ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	75	**CONTACT PERSON:**	ANTONIO G. PANGAN
AGENCY NAME:	DEPED SDO MALOLOS CITY	**DESIGNATION:**	DIVISION SUPPLY OFFICER
ORGANIZATION TYPE:	NATIONAL GOVERNMENT AGENCY	**EMAIL:**	antonio.pangan001@deped.gov.ph
REGION:	III	**CONTACT NUMBER:**	9663803032
ADDRESS:	KUATRO KANTOS ST., BAGONG BAYAN, MALOLOS CITY, BULACAN		

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).

2. All information must be provided accurately.

3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Mirosoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description". You may also use the List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description.The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/aiqsQ

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	-	INK FOR HP TANK 315 (GT53)	liquid, color black	bottle	5			5	2,500.00	2			2	1,000.00	5			5	2,500.00	2			2	1,000.00	14	500.00	7,000.00
2	-	INK FOR HP TANK 315 (GT53)	liquid, color magenta	bottle	1			1	500.00	1			1	500.00	1			1	500.00	1			1	500.00	4	500.00	2,000.00
3	-	INK FOR HP TANK 315 (GT53)	liquid, color cyan	bottle	1			1	500.00	1			1	500.00	1			1	500.00	1			1	500.00	4	500.00	2,000.00
4	-	INK FOR HP TANK 315 (GT53)	liquid, color yellow	bottle	1			1	500.00	1			1	500.00	1			1	500.00	1			1	500.00	4	500.00	2,000.00
5	-	TRASH BAG BLACK	size 5" X 15" X 37" EXTRA LARGE (100 pcs per pack) (utility use)	pack	17			17	7,650.00	2			2	900.00	17			17	7,650.00	2			2	900.00	38	450.00	17,100.00
6	-	DUST MOP	heavy duty, size 18 x 5 inches	set	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	1,500.00	3,000.00
7	-	SPECIALTY PAPER	A4, color beige 80gsm; 10pcs per pack	pack	15			15	750.00	50		15	65	3,250.00				0	0.00				0	0.00	80	50.00	4,000.00
8	-	INK FOR CANON PRINTER G4010	color magenta	bottle				0	0.00			5	5	2,000.00				0	0.00				0	0.00	5	400.00	2,000.00
9	-	INK FOR EPSON L3120	bottle; color black, magenta, cyan, yellow	set				0	0.00			4	4	4,900.00				0	0.00				0	0.00	4	1,225.00	4,900.00
10	-	PRINTER	Print, scan, photocopy with feeder, applicable in any long/legal size papers, compact integrated tank design, high yield ink	unit	16			16	256,000.00				0	0.00				0	0.00				0	0.00	16	16,000.00	256,000.00
11	-	SPECIALTY PAPER	A4, color pale cream 90gsm; 10pcs per pack	pack	100			100	5,000.00				0	0.00				0	0.00				0	0.00	100	50.00	5,000.00
12	-	PROJECTOR	multimedia, with foldable white screen	set				0	0.00			1	1	35,000.00				0	0.00				0	0.00	1	35,000.00	35,000.00
13	-	FACEMASK	Surgical, 50 pieces per box	box	4			4	240.00	4			4	240.00	1			1	60.00	1			1	60.00	10	60.00	600.00
14	-	INK FOR EPSON L3110	#003, color black	bottle	8			8	2,400.00	8			8	2,400.00	6			6	1,801.00	10			10	3,001.00	32	300.00	9,600.00
15	-	INK FOR EPSON L3110	#003, color black, magenta, cyan, yellow	bottle/set	2			2	2,490.00	1			1	1,245.00	1			1	1,241.00	1			1	1,241.00	5	1,245.00	6,325.00
16	-	CLICKER -PROFESIONAL PRESENTER	WIRELESS PRESENTATION CLICKER REMOTE WITH GREEN LASER POINTER AND LCD DISPLAY (LOGITECH)	piece	1			1	4,500.00				0	0.00				0	0.00				0	0.00	1	4,500.00	4,500.00
17	-	FOLDER	EXPANDABLE, COLOR BLUE	piece	80			80	1,280.00				0	0.00				0	0.00				0	0.00	80	16.00	1,280.00
18	-	HIGHLIGHTER	color yellow	piece	8			8	320.00				0	0.00				0	0.00				0	0.00	8	40.00	320.00
19	-	DRUM & TONER FOR PANTUM PHOTO COPIER	CARTRIDGE, MONOCROME	SET	3			3	25,500.00	1			1	8,500.00	2			2	17,000.00	1			1	8,501.00	7	8,500.00	59,500.00
20	-	DVD+R BLANK	16X SPEED, 4.7GB 120 MINUTES	piece	5			5	100.00				0	0.00				0	0.00				0	0.00	5	20.00	100.00
21	-	DVD-RW BLANK	4X SPEED, 4.7GB 120 MINUTES	piece	20			20	600.00				0	0.00				0	0.00				0	0.00	20	30.00	600.00
22	-	DESKTOP COMPUTER	Processor INTEL 17-101700 2.5ghz 10th GENERATION INTEL UHD graphics 630, 8GB DDR4 RAM, 256GB SSD, VIDEO CARD	unit	2			2	80,000.00				0	0.00				0	0.00				0	0.00	2	40,000.00	80,000.00
