	18	140.00	2,520.00
30	-	Battery, size AA, Rechargeable, 4 pcs./packet	pack	0	0	0	0	0.00	12	0	0	12	9,600.00	6			6	4,800.00	0			0	0.00	18	800.00	14,400.00
31	-	Battery, size AAA,Rechargeable, 4 pcs./packet	pack	0	11	0	11	9,900.00	12	0	0	12	10,800.00	6			6	5,400.00	0			0	0.00	29	900.00	26,100.00
32	-	Battery, 9V, Rechargeable	piece	0	8	0	8	4,000.00	0	0	0	0	0.00	12			12	6,000.00	0			0	0.00	20	500.00	10,000.00
33	-	Universal Battery Charger, AA/AAA/9V	piece	0	12	0	12	9,000.00	0	0	0	0	0.00	0			0	0.00	12			12	9,000.00	24	750.00	18,000.00
34	-	Lamp, Bulb, 10 watts, LED	piece	0	24	0	24	12,000.00	0	12	0	12	6,000.00	0			0	0.00	12			12	6,000.00	48	500.00	24,000.00
35	-	Lamp, Flood Light, 30W	piece	0	24	0	24	12,000.00	0	12	0	12	6,000.00	0			0	0.00	12			12	6,000.00	48	500.00	24,000.00
36	-	Car Freshener	bottle	12	0	0	12	3,000.00	12	0	0	12	3,000.00	12			12	3,000.00	12			12	3,000.00	48	250.00	12,000.00
37	-	All Purpose Cleaner, 1000ml	bottle	12	0	6	18	4,500.00	0	12	0	12	3,000.00	0			0	0.00	12			12	3,000.00	42	250.00	10,500.00
38	-	Bathroom Soap, 70gms.	piece	12	0	0	12	600.00	0	6	0	6	300.00	12		0	12	600.00			6	6	300.00	36	50.00	1,800.00
39	-	Disinfectant, Bleach, 1 gal	gallon	12	0	0	12	3,000.00	0	6	0	6	1,500.00	12			12	3,000.00				0	0.00	30	250.00	7,500.00
40	-	Disinfectant, Muriatic Acid, 1 gal	gallon	12	0	0	12	4,416.00	0	6	0	6	2,208.00	12			12	4,416.00				0	0.00	30	368.00	11,040.00
41	-	Door Mat, Cotton	piece	24	0	0	24	3,600.00	24	7	0	31	4,650.00	12			12	1,800.00	12			12	1,800.00	79	150.00	11,850.00
42	-	Liquid Glass Cleaner, 500mL with Dispenser	bottle	0	12	0	12	2,460.00	0	12	0	12	2,460.00				0	0.00				0	0.00	24	205.00	4,920.00
		Rubber Door Mat	piece	0	5	0	5	2,000.00	0	5	0	5	2,000.00				0	0.00				0	0.00	10	400.00	4,000.00



