

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-dblooes.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://www.dps.gov.ph> (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@dps-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: SEAFARME INDUSTRY AUTHORITY
 Region: III
 Address: GOVERNMENT CENTER, CANDAVAL, PALO LEYTE

Agency Code/UACS: 38 003
 Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: LETECIA L. NEGROS
 Position: MIS II
 E-mail: letecia.n@gma.gov.ph
 Telephone/Mobile Nos: 09989762853

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	4412027	Expandable file folders	piece	100			100	2,000.00				0	0.00	100				100	2,000.00				0	0.00	200	20.00		4,000.00		
2	3910000	Lamps and lightbulbs and lamp components	piece	10			10	1,000.00				0	0.00	10				10	1,000.00				0	0.00	20	100.00		2,000.00		
3	-	INK REFILL, Brother, BT6000K, genuine	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
4	-	INK REFILL, Brother, BT6000K, genuine	cart	15			15	7,425.00				0	0.00	15				15	7,425.00				0	0.00	30	495.00		14,850.00		
5	-	INK REFILL, Brother, BT3000C, genuine	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
6	-	INK REFILL, Brother, BT3000M, genuine	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
7	-	INK REFILL, Brother, BT3000Y, genuine	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
8	-	INK REFILL, Epson, 903, Black	cart	20			20	9,900.00	20			20	9,900.00	20				20	9,900.00	20			20	9,900.00	70	495.00		34,650.00		
9	-	INK REFILL, Epson, 903, Cyan	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
10	-	INK REFILL, Epson, 903, Magenta	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
11	-	INK REFILL, Epson, 903, Yellow	cart	15			15	7,425.00	15			15	7,425.00	15				15	7,425.00	15			15	7,425.00	60	495.00		29,700.00		
12	-	Toner Cartridge, HL L8X00DN, TN451K	cart	2			2	1,500.00				0	0.00					0	0.00				0	0.00	2	1,500.00		3,000.00		
13	-	Toner Cartridge, HL L8X00DN, TN451C	cart	2			2	1,000.00				0	0.00					0	0.00				0	0.00	2	1,000.00		2,000.00		
14	-	Toner Cartridge, HL L8X00DN, TN451Y	cart	2			2	1,000.00				0	0.00					0	0.00				0	0.00	2	1,000.00		2,000.00		
15	-	Toner Cartridge, HL L8X00DN, TN451M	cart	2			2	1,000.00				0	0.00					0	0.00				0	0.00	2	1,000.00		2,000.00		
16	-	RIBBON CART, Epson, Black, for LX-110	cart	2			2	1,000.00				0	0.00					0	0.00				0	0.00	2	500.00		1,000.00		
17	-	Toner Cartridge, HP Laserjet Pro 400	cart	2			2	1,000.00				0	0.00					0	0.00				0	0.00	2	1,500.00		3,000.00		
18	-	FOLDER, BOARD, Blue, Morocco, Short	pack	1			1	800.00				0	0.00					0	0.00				0	0.00	1	800.00		800.00		
19	-	PVC TRANSPARENT SLIDING COVER, short	pack	1			1	800.00				0	0.00					0	0.00				0	0.00	1	800.00		800.00		
20	-	FOLDER, TAGBOARD, Blue, for legal size documents	piece	100			100	1,200.00				0	0.00	100				100	1,200.00				0	0.00	200	12.00		2,400.00		
21	-	FOLDER, TAGBOARD, Green, for legal size documents	piece	100			100	1,200.00	100			100	1,200.00	100				100	1,200.00				0	0.00	300	12.00		3,600.00		
22	-	FOLDER, TAGBOARD, Orange, for legal size documents	piece	100			100	1,200.00				0	0.00	100				100	1,200.00				0	0.00	200	12.00		2,400.00		
23	-	FOLDER, SLIDING, for short size documents, white, thick	piece	12			12	180.00				0	0.00					0	0.00				0	0.00	12	15.00		180.00		
24	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
25	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
26	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
27	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
28	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
29	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
30	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
31	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
32	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
33	-						0	0.00				0	0.00					0	0.00				0	0.00	0	0.00		0.00		
34	-						0	0.00				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				Q4 AMOUNT
35	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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

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
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
94	-						0	0.00				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	0.00	0.00
96	-						0	0.00				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	0.00	0.00
98	-						0	0.00				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	0.00	0.00
100	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		P	289,500.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	28,950.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	318,450.00
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: 
 MAY R. B. TAGADO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 MARIA MERCEDES LIM / MA. SOLEDAD MAE P. GARZAMBA
 Accountant / Budget Officer

Approved by: 
 ATTY. CORISSA A. CADILLO BOCO
 Head of Office/Agency

Date Prepared: _____