

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.as-philegcs.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/hos58> (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-philegcs.gov.ph, or visit the PS-DBM website (www.ps-philegcs.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: Region 2
 Address: 211 Dalan a Pappahalo, Caria Sur, Tuguegarao City, Cagayan

Agency Code/UACS: 220010304337
 Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: MICHAEL ANGELO A. SAMONTE
 Position: SUPPLY OFFICER
 E-mail: msamonte1010@yahoo.com
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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	-						0	0.00						0	0.00					0	0.00	0	0.00	0	0.00	
2	-	EPSON Ink 001, Black	Bottle	2			2	1,000.00						2	1,000.00					2	1,000.00	8	500.00	8	500.00	4,000.00
3	-	EPSON Ink 001, Yellow	Bottle	2			2	680.00						2	680.00					2	680.00	8	340.00	8	340.00	2,720.00
4	-	EPSON Ink 001, Magenta	Bottle	2			2	680.00						2	680.00					2	680.00	8	340.00	8	340.00	2,720.00
5	-	EPSON Ink 001, Cyan	Bottle	2			2	680.00						2	680.00					2	680.00	8	340.00	8	340.00	2,720.00
6	-	EPSON Ink 003, Black	Bottle	10			10	3,200.00						8	2,560.00					5	1,600.00	31	320.00	31	320.00	9,920.00
7	-	EPSON Ink 003, Yellow	Bottle	10			10	3,200.00						8	2,560.00					8	2,560.00	34	320.00	34	320.00	10,880.00
8	-	EPSON Ink 003, Magenta	Bottle	10			10	3,200.00						8	2,560.00					8	2,560.00	34	320.00	34	320.00	10,880.00
9	-	EPSON Ink 003, Cyan	Bottle	10			10	3,200.00						8	2,560.00					8	2,560.00	34	320.00	34	320.00	10,880.00
10	-	CANON Ink GI 790, Black	Bottle	2			2	960.00						2	960.00					2	960.00	8	480.00	8	480.00	3,840.00
11	-	CANON Ink GI 790, Black	Bottle	2			2	960.00						2	960.00					2	960.00	8	480.00	8	480.00	3,840.00
12	-	CANON Ink GI 790, Black	Bottle	2			2	960.00						2	960.00					2	960.00	8	480.00	8	480.00	3,840.00
13	-	CANON Ink GI 790, Black	Bottle	2			2	960.00						2	960.00					2	960.00	8	480.00	8	480.00	3,840.00
14	-	Laid Paper, color: white, size: A4, 200GSM	Pack	12			12	480.00						10	400.00					10	400.00	44	40.00	44	40.00	1,760.00
15	-	Laid Paper, color: white, size: Legal, 200GSM	Pack	10			10	450.00						10	450.00					10	450.00	40	45.00	40	45.00	1,800.00
16	-	Printer Laser Colored	unit	1			1	7,899.00						0	0.00					0	0.00	1	7,899.00	1	7,899.00	7,899.00
17	-	HDMI to VGA Converter	piece	1			1	265.00						0	0.00					0	0.00	1	265.00	1	265.00	265.00
18	-	USB Hub 4 Port	piece	1			1	360.00						0	0.00					0	0.00	1	360.00	1	360.00	360.00
19	-	Silicone Keyboard Protector for Laptop	piece	4			4	304.00						0	0.00					0	0.00	4	76.00	4	76.00	304.00
20	-	Universal Socket Adaptor	piece	3			3	177.00						0	0.00					0	0.00	3	59.00	3	59.00	177.00
21	-	Photo Paper Glossy	pack	1			1	49.00						1	49.00					1	49.00	4	49.00	4	49.00	196.00
22	-	Sticker Paper, long	pack	2			2	1,600.00						0	0.00					0	0.00	2	800.00	2	800.00	1,600.00
23	-	Extension Cord	piece	2			2	160.00						0	0.00					0	0.00	2	80.00	2	80.00	160.00
24	-	Ballpen, Black	box	1			1	150.00						1	150.00					1	150.00	4	150.00	4	150.00	600.00
25	-	Ballpen, Blue	box	1			1	150.00						1	150.00					1	150.00	4	150.00	4	150.00	600.00
26	-	Ink Bottle, Canon 790 C	bottle	3			3	1,125.00						0	0.00					0	0.00	3	375.00	3	375.00	1,125.00
27	-	Ink Bottle, Canon 790 Y	bottle	3			3	1,125.00						0	0.00					0	0.00	3	375.00	3	375.00	1,125.00
28	-	Ink Bottle, Canon 790 M	bottle	3			3	1,125.00						0	0.00					0	0.00	3	375.00	3	375.00	1,125.00
29	-	Ink Bottle, Canon 790 BK	bottle	3			3	1,125.00						0	0.00					0	0.00	3	375.00	3	375.00	1,125.00
30	-	Epson Ink 003, Black	bottle	6			6	1,800.00						0	0.00					6	1,800.00	12	300.00	12	300.00	3,600.00
31	-	Epson Ink 003, Cyan	bottle	3			3	900.00						0	0.00					3	900.00	6	300.00	6	300.00	1,800.00
32	-	Epson Ink 003, Magenta	bottle	3			3	900.00						0	0.00					3	900.00	6	300.00	6	300.00	1,800.00
33	-	Epson Ink 003, Yellow	bottle	3			3	900.00						0	0.00					3	900.00	6	300.00	6	300.00	1,800.00
34	-	Eps Ink 001, Black	bottle	6			6	3,000.00						0	0.00					6	3,000.00	12	500.00	12	500.00	6,000.00
35	-	Eps Ink 001, Cyan	bottle	3			3	1,200.00						0	0.00					3	1,200.00	6	400.00	6	400.00	2,400.00
36	-	Eps Ink 001, Magenta	bottle	3			3	1,200.00						0	0.00					3	1,200.00	6	400.00	6	400.00	2,400.00
37	-	Eps Ink 001, Yellow	bottle	3			3	1,200.00						0	0.00					3	1,200.00	6	400.00	6	400.00	2,400.00
38	-	Gestetner Toner	pc	5			5	19,000.00						0	0.00					0	0.00	5	3,800.00	5	3,800.00	19,000.00
39	-	Loose Leaf Screw 3"	pc	300			300	9,000.00						300	9,000.00					300	9,000.00	1,200	30.00	1,200	30.00	36,000.00


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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct			
A. TOTAL																				P		167,501.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P		16,750.10
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																				P		-
D. GRAND TOTAL (A + B + C)																				P		184,251.10
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:


 NEMSSA MORIZ A. ZALUN
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

for 
 ROMLEAH JULIET P. OCAMPO, CESO III
 Accountant / Budget Officer

Approved by:


 ROMLEAH JULIET P. OCAMPO, CESO III
 Head of Office/Agency

Date Prepared: 27/7/2023