ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	380030300012	CONTACT PERSON:	Cecilia G. Jerabelo
AGENCY NAME:	Maritime Industry Authority	DESIGNATION:	Admin. Officer IV
ORGANIZATION TYPE:	NATIONAL GOVERNMENT	EMAIL:	mro12@marina.gov.ph
REGION:	XII	CONTACT NUMBER:	(083) 310-8014
ADDRESS:	Doors A17-A19, ECA Bldg., Nat'l Highway, City Heights, General Santos City		

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).

2. All information must be provided accurately.

3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description'. You may also use the 'List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://forms.gle/qbmd9

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price	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	-	Cloud Computing Services						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2	-	Automatic Voltage Regulator (AVR)		unit				0	0.00		1		1	900.00				0	0.00	1			1	900.00	2	900.00	1,800.00
3	-	Finger Moistener		piece				0	0.00		5		5	150.00				0	0.00		5		5	150.00	10	30.00	300.00
4	-	8.5"x11" multi-purpose white bond paper		ream			5	5	775.00			5	5	775.00		5		5	775.00		5		5	775.00	20	155.00	3,100.00
5	-	8.5"x11" white folder with sliding clip		box				0	0.00				0	0.00				0	0.00				0	0.00	0	5.00	0.00
6	-	White Glue All-Purpose 1,010g		bottle				0	0.00				0	0.00				0	0.00				0	0.00	0	255.00	0.00
7	-	paper cups 8oz (20s)		pack			2	2	70.00			2	2	70.00		2		2	70.00		2		2	70.00	8	35.00	280.00
8	-	paper cups 12oz (20s)		pack			2	2	80.00			2	2	80.00		2		2	80.00		2		2	80.00	8	40.00	320.00
9	-	Sign Pen, Liquid, Black		box				0	0.00				0	0.00	1			1	660.00				0	0.00	1	660.00	660.00
10	-	Sign Pen, Liquid, Blue		box				0	0.00				0	0.00	1			1	660.00				0	0.00	1	660.00	660.00
11	-	Gel Pen, Blue		box				0	0.00			1	1	225.00				0	0.00	1			1	225.00	2	225.00	450.00
12	-	Gel Pen, Black		box				0	0.00			1	1	225.00				0	0.00	1			1	225.00	2	225.00	450.00
13	-	Gel Pen, Red		box				0	0.00			1	1	225.00				0	0.00	1			1	225.00	2	225.00	450.00
14	-	White Mailing Envelope Long window type (500pcs)		box				0	0.00		1		1	375.00				0	0.00				0	0.00	1	375.00	375.00
15	-	Document File Rack, 3 layers, metal		piece				0	0.00			1	1	450.00				0	0.00				0	0.00	1	450.00	450.00
16	-	Bookshelf/Bookcase 3 -4 layers		unit			2	2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
17	-	Toner Cartridge, HP CF219A (19A), Black (High Yield)		cartridge				0	0.00		1		1	3,000.00				0	0.00				0	0.00	1	3,000.00	3,000.00
18	-	Brother D60, Black		bottle				0	0.00		2		2	860.00				0	0.00	2			2	860.00	4	430.00	1,720.00
19	-	Brother Ink, BT5000C, Cyan		bottle				0	0.00		2		2	830.00				0	0.00	2			2	830.00	4	415.00	1,660.00
20	-	Brother Ink, BT5000M, Magenta		bottle				0	0.00		2		2	830.00				0	0.00	2			2	830.00	4	415.00	1,660.00
21	-	Brother Ink, BT5000Y, Yellow		bottle				0	0.00		2		2	830.00				0	0.00	2			2	830.00	4	415.00	1,660.00
22	-	Brother Ink, BT6000BK, Black		bottle				0	0.00		2		2	830.00				0	0.00	2			2	830.00	4	415.00	1,660.00
23	-	Epson Ink T7741, Black		bottle				0	0.00		1		1	450.00				0	0.00	1			1	450.00	2	450.00	900.00
24	-	Epson 003 Ink, Black		bottle				0	0.00		2		2	490.00				0	0.00	2			2	490.00	4	245.00	980.00
25	-	Epson 003 Ink, Cyan		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
26	-	Epson 003 Ink, Magenta		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
27	-	Epson 003 Ink, Yellow		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
28	-	Epson 001 Ink, Black		bottle				0	0.00		2		2	490.00				0	0.00	2			2	490.00	4	245.00	980.00
29	-	Epson 001 Ink, Cyan		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
30	-	Epson 001 Ink, Magenta		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
31	-	Epson 001 Ink, Yellow		bottle				0	0.00		2		2	550.00				0	0.00	2			2	550.00	4	275.00	1,100.00
32	-	Self-Inking Stamp Refill		bottle		1		1	150.00				0	0.00	1			1	150.00				0	0.00	2	150.00	300.00
33	44102M14	Self-Inking Stamp		piece				0	0.00	1			1	230.00		1		1	230.00				0	0.00	2	230.00	460.00
34	-	Acid Cleaner 1Liter		bottle			3	3	210.00		3		3	210.00	3			3	210.00	3			3	210.00	12	70.00	840.00
35	-	Spray Glass Cleaner 500ml		bottle			3	3	420.00		3		3	420.00	3			3	420.00	3			3	420.00	12	140.00	1,680.00
36	-	Bathroom Deodorizer w/holder 100g		piece			3	3	141.00		3		3	141.00	3			3	141.00	3			3	141.00	12	47.00	564.00
37	-	Mouse pad		piece			1	1	15.00				0	0.00		1		1	15.00				0	0.00	2	15.00	30.00
38	-	8.5"x13" Newsprint Paper Long		ream			5	5	600.00				0	0.00	5			5	600.00				0	0.00	10	120.00	1,200.00
39	-	Office Table		unit				0	0.00			1	1	3,500.00				0	0.00				0	0.00	1	3,500.00	3,500.00
40	-	Computer Table		unit				0	0.00				0	0.00		1		1	2,000.00				0	0.00	1	2,000.00	2,000.00
41	-	Organizational Structure with Frame		unit				0	0.00				0	0.00	1			1	4,000.00				0	0.00	1	4,000.00	4,000.00
42	-	Automotive Tires		unit				0	0.00			2	2	3,800.00				0	0.00	2			2	3,800.00	4	1,900.00	7,600.00
43	-	HDMI Cord		piece				0	0.00		1		1	249.00				0	0.00				0	0.00	1	249.00	249.00
44	-	Seminar Tokens		piece			20	20	700.00			20	20	700.00				0	0.00		20		20	700.00	60	35.00	2,100.00
45	-	vacuum cleaner wet and dry, heavy duty		unit	1			1	2,200.00				0	0.00				0	0.00				0	0.00	1	2,200.00	2,200.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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)																											
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
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

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement:																				Total Quantity for the year	Price	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)																											

A. TOTAL		₱	58,038.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	5,083.80
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	64,021.80
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:

KRUZEL MAE D. BALDEMOR, MIDS I
Property/Supply Officer

Date Prepared: 17 JULY 2024

Certified Funds Available / Certified Appropriate Funds Available:

CECILIA G. AMARELO, A.O. IV
Accountant / Budget Officer

Approved by:

ENRIQUE BERNARDO A. POLLO, Regional Director
Head of Office/Agency