23	-	AIRCON	1.5HP, Wall Mounted, Inverter (ASW12AJFUI), includes installation	unit	2			2	82,500.00				0	0.00				0	0.00				0	0.00	2	41,250.00	82,500.00
24	-	OFFICE CHAIR	Ergonomic, black color	piece	9			9	36,000.00				0	0.00				0	0.00				0	0.00	9	4,000.00	36,000.00
25	-	EXECUTIVE OFFICE CHAIR	Ergonomic, black color	piece	1			1	8,500.00				0	0.00				0	0.00				0	0.00	1	8,500.00	8,500.00
26	-	VENETIAN BLINDS	brown linen blackout blinds (55inches (W), 45 inches (H)	piece	2			2	9,000.00				0	0.00				0	0.00				0	0.00	2	4,500.00	9,000.00
27	-	VENETIAN BLINDS	brown linen blackout blinds (45inches (W), 45 inches (H)	piece	1			1	4,000.00				0	0.00				0	0.00				0	0.00	1	4,000.00	4,000.00
28	-	INK FOR CANON PIXMA PRINTER G4010	refill, color black, magenta, cyan, yellow	bottle/set	3			3	6,000.00	3			3	6,000.00	4			4	8,000.00	2			2	4,000.00	12	2,000.00	24,000.00
29	-	NETWORK PRINTER	with copier, scanner and fax(powered by precision core heat free technology, monthly print of 5000 pages, print speed uo of	unit	1			1	49,800.00				0	0.00				0	0.00				0	0.00	1	49,800.00	49,800.00
30	-	INK FOR NETWORK PRINTER	durabrite utra pigment color black, cyan, magenta, yellow	bottle/set				0	0.00	2			2	32,000.00				0	0.00				0	0.00	2	16,000.00	32,000.00
31	-	FILE TRAY	4 layer, metal, color black	piece	3			3	897.00				0	0.00				0	0.00				0	0.00	3	299.00	897.00
32	-	EPSON REPLACEABLE INK PACK SYSYTEM (RIPS)	code ink T11F1 (Black)	pack	3			3	15,600.00			3	3	15,600.00				0	0.00				0	0.00	6	5,200.00	31,200.00
33	-	EPSON REPLACEABLE INK PACK SYSYTEM (RIPS)	code ink T11F2 (Cyan)	pack	2			2	8,020.00				0	0.00				0	0.00				0	0.00	2	4,010.00	8,020.00
34	-	EPSON REPLACEABLE INK PACK SYSYTEM (RIPS)	code ink T11F3 (Magenta)	pack	2			2	8,020.00				0	0.00				0	0.00				0	0.00	2	4,010.00	8,020.00
35	-	EPSON REPLACEABLE INK PACK SYSYTEM (RIPS)	code ink T11F4 (Yellow)	pack	2			2	8,020.00				0	0.00				0	0.00				0	0.00	2	4,010.00	8,020.00
36	-	INK RIBBON FOR ID PRINTER (HITI CS-200e)	cartridge	set/cart	1			1	12,000.00				0	0.00				0	0.00				0	0.00	1	12,000.00	12,000.00
37	-	INK FOR EPSON L3250	color black	bottle	3			3	900.00				0	0.00				0	0.00				0	0.00	3	300.00	900.00
38	-	INK FOR EPSON L3250	color black, magenta, cyan, yellow	bottle/set	3			3	3,600.00				0	0.00				0	0.00				0	0.00	3	1,200.00	3,600.00
39	-	BALLPEN	gel, black 0.4mm	piece	64			64	960.00	52			52	780.00	64			64	964.00	52			52	780.00	232	15.00	3,480.00
40	-	STORAGE BOX	plastic with lid, 50 liters	piece	6			6	2,700.00				0	0.00				0	0.00				0	0.00	6	450.00	2,700.00
41	-	INK FOR EPSON L3210	color black, magenta, cyan, yellow	bottle/set	2			2	2,800.00	2			2	2,800.00	2			2	2,803.00	2			2	2,800.00	8	1,400.00	11,200.00
42	-	FOLDER	legal size, with tab, color blue	pack	3			3	1,800.00				0	0.00				0	0.00				0	0.00	3	600.00	1,800.00
43	-	INK FOR EPSON LX-310	ribbon cartridge	cartridge	2			2	240.00				0	0.00				0	0.00				0	0.00	2	120.00	240.00
44	-	INK FOR EPSON LQ2190	ribbon cartridge	cartridge	6			6	3,600.00				0	0.00	6			6	3,603.00				0	0.00	12	600.00	7,200.00
45	-	COMPUTER CONTINUOUS PAPER	2ply (TSF with graylines 450 shhets)	box	10	10	10	30	24,000.00	10	10	10	30	24,000.00	10	10	10	30	24,000.00	10	10	10	30	24,000.00	120	800.00	96,000.00
46	-	CD-RW	700mb 24 pcs per pack, with storage rack	pack	1			1	1,700.00				0	0.00				0	0.00				0	0.00	1	1,700.00	1,700.00
47	-	FOLDER	legal size, with tab, color yellow 100 pieces per pack	pack	3			3	3,000.00				0	0.00	2			2	2,003.00				0	0.00	5	1,000.00	5,000.00
48	-	FOLDER	EXPANDABLE, COLOR PURPLE	PIECE	30			30	450.00				0	0.00				0	0.00				0	0.00	30	15.00	450.00
49	-	MEGA STORAGE BOX	plastic with lid, 120 liters	piece	2			2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00

