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 the prescribed period or deadline through this link: https://shorturl.at/hos18** *(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: DepEd SDO Malolos City
Region: III
Address: Kuatro Kantos Street, Bagong Bayan, Malolos City, Bulacan

Agency Code/UACS: 07-001-0803012
Organization Type: National Government Agency

Contact Person: ANTONIO G. PANGAN
Position: Division Supply Officer
E-mail : antonio.pangan001@deped.gov.ph
Telephone/Mobile Nos: 09663803032 / 09688915129

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	-	TONER CARTRIDGE FOR PANTUM M7105 SERIES	SET	5			5	42,500.00	2			2	17,000.00	3			3	25,500.00				0	0.00	10	8,500.00	85,000.00
2	-	INK FOR CANON PIXMA PRINTER G4010 REFILL #790- (BLACK, CYAN, MAGENTA, YELLOW)	SET	3			3	6,000.00	1			1	2,000.00				0	0.00				0	0.00	5	2,000.00	6,000.00
3	-	STORAGE MEGABOX, PLASTIC 60L	PIECE	3			3	1,800.00				0	0.00				0	0.00				0	0.00	3	600.00	1,800.00
4	-	ANTI BACTERIAL WIPES	PACK	17			17	2,550.00	12			12	1,800.00	17			17	2,550.00				0	0.00	46	150.00	6,900.00
5	-	INK FOR EPSON PRINTER L3250-BLACK	BOTTLE	4			4	1,000.00				0	0.00	4			4	1,000.00				0	0.00	8	250.00	2,000.00
6	-	INK RIBBON FOR ID PRINTER MITICS-200E	PIECE	1			1	12,000.00				0	0.00				0	0.00				0	0.00	1	12,000.00	12,000.00
7	-	THERMAL PAPER FOR QUEING	ROLL	48			48	1,440.00				0	0.00	27			27	810.00				0	0.00	75	30.00	2,250.00
8	-	CERTIFICATE HOLDER A4 SIZE, COLOR BLUE	PIECE	50			50	3,000.00				0	0.00				0	0.00				0	0.00	50	60.00	3,000.00
9	-	WOODEN FRAME FOR CERTIFICATE FOR A4 SIZE	PIECE	30			30	6,000.00				0	0.00				0	0.00				0	0.00	30	200.00	6,000.00
10	-	HEAVY DUTY MONOBLOCK CHAIR WITH STURDY BACKREST	PIECE	15			15	7,500.00				0	0.00				0	0.00				0	0.00	15	500.00	7,500.00
11	-	HIGH-END WIRED MICROPHONE 3FT	UNIT	1			1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
12	-	SIGN PEN ENERGEL 0.7 TIP BLACK	PIECE	2			2	136.00	2			2	136.00	2			2	136.00				0	0.00	6	68.00	408.00
13	-	FOLDER LONG (COLOR BLUE) 50PCS PER PACK	PACK	10			10	4,000.00	5			5	2,000.00	5			5	2,000.00				0	0.00	20	400.00	8,000.00
14	-	INK FOR EPSON PRINTER L3210-BLACK	BOTTLE	10			10	2,800.00	2			2	560.00	2			2	560.00				0	0.00	14	280.00	3,920.00
15	-	STORAGE MEGABOX, PLASTIC 120L	PIECE	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2	1,200.00	2,400.00
16	-	INK FOR EPSON PRINTER L3110 (B,M,C, Y)	SET	12			12	14,400.00	11			11	13,200.00	6			6	7,200.00	1			1	1,200.00	30	1,200.00	36,000.00
