

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-dbm.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 accounted. 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/hos88> (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@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: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region: XII
 Address: PRIME REGIONAL GOV'T CENTER, KOROONADAL CITY

Agency Code/UAOS: 14 001 0300012
 Organization Type: DEPARTMENT / NGA

Contact Person: ALEXIS G. BULLANDAY
 Position: SUPPLY OFFICER DESIGNATE
 E-mail: dilig12supply@gmail.com
 Telephone/Mobile Nos: 083-228-7960

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	15101505	Diesel fuel	liter	1750	1750	1750	5250	367,500.00	1779	1800	1800	5379	376,530.00	1800	1800	1800	5400	378,000.00	1800	1800	1800	5400	378,000.00	21429	70.00	1,500,030.00
2	14111525	Multipurpose paper	ream		5		5	2,000.00	5			5	2,000.00	5			5	2,000.00	5			5	2,000.00	20	400.00	8,000.00
3	14111610	Construction paper	pack			5	5	400.00	5			5	400.00	5			5	400.00	5			5	400.00	20	80.00	1,600.00
4	44111507	Book ends	piece		4	4	8	2,400.00	1	4		5	1,500.00	4		2	6	1,800.00	2	4		6	1,800.00	25	300.00	7,500.00
5	31201300	Tape	roll			50	50	2,500.00		50		50	2,500.00	50			50	2,500.00				0	0.00	150	50.00	7,500.00
6	44103502	Binding covers	pack		1		1	800.00	1		1	2	1,600.00	1		1	2	1,600.00	1			1	800.00	6	800.00	4,800.00
7	44122022	Folder binding accessories	piece	3	10	15	28	840.00	14	14	14	42	1,260.00	16	15	15	46	1,380.00	14	10		24	720.00	140	30.00	4,200.00
8	44103306	Binding tape	roll		10	10	20	3,000.00	10			10	1,500.00	20	5		25	3,750.00	5			5	750.00	60	150.00	9,000.00
9	14111531	Log books or pads	book	5	5	5	15	1,050.00	5	5	5	15	1,050.00	5	5	5	15	1,050.00	5			5	350.00	50	70.00	3,500.00
10	44122012	Clipboard	piece		5		5	900.00		5		5	900.00		5		5	900.00			5	5	900.00	20	180.00	3,600.00
11	44122011	Folders	piece		15		15	300.00		10	5	15	300.00		15		15	300.00		15	10	25	500.00	70	20.00	1,400.00
12	46151610	Identification Card Consumables	piece	5	5	5	15	300.00	10	10	10	30	600.00	10	10	10	30	600.00	10	10	5	25	500.00	100	20.00	2,000.00
13	44102001	Lamination film	roll			1	1	1,500.00			1	1	1,500.00				0	0.00	1			1	1,500.00	3	1,500.00	4,500.00
14	44103127	Photocopier toner	cart			1	1	4,500.00		1		1	4,500.00	1			1	4,500.00	1			1	4,500.00	4	4,500.00	18,000.00
15	44103100	Printer and facsimile and photocopier supplies	bottle			50	50	15,000.00	50	50		100	30,000.00	50		50	100	30,000.00	50	50	2	102	30,600.00	352	300.00	105,600.00
16	44121904	Ink refills	bottle		1		1	150.00				0	0.00				0	0.00				0	0.00	1	150.00	150.00
17	24113100	Boxes	piece		3	2	5	690.00		3	2	5	690.00		5		5	690.00				0	0.00	15	138.00	2,070.00
18	14111514	Paper pads or notebooks	piece		10	150	160	4,800.00	10		10	20	600.00		10	100	110	3,300.00	10			10	300.00	300	30.00	9,000.00
19	44121305	Specialty envelopes	box			2	2	440.00				0	0.00				0	0.00				0	0.00	2	220.00	440.00
20	44121704	Ball point pens	piece			3	3	270.00			3	3	270.00			3	3	270.00	1			1	90.00	10	90.00	900.00
21	44121908	Ballpoint pen ink refill	piece			3	3	150.00			3	3	150.00			3	3	150.00	1			1	50.00	10	50.00	500.00
22	44111907	Bulletin boards or accessories	piece			1	1	7,000.00	1			1	7,000.00				0	0.00				0	0.00	2	7,000.00	14,000.00
23	14111606	Art or craft paper	pack			50	50	2,250.00			50	50	2,250.00			50	50	2,250.00				0	0.00	150	45.00	6,750.00
24	31211307	Spray paints	canister		10	10	20	3,000.00		10	10	20	3,000.00		10	10	20	3,000.00			10	10	1,900.00	70	150.00	10,500.00
25	44111303	Desktop trays or organizers	piece			6	6	3,000.00	10			10	5,000.00				0	0.00		10		10	5,000.00	26	300.00	13,000.00
26	81112101	Internet service providers ISP	subs	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	12	5,000.00	60,000.00
27	83111600	Mobile communications services	subs	1	1	1	3	4,500.00	1	1	1	3	4,500.00	1	1	1	3	4,500.00	1	1	1	3	4,500.00	12	1,500.00	18,000.00
28	83111801	Cable television services	subs	1	1	1	3	3,240.00	1	1	1	3	3,240.00	1	1	1	3	3,240.00	1	1	1	3	3,240.00	12	1,080.00	12,960.00
29	83121703	Internet related services	subs	1	1	1	3	3,750.00	1	1	1	3	3,750.00	1	1	1	3	3,750.00	1	1	1	3	3,750.00	12	1,250.00	15,000.00
30	81112105	World wide web WWW site operation host services	subs				0	0.00	1			1	25,000.00				0	0.00				0	0.00	1	25,000.00	25,000.00
31	82101603	Internet advertising	subs	1	1	1	3	3,000.00	1	1	1	3	3,000.00	1	1	1	3	3,000.00	1	1	1	3	3,000.00	12	1,000.00	12,000.00
32	26111704	Battery chargers	piece			1	1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00	2,000.00
33	43201830	Solid state drive SSD	piece			1	1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
34	26111710	Product specific battery packs	unit		1		1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
35	32101601	Random access memory RAM	piece			1	1	3,000.00				0	0.00				0	0.00				0	0.00	1	3,000.00	3,000.00
36	43201409	Wireless network interface cards	piece			1	1	2,500.00				0	0.00				0	0.00				0	0.00	1	2,500.00	2,500.00
37	51470000	Antiseptics	bottle			1	1	180.00				0	0.00		1		1	180.00				0	0.00	2	180.00	360.00
38	70151602	Essential oils production	bottle	1			1	50.00				0	0.00				0	0.00				0	0.00	1	50.00	50.00
39	51471300	Antiseptic alcohols and amines and amines and ammonia-based compounds	bottle			1	1	50.00				0	0.00				0	0.00				0	0.00	1	50.00	50.00
40	51172833	Hydrogen peroxide/sodium bicarbonate	bottle			1	1	50.00				0	0.00				0	0.00				0	0.00	1	50.00	50.00

