

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

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements.
Only agencies with uploaded APP-CSE in the Virtual Store (VS) will be able to purchase CSE from the PS-DBM.
Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hos56>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 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 apccse.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.

Department/Bureau/Office: DEPED SDO GUIMARAS
Region: WESTERN VISAYAS
Address: SAN MIGUEL, JORDAN, GUIMARAS

Agency Code/UACS: 70010806004
Organization Type: _____

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Contact Person: RENE G. GARONITA
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	7	26	4	37	1,885.52	2	10	12	24	1,223.04	5	14	0	19	968.24	80	50.96	4,076.80
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	10	0	0	10	4,513.60	3	0	0	3	1,354.08	1	0	0	1	451.36	14	451.36	6,319.04
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	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	35.36	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	0	0	0	0.00	26	0	0	26	1,000.48	0	0	0	0	0.00	0	0	0	0	0.00	26	38.48	1,000.48
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	16	0	0	16	149.76	7	0	0	7	65.52	7	0	0	7	65.52	30	9.36	280.80
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	26	0	10	36	936.00	0	10	0	10	260.00	0	5	0	5	130.00	51	26.00	1,326.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	12	10	0	22	983.84	12	0	0	12	536.64	0	0	0	0	0.00	34	44.72	1,520.48
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	26	40	14	80	4,576.00	10	10	19	39	2,230.80	10	10	21	41	2,345.20	160	57.20	9,152.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	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	26.00	0.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	10	10	0	20	894.40	8	0	0	8	357.76	1	0	0	1	44.72	29	44.72	1,295.88
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	25	26	10	61	3,489.20	16	24	13	53	3,031.60	10	10	13	33	1,887.60	147	57.20	8,408.40
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	1	0	0	1	26.00	0	0	0	0	0.00	0	0	0	0	0.00	1	26.00	26.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	3	0	0	3	137.28	0	0	0	0	0.00	0	0	0	0	0.00	3	45.76	137.28
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	5	0	3	8	457.60	0	2	0	2	114.40	0	2	0	2	114.40	12	57.20	686.40
15	60121124-WR-P01	WRAPPING PAPER	pack	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	214.24	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C03	DOCUMENT CAMERA	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	25,536.16	0.00
17	4511609-MM-P01	MULTIMEDIA PROJECTOR	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	18,470.40	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	35	6	4	45	982.80	15	4	0	19	414.96	4	0	0	4	87.36	68	21.84	1,485.12
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	25	6	0	31	612.56	9	0	0	9	177.84	3	0	0	3	59.28	43	19.76	849.68
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	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	92.56	0.00

