

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://shorturl.at/hoss8> (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 apccse.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: TOURISM PROMOTIONS BOARD
 Region: NCR
 Address: 4th Floor Legaspi Towers 300, Roxas Blvd Cor. Vito Cruz St
Malate, Manila

Agency Code/UACS: _____
 Organization Type: GOCC

Contact Person: ROSELLE D. ROMERO
 Position: Administrative Officer IV
 E-mail: roselle_romero@psdb.gov.ph
 Telephone/Mobile Nos: 09171931642

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total for					
				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	-	COMMON OFFICE SUPPLIES					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		
2	-	Balkbayan Box	pcs.		400		400	60,000.00				0	0.00	400			400	60,000.00				0	0.00	800	150.00		
3	-	Balpen - Black	pc.		125		125	750.00				0	0.00	125			125	750.00				0	0.00	250	6.00		
4	-	Balpen - Blue	pc.		50		50	300.00				0	0.00	50			50	300.00				0	0.00	100	6.00		
5	-	Balpen - Red	pc.		50		50	300.00				0	0.00	50			50	300.00				0	0.00	100	6.00		
6	-	Business Card	box		25		25	30,000.00				0	0.00	25			25	30,000.00				0	0.00	50	1,200.00		
7	-	CD, Rewritable	pcs.		50		50	1,500.00				0	0.00	50			50	1,500.00				0	0.00	100	30.00		
8	-	Cheque Book	book		5		5	4,500.00				0	0.00	5			5	4,500.00				0	0.00	10	900.00		
9	-	Clip, backfold 13mm	boxes		15		15	225.00				0	0.00	10			10	150.00				0	0.00	25	15.00		
10	-	Cotton (medium)	pcs.		2		2	100.00				0	0.00				0	0.00				0	0.00	2	50.00		
11	-	Folder, Morocco, A4	pcs.		120		120	1,800.00				0	0.00				0	0.00				0	0.00	120	15.00		
12	-	Folder, clear plastic, with fastener, A4 size	pcs.		20		20	300.00				0	0.00				0	0.00				0	0.00	20	15.00		
13	-	General ledger form (for CASH)	pcs		2		2	600.00				0	0.00				0	0.00				0	0.00	2	300.00		
14	-	Glue, All Purpose (Elmer's)	pcs.		12		12	600.00				0	0.00				0	0.00				0	0.00	12	50.00		
15	-	Glue, Stick	pcs.		24		24	960.00				0	0.00				0	0.00				0	0.00	24	40.00		
16	-	Handy Box	pcs.		20		20	10,000.00				0	0.00				0	0.00				0	0.00	20	500.00		
17	-	Ink for ID Printing with 400pcs PVC ID Card	pack		3		3	25,500.00				0	0.00				0	0.00				0	0.00	3	8,500.00		
18	-	Laminating Film (100pcs. per pack)	pack		2		2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00		
19	-	Official Receipt (AR Form)	booklet		15		15	2,250.00				0	0.00	15			15	2,250.00				0	0.00	30	150.00		
20	-	Page Markers Stick on (5/pack)	pack		60		60	12,000.00				0	0.00	60			60	12,000.00				0	0.00	120	200.00		
21	-	Paste, Elmer's - Stick	piece		10		10	600.00				0	0.00	10			10	600.00				0	0.00	20	60.00		
22	-	Photo Paper	packs		10		10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00		
23	-	Ring Binder - 5"	pcs.		10		10	200.00				0	0.00				0	0.00				0	0.00	10	20.00		
24	-	Ring Binder - 1"	pcs.		10		10	250.00				0	0.00				0	0.00				0	0.00	10	25.00		
25	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Black	pc.		100		100	6,500.00				0	0.00	100			100	6,500.00				0	0.00	200	65.00		
26	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Blue	pc.		50		50	3,250.00				0	0.00	50			50	3,250.00				0	0.00	100	65.00		
27	-	Sign Pen - Hi-Tecpoint V10 Grip - 1.0 - Red	pc.		40		40	2,600.00				0	0.00	40			40	2,600.00				0	0.00	80	65.00		
28	-	Stamp, self-linking with logo	pc.		3		3	7,500.00				0	0.00				0	0.00				0	0.00	3	2,500.00		
29	-	Sticker Paper	packs		10		10	1,000.00				0	0.00				0	0.00				0	0.00	10	100.00		
30	-	Tape, double-sided, 12mm	roll		15		15	450.00				0	0.00				0	0.00				0	0.00	15	30.00		
31	-	Tape, double-sided, 12mm with foam	roll		15		15	675.00				0	0.00				0	0.00				0	0.00	15	45.00		
32	-	Time Card	bundles		5		5	500.00				0	0.00				0	0.00				0	0.00	5	100.00		
33	-	CONSUMABLES NOT AVAILABLE IN PS-DBM					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		
34	-	HP Toner W2040 - Black	cart		55		55	264,000.00		50		50	240,000.00		50		50	240,000.00		55		55	264,000.00	210	4,800.00		
35	-	HP Toner W2041 - Cyan	cart		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00	140	6,000.00		
36	-	HP Toner W2042 - Yellow	cart		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00	140	6,000.00		
37	-	HP Toner W2043 - Magenta	cart		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00		35		35	210,000.00	140	6,000.00		
38	-	HP 658A Black Toner Cartridge (W2000A)	cart		5		5	65,000.00				0	0.00				0	0.00				0	0.00	5	13,000.00		
39	-	HP 658A Cyan Toner Cartridge (W2001A)	cart		3		3	48,000.00				0	0.00				0	0.00				0	0.00	3	16,000.00		
40	-	HP 658A Magenta Toner Cartridge (W2002A)	cart		3		3	48,000.00				0	0.00				0	0.00				0	0.00	3	16,000.00		
41	-	HP 658A Yellow Toner Cartridge (W2003A)	cart		3		3	48,000.00				0	0.00				0	0.00				0	0.00	3	16,000.00		