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
41	42132205	Surgical gloves	box			1	1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
42	51132200	Combination non-opioid analgesics	box			1	1	450.00				0	0.00				0	0.00				0	0.00	1	450.00	450.00
43	51171500	Antacids and antiflatulents	box			1	1	586.00				0	0.00				0	0.00				0	0.00	1	586.00	586.00
44	51162700	Decongestants, expectorants, and mucolytics	box		1		1	260.00				0	0.00	1	1	260.00						0	0.00	2	260.00	520.00
45	51990000	Sympathomimetic or adrenergic drugs	box			1	1	290.00				0	0.00				0	0.00				0	0.00	1	290.00	290.00
46	51151500	Cholinergic drugs and cholinesterase inhibitors	box			1	1	900.00				0	0.00				0	0.00				0	0.00	1	900.00	900.00
47	51171700	Antidiarrheals	box			1	1	180.00				0	0.00	1	1	180.00						0	0.00	2	180.00	360.00
48	51310000	Antihistamines or H1 blockers	box		1		1	700.00				0	0.00	1	1	700.00						0	0.00	2	700.00	1,400.00
49	78121603	Freight fee	job			0	0	0.00	1			1	10,000.00	1			1	10,000.00	1			1	10,000.00	3	10,000.00	30,000.00
50	82121506	Publication printing	job			100	100	15,250.00			75	75	11,250.00			75	75	11,250.00			75	75	11,250.00	325	150.00	48,750.00
51	49101700	Awards	piece				0	0.00	5			5	7,500.00	2			2	3,000.00				0	0.00	7	1,500.00	10,500.00
52	49101602	Souvenirs	piece			5	5	5,000.00		3		3	3,000.00				0	0.00				0	0.00	8	1,000.00	8,000.00
53	24141506	Tarpaulins	piece		3		3	2,400.00		2		2	1,600.00		5		5	4,000.00		5		5	4,000.00	15	800.00	12,000.00
54	24111500	Bags	piece			25	25	7,500.00	25			25	7,500.00				0	0.00				0	0.00	50	300.00	15,000.00
55	53103000	Tshirts	piece			25	25	8,750.00				0	0.00	25			25	8,750.00				0	0.00	50	350.00	17,500.00
56	82131603	Video production services	job			0	0	0.00				0	0.00			1	1	20,000.00				0	0.00	1	20,000.00	20,000.00
57	44112004	Meeting planners	piece				0	0.00				0	0.00				0	0.00	50			50	10,000.00	50	200.00	10,000.00
58	55121706	Banners	piece		2		2	7,000.00				0	0.00				0	0.00				0	0.00	2	3,500.00	7,000.00
59	21101601	Planters	piece		10		10	2,000.00		5		5	1,000.00		5	5	10	2,000.00	10			10	2,000.00	35	200.00	7,000.00
60	56101519	Tables	unit		2		2	20,000.00	1			1	10,000.00				0	0.00				0	0.00	3	10,000.00	30,000.00
61	56101504	Chairs	unit		3		3	10,500.00		3		3	10,500.00				0	0.00				0	0.00	6	3,500.00	21,000.00
62	25172504	Automobile or light truck tires	piece		4	4	8	40,000.00		4	4	8	40,000.00	4			4	20,000.00		4		4	20,000.00	24	5,000.00	120,000.00
63	78181507	Automotive and light truck maintenance and repair	job		5		5	15,000.00	5	3		8	24,000.00		3		3	9,000.00		4		4	12,000.00	20	3,000.00	60,000.00
64	25171507	Wiper blades	piece			3	3	4,500.00		1		1	1,500.00		3		3	4,500.00	3		3	3	4,500.00	10	1,500.00	15,000.00
65	53131606	Deodorants	canister			15	15	4,500.00	15			15	4,500.00	15			15	4,500.00	15			15	4,500.00	60	300.00	18,000.00
66	25175100	Transportation repair parts kits	piece			1	1	2,500.00	1			1	2,500.00				0	0.00	1			1	2,500.00	3	2,500.00	7,500.00
67	27140000	Automotive specialty tools	piece			1	1	1,500.00				0	0.00	1			1	1,500.00				0	0.00	2	1,500.00	3,000.00
68	93151517	License or registration fee	subs			1	1	5,000.00	2			2	10,000.00	1	1		2	10,000.00	1			1	5,000.00	6	5,000.00	30,000.00
