

APP-CSE 2024 FORM - Other Items
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.

- Instructions:
- 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-dbm.gov.ph).
 - All information must be provided accurately.
 - To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will insert will not be accepted. Additional rows for other items may be inserted if necessary.
 - 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/hu08t> (Please copy the link and paste in your browser).
 - 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 apscse.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 - Schools Division Office of Vigan City
Region: I
Address: Mena Crisologo St. cor Rivera St., Bay 15, Vigan City

Agency Code/UACS: 070010801014
Organization Type: National Government Agency

Contact Person: VILMA D. EDA, CESOV
Position: Schools Division Superintendent
E-mail: vda@ps-philgeps.gov.ph
Telephone/Mobile Nos: (077) 632-2533 ; (077) 722-2023

UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogus	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				
HER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
-	Alcohol, isopropyl 70% FDA Approved 1000ml with pump	bot	5	0	0	5	750.00	5	0	0	5	750.00	5	0	0	5	750.00	5	0	0	5	750.00	20	150.00	3,000.00	
-	Alcohol, Isopropyl 70% FDA Approved (gallon)	gal	2	0	0	2	500.00	2	0	0	2	500.00	2	0	0	2	500.00	2	0	0	2	500.00	8	250.00	2,000.00	
-	Balpen, Red	pcs	2	2	2	6	60.00	2	2	0	4	40.00	2	2	2	6	60.00	0	2	2	4	40.00	20	10.00	200.00	
-	Balpen, Black	pcs	20	20	20	60	600.00	20	20	24	64	640.00	20	20	20	60	600.00	20	20	24	64	640.00	248	10.00	2,480.00	
-	Balpen, Blue	pcs	5	5	5	15	150.00	5	5	5	15	150.00	5	5	5	15	150.00	5	5	5	15	150.00	60	10.00	600.00	
-	Binder Clip, 41mm	boxes	9	0	0	9	450.00	9	0	0	9	450.00	9	0	0	9	450.00	9	0	0	9	450.00	36	50.00	1,800.00	
-	Board Paper, 220 gsm, White A4, 100's	pack	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	450.00	450.00	
-	Board Paper, 220 gsm, White Long, 100's	pack	1	0	0	1	500.00	1	0	0	1	500.00	0	0	0	0	0.00	1	0	0	1	500.00	3	500.00	1,500.00	
-	Board Paper, 8.5x11, 70 gsm	ream	2	2	2	6	1,290.00	2	2	3	7	1,308.00	2	2	2	6	1,290.00	2	2	3	7	1,308.00	26	215.00	5,590.00	
-	Canon G2010/G4010 Printer Ink Black	bottles	3	0	0	3	1,260.00	3	0	0	3	1,260.00	0	0	0	0	0.00	0	0	0	0	0.00	6	420.00	2,520.00	
-	Canon G2010/G4010 Printer Ink Cyan	bottles	3	0	0	3	1,260.00	3	0	0	3	1,260.00	2	0	0	2	840.00	2	0	0	2	840.00	10	420.00	4,200.00	
-	Canon G2010/G4010 Printer Ink Magenta	bottles	3	0	0	3	1,260.00	3	0	0	3	1,260.00	2	0	0	2	840.00	2	0	0	2	840.00	10	420.00	4,200.00	
