

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 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-dhilaoes.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/hos58> (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: Hagonoy Water District
 Region: III - Pampanga
 Address: 3rd St. Quising Ka Blos F. Ople
Sto. Niño Hagonoy, Bulacan

Agency Code/UACS: _____
 Organization Type: GOCC

Contact Person: Paula Angelle M. Castro
 Position: Purchasing Agent
 E-mail: hwidprocurement@gmail.com
 Telephone/Mobile Nos: (044) 793-2524

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	-	Computer Continuous form 5 1/2 x 9 1/2 2ply carbonless	box		20		20	31,000.00			20	20	31,000.00				0	0.00				0	0.00	40	1,550.00	62,000.00
2	-	Daily Time Record	piece				0	0.00	600			600	600.00				0	0.00				0	0.00	600	1.00	600.00
3	-	Waterbill Receipt triplicate carbonless	pad	2000			2000	132,000.00				0	0.00				0	0.00				0	0.00	2000	66.00	132,000.00
4	-	HP 26A Toner (Black)	piece	1			1	7,990.00				0	0.00	1			1	7,990.00				0	0.00	2	7,990.00	15,980.00
5	-	Press folder (Green)	piece				0	0.00	300			300	3,300.00				0	0.00				0	0.00	300	11.00	3,300.00
6	-	Battery AAA eveready pack of 2	piece				0	0.00	120			120	3,480.00				0	0.00				0	0.00	120	29.00	3,480.00
7	-	Battery AA eveready pack of 2	piece				0	0.00	400			400	7,600.00				0	0.00				0	0.00	400	19.00	7,600.00
8	-	Golden Lion rubber band small	box				0	0.00	150			150	1,200.00				0	0.00				0	0.00	150	8.00	1,200.00
9	-	Record Book 200pages	piece				0	0.00	300			300	12,900.00				0	0.00				0	0.00	300	43.00	12,900.00
10	-	Index Card Whole	packs	5			5	90.00				0	0.00				0	0.00				0	0.00	5	18.00	90.00
11	-	Scrap Boxes	piece	10	10	10	30	750.00	10	10	10	30	750.00	10	10	10	30	750.00	10	10	10	30	750.00	120	25.00	3,000.00
12	-	Columnar book 4 columns	piece				0	0.00	30			30	780.00				0	0.00				0	0.00	30	26.00	780.00
13	-	Adding Machine Tape 57mm	piece				0	0.00	150			150	1,950.00				0	0.00				0	0.00	150	13.00	1,950.00
14	-	Staple Wire 5mm no.10-1M	box	100			100	1,800.00				0	0.00				0	0.00				0	0.00	100	18.00	1,800.00
15	-	Paper clip small	box	36			36	252.00				0	0.00				0	0.00				0	0.00	36	7.00	252.00
16	-	Ballpen black pack of 12pcs	box	3			3	660.00				0	0.00				0	0.00				0	0.00	3	220.00	660.00
17	-	Marker permanent black board pack of 10	box	1			1	348.00				0	0.00				0	0.00				0	0.00	1	348.00	348.00
18	-	Pilot Hi-techpoint V5 signpen	piece	24			24	1,560.00				0	0.00				0	0.00				0	0.00	24	65.00	1,560.00
19	-	Signpen Black	piece	50			50	1,750.00				0	0.00				0	0.00				0	0.00	50	35.00	1,750.00
20	-	Signpen Red	piece	24			24	840.00				0	0.00				0	0.00				0	0.00	24	35.00	840.00
21	-	Marker Permanent black fine pack of 10	box	3			3	1,044.00				0	0.00				0	0.00				0	0.00	3	348.00	1,044.00
22	-	Desktop Barcode Scanner	unit	2			2	15,000.00				0	0.00				0	0.00				0	0.00	2	7,500.00	15,000.00
23	-	POS Customer Display Screen	unit	2			2	10,000.00				0	0.00				0	0.00				0	0.00	2	5,000.00	10,000.00
24	-	Portable Vacuum Cleaner	unit	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1	6,000.00	6,000.00
25	-	Tank Printer all in one	unit	1			1	13,000.00				0	0.00				0	0.00				0	0.00	1	13,000.00	13,000.00
26	-	Epson LX310 Cartridge	piece	30			30	6,000.00				0	0.00	30			30	6,000.00				0	0.00	60	200.00	12,000.00
27	-	Epson LQ310 Cartridge	piece	15			15	3,600.00				0	0.00	15			15	3,600.00				0	0.00	30	240.00	7,200.00
28	-	Ink Cartridge, HP680 Colored	piece	30			30	18,600.00				0	0.00				0	0.00				0	0.00	30	620.00	18,600.00
29	-	Ink Cartridge, HP680 Black	piece	30			30	18,600.00				0	0.00				0	0.00				0	0.00	30	620.00	18,600.00
30	-	Ink Cartridge, Epson C13T00V100 (003) Black	bottle	3			3	930.00				0	0.00				0	0.00				0	0.00	3	310.00	930.00
31	-	Ink Cartridge, Epson C13T00V200 (003) Cyan	bottle	3			3	975.00				0	0.00				0	0.00				0	0.00	3	325.00	975.00
32	-	Ink Cartridge, Epson C13T00V300 (003) Magenta	bottle	3			3	975.00				0	0.00				0	0.00				0	0.00	3	325.00	975.00
33	-	Ink Cartridge, Epson C13T00V400 (003) Yellow	bottle	3			3	975.00				0	0.00				0	0.00				0	0.00	3	325.00	975.00
34	-	Ink Cartridge, Epson C13T03Y100 (001) Black	bottle	3			3	960.00				0	0.00				0	0.00				0	0.00	3	320.00	960.00