69	84131503	Car or truck insurance	subs			0	0	0.00	10			10	80,000.00				0	0.00				0	0.00	10	8,000.00	80,000.00
70	84131501	Building or building contents insurance	subs	1			1	70,000.00				0	0.00				0	0.00				0	0.00	1	70,000.00	70,000.00
71	47131805	General purpose cleaners	bottle		10		10	4,500.00	10			10	4,500.00	10			10	4,500.00	10			10	4,500.00	40	450.00	18,000.00
72	47131824	Glass or window cleaners	bottle			30	30	10,500.00		30		30	10,500.00			10	10	3,500.00				0	0.00	70	350.00	24,500.00
73	41104211	Softeners	gallon		10	10	20	7,000.00		10		10	3,500.00		10		10	3,500.00		10		10	3,500.00	50	350.00	17,500.00
74	47121804	Cleaning pails or buckets	piece		5	10	15	5,250.00				0	0.00				0	0.00				0	0.00	15	350.00	5,250.00
75	47121803	Squeegees or washers	piece		6	4	10	3,500.00				0	0.00				0	0.00				0	0.00	10	350.00	3,500.00
76	47131608	Toilet brushes	piece		5		5	900.00		10		10	1,000.00		10		10	1,000.00				0	0.00	25	100.00	2,500.00
77	46181504	Protective gloves	piece		50		50	6,250.00		30		30	3,750.00				0	0.00				0	0.00	80	125.00	10,000.00
78	47131617	Dust mops	piece		5		5	4,750.00		5		5	4,750.00				0	0.00				0	0.00	10	950.00	9,500.00
79	47131600	Brooms and mops and brushes and accessories	piece		10		10	3,000.00		10		10	3,000.00		10		10	3,000.00				0	0.00	30	300.00	9,000.00
80	47131800	Cleaning and disinfecting solutions	gallon		10		10	4,500.00		5		5	2,250.00		10		10	4,500.00				0	0.00	25	450.00	11,250.00
81	76110000	Cleaning and janitorial services	job	1	1	1	3	178,998.00	1	1	1	3	178,998.00	1	1	1	3	178,998.00	1	1	1	3	178,998.00	12	59,666.00	715,992.00
82	92121504	Security guard services	job	1	1	1	3	173,250.00	1	1	1	3	173,250.00	1	1	1	3	173,250.00	1	1	1	3	173,250.00	12	57,750.00	693,000.00
83	76101500	Disinfection	job		1		1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
84	72102100	Pest control	job		1		1	5,000.00				0	0.00	1			1	5,000.00				0	0.00	2	5,000.00	10,000.00
85	41104213	Distilled or deionized water	gallon	100	100	100	300	15,000.00	100	150	150	400	20,000.00	150	150	150	450	22,500.00	150	150	150	450	22,500.00	1600	50.00	80,000.00
86	83101800	Electric utilities	subs	1	1	1	3	112,500.00	1	1	1	3	112,500.00	1	1	1	3	112,500.00	1	1	1	3	112,500.00	12	37,500.00	450,000.00
87	72151604	Telephone and telephone equipment installation service	subs	1	1	1	3	33,750.00	1	1	1	3	33,750.00	1	1	1	3	33,750.00	1	1	1	3	33,750.00	12	11,250.00	135,000.00
88	83101500	Water and sewer utilities	subs	1	1	1	3	22,500.00	1	1	1	3	22,500.00	1	1	1	3	22,500.00	1	1	1	3	22,500.00	12	7,500.00	90,000.00
89	84121803	Government bonds	subs	1			1	57,000.00				0	0.00				0	0.00				0	0.00	1	57,000.00	57,000.00
90	43190000	Communications Devices and Accessories	unit		1	1	2	20,000.00	1			1	10,000.00				0	0.00				0	0.00	3	10,000.00	30,000.00
91	72101511	Air conditioning installation or maintenance or repair service	job		10	15	25	18,750.00		10	15	25	18,750.00		10	15	25	18,750.00		10		10	7,500.00	85	750.00	63,750.00
92	72100000	Building and facility maintenance and repair services	job			1	1	10,000.00			1	1	10,000.00			1	1	10,000.00				1	10,000.00	4	10,000.00	40,000.00