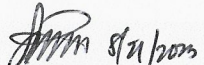
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total for			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
42	-	HP 975k - Black Toner Cartridge	cart		35		35	133,000.00							0	0.00		35	35	133,000.00				0	0.00	70	3,600.00		
43	-	HP 975C - Cyan Toner Cartridge	cart		20		20	90,000.00							0	0.00		20	20	90,000.00				0	0.00	40	4,500.00		
44	-	HP 975Y - Yellow Toner Cartridge	cart		20		20	90,000.00							0	0.00		20	20	90,000.00				0	0.00	40	4,500.00		
45	-	HP 975M - Magenta Toner Cartridge	cart		20		20	90,000.00							0	0.00		20	20	90,000.00				0	0.00	40	4,500.00		
46	-	Toner Cartridge (New SHARP dup. mach. models) (MX 565N) - 561FT	cart			2	2	29,000.00							0	0.00				0	0.00				0	0.00	2	14,500.00	
47	-	Toner Cartridge (SHARP 452U Copier) - 500FT	cart			2	2	22,400.00							0	0.00				0	0.00				0	0.00	2	11,200.00	
48	-	Toner Cartridge (SHARP Portable Copier) (2units)	cart			2	2	14,600.00							0	0.00				0	0.00				0	0.00	2	7,300.00	
49	-	Toner Black - Fuji Xerox - CT2013	cart			2	2	18,400.00							0	0.00				0	0.00				0	0.00	2	9,200.00	
50	-	Toner - Colored - Fuji Xerox (C.M.Y.3colors)	set			2	2	88,000.00							0	0.00				0	0.00				0	0.00	2	44,000.00	
51	-	Waste Toner Collector - Fuji	pc			2	2	5,400.00							0	0.00				0	0.00				0	0.00	2	2,700.00	
52	-	Duplo Toner - Duplicating Machine	set			2	2	2,400.00							0	0.00			2	2	2,400.00				0	0.00	4	1,200.00	
53	-	Duplo Master Roll	set			2	2	10,400.00							0	0.00			2	2	10,400.00				0	0.00	4	5,200.00	
54	-	U-Bix Duplicating Machine Toner	cart			2	2	32,000.00							0	0.00			2	2	32,000.00				0	0.00	4	16,000.00	
55	-	U-Bix Master Roll	set			2	2	4,400.00							0	0.00			2	2	4,400.00				0	0.00	4	2,200.00	
56	-	OTHER SUPPLIES					0	0.00							0	0.00				0	0.00				0	0.00	0	0.00	
57	-	Alkaline Battery Energizer 9V	pcs				0	0.00	8						8	1,200.00				0	0.00				0	0.00	8	150.00	
58	-	Alkaline Battery Energizer A23	pcs				0	0.00	2						2	200.00				0	0.00				0	0.00	2	100.00	
59	-	Battery, Re-chargeable, AAA	pcs.				0	0.00	10						10	1,000.00				0	0.00				0	0.00	10	100.00	
60	-	Blind Rivets Assorted	pkts				0	0.00	5						5	600.00				0	0.00				0	0.00	5	120.00	
61	-	Christmas Decorations	lot				0	0.00	1						1	50,000.00				0	0.00				0	0.00	1	50,000.00	
62	-	Handsoap Refill Pack (500ml)	pc.				0	0.00	12						12	960.00				0	0.00				0	0.00	12	80.00	
63	-	Humidifier	units				0	0.00	2						2	3,000.00				0	0.00				0	0.00	2	1,500.00	
64	-	Humidifier Scent (50 ml.)	units				0	0.00	10						10	5,000.00			10	10	5,000.00				0	0.00	20	500.00	
65	-	Mighty Bond	tubes				0	0.00	5						5	500.00				0	0.00				0	0.00	5	100.00	
66	-	Multifunction Tactical Flashlight	set				0	0.00	5						5	2,500.00				0	0.00				0	0.00	5	500.00	
