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** https://shorturl.at/hosS8 *(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: Department of Trade and Industry
Region: Cordillera Administrative Region
Address: 2F Pine Lake View Building, Otek St., Baguio City

Agency Code/UACS: 270012200051
Organization Type: National Government Agency

Contact Person: JULIET P. LUCAS
Position: Regional Director
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No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement: 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	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2	44121904	Ink refills	bottle	13	2	4	19	7,600.00	10	2	4	16	6,400.00	11	2	3	16	6,400.00	10	2	3	15	6,000.00	66	400.00	26,400.00
3	44121904	Ink refills	bottle	13	2	3	18	7,200.00	10	2	3	15	6,000.00	11	2	2	15	6,000.00	10	2	2	14	5,600.00	62	400.00	24,800.00
4	44121904	Ink refills	bottle	13	2	3	18	7,200.00	10	2	3	15	6,000.00	11	2	2	15	6,000.00	10	2	2	14	5,600.00	62	400.00	24,800.00
5	44121904	Ink refills	bottle	13	2	3	18	7,200.00	10	2	3	15	6,000.00	11	2	2	15	6,000.00	10	2	2	14	5,600.00	62	400.00	24,800.00
6	44121904	Ink refills	bottle	21	5	3	29	7,540.00	4	5	3	12	3,120.00	10	5	3	18	4,680.00	4	5	3	12	3,120.00	71	260.00	18,460.00
7	44121904	Ink refills	bottle	12	5	3	20	5,200.00	4	5	3	12	3,120.00	10	5	3	18	4,680.00	4	5	3	12	3,120.00	62	260.00	16,120.00
8	44121904	Ink refills	bottle	12	5	3	20	5,200.00	4	5	3	12	3,120.00	10	5	3	18	4,680.00	4	5	3	12	3,120.00	62	260.00	16,120.00
9	44121904	Ink refills	bottle	12	5	3	20	5,200.00	4	5	3	12	3,120.00	10	5	3	18	4,680.00	4	5	3	12	3,120.00	62	260.00	16,120.00
10	44121904	Ink refills	bottle	10	2	0	12	5,040.00	13	2	0	15	6,300.00	5	2	0	7	2,940.00	1	2	0	3	1,260.00	37	420.00	15,540.00
11	44121904	Ink refills	bottle	6	2	0	8	2,560.00	13	2	0	15	4,800.00	5	2	0	7	2,240.00	1	2	0	3	960.00	33	320.00	10,560.00
12	44121904	Ink refills	bottle	6	2	0	8	2,560.00	13	2	0	15	4,800.00	5	2	0	7	2,240.00	1	2	0	3	960.00	33	320.00	10,560.00
13	44121904	Ink refills	bottle	6	2	0	8	2,560.00	13	2	0	15	4,800.00	5	2	0	7	2,240.00	1	2	0	3	960.00	33	320.00	10,560.00
14	44121904	Ink refills	bottle	14	2	4	20	5,600.00	6	0	0	6	1,680.00	5	0	4	9	2,520.00	2	0	0	2	560.00	37	280.00	10,360.00
15	44121904	Ink refills	bottle	6	2	2	10	2,750.00	4	0	0	4	1,100.00	3	0	2	5	1,375.00	2	0	0	2	550.00	21	275.00	5,775.00
16	44121904	Ink refills	bottle	8	2	2	12	3,300.00	4	0	0	4	1,100.00	3	0	2	5	1,375.00	2	0	0	2	550.00	23	275.00	6,325.00
17	44121904	Ink refills	bottle	8	2	2	12	3,300.00	4	0	0	4	1,100.00	3	0	2	5	1,375.00	2	0	0	2	550.00	23	275.00	6,325.00
18	44103105	Ink cartridges	cart	0	2	0	2	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12,500.00	25,000.00
19	44103105	Ink cartridges	cart	0	1	0	1	500.00	0	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0.00	2	500.00	1,000.00
20	44103105	Ink cartridges	cart	0	1	0	1	500.00	0	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0.00	2	500.00	1,000.00

