

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.

Remarks:

- 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-dbm.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, cover 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://sharepoint.ph> (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 apscse.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: TABACO CITY WATER DISTRICT
 Region: 1
 Address: Kampanan Blvd, Tabaco City

Agency Code/AJACS: _____
 Organization Type: LOCAL WATER DISTRICT

Contact Person: ARIEL B. COMPETENTE
 Position: DMB
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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	-	Epson 664 Original Ink Bottle (Black)	bottle	9	0	0	9	2,700.00	0	0	0	0	0.00	9	0	0	9	2,700.00	0	0	0	0	0.00	18	399.00	5,400.00
2	-	Epson 664 Original Ink Bottle (Cyan)	bottle	9	0	0	9	2,700.00	0	0	0	0	0.00	9	0	0	9	2,700.00	0	0	0	0	0.00	18	350.00	5,400.00
3	-	Epson 664 Original Ink Bottle (Magenta)	bottle	9	0	0	9	2,700.00	0	0	0	0	0.00	9	0	0	9	2,700.00	0	0	0	0	0.00	18	300.00	5,400.00
4	-	Epson 664 Original Ink Bottle (Yellow)	bottle	9	0	0	9	2,700.00	0	0	0	0	0.00	9	0	0	9	2,700.00	0	0	0	0	0.00	18	300.00	5,400.00
5	-	HP 107A Black Original Laser Toner Cartridge	cart	3	0	3	6	18,000.00	0	3	0	3	9,000.00	0	3	0	3	9,000.00	3	0	3	6	18,000.00	18	3,000.00	54,000.00
6	-	Epson 003 Original Ink Bottle (Black)	bottle	7	0	0	7	2,100.00	0	0	0	0	0.00	0	0	0	0	2,400.00	0	0	0	0	0.00	15	290.00	4,500.00
7	-	Epson 003 Original Ink Bottle (Cyan)	bottle	7	0	0	7	2,100.00	0	0	0	0	0.00	0	0	0	0	2,400.00	0	0	0	0	0.00	15	300.00	4,500.00
8	-	Epson 003 Original Ink Bottle (Magenta)	bottle	7	0	0	7	2,100.00	0	0	0	0	0.00	0	0	0	0	2,400.00	0	0	0	0	0.00	15	300.00	4,500.00
9	-	Epson 003 Original Ink Bottle (Yellow)	bottle	7	0	0	7	2,100.00	0	0	0	0	0.00	0	0	0	0	2,400.00	0	0	0	0	0.00	15	300.00	4,500.00
10	-	Sticky Notes	pack	1	0	0	1	360.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	360.00	360.00
11	-	PAPER, MULTIPURPOSE LETTER, 500 sheets per ream	ream	17	0	2	19	3,515.00	2	0	2	4	740.00	17	0	2	19	3,515.00	2	0	2	4	740.00	46	165.00	8,510.00
12	-	RIBBON CARTRIDGE, EPSON LX-310, Black	box	2	1	2	5	750.00	2	1	1	4	600.00	2	1	2	5	750.00	2	1	1	4	600.00	10	150.00	2,700.00
13	-	EPSON INK L-3110 / L-3210, BLACK	box	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	16	242.00	3,872.00
14	-	EPSON INK L-3110 / L-3210, CYAN	box	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	16	242.00	3,872.00
15	-	EPSON INK L-3110 / L-3210, MAGENTA	box	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	16	242.00	3,872.00
16	-	EPSON INK L-3110 / L-3210, YELLOW	box	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	4	0	0	4	960.00	16	242.00	3,872.00
17	-	L-120 / L-360, INK, EPSON C13T664100 (T6641), Black	box	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	24	242.00	5,808.00
18	-	L-120 / L-360, INK, EPSON C13T664200 (T6642), Cyan	box	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	24	242.00	5,808.00
19	-	L-120 / L-360, INK, EPSON C13T664300 (T6643), Magenta	box	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	24	242.00	5,808.00
20	-	L-120 / L-360, INK, EPSON C13T664400 (T6644), Yellow	box	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	2	2	2	6	1,452.00	24	242.00	5,808.00
21	-	SIGN PEN, PILOT G-TEC CB, REFILL	pcs	1	0	1	2	116.00	1	0	1	2	116.00	1	0	1	2	116.00	1	0	1	2	116.00	0	58.00	464.00
22	-	CONTINUOUS FORM, 1 ply, 140 x 241mm (continuous)	box	2	2	2	6	7,600.00	2	2	2	6	7,600.00	2	2	2	6	7,600.00	2	2	2	6	7,600.00	24	1,200.00	31,200.00
23	-	PAPER, MULTIPURPOSE LETTER, 500 sheets per ream	ream	2	0	3	4	740.00	2	0	2	4	740.00	2	0	2	4	740.00	2	0	2	4	740.00	16	165.00	2,960.00
24	-	EPSON INK L-3110 / L-3210, BLACK	box	4	4	4	12	2,904.00	4	4	4	12	2,904.00	4	4	4	12	2,904.00	4	4	4	12	2,904.00	48	242.00	11,616.00
25	-	EPSON INK L-3110 / L-3210, CYAN	box	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	16	242.00	3,872.00
26	-	EPSON INK L-3110 / L-3210, MAGENTA	box	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	16	242.00	3,872.00
27	-	EPSON INK L-3110 / L-3210, YELLOW	box	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	2	0	2	4	960.00	16	242.00	3,872.00
28	-	L-120 / L-360, INK, EPSON C13T664100 (T6641), Black	box	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	4	242.00	968.00
29	-	L-120 / L-360, INK, EPSON C13T664200 (T6642), Cyan	box	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	4	242.00	968.00
30	-	L-120 / L-360, INK, EPSON C13T664300 (T6643), Magenta	box	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	4	242.00	968.00
31	-	L-120 / L-360, INK, EPSON C13T664400 (T6644), Yellow	box	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	1	0	0	1	242.00	4	242.00	968.00
32	-	SIGN PEN, PILOT G-TEC CA, (0.5mm needle tip)	pcs	1	1	1	3	109.38	1	1	1	3	109.38	1	1	1	3	109.38	1	1	1	3	109.38	12	36.44	437.52
33	-	Ballpen (ordinary), BLACK	pcs	2	2	2	6	28.91	2	2	2	6	28.91	2	2	2	6	28.91	2	2	2	6	28.91	24	4.82	115.65
34	-	Tape, Masking, 12mm	rolls	40	40	40	120	1,800.00	40	40	40	120	1,800.00	40	40	40	120	1,800.00	40	40	40	120	1,800.00	480	15.00	7,200.00
35	-	Thermal Paper, 57mm x 15mm	pcs	400	400	400	1200	24,400.00	125	125	125	375	8,250.00	125	125	125	375	8,250.00	125	125	125	375	8,250.00	2325	22.00	51,150.00
36	-	Plastic Cellulose (calypso), 3x5 in.	ream	8	8	8	24	4,080.00	8	8	8	24	4,080.00	8	8	8	24	4,080.00	8	8	8	24	4,080.00	96	170.00	16,320.00
37	-	White Wave (ring)	ream	5	5	5	15	2,250.00	5	5	5	15	2,250.00	5	5	5	15	2,250.00	5	5	5	15	2,250.00	60	150.00	9,000.00
38	44102504	Typewriter Ribbon	pcs	1	0	0	1	20.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20.00	20.00
39	-	Yellow Pad Paper	pad	2	0	0	2	40.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	20.00	40.00

