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

AGENCY CODE/UACS: 160080300016

AGENCY NAME: PROFESSIONAL REGULATION COMMISSION REGIONAL OFFICE XIII

ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY (NGA)

REGION: CARAGA REGION

ADDRESS: 3RD FLOOR SOUTH WING ROBINSONS PLACE BUTUAN, J. C. AQUINO AVENUE, BRGY. BAY

CONTACT PERSON: DIANNE KRISTEL A. AQUINO

DESIGNATION: ADMINISTRATIVE OFFICER V/SUPPLY OFFICER III

EMAIL: ro13@prc.gov.ph/ro13.fad@prc.gov.ph/diannekristel.aquino@prc.gov.ph

CONTACT NUMBER: 09302291575/(085)815-0915

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://shorturl.at/adeqO

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 Pads, 100 pieces/box		box	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
2	-	Armor All		piece	2	0	0	2	400.00	0	0	0	0	0.00	2	0	0	2	400.00	0	0	0	0	0.00	4	200.00	800.00
3	-	Blood Glucose Test Strips, 25 pieces/box		box	2	0	0	2	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	800.00	1,600.00
4	-	Brake Fluid		bottle	2	0	0	2	600.00	0	0	0	0	0.00	2	0	0	2	600.00	0	0	0	0	0.00	4	300.00	1,200.00
5	-	Bulb, 15 watts		piece	0	5	0	5	1,250.00	0	0	0	0	0.00	0	5	0	5	1,250.00	0	0	0	0	0.00	10	250.00	2,500.00
6	-	Car Freshener		piece	2	2	0	4	800.00	2	2	0	4	800.00	2	2	0	4	800.00	2	2	0	4	800.00	16	200.00	3,200.00
7	-	Carbon Film, blue, size 216mm x 330mm, 100 pieces/box		box	2	0	0	2	1,500.00	0	0	0	0	0.00	1	0	0	1	750.00	0	0	0	0	0.00	3	750.00	2,250.00
8	51313101	Cetirizine		piece	80	0	0	80	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	10.00	800.00
9	-	Chamoist		piece	2	0	0	2	400.00	0	0	0	0	0.00	2	0	0	2	400.00	0	0	0	0	0.00	4	200.00	800.00
10	-	Correction Tape, electric typewriter		piece	2	0	0	2	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	80.00	160.00
11	-	Dishwashing Paste, 400grams		piece	11	5	5	21	945.00	9	5	5	19	855.00	11	5	5	21	945.00	9	5	5	19	855.00	80	45.00	3,600.00
12	-	Disinfectant Spray, 510 grams		bottle	2	2	2	6	3,600.00	2	2	2	6	3,600.00	2	2	2	6	3,600.00	2	2	2	6	3,600.00	24	600.00	14,400.00
13	15121501	Engine Oil		bottle	2	0	0	2	3,000.00	0	0	0	0	0.00	2	0	0	2	3,000.00	0	0	0	0	0.00	4	1,500.00	6,000.00
14	-	Envelope, pay, kraft, size: 3 1/2' x 6 1/2"		pack	3	0	0	3	600.00	2	0	0	2	400.00	3	0	0	3	600.00	2	0	0	2	400.00	10	200.00	2,000.00
15	-	Epson Ink 005 (black)		btl	5	0	0	5	5,000.00	0	0	0	0	0.00	5	0	0	5	5,000.00	0	0	0	0	0.00	10	1,000.00	10,000.00
16	-	Epson Ink 008 (black)		btl	5	0	0	5	5,500.00	0	0	0	0	0.00	5	0	0	5	5,500.00	0	0	0	0	0.00	10	1,100.00	11,000.00
17	-	Epson Ink 008 (cyan)		btl	3	0	0	3	3,000.00	0	0	0	0	0.00	3	0	0	3	3,000.00	0	0	0	0	0.00	6	1,000.00	6,000.00
18	-	Epson Iink 008 (magenta)		btl	3	0	0	3	3,000.00	0	0	0	0	0.00	3	0	0	3	3,000.00	0	0	0	0	0.00	6	1,000.00	6,000.00
19	-	Epson Ink 008 (yellow)		btl	3	0	0	3	3,000.00	0	0	0	0	0.00	3	0	0	3	3,000.00	0	0	0	0	0.00	6	1,000.00	6,000.00
20	-	Fastener, plastic, 8"		box	2	0	0	2	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	120.00	240.00
21	-	Feed Roller for Duplo DP-G325		piece	0	1	0	1	1,000.00	0	0	0	0	0.00	0	1	0	1	1,000.00	0	0	0	0	0.00	2	1,000.00	2,000.00
