

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-phileeps.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/hos8> (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 appcse.helpdesk@ps-phileeps.gov.ph, or visit the PS-DBM website (www.ps-phileeps.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 TOURISM MIMAROPA
 Region: REGION IVB
 Address: 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Agency Code/UA/CS: S009
 Organization Type: NGA

Contact Person: ELIZABETH R. ANDAL
 Position: Administrative Asst. III
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 Telephone/Mobile Nos: (02) 8459-5200-8/09954608863

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	-	Headset, with Microphone	pc			1	1	0.00							0	0.00							0	0.00	1	0.00	0.00
2	-	Balpen, black	pcs			174	174	1,740.00							0	0.00							0	0.00	174	10.00	1,740.00
3	-	Stick On Post It 35 x 35	pack			13	13	0.00							0	0.00							0	0.00	13	0.00	0.00
4	-	Gluestick, Paste	pcs			31	31	3,100.00							0	0.00							0	0.00	31	100.00	3,100.00
5	-	External Hard Drive (2TB)	Unit			7	7	24,500.00							0	0.00							0	0.00	7	3,500.00	24,500.00
6	-	Ink, Epson T774, Black	bottle			4	4	2,320.00				4	4	2,320.00		0.00							0	0.00	8	580.00	4,640.00
7	-	Ink, HP LaserJet, 79A, Black	cart			3	3	9,150.00				3	3	9,150.00		0.00							0	0.00	6	3,050.00	18,300.00
8	-	Ink, Officejet Pro Ink, 965, Cyan	cart			10	10	13,500.00				10	10	13,500.00		0.00							0	0.00	20	1,350.00	27,000.00
9	-	Ink, Officejet Pro Ink, 965, Yellow	cart			10	10	13,500.00				10	10	13,500.00		0.00							0	0.00	20	1,350.00	27,000.00
10	-	Ink, Officejet Pro Ink, 965, Magenta	cart			10	10	13,500.00				10	10	13,500.00		0.00							0	0.00	20	1,350.00	27,000.00
11	-	Ink, Officejet Pro Ink, 965 XL, Black	cart			10	10	25,000.00				10	10	25,000.00		0.00							0	0.00	20	2,500.00	50,000.00
12	-	Balpen, blue	pc			30	30	300.00							0	0.00							0	0.00	30	10.00	300.00
13	-	Balpen, Red	pc			30	30	300.00							0	0.00							0	0.00	30	10.00	300.00
14	-	Sticker Paper	pack			18	18	3,240.00							0	0.00							0	0.00	18	180.00	3,240.00
15	31201505	Double Sided Tape	roll			7	7	350.00							0	0.00							0	0.00	7	50.00	350.00
16	-	Photo Paper, A4, Matte, 240gsm	pack			5	5	1,400.00							0	0.00							0	0.00	5	280.00	1,400.00
17	-	Fastener, plastic	box			4	4	400.00							0	0.00							0	0.00	4	100.00	400.00
18	-	Plastic envelope, Expandable, Transparent with handle and push lock	pcs			30	30	3,000.00							0	0.00							0	0.00	30	100.00	3,000.00
19	-	Sign Here, Stick On (arrowhead)	pack			49	49	2,940.00							0	0.00							0	0.00	49	60.00	2,940.00
20	-	Index card, 5x8	pack			7	7	175.00							0	0.00							0	0.00	7	25.00	175.00
21	-	Uninterrupted Power Supply	units			10	10	50,000.00							0	0.00							0	0.00	10	5,000.00	50,000.00
22	-	VGA to HDMI Connector	pcs			6	6	6,000.00							0	0.00							0	0.00	6	1,000.00	6,000.00
23	-	High Speed 8 Slot USB For Hub (1 meter)	pcs			5	5	10,000.00							0	0.00							0	0.00	5	2,000.00	10,000.00
24	-	Multi Layer Computer Table Desk (4 layers)	unit			1	1	10,000.00							0	0.00							0	0.00	1	10,000.00	10,000.00
25	-	Clicker (for presentation) with Laser	unit			1	1	5,000.00							0	0.00							0	0.00	1	5,000.00	5,000.00
26	-	Multi Copy Paper with DOT MIMAROPA Logo, Legal	ream			16	16	48,000.00							0	0.00							0	0.00	16	3,000.00	48,000.00
27	-	Multi Copy Paper with DOT MIMAROPA Logo, A4	ream			18	18	45,000.00							0	0.00							0	0.00	18	2,500.00	45,000.00
28	-	Letter Envelope with DOT MIMAROPA logo	pcs			300	300	4,500.00							0	0.00							0	0.00	300	15.00	4,500.00
29	-	Epson LS290 Ink 003, black	bottles			5	5	2,500.00							0	0.00							0	0.00	5	500.00	2,500.00
30	-	Epson LS290 Ink 003, yellow	bottles			5	5	2,500.00							0	0.00							0	0.00	5	500.00	2,500.00
31	-	Epson LS290 Ink 003, magenta	bottles			5	5	2,500.00							0	0.00							0	0.00	5	500.00	2,500.00
32	-	Epson LS290 003, Cyan	bottles			5	5	2,500.00							0	0.00							0	0.00	5	500.00	2,500.00
33	-	HP Laserjet Ink, 79A, Black	toner			5	5	17,500.00							0	0.00							0	0.00	5	3,500.00	17,500.00
34	-	LCD Projector	unit			1	1	14,000.00							0	0.00							0	0.00	1	14,000.00	14,000.00
35	-	Printer, Colored, Print/Scan/Copy	unit			2	2	16,000.00							0	0.00							0	0.00	2	8,000.00	16,000.00
36	-	Printer, Laser, Monochrome	unit			2	2	12,000.00							0	0.00							0	0.00	2	6,000.00	12,000.00
37	-	Multi/Purpose Board paper 180 gsm (White)	pack			200	200	20,000.00							0	0.00							0	0.00	200	100.00	20,000.00
38	-	Dishwashing Soap, 1 gallon	gallon			10	10	2,300.00							0	0.00							0	0.00	10	230.00	2,300.00
39	-	Light Green colored paper, A4, 80 gsm (250 sheets/pack)	pack			12	12	3,000.00							0	0.00							0	0.00	12	250.00	3,000.00
40	-	Balpoint pen	pcs			17	17	255.00							0	0.00							0	0.00	17	15.00	255.00


