ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	70010801014	**CONTACT PERSON:**	VILMA D. EDA, CESO V
AGENCY NAME:	DEPARTMENT OF EDUCATION- DIVISION OF VIGAN CITY	**DESIGNATION:**	SCHOOLS DIVISION SUPERINTENDENT
ORGANIZATION TYPE:	NATIONAL GOVERNMENT AGENCY	**EMAIL:**	vigan.city@deped.gov.ph
REGION:	I	**CONTACT NUMBER:**	(077)-722-2023
ADDRESS:	MENA CRISOLOGO ST. COR. RIVERO ST., BRGY. IV, VIGAN CITY		

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).
2. All information must be provided accurately.
3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Mirosoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description". You may also use the 'List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://bit.ly/3Ln5Ed2
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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
6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price	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	-	Alcohol, Isopropyl 70% FDA Approved 1000ml with pump		bottle	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
2	-	Alcohol, Isopropyl 70% FDA Approved (gallon)		gallon	5	0	0	5	1,250.00	5	0	0	5	1,250.00	5	0	0	5	1,250.00	5	0	0	5	1,250.00	20	250.00	5,000.00
3	-	Ballpoint pen with cover	Red	piece	16	0	0	16	160.00	0	0	0	0	0.00	16	0	0	16	160.00	0	0	0	0	0.00	34	10.00	340.00
4	-	Ballpoint pen with cover	Blue	piece	16	0	0	16	160.00	0	0	0	0	0.00	6	0	0	6	60.00	0	0	0	0	0.00	22	10.00	220.00
5	-	Board Paper	220 gsm, white, A4	pack	2	0	0	2	60.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	30.00	60.00
6	-	Board Paper	220 gsm, white, Long	pack	4	0	0	4	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	40.00	160.00
7	-	Bond Paper	8.5x11,80 gsm	ream	9	0	0	9	1,485.00	0	0	0	0	0.00	9	0	0	9	1,485.00	0	0	0	0	0.00	18	165.00	2,970.00
8	-	Cable tie	100 pieces/pack, black	pack	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
9	-	Canon G2010/G4010 Printer Ink	Black	bottle	6	0	0	6	2,820.00	0	0	0	0	0.00	6	0	0	6	2,820.00	0	0	0	0	0.00	12	470.00	5,640.00
10	-	Canon G2010/G4010 Printer Ink	Cyan	bottle	6	0	0	6	2,820.00	0	0	0	0	0.00	6	0	0	6	2,820.00	0	0	0	0	0.00	12	470.00	5,640.00
11	-	Canon G2010/G4010 Printer Ink	Magenta	bottle	6	0	0	6	2,820.00	0	0	0	0	0.00	6	0	0	6	2,820.00	0	0	0	0	0.00	12	470.00	5,640.00
12	-	Canon G2010/G4010 Printer Ink	Yellow	bottle	6	0	0	6	2,820.00	0	0	0	0	0.00	6	0	0	6	2,820.00	0	0	0	0	0.00	12	470.00	5,640.00
13	-	CD - RW with cover		piece	3	0	0	3	270.00	3	0	0	3	270.00	3	0	0	3	270.00	3	0	0	3	270.00	12	90.00	1,080.00
14	-	Diswashing sponge		piece	2	0	0	2	80.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	40.00	80.00
15	-	Duct Tape	5 inches, gray	rolls	5	0	0	5	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	120.00	600.00
16	-	Epson Ink 003	Black	bottles	27	0	0	27	9,450.00	0	0	0	0	0.00	30	0	0	30	10,500.00	0	0	0	0	0.00	57	350.00	19,950.00
17	-	Epson Ink 003	Cyan	bottles	20	0	0	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0	0.00	40	350.00	14,000.00
18	-	Epson Ink 003	Magenta	bottles	20	0	0	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0	0.00	40	350.00	14,000.00
19	-	Epson Ink 003	Yellow	bottles	20	0	0	20	7,000.00	0	0	0	0	0.00	20	0	0	20	7,000.00	0	0	0	0	0.00	40	350.00	14,000.00
20	-	Epson Ink 001	Black	bottles	9	0	0	9	3,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	350.00	3,150.00
21	-	Epson Ink 001	Cyan	bottles	8	0	0	8	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
22	-	Epson Ink 001	Magenta	bottles	8	0	0	8	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
23	-	Epson Ink 001	Yellow	bottles	8	0	0	8	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
24	-	Epson Ink 664	Black	bottles	6	0	0	6	2,400.00	0	0	0	0	0.00	6	0	0	6	2,400.00	0	0	0	0	0.00	12	400.00	4,800.00
25	-	Epson Ink 664	Cyan	bottles	6	0	0	6	2,400.00	0	0	0	0	0.00	6	0	0	6	2,400.00	0	0	0	0	0.00	12	400.00	4,800.00
26	-	Epson Ink 664	Magenta	bottles	6	0	0	6	2,400.00	0	0	0	0	0.00	6	0	0	6	2,400.00	0	0	0	0	0.00	12	400.00	4,800.00
27	-	Epson Ink 664	Yellow	bottles	6	0	0	6	2,400.00	0	0	0	0	0.00	6	0	0	6	2,400.00	0	0	0	0	0.00	12	400.00	4,800.00
28	-	Expandable, Folder, Long		pieces	50	0	0	50	2,500.00	50	0	0	50	2,500.00	50	0	0	50	2,500.00	50	0	0	50	2,500.00	200	50.00	10,000.00
29	-	Fastener (Plastic)	Long, 8 1/2"	boxes	6	0	0	6	510.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	85.00	510.00
30	-	Folder with tab, White Short	8.5 x 11"	reams	1	0	0	1	550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	550.00	550.00
31	-	Highlighter pen, neon yellow, chisel/broad tip		piece	20	0	0	20	600.00	0	0	0	0	0.00	7	0	0	7	210.00	0	0	0	0	0.00	27	30.00	810.00
32	-	HP Ink 682 Colored	Colored	cart	3	0	0	3	1,950.00	3	0	0	3	1,950.00	3	0	0	3	1,950.00	3	0	0	3	1,950.00	12	650.00	7,800.00
33	-	HP Ink 682 Black	Black	cart	4	0	0	4	2,600.00	3	0	0	3	1,950.00	4	0	0	4	2,600.00	4	0	0	4	2,600.00	15	650.00	9,750.00
34	-	Maintenance Box for EPSON printer		piece	1	0	0	1	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,400.00	1,400.00
35	-	Permanent Marker, Black, Broad	Black	piece	5	0	0	5	310.00	0	0	0	0	0.00	5	0	0	5	310.00	0	0	0	0	0.00	10	42.00	420.00
36	-	PVC Sheets, A$		reams	1	0	0	1	760.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	760.00	760.00
37	-	Rubber Band, Big		boxes	2	0	0	2	364.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	182.00	364.00
38	-	Stamp with Automatic Dater (RECEIVED)		pieces	1	0	0	1	3,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,250.00	3,250.00
39	-	Stamp with Automatic (RELEASED)		pieces	1	0	0	1	3,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,250.00	3,250.00
40	-	Sign Pen, Green (.7 and 1.0)		pieces	4	0	0	4	140.00	0	0	0	0	0.00	4	0	0	4	140.00	0	0	0	0	0.00	8	35.00	280.00
41	-	Shoelace		pairs	6	0	0	6	72.00	0	0	0	0	0.00	6	0	0	6	72.00	0	0	0	0	0.00	12	12.00	144.00
42	-	Stamp Pad (Green)		piece	1	0	0	1	45.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	45.00	45.00