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
40	-	Tape, Transparent, width: 12mm	rolls	3	0	0	3	34.08	3	0	0	3	34.08	3	0	0	3	34.08	3	0	0	3	34.08	12	11.24	136.32
41	-	MOBILE PEDESTAL	unit	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
42	-	OFFICE TABLE	unit	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
43	-	OFFICE CHAIR	unit	3	0	0	3	15,000.00	3	0	0	3	15,000.00	3	0	0	3	15,000.00	3	0	0	3	15,000.00	12	5,000.00	60,000.00
44	-	Ink Cartridge, HP 1V21A (GT32) Black	cart	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	12	880.00	10,560.00
45	-	Ink Cartridge, HP M0H5AA (GT32) Cyan	cart	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	12	880.00	10,560.00
46	-	Ink Cartridge, HP M0H5AA (GT32) Magenta	cart	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	3	0	0	3	2,640.00	12	880.00	10,560.00
47	-	Ink Cartridge, HP M0H5AA (GT32) Yellow	cart	3	0	0	3	2,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	880.00	2,640.00

A. TOTAL		P	402,337.69
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	40,233.73
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	442,571.42
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:


HELOISOR B. CANILLO
Property/Supply Officer

Date Prepared: AUGUST 08, 2023

Certified Funds Available / Certified Appropriate Funds Available:


AUBREY L. BAÑARES
Accountant / Budget Officer

Approved by:


NOEL HONORATO G. BIEH
Head of Office/Agency