ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	180011000097	CONTACT PERSON:	ANA MAE G. TRENCIO
AGENCY NAME:	DPWH-Bacolod City District Engineering Office	DESIGNATION:	Admin. Officer III (Supply Officer II)
ORGANIZATION TYPE:	National Government Agency (NGA)	EMAIL:	anamaetrencio@gmail.com
REGION:	VI	CONTACT NUMBER:	(034) 703-1912
ADDRESS:	Zardonyx St., Taculing, Bacolod City, Negros Occidental		

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).
2. All information must be provided accurately.
3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description'. You may also use the 'List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description.The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/adaqQ
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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
6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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	-	Toilet Bowl Cleanser 500ml.		bottle				0	0.00	50			50	9,500.00				0	0.00				0	0.00	50	190.00	9,500.00
2	-	Trash/Garbage Bag, black, (Flat) Medium-Strong & Thick, 100bags/pack		pack				0	0.00	10			10	4,180.00			10	10	4,180.00				0	0.00	20	418.00	8,360.00
3	-	Trash/Garbage Bag, black, (Flat) Large-Strong & Thick, 100bags/pack		pack				0	0.00	10			10	4,840.00			20	20	9,680.00				0	0.00	30	484.00	14,520.00
4	-	Trash/Garbage Bag, black, (Flat) XLarge-Strong & Thick, 100bags/pack		pack				0	0.00	20			20	14,000.00			20	20	14,000.00				0	0.00	40	700.00	28,000.00
5	-	Trash/Garbage Bag, black, (Flat) XXLarge-Strong & Thick, 100bags/pack		pack				0	0.00	20			20	18,000.00			20	20	18,000.00				0	0.00	40	900.00	36,000.00
6	-	Trash Can w/ Wheels; 80 liters; heavy duty; blue in color		piece				0	0.00	2			2	3,190.00				0	0.00				0	0.00	2	1,595.00	3,190.00
7	-	Trash Can w/ Wheels; 80 liters; heavy duty; green in color		piece				0	0.00	2			2	3,190.00				0	0.00				0	0.00	2	1,595.00	3,190.00
8	-	Trash Can w/ Wheels; 80 liters; heavy duty; black in color		piece				0	0.00	2			2	3,190.00				0	0.00				0	0.00	2	1,595.00	3,190.00
9	-	Set of 3 Recycling 60 liters waste utility commercial office bins		piece				0	0.00	2			2	7,600.00				0	0.00				0	0.00	2	3,800.00	7,600.00
10	-	Swing Bin 12liters (Trash Bin, Heavy Duty, Black Color)		piece				0	0.00	15			15	4,725.00			10	10	3,150.00				0	0.00	25	315.00	7,875.00
11	-	Pedal Dust Bin 20liters, heavy duty		piece				0	0.00	6			6	4,080.00				0	0.00				0	0.00	6	680.00	4,080.00
12	-	Water pail (Heavy Duty) 12liters color: Red, Blue		piece				0	0.00	2			2	540.00				0	0.00				0	0.00	2	270.00	540.00
13	-	Water Dipper (Heavy Duty)		piece				0	0.00	4			4	220.00			3	3	165.00				0	0.00	7	55.00	385.00
14	-	100Liters Utility Pail/Water Drum/Water Drum/ Water Container (Heavy Duty) color Blue		piece				0	0.00				0	0.00			3	3	3,450.00				0	0.00	3	1,150.00	3,450.00
15	-	Commercial Industrial Cotton Mop Dust Floor Mop 59 inches Telescopic Handle with total 2 Microfiber Polyester Mop Pads		piece				0	0.00	5			5	18,000.00				0	0.00				0	0.00	5	3,600.00	18,000.00
16	-	Manual Soap Dispenser 1000ml (Heavy Duty)		piece				0	0.00	5			5	5,200.00			10	10	10,400.00				0	0.00	15	1,040.00	15,600.00
17	-	Glass Wiper, Squeegee with expandable handle		piece				0	0.00	4			4	1,620.00			8	8	3,240.00				0	0.00	12	405.00	4,860.00
18	-	Air Freshener-Aerosol Type 320ml; 5 In 1 (Lavender, Ocean Escape & Sakura Water Lily Scent)		bottle				0	0.00	59			59	17,228.00			48	48	14,016.00				0	0.00	107	292.00	31,244.00
19	-	Air Freshener; Scented Gel; 180 grams (Lavender, Sakura Water Lily Scent)		piece				0	0.00	58			58	13,340.00			72	72	16,560.00				0	0.00	130	230.00	29,900.00
20	-	Isopropyl Alcohol 70% with moisturizer pump 500ml		bottle				0	0.00	20			20	3,000.00			20	20	3,000.00				0	0.00	40	150.00	6,000.00