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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
43	-	Stamp Pad (Black)		pieces	2	0	0	2	90.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	45.00	90.00
44	-	Stamp Pad Ink (Green)		pieces	1	0	0	1	136.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	136.00	136.00
45	-	Stamp Pad Ink (Black)		pieces	3	0	0	3	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	200.00	600.00
46	-	Stamp Ink Refill (Black)		pieces	3	0	0	3	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	200.00	600.00
47	-	Stamp Ink Refill (Red)		pieces	3	0	0	3	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	200.00	600.00
48	-	Stamp Ink Refill (Blue)		pieces	3	0	0	3	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	200.00	600.00
49	-	Staple Wire #10		boxes	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
50	-	Trash Bag, Small 10's		roll/pack	20	0	0	20	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	60.00	1,200.00
51	-	Yellow Pad Paper		pad	2	0	0	2	80.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	40.00	80.00
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
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

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					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)																											
97	-							0	0.00				0	0.00				0	1.00				0	0.00	0	0.00	0.00
98	-							0	0.00				0	0.00				0	1.00				0	0.00	0	0.00	0.00
99	-							0	0.00				0	0.00				0	1.00				0	0.00	0	0.00	0.00
100	-							0	0.00				0	0.00				0	1.00				0	0.00	0	0.00	0.00

A. TOTAL		₱ 172,259.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 17,225.90
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 189,484.90
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 BERNADETTE R. SARMIENTO
Property/Supply Officer

Date Prepared: July 29, 2024

Certified Funds Available / Certified Appropriate Funds Available:

CHRISTOPHER MICHAEL L. GOSMEN
Accountant / Budget Officer

Approved by:

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