

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-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/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 apcpe.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: PROFESSIONAL REGULATION COMMISSION

Region: V LEGAZPI

Address:

Raisa, Legazpi City

Albay

Agency Code/UACS: 16-008-03-00005

Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: SHARO B. LO

Position: DIRECTOR

E-mail : rs@ps-philgeps.gov.ph

Telephone/Mobile Nos: (052) 481 - 3323

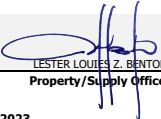
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
OTHER ITEMS NOT AVAILABLE 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	-	Custom Self-Inking Stamp (Received, Original Presented, etc)	piece	6	0	0	6	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	700.00	4,200.00
3	-	Refill Ink for Self-Inking Stamp (28 ml)	piece	3	0	0	3	600.00	1	0	0	1	200.00	3	0	0	3	600.00	3	0	0	3	600.00	10	200.00	2,000.00
4	-	Stapler w/ staple remover (Standard type, No. 35)	piece	3	0	0	3	900.00	3	0	0	3	900.00	0	0	0	0	0.00	0	0	0	0	0.00	6	300.00	1,800.00
5	-	Data File Storage Box with Cover (16 x 11 x 11) (color: dark red)	piece	12	0	0	12	6,000.00	12	0	0	12	6,000.00	12	0	0	12	6,000.00	12	0	0	12	6,000.00	48	500.00	24,000.00
6	-	Magnetic Whiteboard Cork Board Combination (35 x 50 cm)	piece	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	500.00	3,000.00
7	-	Epson 003 Ink (Black)	bottle	20	0	0	20	6,000.00	10	0	0	10	3,000.00	20	0	0	20	6,000.00	10	0	0	10	3,000.00	60	300.00	18,000.00
8	-	Epson 003 Ink (Magenta)	bottle	20	0	0	20	6,000.00	10	0	0	10	3,000.00	20	0	0	20	6,000.00	10	0	0	10	3,000.00	60	300.00	18,000.00
9	-	Epson 003 Ink (Cyan)	bottle	20	0	0	20	6,000.00	10	0	0	10	3,000.00	20	0	0	20	6,000.00	10	0	0	10	3,000.00	60	300.00	18,000.00
10	-	Epson 003 Ink (Yellow)	bottle	20	0	0	20	6,000.00	10	0	0	10	3,000.00	20	0	0	20	6,000.00	10	0	0	10	3,000.00	60	300.00	18,000.00
11	-	Ink Cartridge, HP OPT-55X Compatible Toner Cartridge (Laser Jet Pro MFP Printer, Scanner, Photocopier)	cart	6	0	0	6	21,071.33	0	0	0	0	0.00	3	0	0	3	10,535.67	0	0	0	0	0.00	9	3,511.89	31,607.00
12	-	Ink Cartridge, HP 48A Toner Cartridge Black (HP Laser Jet Pro M14-M17)	cart	5	0	0	5	12,500.00	0	0	0	0	0.00	3	0	0	3	7,500.00	0	0	0	0	0.00	8	2,500.00	20,000.00
13	-	Ink Cartridge, HP 107A (HP Laser MFP 137fwn)	cart	5	0	0	5	20,000.00	0	0	0	0	0.00	3	0	0	3	12,000.00	0	0	0	0	0.00	8	4,000.00	32,000.00
14	-	HP GT53 (Black)	bottle	10	0	0	10	3,500.00	10	0	0	10	3,500.00	10	0	0	10	3,500.00	10	0	0	10	3,500.00	40	350.00	14,000.00
15	-	HP GT52 (Cyan)	bottle	10	0	0	10	3,500.00	7	0	0	7	2,450.00	10	0	0	10	3,500.00	5	0	0	5	1,750.00	32	350.00	11,200.00
16	-	HP GT52 (Magenta)	bottle	10	0	0	10	3,500.00	5	0	0	5	1,750.00	10	0	0	10	3,500.00	5	0	0	5	1,750.00	30	350.00	10,500.00
17	-	HP GT52 (Yellow)	bottle	10	0	0	10	3,500.00	5	0	0	5	1,750.00	10	0	0	10	3,500.00	5	0	0	5	1,750.00	30	350.00	10,500.00
18	-	Cardboard Packing Mailing Tall Long Shipping Corrugated Box Cartons (15 x 10 x 24 inches)	piece	12	0	0	12	1,200.00	12	0	0	12	1,200.00	12	0	0	12	1,200.00	12	0	0	12	1,200.00	48	100.00	4,800.00
19	-	Brown Kraft Wrapping Paper, 36in x 48in, 90gsm/100gsm	piece	5	0	0	5	62.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	12.50	62.50
20	-	TAPE, transparent, 48mm, with PRC Confidential label, 100m-300m	Box	100	0	0	100	3,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	35.50	3,550.00
21	-	STAPLE WIRE, for heavy duty staplers, 3mm, (23/6)	cart	10	0	0	10	480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	48.00	480.00
22	-	HP Toner Ink, 55A	roll	2	0	0	2	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	9,000.00	18,000.00
23	-	Cling Wrap / Plastic Wrap 12"x500m	Cart	0	0	5	5	4,000.00	0	0	5	5	4,000.00	0	0	10	10	8,000.00	0	0	0	0	0.00	20	800.00	16,000.00
24	-	Kyocera Toner TK-3104 Black	Tube	4	0	0	4	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	8,500.00	34,000.00
25	-	RISO Ink FII Type Black	Roll	20	0	0	20	36,000.00	0	0	20	20	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	1,800.00	72,000.00
26	-	RISO Master FII Type 77	Cart	10	0	0	10	50,000.00	0	0	10	10	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	5,000.00	100,000.00
27	-	DP Black Ink G14	Roll	20	0	0	20	20,000.00	0	0	20	20	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	1,000.00	40,000.00
28	-	DP Master Roll DRG-20	unit	10	0	0	10	45,000.00	0	0	10	10	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	4,500.00	90,000.00
29	-	Adding Machine Ribbon, double spool	roll	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	20	35.00	700.00
30	-	Adding Machine Tape	roll	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	20	35.00	700.00
31	-	Develop Copier Toner TN116	cart	3	0	0	3	10,336.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,445.38	10,336.15
32	-	HP LaserJet Toner Cartridge, CF360A, 508A Black	cart	3	0	0	3	30,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	4	10,000.00	40,000.00
33	-	HP LaserJet Toner Cartridge, CF361A, 508A Cyan	cart	1	0	0	1	10,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	2	10,000.00	20,000.00
34	-	HP LaserJet Toner Cartridge, CF362A, 508A Yellow	cart	1	0	0	1	10,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	2	10,000.00	20,000.00

