

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).
- 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://portal.dsws.d> (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 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/Bureau/Office: DPWH-INDEO, LAAG CITY
Region: I
Address: Airport Avenue, Brgy. 43 Cavite, Laguna City

Agency Code/UACS: _____
Organization Type: National Government Agency

Contact Person: IMELDA MARITES B. DESCARTIN
Position: Administrative Officer III/Supply Officer II
E-mail: descartin.imelda_marites@dpwh.gov.ph
Telephone/Mobile Nos: 9175704098

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	-	Bond Paper, A4 sub 24	reams		1000		1000	350,000.00		500		500	175,000.00	500			500	175,000.00	1000			1000	350,000.00	3000	350.00	1,050,000.00
2	-	Bond Paper, A3	reams		100		100	70,000.00		250		250	175,000.00	250			250	175,000.00	100			100	70,000.00	700	700.00	490,000.00
3	-	Bond Paper, Legal	reams		250		250	87,500.00		250		250	87,500.00	250			250	87,500.00	250			250	87,500.00	1000	350.00	350,000.00
4	-	Special Paper, Green	reams		30		30	9,000.00		30		30	9,000.00	40			40	12,000.00	50			50	15,000.00	150	300.00	45,000.00
5	-	Record Book 300 pages	box		15		15	2,700.00		5		5	900.00	5			5	900.00	15			15	2,700.00	40	180.00	7,200.00
6	-	Record Book 500 pages	box		15		15	3,450.00		5		5	1,150.00	5			5	1,150.00	15			15	3,450.00	40	230.00	9,200.00
7	-	Note pad, 3x3	piece		50		50	2,250.00		40		40	1,800.00	40			40	1,800.00	50			50	2,250.00	180	45.00	8,100.00
8	-	Continuous Paper 9 1/2 x 11, 2 ply	box		8		8	14,800.00		6		6	11,100.00	6			6	11,100.00	8			8	14,800.00	28	1,850.00	51,800.00
9	-	Customized Folder, legal top	piece		1000		1000	225,000.00		0		0	0.00	0			0	0.00	1000			1000	225,000.00	2000	225.00	450,000.00
10	-	Customized Folder, legal side	piece		1000		1000	225,000.00		0		0	0.00	0			0	0.00	1000			1000	225,000.00	2000	225.00	450,000.00
11	-	Correction fluid	piece		45		45	5,400.00		30		30	3,600.00	30			30	3,600.00	45			45	5,400.00	150	120.00	18,000.00
12	-	Clip Backfold 2"	box		20		20	1,000.00		10		10	500.00	10			10	500.00	20			20	1,000.00	60	50.00	3,000.00
13	-	Paper Clip, Big	box		50		50	3,250.00		45		45	2,925.00	45			45	2,925.00	50			50	3,250.00	190	65.00	12,350.00
14	-	Sharpener	piece		10		10	1,500.00		5		5	750.00	5			5	750.00	10			10	1,500.00	30	150.00	4,500.00
15	-	Scissor	piece		35		35	3,675.00		30		30	3,150.00	30			30	3,150.00	35			35	3,675.00	130	105.00	13,650.00
16	-	Calculator, scientific 99ES plus	piece		50		50	60,000.00		10		10	12,000.00	10			10	12,000.00	50			50	60,000.00	120	1,200.00	144,000.00
17	-	Documentary Envelope, legal	box		10		10	1,100.00		6		6	660.00	6			6	660.00	10			10	1,100.00	32	110.00	3,520.00
18	-	Expanding Envelope, legal	box		20		20	2,400.00		8		8	960.00	8			8	960.00	20			20	2,400.00	56	120.00	6,720.00
19	-	File Box	piece		80		80	17,600.00				0	0.00	0			0	0.00	80			80	17,600.00	160	220.00	35,200.00
20	-	File Box w/ cover	piece		100		100	60,700.00				0	0.00	0			0	0.00	100			100	60,700.00	200	607.00	121,400.00
21	-	Fastener, metal	box		50		50	4,250.00		50		50	4,250.00	50			50	4,250.00	60			60	5,100.00	210	85.00	17,850.00
22	-	Folder, legal	pack		20		20	30,000.00		12		12	18,000.00	12			12	18,000.00	20			20	30,000.00	64	1,500.00	96,000.00
23	-	Puncher heavy duty	piece		35		35	9,800.00		10		10	2,800.00	10			10	2,800.00	35			35	9,800.00	90	280.00	25,200.00
24	-	PVC, Legal	pack		25		25	31,500.00		10		10	12,600.00	10			10	12,600.00	25			25	31,500.00	70	1,260.00	88,200.00
25	-	Ballpen	piece		200		200	8,000.00		30		30	1,200.00	30			30	1,200.00	200			200	8,000.00	460	40.00	18,400.00
26	-	Pencil lead with eraser	dozen		50		50	8,500.00		12		12	2,040.00	12			12	2,040.00	50			50	8,500.00	124	170.00	21,080.00
27	-	Permanent Marker, Black	box		20		20	22,300.00		10		10	11,150.00	10			10	11,150.00	20			20	22,300.00	60	1,115.00	66,900.00
28	-	Sign Pen 0.5, Black	box		40		40	50,400.00		25		25	31,500.00	25			25	31,500.00	40			40	50,400.00	130	1,260.00	163,800.00
29	-	Sign Pen 0.7, Black	box		25		25	31,500.00		20		20	25,200.00	20			20	25,200.00	25			25	31,500.00	90	1,260.00	113,400.00
30	-	Twin Marker, Artline	piece		100		100	11,000.00		100		100	11,000.00	100			100	11,000.00	100			100	11,000.00	400	110.00	44,000.00
31	-	Double sided tape w/o foam	roll		50		50	5,500.00		40		40	4,400.00	40			40	4,400.00	60			60	6,600.00	190	110.00	20,900.00
32	-	Masking tape 1"	roll		60		60	2,100.00		40		40	1,400.00	40			40	1,400.00	60			60	2,100.00	200	35.00	7,000.00
33	-	Glue	piece		50		50	3,250.00		40		40	2,600.00	40			40	2,600.00	50			50	3,250.00	180	65.00	11,700.00
34	-	Stapler w/ staple remover	piece		100		100	16,000.00		25		25	4,000.00	30			30	4,800.00	100			100	16,000.00	255	160.00	40,800.00