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
35	-	Ink Cartridge, Epson C13T03Y200 (001) Cyan	bottle		3		3	960.00				0	0.00				0	0.00				0	0.00	3	320.00	960.00
36	-	Ink Cartridge, Epson C13T03Y300 (001) Magenta	bottle		3		3	960.00				0	0.00				0	0.00				0	0.00	3	320.00	960.00
37	-	Ink Cartridge, Epson C13T03Y400 (001) Yellow	bottle		3		3	960.00				0	0.00				0	0.00				0	0.00	3	320.00	960.00
38	-	Thermal Receipt Printer	unit	2			2	34,500.00				0	0.00				0	0.00				0	0.00	2	17,250.00	34,500.00
39	-	LED LINEAR TUBE, 9watts	piece		25		25	4,500.00				0	0.00				0	0.00				0	0.00	25	180.00	4,500.00
40	-	LED LINEAR TUBE, 18watts	piece		10		10	2,650.00				0	0.00				0	0.00				0	0.00	10	265.00	2,650.00
41	-	LED LIGHTS BULB, 14watts	piece				0	0.00				0	0.00	50		50	10,000.00					0	0.00	50	200.00	10,000.00
42	-	LED LIGHTS BULB, 18watts	piece		10		10	2,800.00				0	0.00				0	0.00				0	0.00	10	280.00	2,800.00
43	-	Flourescent lamp tube 40watts	piece	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
44	-	GSM Battery Dynex MF	unit				0	0.00		2		2	15,408.00				0	0.00				0	0.00	2	7,704.00	15,408.00
45	-	Pipe wrench 8"	piece		2		2	4,600.00			2	2	4,600.00				0	0.00				0	0.00	4	2,300.00	9,200.00
46	-	Pipe wrench 10"	piece		2		2	5,800.00			2	2	5,800.00				0	0.00				0	0.00	4	2,900.00	11,600.00
47	-	Pipe wrench 12"	piece		2		2	9,000.00			2	2	9,000.00				0	0.00				0	0.00	4	4,500.00	18,000.00
48	-	Adjustable wrench 12"	piece		1		1	1,000.00			1	1	1,000.00				0	0.00				0	0.00	2	1,000.00	2,000.00
49	-	Jackhammer hose 3/4	ft			50	50	19,000.00			50	50	19,000.00				0	0.00				0	0.00	100	380.00	38,000.00
50	-	Thermal Paper carbonless with Logo	roll				0	0.00				0	0.00	100		100	6,000.00					0	0.00	100	60.00	6,000.00
51	-	Computer Continuous form 11 x 9 1/2 2ply carbonless	box				0	0.00	10			10	10,300.00				0	0.00				0	0.00	10	1,030.00	10,300.00
52	-						0	0.00				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	0.00	0.00
54	-						0	0.00				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	0.00	0.00
56	-						0	0.00				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	0.00	0.00
58	-						0	0.00				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	0.00	0.00
60	-						0	0.00				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	0.00	0.00
62	-						0	0.00				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	0.00	0.00
64	-						0	0.00				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	0.00	0.00
66	-						0	0.00				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	0.00	0.00
68	-						0	0.00				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	0.00	0.00
70	-						0	0.00				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	0.00	0.00
72	-						0	0.00				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	0.00	0.00
74	-						0	0.00				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	0.00	0.00
76	-						0	0.00				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	0.00	0.00
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


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
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
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		P	528,687.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	52,868.70
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	581,555.70
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:

 PAULA ANGELIE M. CASTRO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 EVANGELINE DC CASTRO
 Accountant / Budget Officer

Approved by:

 ENGR. CELESTINO S. VENNGCO
 Head of Office/Agency

Date Prepared: July 25, 2023