67	-	NAIL, Finishing 1"	kilo				0	0.00	1						1	55.00				0	0.00				0	0.00	1	55.00	
68	-	NAIL, Finishing 2"	kilo				0	0.00	1						1	60.00				0	0.00				0	0.00	1	60.00	
69	-	NAIL, Finishing 3"	kilo				0	0.00	1						1	70.00				0	0.00				0	0.00	1	70.00	
70	-	NAIL, Concrete 1"	kilo				0	0.00	1						1	25.00				0	0.00				0	0.00	1	25.00	
71	-	NAIL, Concrete 2"	kilo				0	0.00	1						1	30.00				0	0.00				0	0.00	1	30.00	
72	-	NAIL, Concrete 3"	kilo				0	0.00	1						1	43.00				0	0.00				0	0.00	1	43.00	
73	-	PVC LAMINATED BOARD, anay finish 2 X 4	pc				0	0.00	30						30	14,400.00				0	0.00				0	0.00	30	480.00	
74	-	Rag, All Cotton, 32 piece/kilo per bundle	bundle				0	0.00	2						2	100.00				0	0.00				0	0.00	2	50.00	
75	-	Refill of Fire extinguisher	units				0	0.00							0	0.00			50	50	30,000.00				0	0.00	50	600.00	
76	-	SURFACE Type 3-gang outlet	pcs				0	0.00	20						20	1,000.00				0	0.00				0	0.00	20	50.00	
77	-	SURGE PROTECTOR with individual switch	pcs				0	0.00	4						4	6,000.00				0	0.00				0	0.00	4	1,500.00	
78	-	Tape, Adhesive, double sided, 1"	rolls				0	0.00	30						30	2,100.00				0	0.00				0	0.00	30	70.00	
79	-	Tape, PVC Big	rolls				0	0.00	50						50	4,000.00				0	0.00				0	0.00	50	80.00	
80	-	TAPE, Rubber Big	rolls				0	0.00	12						12	4,500.00				0	0.00				0	0.00	12	375.00	
81	-	Telephone, KX-TG3721 Wireless Cordless	pcs				0	0.00	3						3	8,400.00				0	0.00				0	0.00	3	2,800.00	
82	-	Telephone, KX-TS500 Black, Single	pcs				0	0.00	3						3	2,400.00				0	0.00				0	0.00	3	800.00	
83	-	Telephone Cord	pcs.				0	0.00	50						50	2,000.00				0	0.00				0	0.00	50	40.00	
84	-	Telephone Jacketed Wire 3C	rolls				0	0.00	2						2	5,200.00				0	0.00				0	0.00	2	2,600.00	
85	-	Telephone Line	pcs.				0	0.00	50						50	1,500.00				0	0.00				0	0.00	50	30.00	
86	-	Telephone Modular Box	pcs.				0	0.00	80						80	9,600.00				0	0.00				0	0.00	80	120.00	
87	-	Wipes (PC Cleaner)	cans				0	0.00	2						2	100.00				0	0.00				0	0.00	2	50.00	
88	-	COMMON ELECTRICAL SUPPLIES					0	0.00							0	0.00				0	0.00				0	0.00	0	0.00	
89	-	3-gang convenient surface type with ground	pcs				0	0.00	50						50	8,000.00				0	0.00				0	0.00	50	160.00	
90	-	Duplex universal outlet with ground	pcs				0	0.00	20						20	9,000.00				0	0.00				0	0.00	20	450.00	
91	-	Emergency Light	pcs				0	0.00	10						10	25,000.00				0	0.00				0	0.00	10	2,500.00	
92	-	Fixture wire	roll				0	0.00	1						1	1,800.00				0	0.00				0	0.00	1	1,800.00	
93	-	Flat Cord duplex 1.25mm2 2C (black)	roll				0	0.00	1						1	2,700.00				0	0.00				0	0.00	1	2,700.00	
94	-	Flexible Tube (Plastic orange 1/2), 100 meters	roll				0	0.00	1						1	400.00				0	0.00				0	0.00	1	400.00	

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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
95	-	Gypsum screw 1"and 1.1/2"	pcs.				0	0.00	200						200	200.00					0	0.00	200	1.00		
96	-	Hard Hat (Helmet)	pcs.				0	0.00	25						25	12,500.00					0	0.00	25	500.00		
97	-	Heavy Duty Male Plug	pcs				0	0.00	100						100	2,500.00					0	0.00	100	25.00		
98	-	Heat shrink shrinkable tube (assorted size)	mtrs				0	0.00	30						30	4,500.00					0	0.00	30	150.00		
99	-	Junction Box 4x4	pcs.				0	0.00	20						20	400.00					0	0.00	20	20.00		
100	-	Lamp Holder T8 G13 with metal plate	pcs.				0	0.00	100						100	1,300.00					0	0.00	100	13.00		
		Lazer Distance Measure Tools	pc						1															4,800.00		
		LED Bulb Daylight 9W	unit						100																290.00	
		PVC Moldings 25mm x 16mm x 2440mm	pc						40																240.00	
		PVC Orange, Male Adapter w/ nut	pcs						100																14.00	
		Safety Harness	sets						3																1,500.00	
		T8 9 watts LED tube	pc						200																200.00	
		Toy, with Screw (assorted sizes) 10-cs/pack	packs						10																30.00	
		Utility Box, Surface type	pcs.						15																40.00	
		Wire THHN/THWN 2.0mm2 (stranded)	roll						1																2,000.00	
		WIRE, THHN 3.5 mm2 Stranded	rls						1																3,700.00	
		WIRE, UTP CAT5 Wire	roll						3																6,500.00	
		Lights	lot						1																34,354.30	
		SEMI-EXPENDABLE EQUIPMENT																								
		Cabinet Lateral 3 layer	pc						15																14,000.00	
		Cabinet Lateral 4 layers	pc						15																17,000.00	
		Mobile Pedestal	pc						10																4,000.00	
		Air Purifier	lot						20																25,000.00	
		CAPITAL OUTLAY																								
		Sofa, Tables, Cabinets	pc						1																700,000.00	
		SEDAN/MPV/AUV	pc						1																1,300,000.00	

A. TOTAL		P
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P
D. GRAND TOTAL (A + B+ C)		P
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:


ROSELLE D. ROMERO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

JENNIFER ALOR
Accountant / Budget Officer

Approved by:


MARIA MARGARIT / MC ITEM FOR NOC FILES
Head of Office/Agency

Date Prepared: _____