-	Canon G2010/G4010 Printer Ink Yellow	bottles	3	0	0	3	1,260.00	3	0	0	3	1,260.00	2	0	0	2	840.00	2	0	0	2	840.00	10	420.00	4,200.00	
-	Date Stamp (Updated)	pcs	4	0	0	4	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	200.00	800.00	
-	Drawer Storage Box/Organizer, at least 4 partitions	pcs	5	0	0	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	500.00	2,500.00	
-	Double-sided tape, 1"	rolls	15	0	0	15	750.00	15	0	0	15	750.00	15	0	0	15	750.00	5	5	5	15	750.00	60	50.00	3,000.00	
-	Cloth Duct Tape, 48mm x 10m, silver	rolls	6	0	0	6	660.00	5	0	0	5	550.00	6	0	0	6	660.00	5	0	0	5	550.00	22	110.00	2,420.00	
-	Cloth Duct Tape, 48mm x 10m, red	rolls	3	0	0	3	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	110.00	330.00	
-	Cloth Duct Tape, 48mm x 10m, blue	rolls	3	0	0	3	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	110.00	330.00	
-	Cloth Duct Tape, 48mm x 10m, yellow	rolls	3	0	0	3	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	110.00	330.00	
-	Cloth Duct Tape, 48mm x 10m, green	rolls	3	0	0	3	330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	110.00	330.00	
-	Envelope Expandable A4	pcs	20	0	0	20	360.00	10	0	0	10	180.00	10	0	0	10	180.00	10	0	0	10	180.00	30	18.00	540.00	
-	Epson Ink 000 (Black)	bottles	5	5	5	15	5,400.00	7	5	5	17	5,100.00	5	5	5	15	4,950.00	8	5	5	18	5,400.00	68	300.00	20,400.00	
-	Epson Ink 000 (Cyan)	bottles	11	0	0	11	3,300.00	11	0	0	11	3,300.00	11	0	0	11	3,300.00	11	0	0	11	3,300.00	44	300.00	13,200.00	
-	Epson Ink 000 (Magenta)	bottles	10	0	0	10	3,000.00	10	0	0	10	3,000.00	10	0	0	10	3,000.00	10	0	0	10	3,000.00	40	300.00	12,000.00	
-	Epson Ink 000 (Yellow)	bottles	11	0	0	11	3,300.00	11	0	0	11	3,300.00	11	0	0	11	3,300.00	11	0	0	11	3,300.00	44	300.00	13,200.00	
-	Epson Ink 001 (Black)	bottles	6	0	0	6	2,700.00	0	0	0	0	0.00	5	0	0	5	2,250.00	0	0	0	0	0.00	11	450.00	4,950.00	
-	Epson Ink 001 (Cyan)	bottles	4	0	0	4	1,800.00	0	0	0	0	0.00	3	0	0	3	1,350.00	0	0	0	0	0.00	7	450.00	3,150.00	
-	Epson Ink 001 (Magenta)	bottles	4	0	0	4	1,800.00	0	0	0	0	0.00	3	0	0	3	1,350.00	0	0	0	0	0.00	7	450.00	3,150.00	
-	Epson Ink 001 (Yellow)	bottles	4	0	0	4	1,800.00	0	0	0	0	0.00	3	0	0	3	1,350.00	0	0	0	0	0.00	7	450.00	3,150.00	
-	Epson Ink 664 Black	bottles	4	0	0	4	1,500.00	4	0	0	4	1,500.00	4	0	0	4	1,500.00	3	0	0	3	1,125.00	15	375.00	5,625.00	
-	Epson Ink 664 Cyan	bottles	4	0	0	4	1,500.00	4	0	0	4	1,500.00	4	0	0	4	1,500.00	3	0	0	3	1,125.00	15	375.00	5,625.00	
-	Epson Ink 664 Magenta	bottles	4	0	0	4	1,500.00	4	0	0	4	1,500.00	4	0	0	4	1,500.00	3	0	0	3	1,125.00	15	375.00	5,625.00	
-	Epson Ink 664 Yellow	bottles	4	0	0	4	1,500.00	4	0	0	4	1,500.00	4	0	0	4	1,500.00	3	0	0	3	1,125.00	15	375.00	5,625.00	

