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** https://sharturl.at/hos *(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: Department of Education - Division of Masbate City
Region: V
Address: Jolly T. Fernandez Avenue, Masbate City

Agency Code/UACS:
Organization Type: National Government Agency

Contact Person: Felix V. Buri
Position: Supply Officer II
E-mail : felix.buri001@deped.gov.ph
Telephone/Mobile Nos: 9184845726

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	-	Tabulating Stock (Continuos Form) 3 ply	boxes	7	0	0	7	17,500.00	6	0	0	6	15,000.00	6	0	0	6	15,000.00	6	0	0	6	15,000.00	25	2,500.00	62,500.00
2	-	Tabulating Stock (Continuos Form) 1 ply	boxes	3	0	0	3	6,000.00	3	0	0	3	6,000.00	1	0	0	1	2,000.00	0	0	0	0	0.00	7	2,000.00	14,000.00
3	-	LQ-2190 Ink Cartridge	pc	3	0	0	3	4,500.00	2	0	0	2	3,000.00	2	0	0	2	3,000.00	0	0	0	0	0.00	7	1,500.00	10,500.00
4	-	Ink, Epson 003,Black	bottle	60	0	0	60	21,000.00	59	0	0	59	20,650.00	59	0	0	59	20,650.00	53	0	0	53	18,550.00	237	350.00	82,950.00
5	-	Ink, Epson 003,Cyan	bottle	33	0	0	33	11,550.00	28	0	0	28	9,800.00	23	0	0	23	8,050.00	22	0	0	22	7,700.00	106	350.00	37,100.00
6	-	Ink, Epson 003,Magenta	bottle	33	0	0	33	11,550.00	28	0	0	28	9,800.00	23	0	0	23	8,050.00	22	0	0	22	7,700.00	106	350.00	37,100.00
7	-	Ink, Epson 003,Yellow	bottle	33	0	0	33	11,550.00	28	0	0	28	9,800.00	23	0	0	23	8,050.00	17	0	0	22	7,700.00	106	350.00	37,100.00
8	-	Specialty Paper,Board Letter size	packs	22	0	0	22	880.00	22	0	0	22	880.00	22	0	0	22	880.00	11	0	0	11	440.00	77	40.00	3,080.00
9	-	Laminating Film,legal size	ream	3	0	0	3	4,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,600.00	4,800.00
10	-	Laminating Film,4.3x6.3inches	pack	2	0	0	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00	2,000.00
11	-	PVC Cover a4	ream	3	0	0	3	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	450.00	1,350.00
12		PVC Cover long	ream	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
13	-	CMOS Battery	pc	3	0	0	3	210.00	3	0	0	3	210.00	2	0	0	2	140.00	2	0	0	2	140.00	10	70.00	700.00
14	-	Paint Brush	pc	2	0	0	2	100.00	1	0	0	1	50.00	1	0	0	1	50.00	1	0	0	1	50.00	5	50.00	250.00
15	-	AVR	pc	1	0	0	1	600.00	1	0	0	1	600.00	1	0	0	1	600.00	0	0	0	0	0.00	3	600.00	1,800.00
16	-	Index Card 1/2	box	15	0	0	15	900.00	15	0	0	15	900.00	11	0	0	11	660.00	11	0	0	11	660.00	52	60.00	3,120.00
17	-	index Box 1/2	box	2	0	0	2	1,000.00	2	0	0	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	6	500.00	3,000.00
18	-	Columnar,24 columns	pc	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
19	-	Light Bulb,Led, 45 watts	pc	4	0	0	4	800.00	4	0	0	4	800.00	4	0	0	4	800.00	2	0	0	2	400.00	14	200.00	2,800.00
20	-	Sign Pen, Blue ,1.0 UM-153S	pc	10	0	0	10	1,200.00	10	0	0	10	1,200.00	10	0	0	10	1,200.00	9	0	0	9	1,080.00	39	120.00	4,680.00
21	-	laminating Film,70MM by 100MM	pack	1	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	200.00	1	200.00	200.00
22	-	Mouse Pad, 30cm x 30cm	pc	3	0	0	3	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	50.00	150.00
23	-	Sign Pen, Black ,1.0 UM-153S	pc	5	0	0	5	0.00	5	0	0	5	600.00	5	0	0	5	600.00	3	0	0	3	360.00	18	120.00	2,160.00
24	-	QR Code Scanner: handheld, Key trigger,Bluetooth,Windows 10 and 11 supported. With ports for wired conenction,QR Code and 1d,2d barcode, with stand, rechargeable,AA battery	pc	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
25	-	Canon Cartidge 325	bottle	1	0	0	1	1,300.00	1	0	0	1	1,300.00	1	0	0	1	1,300.00	0	0	0	0	0.00	3	1,300.00	3,900.00
26	-	Tape, Adhesive Tape ,24mm	roll	10	0	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	9	0	0	9	405.00	39	45.00	1,755.00
27		Specialty Paper,legal size	pack	18	0	0	18	900.00	18	0	0	18	900.00	17	0	0	17	850.00	5	0	0	5	250.00	58	50.00	2,900.00
28		Continuos form 7 3ply	box	2	0	0	2	5,000.00	2	0	0	2	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,500.00	10,000.00
29		Ring binder plastic assorted size (1/2 inch , 1 inch)	pack	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	0	0	0	0	0.00	3	300.00	900.00
30		Data Folder w/ tag and lock	pc	3	0	0	3	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	400.00	1,200.00
31		White Folder long (Ordinary)	pc	250	0	0	250	1,500.00	250	0	0	250	1,500.00	250	0	0	250	1,500.00	250	0	0	250	1,500.00	1000	6.00	6,000.00
32		PRINTER, ALL IN ONE TANL PRINTER	Unit	5	0	0	5	55,000.00	4	0	0	4	44,000.00	4	0	0	4	44,000.00	0	0	0	0	0.00	13	11,000.00	143,000.00