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	-	HP LaserJet Toner Cartridge, CF363A, 508A Magenta	cart	1	0	0	1	10,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	2	10,000.00	20,000.00
36	-	Kyocera Toner TK-3104 Black	cart	3	0	0	3	25,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,500.00	25,500.00
37	-	Muriatic Acid (Concentrate) 3.78/ gallon	gallon	5	0	0	5	1,500.00	5	0	0	5	1,500.00	5	0	0	5	1,500.00	5	0	0	5	1,500.00	20	300.00	6,000.00
38	-	RIBBON CART, EPSON C135015632 for LX-310	piece	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	20	100.00	2,000.00
39	-	SIGN PEN, 1.0mm, Blue	piece	200	0	0	200	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	80.00	16,000.00
40	-	BROTHER BTD60 BK	bottle	10	0	0	10	4,300.00	10	0	0	10	4,300.00	10	0	0	10	4,300.00	10	0	0	10	4,300.00	40	430.00	17,200.00
41	-	BROTHER BT5000C	bottle	10	0	0	10	4,300.00	0	0	0	0	0.00	10	0	0	10	4,300.00	0	0	0	0	0.00	20	430.00	8,600.00
42	-	BROTHER BT5000Y	bottle	10	0	0	10	4,300.00	0	0	0	0	0.00	10	0	0	10	4,300.00	0	0	0	0	0.00	20	430.00	8,600.00
43	-	BROTHER BT 5000M	bottle	10	0	0	10	4,300.00	0	0	0	0	0.00	10	0	0	10	4,300.00	0	0	0	0	0.00	20	430.00	8,600.00
44	-						0	0.00				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	0.00	0.00
46	-						0	0.00				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	0.00	0.00
48	-						0	0.00				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	0.00	0.00
50	-						0	0.00				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	0.00	0.00
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	819,935.65		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	81,993.57		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-		
D. GRAND TOTAL (A + B+ C)																							P	901,929.22		
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.

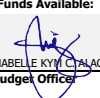
Prepared by:



LESTER LOUIES Z. BENITOR
Property/Supply Officer

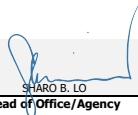
Date Prepared: July 26, 2023

Certified Funds Available / Certified Appropriate Funds Available:



EDWARD V. FLORIN / JONABELLE KYM CHALACAR
Accountant / Budget Officer

Approved by:



SHARO B. LO
Head of Office/Agency