17	-	INK FOR EPSON PRINTER L3110 (BLACK)	BOTTLE	23			23	6,900.00	21			21	6,300.00	8			8	2,400.00	8			8	2,400.00	60	300.00	18,000.00
18	-	INK FOR BROTHER PRINTER DCP T720DW (B, M, C, Y)	SET	1			1	1,400.00				0	0.00				0	0.00				0	0.00	1	1,400.00	1,400.00
19	-	INK FOR BROTHER PRINTER DCP T720DW (BLACK)	BOTTLE	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
20	-	BOND PAPER A4 100GSM	REAM	3			3	1,140.00				0	0.00				0	0.00				0	0.00	3	380.00	1,140.00
21	-	BALLPEN 0.4 TIP BLACK INK	PIECE	9			9	90.00				0	0.00	9			9	90.00				0	0.00	18	10.00	180.00
22	-	BLACK TRASH BAG 15" X 15" X 37" EXTRA LARGE, 100 PIECES PER PACK	PACK	12			12	4,800.00	2			2	800.00	10			10	4,000.00				0	0.00	24	400.00	9,600.00
23	-	INK FOR HP PRINTER HP315 (COLOR BLACK)	BOTTLE	3			3	1,350.00	2			2	900.00	1			1	450.00				0	0.00	6	450.00	2,700.00
24	-	DVD+R BLANK (16X SPEED 4.7 GB 120 MINUTES	PIECE	5			5	100.00				0	0.00				0	0.00				0	0.00	5	20.00	100.00
25	-	DVD+RW BLANK (16X SPEED 4.7 GB 120 MINUTES	PIECE	20			20	600.00				0	0.00				0	0.00				0	0.00	20	30.00	600.00
26	-	PRINTER, EPSON L3250 (WI-FI ALL-IN-ONE INK TANK (PRINT, COPY, SCAN) FOR CASH, RECORDS, PAYROLL	UNIT	2			2	30,000.00				0	0.00				0	0.00				0	0.00	2	15,000.00	30,000.00
27	-	PRINTER, EPSON L3290 (WI-FI ALL-IN-ONE INK TANK (PRINT, COPY, SCAN) WITH FEEDER, WIFI DIRECT, APPLICABLE IN ANY LONG/LEGAL SIZE PAPER ACCOUNTING UNIT USE	UNIT	1			1	16,000.00				0	0.00				0	0.00				0	0.00	1	16,000.00	16,000.00
28	-	SIGN PEN (BLACK) LIQUID GEL 0.5 BALL NEEDELE	BOX	2			2	528.00	2			2	528.00	2			2	528.00	2			2	528.00	8	264.00	2,112.00
29	-	SIGN PEN (BLUE) LIQUID GEL 0.5 BALL NEEDELE	BOX	1			1	264.00				0	0.00				0	0.00				0	0.00	1	264.00	264.00
30	-	SPECIALTY PAPER (80 GSM BEIGE, A4, 10 PCS)	PACK	180			180	7,200.00	20			20	800.00				0	0.00				0	0.00	200	40.00	8,000.00
31	-	INK FOR CANON PRINTER G410 (B, M, C, Y)	SET	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00	2,000.00
32	-	INK FOR CANON PRINTER G410 (BLACK ONLY)	BOTTLE	1			1	1,020.00				0	0.00	1			1	1,020.00				0	0.00	2	1,020.00	2,040.00
33	-	SPONGE	PIECE	3			3	35.10				0	0.00				0	0.00				0	0.00	3	11.70	35.10
34	-	INK FOR CANON PRINTER G410 (B, M, C, Y)	SET	4			4	5,240.00				0	0.00	4			4	5,240.00				0	0.00	8	1,310.00	10,480.00
35	-	INK FOR EPSON PRINTER L3210 (B,M,C, Y)	SET	6			6	7,800.00				0	0.00	4			4	5,200.00				0	0.00	10	1,300.00	13,000.00
36	-	CLEAR BOOK LONG	PIECE	10			10	450.00				0	0.00				0	0.00				0	0.00	10	45.00	450.00
37	-	STAPLER WITH REMOVER	PIECE	2			2	300.00				0	0.00				0	0.00				0	0.00	2	150.00	300.00