Item & Specifications

Unit of Measure

Monthly Quantity Requirement

Total Quantity for the year

Total Amount for the year

CLEANING EQUIPMENT AND SUPPLIES

Item No	Description	Unit	Monthly Quantity Requirement												Total Quantity for the year	Price	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	AIR FRESHENER	can	0	0	0	0	0.00	19	7	2	28	2,468.08	3	1	1	5	426.80	3	0	1	4	346.44	37	67.36	3,222.32	
22	BROOM (Walls Tambor)	piece	0	0	0	0	0.00	19	0	0	19	2,430.48	1	0	1	2	265.64	1	0	0	1	127.92	22	127.92	2,814.24	
23	BROOM (Walls Tmg-Ing)	piece	0	0	0	0	0.00	10	0	0	10	239.20	0	0	0	0	0.00	0	0	0	0	0	10	239.20	239.20	
24	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	25	3	0	28	1,252.16	6	2	0	8	357.76	3	1	0	4	176.88	40	44.72	1,768.80	
25	CLEANER, scouring powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	36.00	0.00	
26	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	9.36	0.00
27	DETERGENT POWDER, all purpose	pouch	0	0	0	0	0.00	49	0	0	49	4,331.60	7	4	0	11	972.40	7	0	0	7	616.80	67	88.40	5,922.80	
28	DISINFECTANT SPRAY	can	0	0	0	0	0.00	8	1	3	12	1,699.60	3	1	4	8	1,266.40	0	1	1	2	301.60	22	150.80	3,317.60	
29	DUST PAN	piece	0	0	0	0	0.00	12	1	1	14	655.20	0	0	0	0	0.00	0	0	0	0	0	14	46.80	655.20	
30	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	155.20	0.00	
31	FURNITURE CLEANER	can	0	0	0	0	0.00	2	0	0	2	463.44	0	0	0	0	0.00	0	0	0	0	0	2	226.72	226.72	
32	HAND SOAP, liquid	bottle	0	0	0	0	0.00	12	4	5	21	901.95	5	2	2	9	386.55	2	0	1	3	128.85	33	49.95	1,417.35	
33	MOP BUCKET	unit	0	0	0	0	0.00	3	0	0	3	6,864.00	0	0	0	0	0.00	0	0	0	0	0	3	2,288.00	6,864.00	
34	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	1	0	0	1	134.16	0	0	0	0	0.00	0	0	1	1	134.16	2	134.16	268.32	
35	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	5	0	1	6	664.24	0	0	0	0	0.00	0	0	0	0	0	6	114.04	694.24	
36	RAGS	kilo	0	0	0	0	0.00	12	1	1	14	800.80	1	4	0	5	288.00	0	0	0	0	0	19	57.20	1,068.80	
37	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	99.44	0.00	
38	TROUSERS, X/L size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	130.00	0.00	
39	TROUSERS, Large size	pack/roll	0	0	0	0	0.00	15	4	0	19	1,126.32	3	4	0	7	414.56	2	0	2	2	118.56	28	92.28	1,659.84	
40	TROUSERS, X.L size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	92.56	0.00	
41	WASTEBASKET	piece	0	0	0	0	0.00	6	0	0	6	262.08	0	0	0	0	0.00	0	0	0	0	0	6	43.68	262.08	

COLOR COMPONENTS AND DISPENSERS

42	INK, for stamp pad	bottle	0	0	0	0	0.00	8	2	2	12	374.40	0	0	2	2	62.40	0	0	0	0	0	14	31.20	436.80
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CONSUMER ELECTRONICS

43	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	4,803.76	0.00
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FACE MASK

44	FACE MASK	box	0	0	0	0	0.00	1	1	0	2	104.00	0	0	0	0	0.00	0	0	0	0	0	2	52.00	104.00
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FILMS

45	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	1,048.32	0.00
46	CARBON FILM, legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	296.88	0.00

FIRE FIGHTING EQUIPMENT

47	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	1,396.80	0.00
48	FIRE EXTINGUISHER, pure HFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	5,613.15	0.00

FLAG OR ACCESSORIES

49	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	10	0	0	10	2,946.40	0	0	0	0	0.00	0	0	0	0	0	10	284.64	2,946.40
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FURNITURE AND FURNISHINGS

50	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	375.44	0.00
51	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	372.32	0.00
52	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	1,346.88	0.00
53	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	1,346.88	0.00

HEATING AND VENTILATION AND AIR CIRCULATION

54	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	1,380.08	0.00	
55	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	1,109.68	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q1 Amount
		0	0	0	0.00	1	0	0	1,006.72	0	0	0	0.00				0	0	0	0	0.00
56 401016W-FR-S01 ELECTRIC FN, stand type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
57 401016W-FR-W01 ELECTRIC FN, wall mount	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES

58 43211507-DS-K003 DESKTOP, for Basic Users	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
59 43211507-DS-K004 DESKTOP, for Mid-Range Users	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
60 4320187-HD-X02 EXTERNAL HARD DRIVE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
61 4320010-FR-U04 FLASH DRIVE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
62 43211503-LAP-R04 LAPTOP, for Mid-range Users	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
63 43211503-LAP-R03 LAPTOP, Lightweight	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
64 43211708-KC-C02 COMPUTER MOUSE, Wireless	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
65 43212102-PR-D02 PRINTER, Impact, Doc Matrix, 24 pins	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
66 43212102-PR-D01 PRINTER, Impact, Doc Matrix, 9 pins	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
67 43212105-PR-U01 PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

