

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

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 attached format which is downloadable from the Downloads page of PS-DBM website (www.as-phileas.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, scan the list of items indicated in the UNPSPC 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. (Please copy the link and paste in your browser) <https://www.unpspc.gov.ph>
- 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://www.unpspc.gov.ph>
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-849245 (Globe) or 0918-2854426 (Smart), or email appcse@ps-phileas.gov.ph, or visit the PS-DBM website (www.ps-phileas.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 & Industry, Regional Office
Region: VII
Address: UNPSPC Building, Floor 3, 1, Cebu North
Subsector/Office: P. 60-200 St., Cebu City

Agency Code/UNCS: 22-001-03-0007
Organization Type: NATIONAL

Contact Person: ADONIS T. VILACIN
Position: Admin. Officer III/Property/Supply Officer
E-mail: adonis.vilacin@ps-phileas.gov.ph
Telephone/Mobile No.: (032) 255-0035 & 0327/0995-881-0996

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	90010000	Baroque and catering services	per	35		30	65	32,500.00	40		35	75	37,500.00	60		50	110	55,000.00	60		30	110	55,000.00	360	500.00	180,000.00
2	20111700	Bathwater and cold and accessories	pack	10		10	20	4,000.00	10		10	20	4,000.00	10		10	20	4,000.00	10		10	20	4,000.00	80	200.00	16,000.00
3	42311714	Bonnet: Identification requirement	pc			5	5	75,000.00				0	0.00				0	0.00				0	0.00	5	15,000.00	75,000.00
4	14111604	Business cards	pc				0	0.00	200			200	5,000.00				0	0.00				0	0.00	200	25.00	5,000.00
5	47130000	Cleaning and janitorial supplies	pc	20		20	40	8,000.00	20		20	40	8,000.00	20		20	40	8,000.00	20		20	40	8,000.00	160	200.00	32,000.00
6	47000000	Cleaning Equipment and Supplies	pc	10		10	20	5,000.00	10		10	20	5,000.00	10		10	20	5,000.00	10		10	20	5,000.00	80	250.00	20,000.00
7	81162002	Cold storage as a service	subscription	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1	15,000.00	15,000.00
8	43202001	Compact disks CDs	pack	1			1	600.00				0	0.00				0	0.00				0	0.00	1	600.00	600.00
9	42311600	Computer accessories	pc	10		10	20	8,000.00	5		5	10	4,000.00	10		10	20	8,000.00	5		5	10	4,000.00	60	400.00	24,000.00
10	81111812	Computer hardware: maintenance support service	lot	2			2	200,000.00				0	0.00				0	0.00				0	0.00	2	100,000.00	200,000.00
11	83111306	Conference calling services	subscription	2			2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
12	48010100	Cookware and kitchen tools	pc	20		15	35	10,500.00				0	0.00				0	0.00				0	0.00	35	300.00	10,500.00
13	42311507	Cooling computers	pc	2		2	4	200,000.00				0	0.00				0	0.00				0	0.00	4	50,000.00	200,000.00
14	47131610	Cookwashing products	pc	10		10	20	2,000.00	10		10	20	2,000.00	10		10	20	2,000.00	10		10	20	2,000.00	80	100.00	8,000.00
15	52000000	Domestic Appliances and Supplies and Consumer Electronic Products	pc				0	0.00	2		2	2	10,000.00	2			2	10,000.00				0	0.00	4	5,000.00	20,000.00
16	52152000	Domestic clothes and servierware and storage containers	pc				0	0.00	10		10	10	1,000.00			10	10	1,000.00				0	0.00	20	100.00	2,000.00
17	30121700	Electrical hardware and supplies	pc	5		5	10	5,000.00				0	0.00	5		5	10	5,000.00				0	0.00	20	500.00	10,000.00
18	15101506	Emblems or Pictorial	liter	120	130		270	21,600.00	120	130		270	21,600.00	120	130		270	21,600.00	120	130		270	21,600.00	1080	80.00	86,400.00
19	51205000	Artificial/real alcohol	liter	15		15	30	6,000.00	15		15	30	6,000.00	15		15	30	6,000.00	15		15	30	6,000.00	120	200.00	24,000.00
20	90110000	Furniture and lodging and meeting facilities	pc	20			20	0.00				0	0.00				0	0.00				0	0.00	20	0.00	0.00
21	44020105	Ice cartridges	pc	40			80	40,000.00				0	0.00	40		40	80	40,000.00				0	0.00	160	500.00	80,000.00
22	30100000	Lamps and lightbulbs and lamp components	pc			40	0	0.00	10		10	20	9,000.00				0	0.00	10		10	20	9,000.00	40	450.00	18,000.00
23	90111600	Meeting facilities	pc	15		15	30	15,000.00	15		15	30	15,000.00	25		20	45	22,500.00	30		30	60	30,000.00	165	500.00	82,500.00
24	44120000	Office supplies	pc	40		40	80	16,000.00	40		40	80	16,000.00	40		40	80	16,000.00	40		40	80	16,000.00	320	200.00	64,000.00
25	10100000	Pest control products	pc	3		3	6	1,000.00				0	0.00	3		3	6	1,000.00				0	0.00	12	100.00	2,000.00
26	47131700	Restroom supplies	pc	20		20	40	4,000.00	20		20	40	4,000.00	20		20	40	4,000.00	20		20	40	4,000.00	160	100.00	16,000.00
27	44032005	Time cards or sheets	pack	2		2	4	800.00				0	0.00	2		2	4	800.00				0	0.00	8	200.00	1,600.00
28	44103112	Printer ribbon	pc	2			2	600.00				0	0.00	2			2	600.00				0	0.00	4	300.00	1,200.00
29	70181500	Vehicle maintenance and repair services	service			0	0	0.00	3		3	6	90,000.00				0	0.00	3		3	6	90,000.00	12	15,000.00	180,000.00
30	70111808	Vehicle rental	lot	1			1	80,000.00				0	0.00				0	0.00				0	0.00	1	80,000.00	80,000.00
31							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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A. TOTAL																									1,473,946.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									147,394.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									-		
D. GRAND TOTAL (A + B+ C)																									1,621,340.00		
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:

ADONES T. VELAZO



Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

GLENDA P. NAVALES


Accountant / Budget Officer

Approved by:

MARIA ELENA C. ARBON



Head of Office/Agency

Date Prepared: