

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.

Form/Notes:
 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-ohioleas.gov.oh).
 2.0 All information must be provided accurately.
 3.0 All items must be purchased from a vendor that is not on the PS-DBM list of vendors. If a vendor is on the PS-DBM list, the item that you will input will not be accepted. Additional items 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 of deadline. psdbm@ohioleas.gov (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 09327-8478245 (Globe) or 0918-2954326 (Smart), or email appcse@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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: _____
 Region: _____
 Address: 134 CSEA Bldg. Antonio Street, Liguasan Village, Marikina City

Agency Code/UDACS: _____
 Organization Type: _____
 MNDA

Contact Person: _____
 Position: _____
 Email: _____
 Telephone/Mobile Nos: _____

Administrative Officer V
 GORDON LUISA G. GONZALEZ
 8968-1698 IEC 641/691

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				
1	51285600	Architectural Aluminum	bottle	50		50	50	5,000.00																	197	100.00	19,700.00			
2	44123011	Folders	piece			5	5	25.00																			17	5.00	85.00	
3	38121011	Uninterruptible power supply UPS	piece			2	2	4,000.00																			7	2,000.00	14,000.00	
4	55121606	Self adhesive labels	roll			29	29	26,690.00																			113	920.00	103,960.00	
5	55121606	Self adhesive labels	roll			32	32	30,550.00																			126	955.00	120,330.00	
6	55121606	Self adhesive labels	roll			7	7	6,300.00																				24	300.00	7,200.00
7	44101103	Printer or facsimile cover	cart			4	4	2,234.00																			15	1,804.00	27,060.00	
8	14111694	Business cards	box			12	12	9,000.00																			48	750.00	36,000.00	
9	14121810	Carbon papers	box			3	3	663.00																			11	221.00	2,431.00	
10	55121705	Self adhesive signs	pad			201	201	15,477.00																			801	77.00	61,677.00	
11	45101615	Office printing machine parts	lot			1	1	111,154.83																			1	111,154.83	111,154.83	
12	14111880	Business card holders	lot			1	1	5,454,545.45																			1	5,454,545.45	5,454,545.45	
13	11123002	Panicleboard	piece			10	10	5,800.00																			40	580.00	23,200.00	
14	11161009	Lace	piece			22	22	1,950.00																			85	89.00	7,565.00	
15	11161009	Lace	piece			2	2	44.00																			6	22.00	132.00	
16	11161009	Lace	piece			7	7	231.00																			27	31.00	837.00	
17	11161009	Lace	piece			14	14	350.00																			55	25.00	1,375.00	
18	55121715	Flags or accessories	piece			2	2	700.00																			8	350.00	2,800.00	
19	44121505	Specialty envelopes	box			16	16	26,880.00																			62	1,880.00	104,656.00	
20	44111912	Whiteboard eraser	piece			4	4	600.00																			16	150.00	2,400.00	
21	44101509	Thermal fax machine	unit			2	2	11,284.00																			8	5,642.00	45,136.00	
22	43202010	Pen or ball drive	piece			182	182	50,960.00																			728	280.00	203,840.00	
23	44121318	Paving fasteners	box			86	86	8,130.04																			341	94.64	32,272.94	
24	14111518	Index cards	pack			48	48	672.00																			190	14.00	2,660.00	
25	14111518	Index cards	pack			81	81	13,729.50																			324	169.50	54,918.00	
26	14121800	Coated papers	ream			13	13	10,400.00																			51	800.00	40,800.00	
27	14121800	Coated papers	ream			14	14	12,600.00																			53	900.00	47,700.00	
28	26111794	Battery chargers	piece			9	9	23,692.50																			36	2,633.50	94,776.00	
29	44101010	Printer or facsimile cover	lot			1	1	4,000,000.00																			1	4,000,000.00	4,000,000.00	
30	14111514	Paper pads or notepads	pad			108	108	4,351.80																			429	45.85	19,669.65	
31	44111503	Desktop trays or organizers	piece			10	10	2,600.00																			40	260.00	10,400.00	
32	44111503	Desktop trays or organizers	piece			13	13	3,900.00																			50	300.00	15,000.00	
33	55121702	Non metallic remanufactured	piece			12	12	3,300.00																			45	300.00	13,500.00	
34	44121905	Link or stamp pads	pad			24	24	3,960.00																			96	155.00	14,880.00	
35	44121905	Link or stamp pads	pad			24	24	2,040.00																			96	85.00	8,160.00	