21	-	Automatic & Decorative Spray Freshener including refill		set				0	0.00	10			10	6,900.00			10	10	6,900.00				0	0.00	20	690.00	13,800.00
22	-	Automatic Spray Refill; Lavender Scent & Sakura Water Lily only (6.2 oz) 175g		piece				0	0.00	30			30	12,000.00			56	56	22,400.00				0	0.00	86	400.00	34,400.00
23	-	Car air freshener; 1.5oz (42g)/can; organic		can				0	0.00	50			50	12,500.00			50	50	12,500.00				0	0.00	100	250.00	25,000.00
24	-	Frosted Glass Sticker; 1m height		meter				0	0.00	2			2	1,752.00				0	0.00				0	0.00	2	876.00	1,752.00
25	-	Glue, All Purpose with applicator, 240 grams		piece				0	0.00	33			33	4,620.00			16	16	2,240.00				0	0.00	49	140.00	6,860.00
26	-	Index Tabs, 150's Self - Adhesive, Plain 12x45mm w/ dispenser		pack				0	0.00	44			44	4,752.00			24	24	2,592.00				0	0.00	68	108.00	7,344.00
27	-	Index Tabs, 50's Self - Adhesive, Plain 25x45mm		pack				0	0.00	74			74	4,958.00			37	37	2,479.00				0	0.00	111	67.00	7,437.00
28	-	Laminating Film 250 microns A3, 100's		pack				0	0.00	4			4	10,240.00			2	2	5,120.00				0	0.00	6	2,560.00	15,360.00
29	-	Laminating Film 250 microns A4, 100's		pack				0	0.00	7			7	11,900.00			4	4	6,800.00				0	0.00	11	1,700.00	18,700.00
30	-	Ink Printer Refill, Epson WF-L15180; Black; 70ml		piece				0	0.00	6			6	7,500.00			6	6	7,500.00				0	0.00	12	1,250.00	15,000.00
31	-	Ink Printer Refill, Epson WF-L15180; Cyan; 70ml		piece				0	0.00	4			4	3,980.00			4	4	3,980.00				0	0.00	8	995.00	7,960.00
32	-	Ink Printer Refill, Epson WF-L15180; Magenta; 70ml		piece				0	0.00	4			4	3,980.00			4	4	3,980.00				0	0.00	8	995.00	7,960.00
33	-	Ink Printer Refill, Epson WF-L15180; Yellow; 70ml		piece				0	0.00	4			4	3,980.00			4	4	3,980.00				0	0.00	8	995.00	7,960.00
34	-	Ink EPSON T9481 Black for WF - C5790		piece				0	0.00	4			4	18,720.00				0	0.00				0	0.00	4	4,680.00	18,720.00
35	-	Ink EPSON T9482 Cyan for WF - C5790		piece				0	0.00	2			2	9,360.00				0	0.00				0	0.00	2	4,680.00	9,360.00
36	-	Ink EPSON T9483 Magenta for WF - C5790		piece				0	0.00	2			2	9,360.00				0	0.00				0	0.00	2	4,680.00	9,360.00
37	-	Ink EPSON T9484 Yellow for WF - C5790		piece				0	0.00	2			2	9,360.00				0	0.00				0	0.00	2	4,680.00	9,360.00
38	-	Log Book; Construction Log Book with DPWH Logo, 100pp; (see D.O 50 for detailed specification)		piece				0	0.00	100			100	85,000.00			100	100	85,000.00				0	0.00	200	850.00	170,000.00
39	-	Log Book; Construction Log Book with DPWH Logo, 200pp; (see D.O 50 for detailed specification)		piece				0	0.00	20			20	18,000.00			20	20	18,000.00				0	0.00	40	900.00	36,000.00
40	-	Log Book; Materials Log Book with DPWH Logo; 100pp; (see D.O 50 for detailed specification)		piece				0	0.00	150			150	127,500.00			75	75	63,750.00				0	0.00	225	850.00	191,250.00
41	-	Log Book; Materials Log Book with DPWH Logo; 150pp; (see D.O 50 for detailed specification)		piece				0	0.00	100			100	90,000.00			50	50	45,000.00				0	0.00	150	900.00	135,000.00
42	-	Log Book, Materials Log Book with DPWH Logo; 200ppl; (see D.O 50 for detailed specification)		piece				0	0.00	100			100	95,000.00			50	50	47,500.00				0	0.00	150	950.00	142,500.00
43	-	Folder, Hard Bound Blue w/ Logo; Side Mechanism; Long		piece				0	0.00	500			500	125,000.00			500	500	125,000.00				0	0.00	1000	250.00	250,000.00
44	-	Folder, Hard Bound Blue w/ Logo; Side Mechanism; Long; Slim		piece				0	0.00	200			200	45,000.00			200	200	45,000.00				0	0.00	400	225.00	90,000.00
45	-	Folder, Hard Bound Blue w/ Logo; Side Mechanism; A4; Slim		piece				0	0.00	300			300	750,900.00			200	200	500,600.00				0	0.00	500	2,503.00	1,251,500.00
46	-	Folder, Hard Bound Blue w/ Logo; Top Mechanism; Long		piece				0	0.00	50			50	12,500.00				0	0.00				0	0.00	50	250.00	12,500.00