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						
41	-	External Hard Drive (Backup Slim 1TB	unit			1	1	3,500.00							0	0.00								0	0.00	1	3,500.00	3,500.00	
42	-	Printer (Resolution 5760 x 1440dpi 10ppm Speed Color 5ppm	unit			2	2	28,000.00							0	0.00									0	0.00	2	14,000.00	28,000.00
43	-	Epson 212, Standard capacity color and black multi pack	bottle			2	2	5,000.00							0	0.00									0	0.00	2	2,500.00	5,000.00
44	-	Epson 212, Black Ink Cartridge0	bottle			2	2	2,200.00							0	0.00									0	0.00	2	1,100.00	2,200.00
45	-	Epson 212, Cyan Ink Cartridge	bottle			2	2	1,000.00							0	0.00									0	0.00	2	500.00	1,000.00
46	-	Epson 212, Magenta Ink Cartridge	bottle			2	2	1,000.00							0	0.00									0	0.00	2	500.00	1,000.00
47	-	Epson 212, Yellow, Ink Cartridge	bottle			2	2	1,000.00							0	0.00									0	0.00	2	500.00	1,000.00
48	-	Epson, 212, Standard capacity color multi pack ink cart	set			2	2	3,200.00							0	0.00									0	0.00	2	1,600.00	3,200.00
49	-	Epson 212 Xi, Standard Capacity Color and High Capacity Black Ink Cart (MYI) 4 pack	set			2	2	7,000.00							0	0.00									0	0.00	2	3,500.00	7,000.00
50	-	Wireless Pointing Device/Laser Pointe	unit			1	1	1,500.00							0	0.00									0	0.00	1	1,500.00	1,500.00
51	-	Record Storage Box with Cover	pc			23	23	8,050.00							0	0.00									0	0.00	23	350.00	8,050.00
52	-	Magnetic white board 24 x 18 inches	unit			2	2	3,000.00							0	0.00									0	0.00	2	1,500.00	3,000.00
53	-	Steel Filing Cabinet 4 drawer (big size)	unit			5	5	60,000.00							0	0.00									0	0.00	5	12,000.00	60,000.00
54	-	EB X51 LCD Projector	unit			1	1	14,000.00							0	0.00									0	0.00	1	14,000.00	14,000.00
55	-	Audio Recorder	unit			2	2	9,400.00							0	0.00									0	0.00	2	4,700.00	9,400.00
56	-	Clip Board Folder A4	pc			2	2	160.00							0	0.00									0	0.00	2	80.00	160.00
57	-	Clip Board Folder Legal	pc			2	2	170.00							0	0.00									0	0.00	2	85.00	170.00
58	-	Envelope, Plastic A4	pc			15	15	120.00							0	0.00									0	0.00	15	8.00	120.00
59	-	Envelope, Plastic Legal	pc			15	15	225.00							0	0.00									0	0.00	15	15.00	225.00
60	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
61	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
62	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
63	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
64	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
65	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
66	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
67	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
68	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
69	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
70	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
71	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
72	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
73	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
74	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
75	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
76	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
77	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
78	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
79	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
80	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
81	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
82	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
83	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
84	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
85	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
86	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
87	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
88	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
89	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
90	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
91	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
92	-					0	0	0.00							0	0.00									0	0.00	0	0.00	0.00
93	-					0	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
94	-						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	0.00
96	-						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	0.00
98	-						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	0.00
100	-						0	0.00						0	0.00						0	0.00	0	0.00	0.00

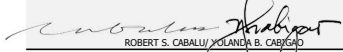
A. TOTAL	P	617,465.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	61,746.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B+ C)	P	679,211.50
E. APPROVED BUDGET BY THE AGENCY HEAD		
In Figures and Words:		

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.

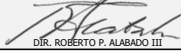
Prepared by:


 ELIZABETH R. ANDAL
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 ROBERT S. CABALLERO / YOLANDA B. CABALLERO
 Accountant / Budget Officer

Approved by:


 DIR. ROBERTO P. ALABADO III
 Head of Office/Agency

Date Prepared: July 28, 2023