

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-philgeps.gov.ph](http://www.ps-philgeps.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://shorturl.at/hos8> (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 [apcse.helpdesk@ps-philgeps.gov.ph](mailto:apcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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: DPWH Cagayan de Oro 2nd DEO  
 Region: X  
 Address: Macabalan, Cagayan de Oro City

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: National Government Agency

Contact Person: GABRIEL L. GUJINTARAN  
 Position: Head of Procuring Entity  
 E-mail: gjuvtdo2nd@gmail.com  
 Telephone/Mobile Nos: 856-8774 / 09859921294

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	-	OUTLET, convenient 2 gang standard size	set	2	0	0	2	650.00	0	0	0	0	0.00	2	0	0	2	650.00	0	0	0	0	0.00	4	325.00	1,300.00
2	-	CIRCUIT BREAKER, Electrical Switch, 20amps plug in 2 pole good quality	set	2	0	0	2	2,000.00	0	0	0	0	0.00	2	0	0	2	2,000.00	0	0	0	0	0.00	4	1,000.00	4,000.00
3	26121500	ELECTRICAL WIRE	roll	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
4	-	FLUORESCENT TUBE, T5 20W - 36W	piece	4	0	0	4	740.00	2	0	0	2	370.00	2	0	0	2	370.00	0	0	0	0	0.00	8	185.00	1,480.00
5	-	MOISTENER, fingertip	piece	3	0	0	3	120.00	0	0	0	0	0.00	3	0	0	3	120.00	0	0	0	0	0.00	6	40.00	240.00
6	-	GLASS CLEANER, liquid	bottle	4	0	0	4	1,600.00	0	1	0	1	400.00	1	0	1	2	800.00	0	1	0	1	400.00	8	400.00	3,200.00
7	-	TOILET BRUSH, cleaner	piece	5	0	0	5	250.00	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	14	50.00	700.00
8	-	CORRECTION PEN, metal tip metal type 7ml	piece	8	0	0	8	560.00	2	3	2	7	490.00	3	3	3	9	630.00	2	3	2	7	490.00	31	70.00	2,170.00
9	-	RING BINDER, plastic 20mm 10 pcs/ bundler	bundle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
10	-	RING BINDER, plastic 25mm 10 pcs/ bundler	bundle	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	2	0	0	2	800.00	8	400.00	3,200.00
11	-	PAPER, A3 80gsm 300 pcs/ ream	ream	15	0	0	15	7,500.00	6	0	0	6	3,000.00	6	0	0	6	3,000.00	5	0	0	5	2,500.00	32	500.00	16,000.00
12	-	PREMIUM MATTE FILM, size 36 inches width, 20 meter length	roll	7	5	0	12	52,164.00	7	5	0	12	52,164.00	7	0	0	7	30,429.00	7	5	0	12	52,164.00	43	4,347.00	186,921.00
13	-	PREMIUM MATTE FILM, size 40 inches width, 20 meter length	roll	3	0	0	3	15,435.00	3	0	0	3	15,435.00	3	0	0	3	15,435.00	3	0	0	3	15,435.00	12	5,145.00	61,740.00
<b>A. TOTAL</b>																								P	<b>287,151.00</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																								P	<b>28,715.10</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																								P	<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>																								P	<b>315,866.10</b>	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																								<b>Php. 315,866.10 (Three Hundred Fifteen Thousand Eight Hundred Sixty-Six Pesos and 10/100)</b>		
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:   
 GRACE B. ALCANTARA  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 LORNA B. GARIFE/ PELAGIO C. DURAN  
 Accountant / Budget Officer

Approved by:   
 GABRIEL L. GUJINTARAN  
 Head of Office/Agency

Date Prepared: August 25, 2023