LIGHTING AND FIXTURES AND ACCESSORIES

68 39101529-LR-L01 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
69 39101529-L-TL01 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

MANUFACTURING COMPONENTS AND SUPPLIES

70 31201510-GL-C01 GLUE, all-purpose	jar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
71 31151504-SW-H01 STAPLE WIRE, heavy duty (under type), 23/113	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
72 31151504-SW-S01 STAPLE WIRE, standard	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
73 31201502-TR-001 TAPE, electrical	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
74 31201503-TR-H01 TAPE, masking, 24mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
75 31201503-TR-H02 TAPE, masking, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
76 31201517-TR-H01 TAPE, packaging, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
77 31201512-TR-T01 TAPE, transparent, 24mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
78 31201512-TR-T02 TAPE, transparent, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
79 31151507-TW-H01 TWINE, plastic	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

MEASURING AND OBSERVING AND TESTING EQUIPMENT

80 41111504-RU-R02 RULER, flexible, plastic, 450mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
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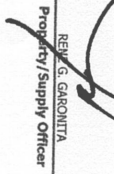
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

91 44121612-BL-H01 BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
92 44101602-PR-H01 BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
93 44101807-CA-C01 CALCULATOR, Compact	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
94 44121710-CH-W01 CHALK, white enamel	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
95 44121205-PR-C01 CLIP, backfold, 19mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
96 44121205-PR-C02 CLIP, backfold, 25mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
97 44121205-PR-C03 CLIP, backfold, 32mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
98 44121205-PR-C04 CLIP, backfold, 50mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
99 44121801-CT-R02 CORRECTION TAPE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
90 44121612-CH-H01 CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
91 44111515-DF-R01 DATA FILE BOX	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
92 44122011-DF-R01 DATA FOLDER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
93 44103202-DS-H01 DATER STAMP	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
94 44121506-EN-H01 ENVELOPE, Documentary, A4	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

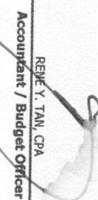
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year											
		Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
52 80141905-TS-060 ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00
53 80141905-TS-061 ASSEMBLED OWNER-TYPE JEP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
50 80141905-TS-062 ASSEMBLED PASSENGER JEP/ATV-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
51 80141905-TS-063 MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
52 80141905-TS-064 BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
53 80141905-TS-065 MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0.00
A. TOTAL																											
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											292,136.66
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											29,213.67
D. GRAND TOTAL (A + B + C)																											321,350.33
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.

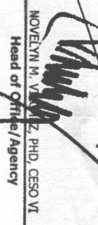
Prepared by:


 REN G. GARONITA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 REN X. TAN, CPA
 Accountant / Budget Officer

Approved by:


 NOVELYN M. VILLALUZ PhD, CESO VI
 Head of Office/Agency

Date Prepared: 27-Jul-23

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.ps-dbm.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 report@psdbm.gov.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 apccsa.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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/ DEPED SDO GUIMARAS
 Region: WESTERN VISAYAS
 Address: SAN MIGUEL, JORDAN, GUIMARAS

Agency Code/UNCS: 7001080604
 Organization Type:

Contact Person: RENE G. GARONITA
 Position: ADJUTANT OFFICER
 Email: rene.garonita@psdbm.gov.ph
 Telephone/Mobile Nos: 9176292082