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			
21	44103105	Ink cartridges	cart	0	1	0	1	500.00	0	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0.00	2	500.00	1,000.00
22	44103105	Ink cartridges	cart	0	1	0	1	500.00	0	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0.00	2	500.00	1,000.00
23	44103112	Printer ribbon	cart	1	0	0	1	350.00	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	2	350.00	700.00
24	43201810	Read only digital versatile disc DVD	piece	10	10	10	30	360.00	10	10	10	30	360.00	10	10	10	30	360.00	10	10	10	30	360.00	120	12.00	1,440.00
25	14121810	Carbon papers	pack	0	1	0	1	220.00	0	1	0	1	220.00	0	1	0	1	220.00	0	1	0	1	220.00	4	220.00	880.00
26	40161505	Air filters	piece	0	3	0	3	1,500.00	0	3	0	3	1,500.00	0	3	0	3	1,500.00	0	3	0	3	1,500.00	12	500.00	6,000.00
27	44121904	Ink refills	set	5	0	0	5	1,500.00	2	0	0	2	600.00	4	0	0	4	1,200.00	2	0	0	2	600.00	13	300.00	3,900.00
28	44103127	Photocopier toner	piece	7	0	0	7	31,500.00	0	0	0	0	0.00	0	1	0	1	4,500.00	0	0	0	0	0.00	8	4,500.00	36,000.00
29	44103205	Time cards or sheets	pack	1	0	0	1	220.00	0	0	0	0	0.00	1	0	0	1	220.00	1	0	0	1	220.00	3	220.00	660.00
30	56101702	Filing cabinets or accesories	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	14122200	Specialty industrial use papers	pack	40	0	0	40	1,400.00	3	0	0	3	105.00	20	0	0	20	700.00	0	0	0	0	0.00	63	35.00	2,205.00
32	44121904	Ink refills	set	3	0	0	3	3,300.00	3	0	0	3	3,300.00	3	0	0	3	3,300.00	3	0	0	3	3,300.00	12	1,100.00	13,200.00
33	14121500	Paperboard and packaging papers	pack	14	5	5	24	3,600.00	5	5	5	15	2,250.00	7	5	5	17	2,550.00	5	5	5	15	2,250.00	71	150.00	10,650.00
34	44103112	Printer ribbon	pc	1	0	0	1	650.00	0	0	0	0	0.00	1	0	0	1	650.00	0	0	0	0	0.00	2	650.00	1,300.00
35	44121904	Ink Refills	bottle	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	250.00	250.00
36	44121904	Ink Refills	bottle	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	250.00	250.00
37	44121904	Ink Refills	bottle	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	250.00	250.00
38	44121904	Ink Refills	bottle	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	250.00	250.00
39	47130000	Cleaning and janitorial supplies	galloon	1	0	0	1	155.00	1	0	0	1	155.00	1	0	0	1	155.00	1	0	0	1	155.00	4	155.00	620.00
40	47131810	Dishwashing products	piece	0	2	0	2	400.00	0	0	0	0	0.00	0	2	0	2	400.00	0	0	0	0	0.00	4	200.00	800.00
41	47130000	Cleaning and janitorial supplies	liter	1	0	0	1	100.00	0	0	0	0	0.00	1	0	0	1	100.00	0	0	0	0	0.00	2	100.00	200.00
42	47130000	Cleaning and janitorial supplies	piece	1	0	0	1	50.00	0	0	0	0	0.00	1	0	0	1	50.00	0	0	0	0	0.00	2	50.00	100.00
43	42132205	Surgical gloves	box	1	0	0	1	65.00	0	0	0	0	0.00	1	0	0	1	65.00	0	0	0	0	0.00	2	65.00	130.00
44	44122008	Tab indexes	piece	40	0	0	40	1,800.00	0	0	0	0	0.00	40	0	0	40	1,800.00	0	0	0	0	0.00	80	45.00	3,600.00
45	50201706	Coffee	pack	15	15	15	45	11,250.00	15	15	15	45	11,250.00	15	15	15	45	11,250.00	15	15	15	45	11,250.00	180	250.00	45,000.00
46	50161509	Natural sugars or sweetening products	pack	5	5	5	15	1,725.00	5	5	5	15	1,725.00	5	5	5	15	1,725.00	5	5	5	15	1,725.00	60	115.00	6,900.00
47	50201714	Non dairy creamers	pack	5	5	5	15	1,725.00	5	5	5	15	1,725.00	5	5	5	15	1,725.00	5	5	5	15	1,725.00	60	115.00	6,900.00
48	44112005	Appointment books or refills	piece	100	0	0	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00	1,000.00
49	44103105	Ink cartridges	piece	2	2	4	8	5,600.00	0	0	0	0	0.00	2	2	4	8	5,600.00	0	0	0	0	0.00	16	700.00	11,200.00
50	44103105	Ink cartridges	piece	0	0	0	0	0.00	2	2	4	8	5,600.00	0	0	0	0	0.00	2	2	0	4	2,800.00	12	700.00	8,400.00
51	44103105	Ink cartridges	piece	0	0	0	0	0.00	2	2	4	8	5,600.00	0	0	0	0	0.00	2	2	0	4	2,800.00	12	700.00	8,400.00
52	44103105	Ink cartridges	piece	2	0	2	4	2,800.00	0	2	2	4	2,800.00	0	2	2	4	2,800.00	0	2	2	4	2,800.00	16	700.00	11,200.00
53	44121630	Stapler kit	box	2	2	0	4	200.00	0	2	2	4	200.00	0	2	2	4	200.00	0	2	2	4	200.00	16	50.00	800.00

