ANNUAL PROCUREMENT PLAN - COMMOM-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).

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	-	Executive Chair	UNIT	8			8	64,000.00			7	7	56,000.00				0	0.00				0	0.00	15	8,000.00		120,000.00
2	-	Executive Table	unit	2			2	50,000.00				0	0.00				0	0.00				0	0.00	2	25,000.00		50,000.00
3	-	TOKENS (PAPER WEIGHT)	PIECE	50			50	25,000.00			50	50	25,000.00				0	0.00				0	0.00	100	500.00		50,000.00
4	-	TOKENS (PLANTER)	PIECE	50			50	7,500.00			50	50	7,500.00				0	0.00				0	0.00	100	150.00		15,000.00
5	-	SHEET FED SCANNER	UNIT	2			2	36,000.00			1	1	18,000.00				0	0.00				0	0.00	3	18,000.00		54,000.00
6	-	WINDOW BLINDS	LOT	2			2	80,000.00			2	2	80,000.00				0	0.00				0	0.00	4	40,000.00		160,000.00
7	-	MOBILE OFFICE LOW CABINET	UNIT	22			22	92,400.00				0	0.00				0	0.00				0	0.00	22	4,200.00		92,400.00
8	-	CLEAR EDGE BUMPERS	SET OF 4	50			50	5,000.00				0	0.00				0	0.00				0	0.00	50	100.00		5,000.00
9	49101702	TROPHIES	PIECE	50			50	45,000.00			50	50	45,000.00				0	0.00				0	0.00	100	900.00		90,000.00
10	49101701	MEDALS	PIECE	50			50	1,750.00			50	50	1,750.00				0	0.00				0	0.00	100	35.00		3,500.00
11	-	Aneroid BP Apparatus (Bauman) Adult	UNIT	2			2	2,000.00			2	2	2,000.00				0	0.00				0	0.00	4	1,000.00		4,000.00
12	-	Aneroid BP Apparatus (Bauman) Peds	UNIT	2			2	2,000.00			2	2	2,000.00				0	0.00				0	0.00	4	1,000.00		4,000.00
13	-	Littman Classic Stethoscope (Adult)	UNIT	2			2	10,000.00			2	2	10,000.00				0	0.00				0	0.00	4	5,000.00		20,000.00
14	-	Aneroid BP Monitor with Stand and Wheels	UNIT	2			2	25,000.00			2	2	25,000.00				0	0.00				0	0.00	4	12,500.00		50,000.00
15	-	STEEL CABINETS (3 LAYER)	UNIT	5			5	75,000.00			5	5	75,000.00				0	0.00				0	0.00	10	15,000.00		150,000.00
16	-	STEEL CABINETS (4 LAYER)	UNIT	5			5	90,000.00			5	5	90,000.00				0	0.00				0	0.00	10	18,000.00		180,000.00
17	-	Pulse Oximeter (Adult)	UNIT	2			2	1,600.00			2	2	1,600.00				0	0.00				0	0.00	4	800.00		3,200.00
18	-	Thermal / Thermometer Gun	UNIT	2			2	6,000.00			2	2	6,000.00				0	0.00				0	0.00	4	3,000.00		12,000.00
19	-	Long Arm Stapler No. 35 wire	box	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00		1,000.00
20	-	3M Transpore Surgical Plaster (1 inch)	BOX	10			10	6,000.00			10	10	6,000.00				0	0.00				0	0.00	20	600.00		12,000.00
21	-	Vellum Paper	PACK	5			5	2,250.00			5	5	2,250.00				0	0.00				0	0.00	10	450.00		4,500.00
22	-	Mega box 100L	PIECE	50			50	47,500.00			50	50	47,500.00				0	0.00				0	0.00	100	950.00		95,000.00
23	-	Metacards	PACK	50			50	7,500.00			50	50	7,500.00				0	0.00				0	0.00	100	150.00		15,000.00
24	-	Paper Cutter (A4size)	UNIT	1			1	1,000.00			1	1	1,000.00				0	0.00				0	0.00	2	1,000.00		2,000.00
25	-	Name Tag Sticker Paper (50's)	pack	5			5	1,075.00			5	5	1,075.00				0	0.00				0	0.00	10	215.00		2,150.00
26	-	MEMORY CARD FOR CAMERA, 64gb	unit	5			5	7,500.00				0	0.00				0	0.00				0	0.00	5	1,500.00		7,500.00
27	-	MEMORY CARD READER	unit	5			5	3,500.00				0	0.00				0	0.00				0	0.00	5	700.00		3,500.00
28	-	HDMI female to female	PIECE	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00		1,000.00
29	-	Filling Box Storage with cover	piece	10			10	5,000.00			10	10	5,000.00				0	0.00				0	0.00	20	500.00		10,000.00
30	-	Aluminum Filing Screw 1" (100s)	pack	5			5	4,750.00			5	5	4,750.00				0	0.00				0	0.00	10	950.00		9,500.00
31	-	Aluminum Filing Screw 2" (100s)	pack	5			5	3,750.00			5	5	3,750.00				0	0.00				0	0.00	10	750.00		7,500.00
32	-	Aluminum Filing Screw 3" (100s)	pack	5			5	4,750.00			5	5	4,750.00				0	0.00				0	0.00	10	950.00		9,500.00
33	-	Aluminum Filing Screw 4" (100s)	pack	5			5	10,500.00			5	5	10,500.00				0	0.00				0	0.00	10	2,100.00		21,000.00
34	-	Long Arm Stapler No. 35	PIECE	2			2	1,600.00				0	0.00				0	0.00				0	0.00	2	800.00		1,600.00
35	-	Duct Tape 2" (RED)	roll	5			5	1,325.00			5	5	1,325.00				0	0.00				0	0.00	10	265.00		2,650.00
36	-	Duct Tape 2" (BLACK)	roll	5			5	1,325.00			5	5	1,325.00				0	0.00				0	0.00	10	265.00		2,650.00
37	-	ID Jacket B4 size with Sling					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
38	-	Mugs with individual box					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
39	-	Clerical Table	UNIT	10			10	90,000.00			5	5	45,000.00				0	0.00				0	0.00	15	9,000.00		135,000.00
40	-	Clerical Chair	UNIT	10			10	40,000.00			5	5	20,000.00				0	0.00				0	0.00	15	4,000.00		60,000.00
41	-	RING COMB BINDING MACHINE	UNIT	1			1	13,500.00			1	1	13,500.00				0	0.00				0	0.00	2	13,500.00		27,000.00
42	-	PLASTIC COMB BINDER-A4	PCS	50			50	4,000.00			50	50	4,000.00				0	0.00				0	0.00	100	80.00		8,000.00