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								
1	-	Long Nose Filers	PC				0	0.00		2			2	300.00													2	0.00	2	150.00	300.00			
2	-	screwdriver	PC				0	0.00		2			2	300.00														2	0.00	2	150.00	300.00		
3	-	Phillip Screw	PC				0	0.00		2			2	300.00														2	0.00	2	150.00	300.00		
4	-	electrical cutter	PC				0	0.00		2			2	420.00														2	0.00	2	210.00	420.00		
5	-	Nylon 260 mm	kg				0	0.00		2			2	200.00														2	0.00	2	100.00	200.00		
6	-	Drill bit (for concrete and wood) with case	set				0	0.00		1			1	1,500.00														1	0.00	1	1,500.00	1,500.00		
7	-	Flak screw	PC				0	0.00		1			1	150.00														1	0.00	1	150.00	150.00		
8	-	Plastic valve heavy duty	roll				0	0.00		9			9	720.00														9	0.00	9	80.00	1,520.00		
9	-	Alabroz	PC				0	0.00		30			30	1,200.00														30	0.00	30	40.00	1,200.00		
10	-	Umbrella	PC				0	0.00		10			10	2,500.00														10	0.00	10	250.00	2,500.00		
11	-	Swiveling chair with Headrest and wheels	PC				0	0.00		2			2	12,000.00														2	0.00	2	6,000.00	12,000.00		
12	-	Bond Paper (Short)	Ream				0	0.00		53			23	19,350.00														53	141,750.00	53	13,275.00	208	225.00	46,800.00
13	-	Printer Ink (EPSON L6170) 001-Black	Bottle				0	0.00		5			5	2,000.00														1	400.00	1	400.00	2,800.00		
14	-	Printer Ink (EPSON L6170) 001-Magenta	Bottle				0	0.00		6			6	2,400.00															1	400.00	1	400.00	3,200.00	
15	-	Printer Ink (EPSON L6170) 001-Cyan	Bottle				0	0.00		2			2	800.00															1	400.00	1	400.00	1,600.00	
16	-	Printer Ink (EPSON L6170) 001-Yellow	Bottle				0	0.00		2			2	800.00															1	400.00	1	400.00	1,600.00	
17	-	Printer Ink (EPSON L3210) 003-Black	Bottle				0	0.00		26			6	12,800.00															25	10,000.00	3	1,200.00	24,000.00	
18	-	Printer Ink (EPSON L3210) 003-Magenta	Bottle				0	0.00		15			2	6,800.00															10	4,000.00	3	1,200.00	12,000.00	
19	-	Printer Ink (EPSON L3210) 003-Cyan	Bottle				0	0.00		19			2	8,400.00															10	4,000.00	3	1,200.00	13,600.00	
20	-	Printer Ink (EPSON L3210) 003-Yellow	Bottle				0	0.00		19			2	8,400.00															10	4,000.00	3	1,200.00	13,600.00	
21	-	Printer Ink (HP Smart Tank 519) GT 53 Black	Bottle				0	0.00		7			9	6,400.00															2	800.00	2	800.00	8,000.00	
22	-	Printer Ink (HP Smart Tank 519) GT 52 Magenta	Bottle				0	0.00		4			3	2,800.00															2	800.00	2	800.00	4,400.00	
23	-	Printer Ink (HP Smart Tank 519) GT 52 Cyan	Bottle				0	0.00		4			3	2,800.00															2	800.00	2	800.00	4,400.00	
24	-	Printer Ink (HP Smart Tank 519) GT 52 Yellow	Bottle				0	0.00		4			3	2,800.00															2	800.00	2	800.00	4,400.00	
25	-	Printer Ink (Brother DCP-T420W) BT 6000 Black	Bottle				0	0.00		43			3	18,400.00															2	800.00	2	800.00	20,000.00	
26	-	Printer Ink (Brother DCP-T420W) BT 5000 Magenta	Bottle				0	0.00		12			1	5,200.00															2	800.00	2	800.00	6,800.00	