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82	-	Alcohol	gallon		100		100	120,000.00		60		60	72,000.00	60			60	72,000.00	100			100	120,000.00	320	1,200.00	384,000.00
83	-	Air freshener	can		70		70	22,400.00		30		30	9,600.00	30			30	9,600.00	70			70	22,400.00	200	320.00	64,000.00
84	-	Disinfectant Spray	can		70		70	47,040.00		60		60	40,320.00	60			60	40,320.00	70			70	47,040.00	260	672.00	174,720.00
85	-	Glass Cleaner	bottle		70		70	18,200.00		30		30	7,800.00	30			30	7,800.00	70			70	18,200.00	200	260.00	52,000.00
86	-	Insect Killer	insect killer		70		70	29,050.00		30		30	12,450.00	30			30	12,450.00	70			70	29,050.00	200	415.00	83,000.00
87	-	Hand Soap	bottle		100		100	31,100.00		40		40	12,440.00	40			40	12,440.00	100			100	31,100.00	280	311.00	87,080.00
88	-	Gloves	box		10		10	2,000.00		10		10	2,000.00	10			10	2,000.00	10			10	2,000.00	40	200.00	8,000.00
89	-	Detergent Powder	pack		200		200	72,000.00		80		80	28,800.00	80			80	28,800.00	200			200	72,000.00	560	360.00	201,600.00
90	-	Deodorant Cake	piece		200		200	17,200.00		50		50	4,300.00	50			50	4,300.00	200			200	17,200.00	500	86.00	43,000.00
91	-	Doormat	piece		60		60	13,800.00		50		50	11,500.00	50			50	11,500.00	60			60	13,800.00	220	230.00	50,600.00
92	-	Fabric Conditioner	piece		200		200	2,000.00		150		150	1,500.00	150			150	1,500.00	200			200	2,000.00	700	10.00	7,000.00
93	-	Toilet Brush Cleaner	piece		20		20	4,900.00		10		10	2,450.00	10			10	2,450.00	20			20	4,900.00	60	245.00	14,700.00
94	-	Disinfecting Liquid	bottle		100		100	5,000.00		72		72	3,600.00	72			72	3,600.00	100			100	5,000.00	344	50.00	17,200.00
95	-	Tornado Mop	piece		10		10	17,000.00		10		10	17,000.00	10			10	17,000.00	10			10	17,000.00	40	1,700.00	68,000.00
96	-	Soft Broom	piece		20		20	4,300.00		20		20	4,300.00	20			20	4,300.00	20			20	4,300.00	80	215.00	17,200.00
97	-	Stick Broom	piece		15		15	750.00		15		15	750.00	15			15	750.00	15			15	750.00	60	50.00	3,000.00
98	14111704	Toilet Tissue	roll		24		24	4,680.00		24		24	4,680.00	24			24	4,680.00	24			24	4,680.00	96	195.00	18,720.00
99	-	Garbage Bag	roll		200		200	24,000.00		100		100	12,000.00	120			120	14,400.00	200			200	24,000.00	620	120.00	74,400.00
100	-	Hylar Paper 610mmx20mm 100 microns	roll		100		100	470,000.00		100		100	470,000.00	100			100	470,000.00	100			100	470,000.00	400	4,700.00	1,880,000.00
A. TOTAL																									P	15,064,536.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									P	1,506,453.60
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									P	-
D. GRAND TOTAL (A + B + C)																									P	16,570,989.60
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:

IMELDA MARITES B. DESCARTIN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

REGIE T. DESCUA
Accountant / Budget Officer

Approved by:

GLENN C. MIGUEL
Head of Office/Agency

Date Prepared: AUGUST 14, 2023