

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:
Center for International Trade Expositions and Missions (CITEM)
Region:
National Capital Region
Address:
Golden Shell Pavilion, Rozas Blvd., Cor. Sen Gil Puyat, Pasay City

Agency Code/UACS: 35043
Organization Type: GOCC

Contact Person: BAC Secretariat
Position: BAC Secretariat
E-mail: citembac@citem.com.ph
Telephone/Mobile Nos: 8-831-2201 local 309/294

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	-	Circuit Breaker, 50 Amperes, 3 Phase, Plug-In	piece	1	1	1	3	9,000.00	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,000.00	12,000.00
2	-	Circuit Breaker, 40 Amperes, 1 Phase, Plug-In	piece	1	1	1	3	7,200.00	1	0	0	1	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,400.00	9,600.00
3	-	Circuit Breaker, 40 Amperes, 1 Phase, Bolt-On	piece	1	1	1	3	7,500.00	1	0	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,500.00	10,000.00
4	-	flag tab (sign here)	pack	20	0	0	20	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	40.00	800.00
5	-	Plastic Spoon	pack	4	0	0	4	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	50.00	200.00
6	-	Plastic Fork	pack	4	0	0	4	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	50.00	200.00
7	-	Coffee Stirrer	pack	4	0	0	4	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	50.00	200.00
8	-	Common Nail, 2 inches	Kilogram	1	1	1	3	900.00	1	1	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
9	-	Common Nail, 3 inches	Kilogram	1	1	1	3	1,200.00	1	1	0	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	5	400.00	2,000.00
10	-	Paint, Flat Wall Latex, Water-Based, White	Gallon	2	2	2	6	9,000.00	2	0	0	2	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,500.00	12,000.00
11	-	Paint, Semi Gloss, Water-Based, White	Gallon	2	2	2	6	9,000.00	2	0	0	2	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,500.00	12,000.00
12	-	Paint Brush No. 1	Piece	2	2	2	6	240.00	2	2	2	6	240.00	2	2	1	5	200.00	1	1	1	3	120.00	20	40.00	800.00
13	-	Paint Brush No. 2	Piece	2	2	2	6	360.00	2	2	2	6	360.00	2	2	1	5	300.00	1	1	1	3	180.00	20	60.00	1,200.00
14	-	Paint Brush No. 3	Piece	2	2	2	6	540.00	2	2	2	6	540.00	2	2	1	5	450.00	1	1	1	3	270.00	20	90.00	1,800.00
15	-	Paint Brush No. 4	Piece	1	1	1	3	480.00	1	1	0	2	320.00	0	0	0	0	0.00	0	0	0	0	0.00	5	160.00	800.00
16	-	Baby Roller Brush with Cotton and Handle	Piece	2	2	2	6	600.00	2	2	2	6	600.00	2	1	1	4	400.00	1	1	0	2	200.00	18	100.00	1,800.00
17	-	GI Sheet Gauge 24 4ft x 8ft	Piece	3	3	3	9	6,300.00	3	3	3	9	6,300.00	3	3	3	9	6,300.00	2	2	2	6	4,200.00	33	700.00	23,100.00
18	-	Ribbon Cartridge Epson LX 300	box	2	0	0	2	300.00	2	0	0	2	300.00	2	0	0	2	300.00	2	0	0	2	300.00	8	150.00	1,200.00
19	-	Dater ordinary	piece	1	0	0	1	180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	180.00	180.00
20	-	Stapler wire #33/35 copper	box	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	12	50.00	600.00
21	-	Folder plastic (for Check Control)	piece	12	0	0	12	960.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	80.00	960.00
22	-	Folder pressboard long (green)	piece	15	0	0	15	375.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	25.00	375.00
23	-	Copy Paper (letter size, 80gsm)	ream	0	0	5	5	1,275.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	255.00	1,275.00
24	-	Tissue Paper 2ply	rolls	0	0	20	20	300.00	0	0	20	20	300.00	0	0	20	20	300.00	0	0	20	20	300.00	80	15.00	1,200.00
25	-	Morocco Board (letter size)	ream	0	0	1	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
26	-	Ballpen, green, gel pen 0.5 for audit	piece	0	0	5	5	108.75	0	0	5	5	108.75	0	0	5	5	108.75	0	0	5	5	108.75	20	21.75	435.00
27	-	LED Floodlight 10W	piece	2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	1	5	2,500.00	1	1	1	3	1,500.00	20	500.00	10,000.00
28	-	Jumbo Roll Tissue 2-Ply	roll	10	10	10	30	4,500.00	10	10	10	30	4,500.00	10	10	10	30	4,500.00	10	2	0	12	1,800.00	102	150.00	15,300.00
29	-	Facial Tissue, 2-Ply, Unscented, Box, 100 Pulls	box	10	10	10	30	6,600.00	10	10	10	30	6,600.00	10	10	10	30	6,600.00	10	0	0	10	2,200.00	100	220.00	22,000.00
30	-	Hydrocortisone 100 mg / 2ml powder	vial	0	1	1	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
31	-	PNSS 500ML	piece	0	1	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
32	-	3 cc syringe	piece	2	2	2	6	360.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	60.00	360.00
33	-	Oxycon portable oxygen	can	0	1	1	2	700.00	1	0	0	1	350.00	1	0	0	1	350.00	0	0	0	0	0.00	4	350.00	1,400.00
34	-	Hotwater Bag (100ml)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	300.00	1	300.00	300.00
35	-	Face/ hand towel towel for Clinic use	piece	0	1	0	1	100.00	0	0	0	0	0.00	0	0	1	1	100.00	0	0	0	0	0.00	2	100.00	200.00
36	-	Electronic hotwater bag	piece	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
37	-	Knee hammer	piece	0	0	0	0	0.00	0	1	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
38	-	otoscope	piece	0	0	0	0	0.00	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,000.00	6,000.00
39	-	Spine Board	piece	0	0	0	0	0.00	0	1	0	1	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,000.00	25,000.00
40	-	Wheel chair	piece	0	0	0	0	0.00	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00