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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 Amount				
				Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount	Amount			
27	-	Purple Ink (Gardner DCC-342N) RT 5000 Cyan	Bottle				0	0.00	12	1	13	0	0.00	12	1	13	0	0.00	2	2	2	0	0.00	17	400.00	6,800.00	
28	-	Purple Ink (Gardner DCC-342N) RT 5000 Yellow	Bottle				0	0.00	12	1	13	0	0.00	12	1	13	0	0.00	2	2	2	0	0.00	17	400.00	6,800.00	
29	-	Ink Cartridge (HP DeskJet Ink Advantage 3775) HP 600 Black	Cart				0	0.00	1		1		0.00	1		1		0.00	1	1	1		0.00	3	700.00	2,100.00	
30	-	Ink Cartridge (HP DeskJet Ink Advantage 3775) HP 600 TriColor	Cart				0	0.00	1		1		0.00	1		1		0.00	1	1	1		0.00	3	700.00	2,100.00	
31	-	Expanded Folders-Large-Green	Pc				0	0.00			0		0.00			0		0.00	20				0	0.00	20	20.00	400.00
32	-	Single Wire, Strain	box				0	0.00	5		5		0.00			5		0.00					0	0.00	5	60.00	300.00
33	-	Brown Envelope (9xg)	piece				0	0.00	50		50		0.00			50		0.00					0	0.00	50	10.00	500.00
34	-	Folder sheet white	pick				0	0.00	2		2		0.00			2		0.00					0	0.00	2	400.00	800.00
35	-	Canon 790 Black	Bottle				0	0.00	4	3	7		0.00	0	0	0		0.00	0	0	0		0	0.00	7	420.00	2,940.00
36	-	Canon 790 Cyan	Bottle				0	0.00	2	1	3		0.00	0	0	0		0.00	0	0	0		0	0.00	3	400.00	1,200.00
37	-	Canon 790 Magenta	Bottle				0	0.00	2	1	3		0.00	0	0	0		0.00	0	0	0		0	0.00	3	400.00	1,200.00
38	-	Canon 790 Yellow	Bottle				0	0.00	2	1	3		0.00	0	0	0		0.00	0	0	0		0	0.00	3	400.00	1,200.00
39	-	EPSON 664 Black	Bottle				0	0.00	10	9	19		0.00	0	0	0		0.00	0	0	0		0	0.00	19	300.00	5,700.00
40	-	EPSON 664 Cyan	Bottle				0	0.00	8	3	11		0.00	0	0	0		0.00	0	0	0		0	0.00	11	300.00	3,300.00
41	-	EPSON 664 Magenta	Bottle				0	0.00	8	3	11		0.00	0	0	0		0.00	0	0	0		0	0.00	11	300.00	3,300.00
42	-	EPSON 664 Yellow	Bottle				0	0.00	8	3	11		0.00	0	0	0		0.00	0	0	0		0	0.00	11	300.00	3,300.00
43	-	Bond Paper (sub.16 Short)	ream				0	0.00	40		40		0.00			40		0.00					0	0.00	40	250.00	10,000.00
44	-	Sign Pen (G-Tech 0.4)	piece				0	0.00	15		15		0.00			15		0.00					0	0.00	15	90.00	1,350.00
45	-	Sign Pen (G-Tech 0.4 (vial))	piece				0	0.00	30		30		0.00			30		0.00					0	0.00	30	60.00	1,800.00
46	-	Sign Pen, Fine Tip, Green	piece				0	0.00	12		12		0.00			12		0.00					0	0.00	12	50.00	600.00
47	-	Puncher	piece				0	0.00	1		1		0.00			1		0.00					0	0.00	1	500.00	500.00
48	-	Record Book (Regular)	piece				0	0.00	20		20		0.00			20		0.00					0	0.00	20	75.00	1,500.00
49	-	Post It (Sign Here Loop)	piece				0	0.00	30		30		0.00			30		0.00					0	0.00	30	30.00	900.00
50	-	Adding Machine Tape	piece				0	0.00	16		16		0.00			16		0.00					0	0.00	16	100.00	1,600.00
51	-	Adding Machine Ribbon	piece				0	0.00	6		6		0.00			6		0.00					0	0.00	6	50.00	300.00
52	-	Stapler 35# (MAX HD-50DF)	piece				0	0.00	3		3		0.00			3		0.00					0	0.00	3	1,500.00	4,500.00
53	-	Calculator (Casio MS-2017)	piece				0	0.00	1		1		0.00			1		0.00					0	0.00	1	1,000.00	1,000.00
54	-	Dishwashing Liquid (1G)	piece				0	0.00	10		10		0.00			10		0.00					0	0.00	10	500.00	5,000.00
55	-	Zonox (1L)	piece				0	0.00	10		10		0.00			10		0.00					0	0.00	10	150.00	1,500.00
56	-	AVR	piece				0	0.00	4		4		0.00			4		0.00					0	0.00	4	500.00	2,000.00
57	-	File box	unit				0	0.00			0		0.00			0		0.00					0	0.00	0	121.00	0.00
58	-	UPS 1000KVA	unit				0	0.00			0		0.00			0		0.00					0	0.00	0	4,655.00	0.00
59	-	HPN1 Cable 20M	piece				0	0.00	1		1		0.00			1		0.00					0	0.00	1	785.00	785.00
60	-	Highlighter Pen	piece				0	0.00	48		48		0.00			48		0.00					0	0.00	48	21.00	1,008.00
61	-	Aircon Zip Non-Inciner	unit				0	0.00	1		1		0.00			1		0.00					0	0.00	1	43,991.00	43,991.00
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