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38	-	FILE BOX (COLOR GREEN) FOR LONG DOCUMENTS	PIECE	10			10	1,400.00				0	0.00				0	0.00				0	0.00	10	140.00	1,400.00
39	-	SIGN PEN (HITECH POINT V10 GRIP 1.0 BLACK) FOR ACCOUNTANT USE	PIECE	12			12	900.00				0	0.00				0	0.00				0	0.00	12	75.00	900.00
40	-	GEL PEN 0.5MM	PIECE	24			24	648.00	6			6	162.00	24			24	648.00	6			6	162.00	60	27.00	1,620.00
41	-	FOLDER LONG (COLOR YELLOW)	PACK	9			9	1,687.86	3			3	562.62	2			2	375.00				0	0.00	14	187.54	2,625.56
42	-	ARC FILE WITH RING BINDER (LANDSCAPE COLOR BLUE)	PIECE	5			5	625.00				0	0.00	5			5	625.00				0	0.00	10	125.00	1,250.00
43	-	BATHROOM DEODORIZER	PIECE	6			6	210.00	6			6	210.00	6			6	210.00	6			6	210.00	24	35.00	840.00
44	-	ANTI SLIP RAINMAT FOR OFFICE ENTRANCE 1.5FT X 3FT	PIECE	4			4	3,200.00				0	0.00				0	0.00				0	0.00	4	800.00	3,200.00
45	-	HEAVY DUTY PRINTER DOT MATRIX 24 PIN	UNIT	2			2	105,600.00				0	0.00				0	0.00				0	0.00	2	52,800.00	105,600.00
46	-	RIBBON CARTRIDGE FOR PRINTER DOT MATRIX	CARTRIDGE	12			12	3,600.00				0	0.00	12			12	3,600.00				0	0.00	24	300.00	7,200.00
47	-	COMPUTER CONTINUOUS FORM 2PLY; 1,000 SETS PER BOX 11 X 9 1/2 PLAIN	BOX	5			5	4,000.00	5			5	4,000.00				0	0.00				0	0.00	10	800.00	8,000.00
48	-	COMPUTER CONTINUOUS FORM 3PLY; 1,000 SETS PER BOX 11 X 14 7/8 PLAIN	BOX	5			5	4,000.00	5			5	4,000.00				0	0.00				0	0.00	10	800.00	8,000.00
49	-	UNINTERRUPTIBLE POWER SUPPLY 1500VA WITH 5 BACK UP OUTLETS AND 5 SURGE PROTECION OUTLETS	UNIT	2			2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
50	-	VERTICAL STEEL FILING CABINET 4 DRAWERS	UNIT	5			5	42,725.00				0	0.00				0	0.00				0	0.00	5	8,545.00	42,725.00
51	-	STORAGE BOX WITH COVER	PIECE	10			10	4,130.00				0	0.00				0	0.00				0	0.00	10	413.00	4,130.00
52	-	FOLDER LONG (COLOR PURPLE)	PIECE	30			30	210.00				0	0.00				0	0.00				0	0.00	30	7.00	210.00
53	-	EXPANDING FOLDER (COLOR PURPLE)	PIECE	30			30	450.00				0	0.00				0	0.00				0	0.00	30	15.00	450.00
54	-	EXPANDING ENVELOPE (COLOR PURPLE)	PIECE	30			30	540.00				0	0.00				0	0.00				0	0.00	30	18.00	540.00
55	-	DOCUMENT SCANNER FEEDER TYPE	UNIT	2			2	60,000.00				0	0.00				0	0.00				0	0.00	2	30,000.00	60,000.00
56	-	SIGN PEN MY GEL BLUE INK 0.7 SDS USE 12 PCS PER BOX	BOX	1			1	400.00	1			1	400.00				0	0.00				0	0.00	2	400.00	800.00
57	-	PERMANENT MARKER UNI PIN 0.7 SDS USE 12 PCS PER BOX	BOX	2			2	2,000.00	2			2	2,000.00				0	0.00				0	0.00	4	1,000.00	4,000.00
58	-	PRINTER BROTHER PRINTER DCP T720DW	UNIT	0			0	0.00				0	0.00				0	0.00				0	0.00	0	20,000.00	1.00
59	-	WIRELESS KEYBOARD AND MOUSE	SET	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
60	-	TRASH CAN WITH LID	PIECE				0	0.00	2			2	700.00				0	0.00				0	0.00	2	350.00	700.00
61	-	BLACK TRASH BAG SMALL, 100 PIECES PER PACK	PACK				0	0.00	6			6	600.00				0	0.00				0	0.00	6	100.00	600.00
62	-	FABRIC CONDITIONER 1L	PIECE				0	0.00	6			6	900.00				0	0.00				0	0.00	6	150.00	900.00
63	-	RECTANGULAR RAG	PIECE	12			12	600.00	12			12	600.00				0	0.00				0	0.00	24	50.00	1,200.00
64	-	ROTATING MOP	UNIT				0	0.00	1			1	500.00				0	0.00				0	0.00	1	500.00	500.00
65	-	GLASS CLEANER 1L	BOTTLE				0	0.00	3			3	1,500.00				0	0.00				0	0.00	3	500.00	1,500.00
66	-	SCRUB BRUSH	PIECE				0	0.00	1			1	50.00				0	0.00				0	0.00	1	50.00	50.00
67	-	SCRUB BRUSH WITH HANDLE	PIECE				0	0.00	1			1	120.00				0	0.00				0	0.00	1	120.00	120.00