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			
41	-	yellow garbage Bag	piece	1	0	0	1	300.00	0	1	0	1	300.00	0	0	1	1	300.00	0	0	0	0	0.00	3	300.00	900.00
42	-	wireless keyboard	piece	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
43	-	Safety Pins	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
44	-	Sticker Paper (with printed DTI-CITEM for Cargo Shipment)	ream	3	0	0	3	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,000.00	12,000.00
45	-	Coolant	liter	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	24	400.00	9,600.00
46	-	Carburetor & Diesel Fuel Injector Cleaner	liter	1	1	1	3	1,200.00	1	1	1	3	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	6	400.00	2,400.00
47	-	Ink Black, Epson 001 (L6290)	roll	14	1	0	15	6,450.00	6	0	3	9	3,870.00	11	0	0	11	4,730.00	2	0	0	2	860.00	37	430.00	15,910.00
48	-	Ink Cyan, Epson 001 (L6290)	roll	6	0	0	6	2,580.00	3	1	2	6	2,580.00	6	0	1	7	3,010.00	1	0	0	1	430.00	20	430.00	8,600.00
49	-	Ink Magenta, Epson 001 (L6290)	piece	6	0	0	6	2,580.00	3	1	2	6	2,580.00	6	0	1	7	3,010.00	1	0	0	1	430.00	20	430.00	8,600.00
50	-	Ink Yellow, Epson 001 (L6290)	piece	6	0	0	6	2,580.00	3	1	2	6	2,580.00	6	0	1	7	3,010.00	1	0	0	1	430.00	20	430.00	8,600.00
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
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

A. TOTAL		P	276,695.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	27,669.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A ÷ B÷ C)		P	304,364.50
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	TWO MILLION ONE HUNDRED THOUSAND PESOS (PHP 2,100,000.00)		

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:

REYNALDO R. GONZALES

Property/Supply Officer *M. J. [Signature]*

Date Prepared: _____

Certified Funds Available / Certified Appropriate Funds Available:

WILMA DULAY

Budget Office

Approved by:

For

AMB. EDWARD L. FERREIRA Ph. D.

Head of Office/Agency