

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 ONI V 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/hsqs> (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 0927-8476245 (Globe) or 0918-2954426 (Smart), or email appsco.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: Victoria's City Water District
 Region: VI
 Address: Quirino St., Brgy. V, Victoria City, Negros Occidental

Agency Code/AJACS: 3 5034E+11
 Organization Type: Local WATER DISTRICT

Contact Person: Leonie Ann P. Buralon
 Position: Division Manager
 E-mail: leonieaburalon@victoria.gov.ph
 Telephone/Mobile Nos: (034)399-2865 / (034) 717-6152

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	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2	-	Fire Extinguisher, Dry Chemical 50 LBS	unit	8			8	32,000.00				0	0.00				0	0.00				0	0.00	8	4,000.00	32,000.00
3	-	Bond Paper with perforation	ream	50			50	14,250.00				0	0.00	50			50	14,250.00				0	0.00	100	285.00	28,500.00
4	-	Laptop I7 processor	unit	1			1	70,000.00				0	0.00				0	0.00				0	0.00	1	70,000.00	70,000.00
5	-	Flashdrive 32gb	piece	6			6	3,000.00				0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
6	-	Handheld Radio	unit	4			4	20,000.00				0	0.00				0	0.00				0	0.00	4	5,000.00	20,000.00
7	-	Base Radio with Regulator	unit	4			4	100,000.00				0	0.00				0	0.00				0	0.00	4	25,000.00	100,000.00
8	-	Rechargeable Flashlight	unit	8			8	14,400.00				0	0.00				0	0.00				0	0.00	8	1,800.00	14,400.00
9	-	Folder, Short white 8.5 x 11	unit	130			130	455.00				0	0.00	130			130	455.00				0	0.00	260	3.50	910.00
10	-	Folder, Long white 8.5 x 13	piece	250			250	1,125.00				0	0.00	250			250	1,125.00				0	0.00	500	4.50	2,250.00
11	-	Binding Clip Metal (Big) 2 inches	piece	25			25	150.00				0	0.00	25			25	150.00				0	0.00	50	6.00	300.00
12	-	Epson Ink, Printer M100 T774	piece	12			12	7,800.00				0	0.00	12			12	7,800.00				0	0.00	24	650.00	15,600.00
13	-	Epson Ink, Printer M1100 (No. 005)	bottle	12			12	7,800.00				0	0.00	12			12	7,800.00				0	0.00	24	650.00	15,600.00
14	-	Epson Ink # 003 (L3150) Black	bottle	10			10	2,800.00				0	0.00	10			10	2,800.00				0	0.00	20	280.00	5,600.00
15	-	Folder, Expandable (Long) 8.5 x 13 Green	bottle	30			30	450.00				0	0.00	30			30	450.00				0	0.00	60	15.00	900.00
16	-	Paper, Bond Short A3 70 GSM	piece	3			3	1,200.00				0	0.00				0	0.00				0	0.00	3	400.00	1,200.00
17	-	Water Bills Official Receipt	ream	100000			100000	80,000.00				0	0.00				0	0.00				0	0.00	100000	0.80	80,000.00
18	-	Official Receipt	piece	50			50	5,000.00				0	0.00				0	0.00				0	0.00	50	100.00	5,000.00
19	-	Checkbook	stub	10			10	6,000.00				0	0.00	10			10	6,000.00				0	0.00	20	600.00	12,000.00
20	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
21	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
22	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
23	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
24	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
25	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
26	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-						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	
44	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
45	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
46	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
47	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
48	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
49	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
50	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
51	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
52	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
53	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
54	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
55	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
56	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
57	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
58	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
59	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
60	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
61	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
62	-						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	0.00
64	-						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	0.00
66	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
67	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
68	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
69	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
70	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
71	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
72	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
73	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
74	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
75	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
76	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
77	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
78	-						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	0.00
80	-						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	0.00
82	-						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	0.00
84	-						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	0.00
86	-						0	0.00							0	0.00							0	0.00	0	0.00	0.00
87	-						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	0.00
89	-						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	0.00
91	-						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	0.00
93	-						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	0.00
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

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	
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																							P	407,260.00			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	40,726.00			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-			
D. GRAND TOTAL (A + B + C)																							P	447,986.00			
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:


Elio Marañon
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


Leonor Kuri
Accountant / Budget Officer

Approved by:


Engr. Agapito J. de Dios Jr.
Head of Office/Agency

Date Prepared: 08/14/2023