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
36	-	Expandable Folder Long	pcs	25	25	25	75	1,500.00	25	25	25	75	1,500.00	30	25	25	80	1,600.00	30	25	25	80	1,600.00	310	20.00	6,200.00
36	-	Expandable Folder A4	pcs	25	0	0	25	450.00	25	0	0	25	450.00	25	0	0	25	450.00	25	0	0	25	450.00	100	18.00	1,800.00
37	-	Expandable Folder Long (Yellow)	pcs	10	0	0	10	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	25.00	250.00
38	-	Expandable Folder Long (Green)	pcs	10	0	0	10	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	25.00	250.00
39	-	Fastener (Plastic) Long 8 1/2"	boxes	2	0	0	2	370.00	2	0	0	2	370.00	2	0	0	2	370.00	2	0	0	2	370.00	8	185.00	1,480.00
40	-	Folder with tab, White Short	pcs	15	0	0	15	75.00	15	0	0	15	75.00	15	0	0	15	75.00	12	0	0	12	60.00	57	5.00	285.00
41	-	Highlighter pen, neon yellow, chisel/broad tip	pcs	9	0	0	9	270.00	9	0	0	9	240.00	9	0	0	9	270.00	8	0	0	8	240.00	34	30.00	1,020.00
42	-	HP Ink 682 Black	cart	5	0	0	5	3,000.00	5	0	0	5	3,000.00	0	0	0	0	0.00	5	0	0	5	3,000.00	15	600.00	9,000.00
43	-	HP Ink 682 Colored	cart	3	0	0	3	1,800.00	3	0	0	3	1,800.00	3	0	0	3	1,800.00	3	0	0	3	1,800.00	12	600.00	7,200.00
44	-	Magnifying lens, 7.5cm	pcs	1	0	0	1	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	150.00	150.00
45	-	Note pads, 5 x 7 in, 100s	packs	1	0	0	1	85.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	85.00	85.00
46	-	Packaging tape, 48mm x 10m	rolls	5	0	0	5	250.00	0	0	0	0	0.00	4	0	0	4	200.00	0	0	0	0	0.00	9	50.00	450.00
47	-	Plastic Ring Binder, 8mm, 30 sheets, long, 23 holes	pcs	15	0	0	15	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	60.00	900.00
48	-	Plastic Ring Binder, 10mm, 50 sheets, long, 23 holes	pcs	15	0	0	15	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	90.00	1,350.00
49	-	Plastic Ring Binder, 14mm, 110 sheets, long, 23 holes	pcs	10	0	0	10	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	160.00	1,600.00
50	-	Plastic Ring Binder, 16mm, 130 sheets, long, 23 holes	pcs	10	0	0	10	1,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	170.00	1,700.00
51	-	Plastic Ring Binder, 20mm, 150 sheets, long, 23 holes	pcs	10	0	0	10	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	180.00	1,800.00
52	-	Plastic Ring Binder, 25mm, 200 sheets, long, 23 holes	pcs	10	0	0	10	2,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	260.00	2,600.00
53	-	Post-it/labeling paper (3"x3")	pcs	4	3	3	10	500.00	3	3	3	9	450.00	4	3	3	10	500.00	3	3	3	9	450.00	38	50.00	1,900.00
54	-	Post-it/labeling paper (small)	pcs	16	0	0	16	400.00	0	0	0	0	0.00	15	0	0	16	400.00	0	0	0	0	0.00	32	25.00	800.00
55	-	Post-it Tape Flags "Sign Here"	pcs	12	0	0	12	360.00	0	0	0	0	0.00	11	0	0	11	330.00	0	0	0	0	0.00	23	30.00	690.00
56	-	Post-it Tape Flags (1.4x50mm)	pcs	1	0	0	1	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	100.00	100.00
57	-	Push Pin	boxes	3	0	0	3	105.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	35.00	105.00
58	-	Sign Pen, Green (7 and 1.0)	pcs	15	0	0	15	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	15.00	195.00
59	-	Shoelace	pair	18	0	0	18	270.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	15.00	270.00
60	-	Stamp Pad (Green)	pcs	1	0	0	1	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50.00	50.00
61	-	Stamp Pad (Blue)	pcs	1	0	0	1	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50.00	50.00
62	-	Stamp Pad Ink (Red)	bottle	3	0	0	3	120.00	0	0	0	0	0.00	3	0	0	3	120.00	0	0	0	0	0.00	6	40.00	240.00
63	-	Stamp Pad Ink (Blue)	bottle	3	0	0	3	120.00	0	0	0	0	0.00	3	0	0	3	120.00	0	0	0	0	0.00	6	40.00	240.00
64	-	Stamp Pad Ink (Green)	bottle	1	0	0	1	40.00	0	0	0	0	0.00	1	0	0	1	40.00	0	0	0	0	0.00	2	40.00	80.00
65	-	Sticker Paper	packs	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
66	-	Surgical Gloves, disposable	boxes	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	4	150.00	600.00
67	-	Trash Bag, Small 10's	packs	20	20	20	60	2,100.00	10	10	10	30	1,050.00	10	19	20	49	1,715.00	20	20	20	60	2,100.00	199	35.00	6,965.00
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 Catalogus	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
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	189,880.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	18,988.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	208,868.00
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:

MARIA BERNARDETTE D. SARMIENTO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ORINTE BERNARDO J. CASMIN
Accountant / Budget Officer

Approved by:

VERMA D. EDA, CESO V
Head of Office/Agency

Date Prepared: August 24, 2023

16	4511317-00-CE3	
17	4511309-004-P01	
BATTERIES AND CELLS AND ACCESSORIES		
18	26111702-87-A02	BATTERY, 6
19	26111702-87-A01	BATTERY, dry cell, size AAA
20	26111702-87-A03	BATTERY, dry cell, size D
CLEANING EQUIPMENT AND SUPPLIES		