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43	-	PLASTIC COMB BINDER-LONG	PCS	50			50	4,000.00			50	50	4,000.00				0	0.00				0	0.00	100	80.00	8,000.00
44	-	PVC BINDING COVER CLEAR	BOX	1			1	550.00			1	1	550.00				0	0.00				0	0.00	2	550.00	1,100.00
45	-	LAMINATOR	UNIT	1			1	3,400.00				0	0.00				0	0.00				0	0.00	1	3,400.00	3,400.00
46	-	LAMINATION FILM A4	BOX	1			1	1,400.00				0	0.00				0	0.00				0	0.00	1	1,400.00	1,400.00
47	-	LAMINATION FILM LONG	BOX	1			1	1,550.00				0	0.00				0	0.00				0	0.00	1	1,550.00	1,550.00
48	-	File Folder Long	PIECE	15			15	3,000.00			15	15	3,000.00				0	0.00				0	0.00	30	200.00	6,000.00
49	-	KATCHA BAG FOR TRAINING KIT	PIECE	100			100	15,000.00			100	100	15,000.00				0	0.00				0	0.00	200	150.00	30,000.00
50	-	RUBBER STAMP	PIECE	12			12	6,000.00				0	0.00				0	0.00				0	0.00	12	500.00	6,000.00
51	-	DATING AND STAMPING MACHINE	PIECE	12			12	3,600.00				0	0.00				0	0.00				0	0.00	12	300.00	3,600.00
52	-	EDP binder	PIECE	100			100	30,000.00				0	0.00				0	0.00				0	0.00	100	300.00	30,000.00
53	-	FORM 138	PIECE			218000	218000	621,300.00				0	0.00				0	0.00				0	0.00	218000	2.85	621,300.00
54	-	DIPLOMA	PIECE			59500	59500	207,060.00				0	0.00				0	0.00				0	0.00	59500	3.48	207,060.00
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

A. TOTAL		₱ 1,420,860.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 242,056.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 1,662,816.00
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:

ROSLIN LOPEZ ARGONCILLO
Property/Supply Officer

Date Prepared: 8/31/2023

Certified Funds Available / Certified Appropriate Funds Available:

DIEDRE P. AGUILA / CRISTINA L. SACAYAN
Accountant / Budget Officer

Approved by:

NIMFA D. BONGO, EdD., CESO V
Head of Office/Agency