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44	-	Soap, dishwashing liquid, 250mL	bottle	24	0	0	24	2,208.00	24	0	0	24	2,208.00	12			12	1,104.00				0	0.00	60	92.00	5,520.00	
45	-	Soap, fabric conditioner, 1000mL	bottle	24	0	0	24	3,840.00	24	0	0	24	3,840.00	12			12	1,920.00				0	0.00	60	160.00	9,600.00	
46	-	Toilet Deodorizer with Holder, 60g	piece	24	0	0	24	1,440.00	24	0	0	24	1,440.00	12			12	720.00				0	0.00	60	60.00	3,600.00	
47	-	Tornado Mop	unit	12	0	0	12	24,000.00	0	0	0	0	0.00	12			12	24,000.00				0	0.00	24	2,000.00	48,000.00	
48	-	Trashbag, plastic, black, medium	pack	24	0	0	24	1,920.00	0	24	0	24	1,920.00	24			24	1,920.00				0	0.00	72	80.00	5,760.00	
49	-	Utility Gloves	pair	24	0	0	24	2,400.00	0	24	0	24	2,400.00	12			12	1,200.00				0	0.00	60	100.00	6,000.00	
50	-	Tissue Paper, 2ply	roll	0	36	0	36	1,134.00	0	36	0	36	1,134.00	48		50	98	3,087.00	36		36	72	2,268.00	242	31.50	7,623.00	
51	-	Archfile, long	piece	0	48	0	48	9,840.00	0	76	0	76	15,580.00	24		0	24	4,920.00	24		0	24	4,920.00	172	205.00	35,260.00	
52	-	Binder (Disbursement Vouchers Binder)	piece	0	48	0	48	7,680.00	0	36	0	36	5,760.00	24		0	24	3,840.00				0	0.00	108	160.00	17,280.00	
53	-	Clip, backfold, 1-5/8", 12s/box	box	0	52	0	52	3,250.00	0	52	0	52	3,250.00			1	1	62.50				0	0.00	105	62.50	6,562.50	
54	-	Clip, bulldog (3")	piece	0	13	0	13	182.00	0	12	0	12	168.00			3	3	42.00				3	3	42.00	31	14.00	434.00
55	-	Desk Tray - 3 Layers	piece	0	8	0	8	4,120.00	0	7	0	7	3,605.00			1	1	515.00				0	0.00	16	515.00	8,240.00	
56	-	Envelope, expanding, long	piece	0	388	0	388	6,984.00	0	387	0	387	6,966.00			1	1	18.00				0	0.00	776	18.00	13,968.00	
57	-	Envelope, expanding, short	piece	0	247	0	247	3,211.00	0	247	0	247	3,211.00			1	1	13.00				0	0.00	495	13.00	6,435.00	
58	-	Envelope, kraft, brown, long	piece	0	311	0	311	4,665.00	0	310	0	310	4,650.00			3	3	45.00				3	3	45.00	627	15.00	9,405.00
59	-	Envelope, kraft, brown, short	piece	0	291	0	291	3,637.50	0	291	0	291	3,637.50		2	2	4	50.00	2	2	2	6	75.00	592	12.50	7,400.00	
60	-	Fastener, long, 8"	box	0	21	0	21	2,373.00	0	20	0	20	2,260.00				0	0.00	5			5	565.00	46	113.00	5,198.00	
61	-	Fastener, plastic coated, paper fastener	box	0	44	0	44	1,716.00	0	43	0	43	1,677.00	12			12	468.00		12		12	468.00	111	39.00	4,329.00	
62	-	Flag, 3ft x 6ft, COA flag	piece	0	2	0	2	6,000.00	0	2	0	2	6,000.00	0			0	0.00				0	0.00	4	3,000.00	12,000.00	
63	-	Folder, green with metal tab (long)	piece	0	100	0	100	2,900.00	0	150	0	150	4,350.00				0	0.00				0	0.00	250	29.00	7,250.00	
64	-	Folder, Morocco with Slider (long)	piece	0	80	0	80	1,440.00	0	80	0	80	1,440.00				0	0.00				0	0.00	160	18.00	2,880.00	
65	-	Folder, Morocco with Slider (short)	piece	0	50	0	50	650.00	0	50	0	50	650.00		50		50	650.00	24			24	312.00	174	13.00	2,262.00	
66	-	Folder, white, long, No.14, 100s/pack	pack	0	12	0	12	7,440.00	0	0	0	0	0.00				0	0.00	12			12	7,440.00	24	620.00	14,880.00	
67	-	Folder, white, short, No.14, 100s/pack	pack	0	12	0	12	5,976.00	0	0	0	0	0.00				0	0.00	12			12	5,976.00	24	498.00	11,952.00	
68	-	Folder, white, A4, No.14, 100s/pack	pack	0	12	0	12	6,600.00	0	0	0	0	0.00	0			0	0.00	12			12	6,600.00	24	550.00	13,200.00	
69	-	Glue, all purpose, 130 grams	jar	0	35	0	35	2,275.00	0	35	0	35	2,275.00				0	0.00				0	0.00	70	65.00	4,550.00	
70	-	Laminating film, 8 1/2 x 13	box	0	2	0	2	3,320.00	0	0	0	0	0.00				0	0.00	12			12	19,920.00	14	1,660.00	23,240.00	
		Linen Paper (for Certifates of Training)	pack	0	25	0	25	2,125.00	0	25	0	25	2,125.00				0	0.00				0	0.00	50	85.00	4,250.00	