68	-	SQUEGEE FOR GLASS WINDOW	PIECE				0	0.00	1			1	200.00				0	0.00				0	0.00	1	200.00	200.00
69	-	SPRAY CLEANER	PIECE				0	0.00	2			2	200.00				0	0.00				0	0.00	2	100.00	200.00
70	-	CLEANING CLOTH	PIECE				0	0.00	6			6	180.00				0	0.00				0	0.00	6	30.00	180.00
71	-	SPONGE	PIECE				0	0.00	6			6	180.00				0	0.00				0	0.00	6	30.00	180.00
72	-	AIRCONDITIONER SPLIT TYPE 1HP	UNIT	1			1	35,000.00				0	0.00				0	0.00				0	0.00	1	35,000.00	35,000.00
73	-	Printer L3210 (Printing Speed ISO/IEC 24734: 10 pages/min Monochrome, 5 pages/min Color, 69 Seconds per 10 x 15 cm photo) Accounting unit use	UNIT	2			2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
74	-	Desktop Computer (Processor: INTEL I7 -10700 2.90GHZ, 10TH GENERATION Intel® UHD Graphics 630, 8GB DDR4 RAM, 256GB SSD, Video Card: MSI RADEON RX 570 8 GB, Monitor: Samsung IPS Essential 22" 75HZ, Keyboard & Mouse Combo: A4Tech KK-3330, Headphone: A4Tech FSKyler FH300U)	UNIT	2			2	80,000.00				0	0.00				0	0.00				0	0.00	2	40,000.00	80,000.00
75	-	High Visibility Reflective Safety Shirt	PIECE	20			20	20,000.00				0	0.00				0	0.00				0	0.00	20	1,000.00	20,000.00
76	-	Two Way Radio, 10Km Long Range, heavy duty, waterproof	PIECE	6			6	9,000.00				0	0.00				0	0.00				0	0.00	6	1,500.00	9,000.00
77	-	Flashlight, rechargeable heavy duty	PIECE	6			6	5,400.00				0	0.00				0	0.00				0	0.00	6	900.00	5,400.00
78	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
79	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
80	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
81	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
82	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
83	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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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			
87	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
88	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
89	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
90	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
91	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
92	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
93	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
94	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
95	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
96	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
97	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
98	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
99	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
100	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		₱ 753,849.66
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 75,364.97
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 831,214.63
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	EIGHT HUNDRED THIRTY TWO THOUSAND ONE HUNDRED SIXTY FOUR PESOS AND 57/100 ONLY	₱832,164.57

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:

ANTONIO G. [illegible] - DIVISION SUPPLY OFFICER
Property/Supply Officer

Date Prepared: August 29, 2023

Certified Funds Available / Certified Appropriate Funds Available:

JERRYLYN L. SANTIAGO - AO V/BUDGET OFFICER
Accountant / Budget Officer

Approved by:

LEILANI SAMSON CUNANAN, CESO V /SDS
Head of Office/Agency