ANNUAL PROCUREMENT PLAN - COMMOM-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://shorturl.at/hosS8 *(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/Bureau/Offic: Department of Education - Gingoog City Division
Region: X
Address: Brgy. 22 National Highway Gingoog City, Misamis Oriental

Agency Code/UACS: 70010810008
Organization Type: NGA

Contact Person: SANTOS I. DELIMA
Position: SUPPLY OFFICER/ AO IV
E-mail: santos.delima@deped.gov.ph
Telephone/Mobile Nos: 9171248559

No.	UNSPSC Code	Item Description	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price Catalogue	Total Amount for the year
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	-	Epson Ink, Black 003	bottle	72	6	101	179	53,700.00	20	5	7	32	9,600.00	15	2	1	18	5,400.00	16	1	1	18	5,400.00	247	300.00	74,100.00
2	-	Epson Ink, Magenta 003	bottle	38	9	70	117	35,100.00	16	3	4	23	6,900.00	6	3		9	2,700.00	3			3	900.00	152	300.00	45,600.00
3	-	Epson Ink, Cyan 003	bottle	37	10	70	117	35,100.00	17	3	4	24	7,200.00	6	3		9	2,700.00	4			4	1,200.00	154	300.00	46,200.00
4	-	Epson Ink, Yellow 003	bottle	37	10	70	117	35,100.00	17	3	4	24	7,200.00	7	3		10	3,000.00	4			4	1,200.00	155	300.00	46,500.00
5	-	Glass Cleaner with spray, 500ml	bottle			2	2	290.00				0	0.00				0	0.00				0	0.00	2	145.00	290.00
6	-	Wireless keyboard & mouse	unit	2		5	7	5,600.00				0	0.00				0	0.00				0	0.00	7	800.00	5,600.00
7	-	Toner for Copier RICOH MP1600LC	cart			2	2	6,800.00				0	0.00				0	0.00				0	0.00	2	3,400.00	6,800.00
8	-	Toner for Copier RICOH MP2014D	cart			2	2	6,800.00				0	0.00				0	0.00				0	0.00	2	3,400.00	6,800.00
9	-	Master Roll for Copy Printer DX2430	cart			2	2	7,000.00				0	0.00				0	0.00				0	0.00	2	3,500.00	7,000.00
10	-	Ink for Copy Printer DX2430	piece			2	2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
11	-	Brown Folder, long	piece		100		100	1,000.00				0	0.00				0	0.00				0	0.00	100	10.00	1,000.00
12	-	Highlighter	piece		2		2	120.00				0	0.00				0	0.00				0	0.00	2	60.00	120.00
13	-	Epson Ink 003	set		2		2	3,000.00				0	0.00				0	0.00				0	0.00	2	1,500.00	3,000.00
14	-	Acetate for cover, short size documents	ream				0	0.00	1	1		2	850.00				0	0.00				0	0.00	2	425.00	850.00
15	-	Morocco colored cartolina blue, short size	piece				0	0.00	500			500	2,500.00				0	0.00				0	0.00	500	5.00	2,500.00
16	-	400g dishwashing paste (anti-bacterial)	tub	2	2	1	5	325.00	2	2	1	5	325.00				0	0.00				0	0.00	10	65.00	650.00
17	-	Paper, Multi-purpose (COPY), letter, 80gsm	ream	5	5		10	1,700.00	5	5		10	1,700.00				0	0.00				0	0.00	20	170.00	3,400.00
18	-	Cork board, 60cm x 90cm	piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
19	-	Cotton Towel Rags	piece	3			3	300.00	3			3	300.00	3			3	300.00	3			3	300.00	12	100.00	1,200.00
20	-	Window Glass Squeegee Cleaner	piece	2			2	800.00				0	0.00				0	0.00				0	0.00	2	400.00	800.00
21	-	Ballpen (DONG-A MyGel 0.5mm), green	box	1			1	25.00	1			1	25.00	1			1	25.00	1			1	25.00	4	25.00	100.00
22	-	Ballpen (DONG-A MyGel 0.5mm), violet	box	1			1	25.00	1			1	25.00	1			1	25.00	1			1	25.00	4	25.00	100.00
23	-	Clip, backfold, 41mm	box	1			1	100.00	1			1	100.00	1			1	100.00	1			1	100.00	4	100.00	400.00
24	-	Steel cabinet, 2-door, with lock, plain finish	unit			1	1	6,500.00				0	0.00				0	0.00				0	0.00	1	6,500.00	6,500.00
25	-	Stapler with remover	piece	11			11	1,650.00				0	0.00				0	0.00				0	0.00	11	150.00	1,650.00
26	-	HP Laserjet Toner P1006	cart	3			3	11,997.00				0	0.00				0	0.00				0	0.00	3	3,999.00	11,997.00
27	-	Ink Refill (Permanent Marker)	piece	6			6	450.00				0	0.00				0	0.00				0	0.00	6	75.00	450.00
28	-	Permanent Marker (Fine)	piece	12			12	600.00				0	0.00				0	0.00				0	0.00	12	50.00	600.00
29	-	Push Pins (assorted color, 100/case)	case	2			2	200.00				0	0.00				0	0.00				0	0.00	2	100.00	200.00
30	-	Epson Ink, 664	set	5			5	7,500.00				0	0.00				0	0.00				0	0.00	5	1,500.00	7,500.00
31	-	Egonomic mesh office chair with adjustable headrest, lumbar support, and reclining lock, black color	piece	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1	2,500.00	2,500.00
32	-	HP 955XL Ink Cartridge, black	piece	1	1		2	1,200.00				0	0.00				0	0.00				0	0.00	2	600.00	1,200.00
33	-	HP 955XL Ink Cartridge,cyan	piece	1			1	600.00				0	0.00				0	0.00				0	0.00	1	600.00	600.00
34	-	HP 955XL Ink Cartridge, magenta	piece	1			1	600.00				0	0.00				0	0.00				0	0.00	1	600.00	600.00
35	-	HP 955XL Ink Cartridge, yellow	piece	1			1	600.00				0	0.00				0	0.00				0	0.00	1	600.00	600.00