33		LAMINATING MACHINE (LEGAL)	UNIT	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
34		DESKTOP (SET) Specs: 12th Generation Intel® Core™ i5 processor Intel UMA Graphics Windows 11 Home 68.58 cm (27) diagonal FHD (1920 x 1080), IPS, three-sided micro-edge, anti-glare 8 GB DDR4-3200 MHz RAM (1 x 8 GB) 256 GB PCIe® NVMe™ M.2 SSD; 1 TB 5400 rpm SATA HDD Weights: 8.59 kg	UNIT	1	0	0	1	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	45,000.00	45,000.00
35		SIGN PEN ,BLUE, LIQUID OR GEL 0.5	BOX	10	0	0	10	1,340.00	5	0	0	5	670.00	5	0	0	5	670.00	5	0	0	5	670.00	25	134.00	3,350.00
36		DATA FILE BOX WITH COVER	PC	2	0	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
37		DOUBLE DATA FILE BOX	PC	4	0	0	4	1,800.00	4	0	0	4	1,800.00	4	0	0	4	1,800.00	1	0	0	1	450.00	13	450.00	5,850.00
38		BOOK PAPER SHORT	REAMS	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	12	250.00	3,000.00
39		BOOK PAPER A3	REAMS	1	0	0	1	500.00	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
40		BINDING RINGS BIGGEST SIZE	PC	2	0	0	2	100.00	2	0	0	2	100.00	2	0	0	2	100.00	0	0	0	0	0.00	6	50.00	300.00
41		BINDING MACHINE	PC	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
42		HP933 INK CARTRIDGE MAGENTA	BOTS	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	4	500.00	2,000.00
43		HP933 INK CARTRIDGE YELLOW	BOTS	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	4	500.00	2,000.00
44		HP933 INK CARTRIDGE CYAN	BOTS	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	4	500.00	2,000.00
45		HP933 INK CARTRIDGE BLACK	BOTS	2	0	0	2	1,000.00	2	0	0	2	1,000.00	1	0	0	1	500.00	1	0	0	1	500.00	6	500.00	3,000.00
46		PAPER SHREDDER	UNIT	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00

A. TOTAL		**₱ 577,795.00**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		**₱ 57,779.50**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		**₱ -**
D. GRAND TOTAL (A + B+ C)		**₱ 635,574.50**
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:

FELIX V. BURI
Property /Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARY GRACE A. NUÑEZ
Accountant / Budget Officer

Approved by:

NELSON S. MORALES JR.
Head of Office/Agency

Date Prepared: August 30,2023