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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			
54	15120000	Lubricants and oils and greases and anti corrosives	liter		3	3	6	1,500.00	3	3	0	6	1,500.00	0	3	3	6	1,500.00	0	3	3	6	1,500.00	24	250.00	6,000.00
55	15120000	Lubricants and oils and greases and anti corrosives	Canister	2	2	2	6	1,200.00	2	2	2	6	1,200.00	2	2	2	6	1,200.00	2	2	2	6	1,200.00	24	200.00	4,800.00
56	46181504	Protective gloves	pair	0	2	0	2	70.00	0	2	0	2	70.00	0	2	0	2	70.00	0	2	0	2	70.00	8	35.00	280.00
57	26111700	Batteries and cells and accessories	piece	2	0	0	2	150.00	2	0	0	2	150.00	2	0	0	2	150.00	2	0	0	2	150.00	8	75.00	600.00
58	83111504	Pre paid phone card services	piece	0	0	0	0	0.00	9	9	9	27	2,970.00	5	8	5	18	1,980.00	0	0	0	0	0.00	45	110.00	4,950.00
59	83111504	Pre paid phone card services	piece	0	0	0	0	0.00	33	34	39	106	11,660.00	17	9	11	37	4,070.00	0	0	0	0	0.00	143	110.00	15,730.00
60	44121506	Standard envelopes	piece	0	0	0	0	0.00	105	0	0	105	6,300.00	0	0	0	0	0.00	0	0	0	0	0.00	105	60.00	6,300.00
61	44121904	Ink refills	set	2	0	0	2	2,400.00	2	0	0	2	2,400.00	2	0	0	2	2,400.00	2	0	0	2	2,400.00	8	1,200.00	9,600.00

A. TOTAL	P	504,070.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	50,407.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B+ C)	P	554,477.00
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:

JERALD P. CAMILO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ROSE ANNE B. CAÑERO / SHEILA ROSEMARIE M. SONGGADAN
Accountant / Budget Officer

Approved by:

JULIET P. LUCAS
Head of Office/Agency

Date Prepared: July 27, 2023