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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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
47	-	Folder, Hard Bound Blue w/ Logo; Side Mechanism; A4		piece				0	0.00	20			20	5,000.00			20	20	5,000.00				0	0.00	40	250.00	10,000.00
48	-	Folder, Hard Bound Blue w/ Logo; Top Mechanism; A4		piece				0	0.00	10			10	2,500.00				0	0.00				0	0.00	10	250.00	2,500.00
49	-	Toner, TK-5275 K for Kyocera Ecosys6630cidn		piece				0	0.00	8			8	80,000.00			8	8	80,000.00				0	0.00	16	10,000.00	160,000.00
50	-	Toner, TK-5275 C for Kyocera Ecosys6630cidn		piece				0	0.00	6			6	60,000.00			6	6	60,000.00				0	0.00	12	10,000.00	120,000.00
51	-	Toner, TK-5275 M for Kyocera Ecosys6630cidn		piece				0	0.00	6			6	60,000.00			6	6	60,000.00				0	0.00	12	10,000.00	120,000.00
52	-	Toner, TK-5275 Y for Kyocera Ecosys6630cidn		piece				0	0.00	6			6	57,000.00			6	6	57,000.00				0	0.00	12	9,500.00	114,000.00
53	-	DESKTOP (Administrative)		unit				0	0.00				0	0.00			2	2	200,000.00				0	0.00	2	100,000.00	200,000.00
54	-	DESKTOP (Application Use)		unit				0	0.00				0	0.00			2	2	220,000.00				0	0.00	2	110,000.00	220,000.00
55	-	DESKTOP (Specialized Software Application Use)		unit				0	0.00				0	0.00			2	2	280,000.00				0	0.00	2	140,000.00	280,000.00
56	-	LAPTOP (Administrative Use)		unit				0	0.00				0	0.00			2	2	190,000.00				0	0.00	2	95,000.00	190,000.00
57	-	LAPTOP (Application Use)		unit				0	0.00				0	0.00			2	2	200,000.00				0	0.00	2	100,000.00	200,000.00
58	-	LAPTOP (Specialized Software)		unit				0	0.00				0	0.00			2	2	340,000.00				0	0.00	2	170,000.00	340,000.00
59	-	Photocopier Machine, Multi-function; A3; Colored 3in1		unit				0	0.00	1			1	280,000.00				0	0.00				0	0.00	1	280,000.00	280,000.00
60	-	Photocopier Machine with Feeder		unit				0	0.00	1			1	130,000.00				0	0.00				0	0.00	1	130,000.00	130,000.00
61	-	Multifunction Laser Printer (Photocopier)		unit				0	0.00	2			2	500,000.00				0	0.00				0	0.00	2	250,000.00	500,000.00
62	-	Multifunction Inklet Printer (A4)		unit				0	0.00	3			3	120,000.00			3	3	120,000.00				0	0.00	6	40,000.00	240,000.00
63	-	Multifunction Inklet Printer (A3)		unit				0	0.00	2			2	190,000.00			2	2	190,000.00				0	0.00	4	95,000.00	380,000.00
64	-	UPS		unit				0	0.00	6			6	36,000.00			5	5	30,000.00				0	0.00	11	6,000.00	66,000.00
65	-	Smartphone		unit				0	0.00	3			3	105,000.00			2	2	70,000.00				0	0.00	5	35,000.00	175,000.00
66	-	RJ45 TO HDMI CONVERTERRJ45 TO HDMI CONVERTER -(PW-DT236HDMI EXTENDER OVER IP 150M/492FT)		piece				0	0.00	1			1	4,000.00				0	0.00				0	0.00	1	4,000.00	4,000.00
67	-	HDMI SPLITTER (1 IN X 2 OUT)		unit				0	0.00	1			1	3,300.00				0	0.00				0	0.00	1	3,300.00	3,300.00
68	-	RJ45 ETHERNET COUPLER		piece				0	0.00	20			20	2,000.00			20	20	2,000.00				0	0.00	40	100.00	4,000.00
69	-	HDMI CABLE 10M		lgth.				0	0.00	5			5	3,150.00			5	5	3,150.00				0	0.00	10	630.00	6,300.00
70	-	HDMI CABLE 3M		lgth.				0	0.00	5			5	2,000.00			5	5	2,000.00				0	0.00	10	400.00	4,000.00
71	-	CABLE DUCT 2X2		lgth.				0	0.00	2			2	1,800.00			2	2	1,800.00				0	0.00	4	900.00	3,600.00
72	-	RJ45		lgth.				0	0.00	50			50	1,500.00			50	50	1,500.00				0	0.00	100	30.00	3,000.00
