

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

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.govphilippines.gov.ph).
 2.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Observe the items that you will insert will not be accepted. Additional copies for other items may be inserted if necessary. (Please copy the list and paste it your answer).
 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Observe the items that you will insert will not be accepted. Additional copies for other items may be inserted if necessary. (Please copy the list and paste it your answer).
 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE Form.
 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 0918-2954226 (Smart), or email address helpdesk@ps-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.gov.ph).

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

Agency Code/UNSPSC: _____
 Organization Type: _____

Agency Code/UNSPSC: _____
 Organization Type: _____

Agency Code/UNSPSC: _____
 Organization Type: _____

Department/Bureau/Office: _____
 Region: _____
 Address: _____
 Contact Person: _____
 Position: _____
 Telephone: _____
 Mobile No: _____

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	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
1		Comptrol Bar	box	1500	100	100	250	250,000.00	1000	500	500	2000	200,000.00	150	250	500	500	1100,000.00	7000	100.00	700,000.00
2		CD-R ReWritable	pc	15	5	5	20	425.00	5	5	5	15	375.00	5	5	5	15	300.00	65	21.75	1,418.25
3		Flashdisk with LOGO	box	300	100	100	500	72,000.00	100	100	100	300	216,000.00	100	100	100	300	435,000.00	1450	1,450.00	2,102,000.00
4		Mobile Card 3.5"	pack	100	0	0	100	2,000.00	50	0	0	50	1,000.00	50	0	0	50	1,000.00	150	20.00	5,000.00
5		Mobile Card 3.5"	pack	100	0	0	100	4,000.00	200	50	50	300	1,200.00	250	100	100	500	14,000.00	1300	47.00	61,100.00
6		Printer Name	ream	1000	500	500	2000	370,000.00	1000	500	500	2000	670,000.00	1000	500	500	2000	2,700,000.00	8000	185.00	1,480,000.00
7		Paper with carbonated use	ream	500	500	500	1500	418,200.00	1000	500	500	2000	670,000.00	1000	500	500	2000	2,700,000.00	8000	185.00	1,480,000.00
8		Agp Memory	pack	500	250	250	1000	70,000.00	1000	500	500	2000	670,000.00	1000	500	500	2000	2,700,000.00	8000	185.00	1,480,000.00
9		Printer 323	cart	100	100	100	300	900,000.00	100	100	100	300	900,000.00	100	100	100	300	900,000.00	3000	3,000.00	27,000,000.00
10		Printer 117	cart	50	25	25	100	350,000.00	50	25	25	100	350,000.00	50	25	25	100	350,000.00	400	4,000.00	1,600,000.00
11		Ag 323A	cart	20	10	10	40	44,250.00	50	50	50	150	44,250.00	50	50	50	150	44,250.00	600	245.00	1,470,000.00
12		Flash 323A	box	200	100	100	400	285,000.00	300	300	300	900	285,000.00	300	300	300	900	285,000.00	3600	245.00	1,962,000.00
13		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
14		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
15		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
16		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
17		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
18		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
19		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
20		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
21		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
22		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
23		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
24		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
25		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
26		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
27		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
28		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
29		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
30		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
31		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
32		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
33		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
34		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
35		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
36		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
37		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
38		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
39		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
40		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00
41		Printer 5021 Type	box	200	100	100	400	245,000.00	300	300	300	900	245,000.00	300	300	300	900	245,000.00	3600	245.00	1,962,000.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Changes	Total Amount for the year												
				Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4								
95							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						0.00	
97							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						0.00	
99							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						0.00	
A. TOTAL																														36,315,666.33
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																														4,410,366.64
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																														
D. GRAND TOTAL (A + B + C)																														37,547,177.00
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:


 ENGR. EVELYN M. GREGORIO
 Property/Supply Officer

Date Prepared:

Approved by:


 BERNARD S. SKELLA
 Head of Office/Agency