

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://news1at/submit> (Please copy the link and paste it your)
- 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-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: Office of the Government Corporate Counsel
 Region: National Capital Region
 Address: 3rd Floor M755 Administration Building, Kalayaan Avenue, Salara Quezon City

Agency Code/UNCS: M012
 Organization Type: National

Contact Person: Jose Marie C. Capili
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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	45101700	Printing Accessories	unit		4		4	14,400.00		4		4	14,400.00		4		4	14,400.00		4	14,400.00	16	1,600.00	57,600.00		
2	45101700	Printing Accessories	bottle		50		50	25,900.00		0		0	0.00		50		50	25,900.00		0	0.00	100	495.00	41,000.00		
3	73175131	Electrical Accessories or supplies, manufacturer services	roll		1		1	3,600.00		0		0	0.00		1		1	3,600.00		0	0.00	2	3,600.00	7,600.00		
4	4422911	Folders	piece		750		750	112,500.00		750		750	112,500.00		750		750	112,500.00		750	112,500.00	3000	290.00	490,000.00		
5	4402107	Stamps, officers	piece		5		5	2,800.00		0		0	0.00		5		5	2,800.00		0	0.00	10	580.00	5,800.00		
6	14100000	Paper materials	ream		75		75	191,250.00		0		0	0.00		75		75	191,250.00		0	0.00	150	2,550.00	382,500.00		
7	14100000	Paper materials	ream		15		15	43,575.00		0		0	0.00		15		15	43,575.00		0	0.00	30	2,055.00	87,150.00		
8	02121500	Printing	ream		30		30	33,000.00		0		0	0.00		30		30	33,000.00		0	0.00	60	1,100.00	66,000.00		
9	02121500	Printing	box		25		25	12,750.00		25		25	12,750.00		25		25	12,750.00		25	12,750.00	100	510.00	51,000.00		
10	14030001	Paper materials	ream		8		8	3,872.00		8		8	3,872.00		8		8	3,872.00		8	3,872.00	32	494.00	15,488.00		
11	14030000	Paper materials	ream		8		8	3,872.00		8		8	3,872.00		8		8	3,872.00		8	3,872.00	32	494.00	15,488.00		
12	4407312	Printer ribbon	piece		1		1	9,900.00		0		0	0.00		1		1	9,900.00		0	0.00	2	9,900.00	19,800.00		
13	25172504	Automobile or light truck tires	piece		20		10	50,000.00		0		0	0.00		10		10	50,000.00		0	0.00	20	5,000.00	106,000.00		
14	25172504	Automobile or light truck tires	piece		4		4	40,000.00		0		0	0.00		2		2	24,000.00		0	0.00	6	12,000.00	72,000.00		
15	26111702	Batteries and cells and accessories	piece		2		2	15,000.00		1		1	7,500.00		3		3	22,500.00		0	0.00	6	7,900.00	48,000.00		
16	26111700	Batteries and cells and accessories	piece		0		0	0.00		1		1	12,000.00		0		0	0.00		0	0.00	1	12,000.00	12,000.00		
17	15130000	Lubricants and oils and greases and anti-corrosives	lot	1	3	1	3	10,500.00	3	1	1	3	10,500.00	1	1	1	2	10,500.00	1	1	1	2	10,500.00	12	3,900.00	42,000.00
18	45101700	Printing Accessories	car		10		10	35,000.00		10		10	35,000.00		10		10	35,000.00		0	0.00	30	3,900.00	118,000.00		
19	39101605	Fluorescent lamps	piece			125	125	26,750.00		0		0	0.00		125		125	26,750.00		0	0.00	250	200.00	57,000.00		
20	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
21	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
22	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
23	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
24	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
25	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
26	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
27	-					0	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
28	-					2	4.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	0.00		
29	-					2	0.00		0		0	0.00		0		0	0.00		0	0.00	0	0.00	0	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
30	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
31	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
32	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
33	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
34	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
35	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
36	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
37	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
38	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
39	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
40	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
41	-						2	2.00				0	0.00				0	0.00				0	2.00	0	0.00	0.00
42	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
43	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
44	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
45	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
46	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
47	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
48	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
49	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
50	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
51	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
52	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
53	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
54	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
55	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
56	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
57	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
58	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
59	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
60	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
61	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
62	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
63	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
64	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
65	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
66	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
67	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
68	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
69	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00
70	-						2	2.00				2	0.00				0	0.00				0	2.00	0	0.00	0.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
71	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
72	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
73	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
74	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
75	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
76	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
77	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
78	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
79	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
80	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
81	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
82	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
83	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
84	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
85	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
86	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00
87	-						D	0.00							0	0.00							0	0.00	0	0.00	0.00

A. TOTAL		P	1,632,726.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	163,272.60
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	1,795,998.60
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: 
MARGA CRISTINA A. RODRIGUEZ
Administrative Officer
Property/Supply Officer
Date Prepared: 07/26/2024

Certified Funds Available / Certified Appropriate Funds Available:

RYAN JOSEPH C. RODRIGUEZ
Supervising Administrative Officer
Accountant / Budget Officer

Approved by: 
ROGELIO V. QUEVEDO
Government Corporate Counsel
Head of Office/Agency