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			
36	-	Microwave oven	unit	0		1	1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
37	-	Mop with spinner, heavy duty	unit			1	1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
38	-	Multimedia Projector (outdoor)	unit	1			1	30,000.00				0	0.00				0	0.00				0	0.00	1	30,000.00	30,000.00
39	-	Wireless microphone	unit	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
40	-	Customized medals	piece				0	0.00			45	45	1,890.00				0	0.00				0	0.00	45	42.00	1,890.00
41	-	Folder, legal	piece		73		73	496.40				0	0.00				0	0.00				0	0.00	73	6.80	496.40
42	-	Worx board	pack				0	0.00			10	10	320.00				0	0.00				0	0.00	10	32.00	320.00
43	-	Steel pins	piece				0	0.00			1	1	170.00				0	0.00				0	0.00	1	170.00	170.00
44	-	Ribbon satin white	piece				0	0.00			4	4	640.00				0	0.00				0	0.00	4	160.00	640.00
45	-	Floorwax	roll				0	0.00				0	0.00			24	24	720.00				0	0.00	24	30.00	720.00
46	-	Flat bar	box			1	1	340.00				0	0.00				0	0.00				0	0.00	1	340.00	340.00
47	-	Rechargeable bluetooth speaker	length			1	1	3,750.00				0	0.00				0	0.00				0	0.00	1	3,750.00	3,750.00
48	-	Biometric time and attendance	unit				0	0.00		1		1	11,500.00				0	0.00				0	0.00	1	11,500.00	11,500.00
49	-	G-tech refill black 0.4	unit		12		12	534.00				0	0.00				0	0.00				0	0.00	12	44.50	534.00
50	-	G-tech refill red 0.4	piece		12		12	534.00				0	0.00				0	0.00				0	0.00	12	44.50	534.00
51	-	G-tech refill C4 black 0.4	piece				0	0.00				0	0.00			24	24	1,920.00				0	0.00	24	80.00	1,920.00
52	-	G-tech refill C4 red 0.4	piece				0	0.00				0	0.00			24	24	1,920.00				0	0.00	24	80.00	1,920.00
53	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
77	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
78	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
79	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
80	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
81	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
82	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC Code	Item Description	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price Catalogue	Total Amount for the year
83	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
87	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
88	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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

A. TOTAL	P	357,141.40
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	35,714.14
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B + C)	P	392,855.54
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:

SANTOS I. DELIMA
Property/Supply Officer

Date Prepared:________________

Certified Funds Available / Certified Appropriate Funds Available:

EDUARD PHIL E. ORI[illegible], CPA / LYZEL E. BORGA, CPA
Accountant / Budget Officer

Approved by:

EDGARDO V. [illegible]ANIL, CESO VI
Head of Office/Agency