73	-	6U DATA CABINET9 U DATA CABINET		lgth.				0	0.00	1			1	9,000.00				0	0.00				0	0.00	1	9,000.00	9,000.00
74	-	9U DATA CABINET9 U DATA CABINET		pack				0	0.00	1			1	12,600.00				0	0.00				0	0.00	1	12,600.00	12,600.00
75	-	EXPANSION BOLT 3/4"		piece				0	0.00	30			30	1,800.00			30	30	1,800.00				0	0.00	60	60.00	3,600.00
76	-	PLASTIC MOULDING 1"		piece				0	0.00	10			10	2,000.00			10	10	2,000.00				0	0.00	20	200.00	4,000.00
77	-	PLASTIC MOULDING 2"		piece				0	0.00	10			10	3,000.00			10	10	3,000.00				0	0.00	20	300.00	6,000.00
78	-	CABLE TIES (BLACK)		packs				0	0.00	20			20	3,000.00			20	20	3,000.00				0	0.00	40	150.00	6,000.00
79	-	TOX & SCREW (6MM)		packs				0	0.00	4			4	800.00			4	4	800.00				0	0.00	8	200.00	1,600.00
80	-	NO MORE NAILS		piece				0	0.00	5			5	750.00			5	5	750.00				0	0.00	10	150.00	1,500.00
81	-	Flash Drive 16GB Capacity		piece				0	0.00	20			20	6,700.00			20	20	6,700.00				0	0.00	40	335.00	13,400.00
82	-	Flash Drive 32GB Capacity		piece				0	0.00	20			20	9,100.00			20	20	9,100.00				0	0.00	40	455.00	18,200.00
83	-	SSD 500gb		piece				0	0.00	2			2	9,240.00			2	2	9,240.00				0	0.00	4	4,620.00	18,480.00
84	-	SSD 240gb		piece				0	0.00	2			2	4,776.00			2	2	4,776.00				0	0.00	4	2,388.00	9,552.00
85	-	Maintenance Box for L1455 Epson Printer		piece				0	0.00	6			6	17,640.00			6	6	17,640.00				0	0.00	12	2,940.00	35,280.00
86	-	Maintenance Box for L15150 Epson Printer		piece				0	0.00	6			6	12,420.00			6	6	12,420.00				0	0.00	12	2,070.00	24,840.00
87	-	Maintenance Box for L14150 Epson Printer		piece				0	0.00	6			6	12,146.40			6	6	12,146.40				0	0.00	12	2,024.40	24,292.80
88	-	Maintenance Box for L6170 Epson Printer		piece				0	0.00	6			6	9,000.00			6	6	9,000.00				0	0.00	12	1,500.00	18,000.00
89	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
90	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
91	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
92	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
93	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
94	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
95	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
96	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
97	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
98	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
99	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
100	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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					Jan	Feb	Mar	Q1	Q1 Actual	April	May	June	Q2	Q2 Actual	July	Aug	Sept	Q3	Q3 Actual	Oct	Nov	Dec	Q4	Q4 Actual			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											

A. TOTAL		P
B. ADDITIONAL PROVISION FOR INFLATION (30% of TOTAL)		P
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P
D. GRAND TOTAL (A + B + C)		P
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:

ANA MAE G. TRENCIO
Property/Supply Officer

Date Prepared: July 26, 2024

Certified Funds Available / Certified Appropriate Funds Available:

FILIPINA D. CASIPE
Accountant / Budget Officer

Approved by:

ABRAHAM C. VILLAREAL
Head of Office/Agency
District Engineer