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					
66	-						0	0.00																				0	0.00	0.00	
67	-						0	0.00																					0	0.00	0.00
68	-						0	0.00																					0	0.00	0.00
69	-						0	0.00																					0	0.00	0.00
70	-						0	0.00																					0	0.00	0.00
71	-						0	0.00																					0	0.00	0.00
72	-						0	0.00																					0	0.00	0.00
73	-						0	0.00																					0	0.00	0.00
74	-						0	0.00																					0	0.00	0.00
75	-						0	0.00																					0	0.00	0.00
76	-						0	0.00																					0	0.00	0.00
77	-						0	0.00																					0	0.00	0.00
78	-						0	0.00																					0	0.00	0.00
79	-						0	0.00																					0	0.00	0.00
80	-						0	0.00																					0	0.00	0.00
81	-						0	0.00																					0	0.00	0.00
82	-						0	0.00																					0	0.00	0.00
83	-						0	0.00																					0	0.00	0.00
84	-						0	0.00																					0	0.00	0.00
85	-						0	0.00																					0	0.00	0.00
86	-						0	0.00																					0	0.00	0.00
87	-						0	0.00																					0	0.00	0.00
88	-						0	0.00																					0	0.00	0.00
89	-						0	0.00																					0	0.00	0.00
90	-						0	0.00																					0	0.00	0.00
91	-						0	0.00																					0	0.00	0.00
92	-						0	0.00																					0	0.00	0.00
93	-						0	0.00																					0	0.00	0.00
94	-						0	0.00																					0	0.00	0.00
95	-						0	0.00																					0	0.00	0.00
96	-						0	0.00																					0	0.00	0.00
97	-						0	0.00																					0	0.00	0.00
98	-						0	0.00																					0	0.00	0.00
99	-						0	0.00																					0	0.00	0.00
100	-						0	0.00																					0	0.00	0.00

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		
A. TOTAL																									P	307,854.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										P	30,785.40	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										P	-	
D. GRAND TOTAL (A + B + C)																										P	338,639.40	
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:


 RENE G. GARONITA
 Property/Supply Officer

Date Prepared: JULY 27, 2023

Certified Funds Available / Certified Appropriate Funds Available:


 RENE Y. TAN
 Accountant / Budget Officer

Approved by:


 NOVELYN M. JILCA, PhD, CSO VI
 Head of Office