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72	-	Marker, permanent, broad, black	piece	0	32	0	32	1,760.00	0	32	0	32	1,760.00				0	0.00				0	0.00	64	55.00	3,520.00
73	-	Marker, permanent, broad, blue	piece	0	32	0	32	1,760.00	0	32	0	32	1,760.00				0	0.00				0	0.00	64	55.00	3,520.00
74	-	Marker, permanent, fine, black	piece	0	30	0	30	1,650.00	0	30	0	30	1,650.00				0	0.00				0	0.00	60	55.00	3,300.00
75	-	Marker, permanent, fine, blue	piece	0	30	0	30	1,650.00	0	30	0	30	1,650.00				0	0.00				0	0.00	60	55.00	3,300.00
76	-	Paper, bond, book paper, short, 70 gsm	ream	0	125	0	125	27,500.00	0	150	0	150	33,000.00				0	0.00				0	0.00	275	220.00	60,500.00
77	-	Paper, colored bond paper, long, blue, S24	ream	0	2	0	2	480.00	0	0	0	0	0.00				0	0.00				0	0.00	2	240.00	480.00
78	-	Paper, colored bond paper, long, green, S24	ream	0	2	0	2	480.00	0		0	0	0.00				0	0.00				0	0.00	2	240.00	480.00
79	-	Paper, colored bond paper, long, pink, S24	ream	0	7	0	7	1,680.00	0	7	0	7	1,680.00				0	0.00				0	0.00	14	240.00	3,360.00
80	-	Paper, colored bond paper, long, yellow, S24	ream	0	2	0	2	480.00	0	0	0	0	0.00				0	0.00				0	0.00	2	240.00	480.00
81	-	Paper, colored bond paper, short, blue, S24	ream	0	5	0	5	1,100.00	0	0	0	0	0.00				0	0.00				0	0.00	5	220.00	1,100.00
82	-	Paper, colored bond paper, short, green, S24	ream	0	8	0	8	1,760.00	0	8	0	8	1,760.00				0	0.00				0	0.00	16	220.00	3,520.00
83	-	Paper, colored bond paper, short, pink, S24	ream	0	5	0	5	1,100.00	0	5	0	5	1,100.00				0	0.00				0	0.00	10	220.00	2,200.00
84	-	Paper, colored bond paper, short, yellow, S24	ream	0	7	0	7	1,540.00	0	0	0	0	0.00				0	0.00				0	0.00	7	220.00	1,540.00
85	-	Paper, mimeo, S20, short	ream	0	20	0	20	2,995.20	0	20	0	20	2,995.20				0	0.00				0	0.00	40	149.76	5,990.40
86	-	Paper, mimeo, S20, ong	ream	0	20	0	20	3,170.00	0	20	0	20	3,170.00				0	0.00				0	0.00	40	158.50	6,340.00
87	-	Paper, yellow ruled pad paper	pad	0	9	0	9	270.00	0	8	0	8	240.00				0	0.00				0	0.00	17	30.00	510.00
88	-	Pen, Ordinary Ballpen, Black	piece	0	150	0	150	1,200.00	0	150	0	150	1,200.00				0	0.00				0	0.00	300	8.00	2,400.00
89	-	Pen, Ordinary Ballpen, Blue	piece	0	150	0	150	1,200.00	0	150	0	150	1,200.00				0	0.00				0	0.00	300	8.00	2,400.00
90	-	Pen, Ordinary Ballpen, Red	piece	0	50	0	50	400.00	0	50	0	50	400.00				0	0.00				0	0.00	100	8.00	800.00
91	-	Pen, G-Tech C4, black	piece	0	32	0	32	2,720.00	0	31	0	31	2,635.00				0	0.00				0	0.00	63	85.00	5,355.00
92	-	Pen, G-Tech C4, blue	piece	0	38	0	38	3,230.00	0	37	0	37	3,145.00				0	0.00				0	0.00	75	85.00	6,375.00
93	-	Pen, G-Tech C4, refill, black	piece	0	24	0	24	1,332.00	0	23	0	23	1,276.50				0	0.00				0	0.00	47	55.50	2,608.50
94	-	Pen, G-Tech C4, refill, blue	piece	0	32	0	32	1,776.00	0	32	0	32	1,776.00				0	0.00				0	0.00	64	55.50	3,552.00
95	-	Pen, signpen, G-2 0.5, black	piece	0	55	0	55	4,290.00	0	55	0	55	4,290.00				0	0.00				0	0.00	110	78.00	8,580.00
96	-	Pen, signpen, G-2 0.5, blue	piece	0	64	0	64	4,992.00	0	64	0	64	4,992.00				0	0.00				0	0.00	128	78.00	9,984.00
97	-	Pen, signpen, G-2 05, red	piece	0	24	0	24	1,872.00	0	24	0	24	1,872.00				0	0.00				0	0.00	48	78.00	3,744.00
98	-	Pen, signpen, G-2 05, refill, black	piece	0	34	0	34	1,870.00	0	33	0	33	1,815.00				0	0.00				0	0.00	67	55.00	3,685.00
		Pen, signpen, G-2 05, refill, blue	piece	0	39	0	39	2,145.00	0	39	0	39	2,145.00				0	0.00				0	0.00	78	55.00	4,290.00



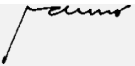
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
100	-	Pen, signpen, G-2 05, refill, red	piece	0	26	0	26	1,430.00	0	25	0	25	1,375.00				0	0.00				0	0.00	51	55.00	2,805.00	

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			

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.

Prepared by:

COA Signed
2023-08-30
06:57:17



LYNNIE E. SANDUKAN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

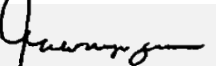
COA Signed
2023-08-30
08:33:17



MEISHAEL GAY T. TULIAO
Accountant / Budget Officer

Approved by:

COA Signed
2023-08-30
09:08:36



ALIA ARUMPAC-MASBUD
Head of Office/Agency

Date Prepared: _____