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
93	72101517	Portable generator maintenance and or repair service	job				0	0.00				0	0.00			1	1	20,000.00			0	0.00	1	20,000.00	20,000.00	
94	44000000	Office Equipment and Accessories and Supplies	job			1	1	3,380.00			1	1	3,380.00			1	1	3,380.00	1		1	3,380.00	4	3,380.00	13,520.00	
95	72154010	Elevator installation maintenance and repair service	job				0	0.00				0	0.00			1	1	20,000.00			0	0.00	1	20,000.00	20,000.00	
96	46171622	Closed circuit television CCTV system	job				0	0.00				0	0.00			1	1	25,000.00			0	0.00	1	25,000.00	25,000.00	
97	81112300	Computer hardware maintenance and support	unit			1	1	5,700.00			1	1	5,700.00			1	1	5,700.00	1		1	2	11,400.00	5	5,700.00	28,500.00
98	78102200	Postal and small parcel and courier services	job	1	1	1	3	5,250.00	1	1	1	3	5,250.00	1	1	1	3	5,250.00	1	1	1	3	5,250.00	12	1,750.00	21,000.00
99	76121501	Garbage collection or destruction or processing or disposal	job				0	0.00				0	0.00				0	0.00			1	1	600.00	1	600.00	600.00
100	27112000	Agriculture, forestry and garden handtools	piece				0	0.00	2	2	1	5	10,000.00	1			1	2,000.00			0	0.00	6	2,000.00	12,000.00	
101	27113400	Carpentry Tools	job				0	0.00	1	1	1	3	9,000.00				0	0.00			0	0.00	3	3,000.00	9,000.00	
102	D	Construction, Transportation & Facility Equipment & Supplies	piece			1	1	7,500.00	1			1	7,500.00	1			1	7,500.00	1		1	7,500.00	4	7,500.00	30,000.00	
103	39121700	Electrical hardware and supplies	piece		1	1	2	10,000.00	1			1	5,000.00		1		1	5,000.00			0	0.00	4	5,000.00	20,000.00	
104	31211900	Paint applicators and painting accessories	piece			10	10	3,600.00	3	4	3	10	3,600.00				0	0.00			0	0.00	20	360.00	7,200.00	
105	72101510	Plumbing system maintenance or repair	piece		1	1	2	10,000.00				0	0.00	1	1		2	10,000.00			0	0.00	4	5,000.00	20,000.00	
106	27112200	Masonry and concrete tools	piece		1	1	2	8,000.00	1	1		2	8,000.00				0	0.00			0	0.00	4	4,000.00	16,000.00	

A. TOTAL		P	5,266,678.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	526,667.80
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	5,793,345.80
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:

ALEXIS G. BULLANDAY
Property/Supply Officer

Date Prepared: 8/7/23

Certified Funds Available / Certified Appropriate Funds Available:

MEK EROS A. BARBECHO
Accountant / Budget Officer

Approved by:

JOSEPHINE CABRIDO-LEYSA, CESO III
Head of Office/Agency