22	-	Floor Mop, heavy duty, tornado with bucket		unit	2	0	0	2	3,000.00	0	0	0	0	0.00	2	0	0	2	3,000.00	0	0	0	0	0.00	4	1,500.00	6,000.00
23	-	Glass Cleaner		bottle	3	0	0	3	450.00	2	0	0	2	300.00	3	0	0	3	450.00	2	0	0	2	300.00	10	150.00	1,500.00
24	-	Gloves, latex, 100 pieces/box		box	0	10	0	10	5,000.00	0	0	0	0	0.00	0	5	0	5	2,500.00	0	0	0	0	0.00	15	500.00	7,500.00
25	-	Glue, 1 liter		bottle	6	2	0	8	1,200.00	0	0	0	0	0.00	3	2	0	5	750.00	0	0	0	0	0.00	13	150.00	1,950.00
26	-	Hyoscine Butylbromide		piece	50	0	0	50	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	30.00	1,500.00
27	-	Ibuprofen Liquid Gel		piece	60	0	0	60	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	10.00	600.00
28	-	Ibuprofen,paracetamol-capsule		piece	50	0	0	50	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	10.00	500.00
29	-	Ink for Duplo DP-G325		cart	0	8	0	8	8,800.00	0	0	0	0	0.00	0	4	0	4	4,400.00	0	0	0	0	0.00	12	1,100.00	13,200.00
30	-	Ink with free use of Risograph Machine		cartridge	0	8	0	8	11,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,400.00	11,200.00
31	-	LED Fluorescent Light		piece	3	0	0	3	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	300.00	900.00
32	-	LED Panel Light, 18 watts, square, 30cm X 30cm		piece	8	0	0	8	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,000.00	8,000.00
33	-	Liquid Sosa, 1 liter		bottle	2	2	0	4	900.00	0	0	0	0	0.00	2	2	0	4	900.00	0	0	0	0	0.00	8	225.00	1,800.00
34	-	Loperamide		piece	60	0	0	60	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	10.00	600.00
35	-	Marker, Permanent, multimark, black, 0.4mm-0.6mm		piece	10	0	0	10	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	60.00	600.00
36	-	Master Roll (Stencil) for Duplo DP-G325		roll	0	4	0	4	19,200.00	0	0	0	0	0.00	0	2	0	2	9,600.00	0	0	0	0	0.00	6	4,800.00	28,800.00
37	-	Master Roll, 200 cuts with free use of Risograph Machine		roll	0	4	0	4	9,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,300.00	9,200.00
38	-	Mefenamic Acid (500mg)		piece	50	0	0	50	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	10.00	500.00
39	-	Muriatic Acid, 1 liter		bottle	2	0	0	2	200.00	0	0	0	0	0.00	2	0	0	2	200.00	0	0	0	0	0.00	4	100.00	400.00
40	-	Oil for Paper Shredder, 1 liter		bottle	1	0	0	1	3,500.00	0	0	0	0	0.00	1	0	0	1	3,500.00	0	0	0	0	0.00	2	3,500.00	7,000.00
41	-	Paper, Newsprint, legal size: 8 1/2" X 13"		ream	5	0	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	150.00	750.00
42	-	Phenylephrine HCl, paracetamol		piece	80	0	0	80	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	10.00	800.00
43	-	PRC Dry Seal		piece	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
44	-	Ribbon Cartridge, Epson S015639, Black		cartridge	2	0	0	2	480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	240.00	480.00
45	-	Ribbon Cassette, Electric Typerwriter		cart	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
46	-	Ring binder, 12 mm (1/2")		piece	5	0	0	5	90.00	0	0	0	0	0.00	5	0	0	5	90.00	0	0	0	0	0.00	10	18.00	180.00