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					Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	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)																										
90	-	STORAGE FILE BOX	color blue with cover	piece	14			14	6,300.00	6			6	2,700.00	10			10	4,500.00	5			5	2,250.00	35	450.00	15,750.00
91	-	2 High-end Wireless microphone	rechargeable dual handheld reception distance 50 meters signal stability with extra bateries	set	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
92	-	DRUM KIT FOR PANTUM PHOTO COPIER	cartridge	kit	3			3	13,500.00				0	0.00	1			1	4,500.00				0	0.00	4	4,500.00	18,000.00
93	-	Toner for Kyocera photocopier M3040dn	toner monochrome	cartridge	1			1	9,500.00				0	0.00				0	0.00				0	0.00	1	9,500.00	9,500.00
94	-	Toner for Kyocera photocopier TK-1175	toner monochrome	cartridge			1	1	9,500.00				0	0.00				0	0.00	1			1	9,500.00	2	9,500.00	19,000.00
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

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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
A. TOTAL																								P	1,020,202.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	102,020.20
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P	-
D. GRAND TOTAL (A + B+ C)																								P	1,122,222.20
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									1,122,222.20

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. PANGAN - Division Supply Officer
Property/Supply Officer

Date Prepared: 7-29-2024

Certified Funds Available / Certified Appropriate Funds Available:

JERRYLYN L. SANTIAGO - Administrative Officer V
Accountant / Budget Officer

Approved by:

LEILANI SAMSON CUNANAN, CESO V - Schools Division Superintendent
Head of Office/Agency