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)																											
47	-	Ring binder, 20 mm (3/4")		piece	5	0	0	5	135.00	0	0	0	0	0.00	5	0	0	5	135.00	0	0	0	0	0.00	10	27.00	270.00
48	-	Ring binder, 38 mm (1 1/2")		piece	5	0	0	5	250.00	0	0	0	0	0.00	5	0	0	5	250.00	0	0	0	0	0.00	10	50.00	500.00
49	-	Rubber/Self-inking Stamp		piece	5	0	0	5	2,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	550.00	2,750.00
50	-	Self-inking stamp refill ink, 5ml, purple or black		bottle	7	1	0	8	2,000.00	0	0	0	0	0.00	2	1	0	3	750.00	0	0	0	0	0.00	11	250.00	2,750.00
51	-	Separator Base for Duplo DP-G325		piece	0	1	0	1	600.00	0	0	0	0	0.00	0	1	0	1	600.00	0	0	0	0	0.00	2	600.00	1,200.00
52	-	Sign Pen 1.0mm, Black		piece	4	4	4	12	1,080.00	4	4	3	11	990.00	4	4	4	12	1,080.00	4	4	3	11	990.00	46	90.00	4,140.00
53	-	Sign Pen 1.0mm, Blue		piece	16	16	16	48	4,320.00	16	16	15	47	4,230.00	16	16	16	48	4,320.00	16	16	15	47	4,230.00	190	90.00	17,100.00
54	-	Specialty board paper, A4 size, 10 pieces/pack		pack	10	0	0	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
55	-	Stamp Pad Ink, purple or violet, 946m/32 fl oz (min.)		bottle	6	1	0	7	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	200.00	1,400.00
56	-	Staple Wire No. 11-1 M		bx	3	0	0	3	3,000.00	0	0	0	0	0.00	3	0	0	3	3,000.00	0	0	0	0	0.00	6	1,000.00	6,000.00
57	-	Suction Cups		pack	4	0	0	4	220.00	0	0	0	0	0.00	5	0	0	5	275.00	0	0	0	0	0.00	9	55.00	495.00
58	-	Toilet Bowl Plunger		piece	2	0	0	2	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	75.00	150.00
59	-	Toilet Brush with plastic case		piece	4	0	0	4	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	100.00	400.00
60	-	Toilet Deodorizer with caes, 100 grams		piece	3	3	3	9	540.00	3	3	3	9	540.00	3	3	3	9	540.00	3	3	3	9	540.00	36	60.00	2,160.00
61	-	Toner Cartridge, HP 107A, Black LaserJet (for HP Laser MFP 137fnw printer)		cartridge	5	0	0	5	20,000.00	0	0	0	0	0.00	5	0	0	5	20,000.00	0	0	0	0	0.00	10	4,000.00	40,000.00
62	-	Toner Cartridge, HP CF237A (HP37A) Black LaserJet		cartridge	1	0	0	1	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	11,000.00	11,000.00
63	-	Trashbag, plastic, Medium size, 10 pieces/pack		pack	8	13	8	29	1,450.00	8	8	8	24	1,200.00	8	13	8	29	1,450.00	8	8	8	24	1,200.00	106	50.00	5,300.00
64	-	Unlimited Ink Printing Services with free use of printer		cartridge	6	6	6	18	23,400.00	6	6	6	18	23,400.00	6	6	6	18	23,400.00	6	6	6	18	23,400.00	72	1,300.00	93,600.00
65	-	Unlimited Toner Printing Services with free use of printer		cartridge	2	2	2	6	13,800.00	2	2	2	6	13,800.00	2	2	2	6	13,800.00	2	2	2	6	13,800.00	24	2,300.00	55,200.00
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
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

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)																											

A. TOTAL		**P**	**433,325.00**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		**P**	**43,332.50**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		**P**	**-**
D. GRAND TOTAL (A + B+ C)		**P**	**476,657.50**
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:

DIANNE KRISTEL A. AQUINO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MADONNA D. CALING/RODOLFO O. MAPOY JR.
Accountant / Budget Officer

Approved by:

CHERYLL P. ELICANO, CPA
Head of Office/Agency

Date Prepared:July 24, 2024