ANNUAL PROCUREMENT PLAN - COMMOM-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 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: BULAN WATER DISTRICT
Region: BICOL REGION - V
Address: DE VERA ST. ZONE 4 BULAN, SORSOGON

Agency Code/UACS:
Organization Type: LOCAL WATER DISTRICT

Contact Person: GEMMA H. CALUPIT
Position: PROPERTY SUPPLY ASST. B
E-mail : bulanwaterdistrict@gmail.com
Telephone/Mobile Nos: 565552605

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	-	OFFICE SUPPLIES					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2	-	BATTERY, DOUBLE A, 2 PCS./PCK	PACK				0	0.00			20	20	2,000.00			20	20	2,000.00				0	0.00	40	100.00	4,000.00
3	-	BATTERY, TRIPLE A, 2 PCS./PCK	PACK				0	0.00			20	20	2,200.00			20	20	2,200.00				0	0.00	40	110.00	4,400.00
4	-	BOND PAPER 80 GSM 8.5 X 13 - LONG	REAMS			20	20	4,400.00			20	20	4,400.00			10	10	2,200.00				0	0.00	50	220.00	11,000.00
5	-	BOND PAPER80 GSM 8.5 X 11 - SHORT	REAMS			20	20	4,200.00			20	20	4,200.00			20	20	4,200.00			20	20	4,200.00	80	210.00	16,800.00
6	-	COLORED BOND PAPER (BLUE) 8.5 X 11 - SHORT	REAMS			10	10	1,500.00			10	10	1,500.00			10	10	1,500.00				0	0.00	30	150.00	4,500.00
7	-	COLORED BOND PAPER (YELLOW) 8.5 X 11 - SHORT	REAMS			10	10	1,500.00			10	10	1,500.00			10	10	1,500.00				0	0.00	30	150.00	4,500.00
8	-	COMPUTER INK - BT 664 (Black, Cyan, Magenta, Yellow)	PIECES			10	10	3,500.00			10	10	3,500.00			10	10	3,500.00			10	10	3,500.00	40	350.00	14,000.00
9	-	COMPUTER INK EPSON 003 (BLACK, CYAN, MAGENTA, YELLOW)	PIECES			10	10	3,500.00			10	10	3,500.00			10	10	3,500.00			10	10	3,500.00	40	350.00	14,000.00
10	-	COMPUTER INK - EPSON LX 310	PIECES			10	10	1,600.00			10	10	1,600.00			10	10	1,600.00			10	10	1,600.00	40	160.00	6,400.00
11	-	THERMAL ROLL / PAPER	ROLL			300	300	13,500.00			300	300	13,500.00			300	300	13,500.00			300	300	13,500.00	1200	45.00	54,000.00
12	-	FOLDER LONG WHITE (80 X 13) LONG, SYSTEM	PIECES			100	100	600.00				0	0.00				0	0.00				0	0.00	100	6.00	600.00
13	-	FOLDER SHORT WHITE (80 X 11) SHORT, SYSTEM	PIECES			100	100	500.00				0	0.00				0	0.00				0	0.00	100	5.00	500.00
14	-	FOLDER LONG EXPANDED (8/5 X 13)	PIECES			100	100	3,000.00				0	0.00				0	0.00				0	0.00	100	30.00	3,000.00
15	-	PENTEL PEN (BROAD / FINE)	PIECES			30	30	1,200.00				0	0.00				0	0.00				0	0.00	30	40.00	1,200.00
16	-	RUBBER BAND	BOX			40	40	400.00				0	0.00				0	0.00				0	0.00	40	10.00	400.00
17	-	WHITE BOARD MARKER	PIECES			40	40	1,800.00				0	0.00				0	0.00				0	0.00	40	45.00	1,800.00
18	-	CORRECTION TAPE	PIECES				0	0.00			40	40	1,000.00				0	0.00				0	0.00	40	25.00	1,000.00
19	-	BALLPEN - FLEXSTICK .7	PIECES				0	0.00			100	100	1,000.00				0	0.00				0	0.00	100	10.00	1,000.00
20	-	GLUE - ALL PURPOSE	PIECES				0	0.00			10	10	750.00				0	0.00				0	0.00	10	75.00	750.00
21	-	STAPLE WIRE #10 (20 PCS./BOX)	BOXES				0	0.00			5	5	1,050.00				0	0.00				0	0.00	5	210.00	1,050.00
22	-	GEL PEN - O.5 / BLACK	PIECES			40	40	1,000.00				0	0.00				0	0.00				0	0.00	40	25.00	1,000.00
23	-	STAPLE WIRE # 35	PIECES				0	0.00			20	20	800.00				0	0.00				0	0.00	20	40.00	800.00
24	-	PHOTOCOPIER TONER NPG 59	PIECES				0	0.00			3	3	11,100.00				0	0.00			3	3	11,100.00	6	3,700.00	22,200.00
25	-	PACKING TAPE	PIECES				0	0.00			30	30	1,350.00				0	0.00				0	0.00	30	45.00	1,350.00
26	-	SCOTCH TAPE 1"	PIECES				0	0.00			30	30	660.00				0	0.00				0	0.00	30	22.00	660.00
27	-	RECORD BOOK - 500 pages	PIECES				0	0.00			10	10	1,050.00				0	0.00				0	0.00	10	105.00	1,050.00
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	-	ACCONTABLES FORMS PLATES & STICKERS INVENTORY					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-	BLANK CHECK - LAND BANK	BOXES				0	0.00			20	20	14,000.00				0	0.00				0	0.00	20	700.00	14,000.00
34	-	GOVERNMENT OFFICIAL RECEIPT	PADS				0	0.00			100	100	35,000.00				0	0.00				0	0.00	100	350.00	35,000.00
35	-	WATER BILLS OFFICIAL RECEIPT (8.5 X 11)	BOXES				0	0.00			12	12	74,400.00				0	0.00				0	0.00	12	6,200.00	74,400.00
36	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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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			
37	-	MEDICAL, DENTAL, & LABOARATORY SUPPLIES					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-	POLY ALUMINUM CHLORIDE - YELLOW	BAGS			100	100	140,000.00			100	100	140,000.00			100	100	140,000.00			100	100	140,000.00	400	1,400.00	560,000.00
39	-	GRANULAR CHLORINE (70%) ACE CHLON JAPAN	DRUMS			30	30	234,000.00			30	30	234,000.00			30	30	234,000.00				0	0.00	90	7,800.00	702,000.00
40	-	RE-AGENT CHLORINE RESIDUAL	BOXES				0	0.00			8	8	32,000.00				0	0.00				0	0.00	8	4,000.00	32,000.00
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	-	INFORMATION & COMMUNICATION TECHNOLOGY EQUIPMENT					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-	MS OFFICE INSTALLER				4	4	12,000.00				0	0.00				0	0.00				0	0.00	4	3,000.00	12,000.00
45	-	DESK TOP COMPUTER				1	1	40,000.00				0	0.00				0	0.00				0	0.00	1	40,000.00	40,000.00
46	-	CPU				2	2	40,000.00				0	0.00				0	0.00				0	0.00	2	20,000.00	40,000.00
47	-	UPS				2	2	15,000.00		2		2	15,000.00				0	0.00				0	0.00	4	7,500.00	30,000.00
48	-	METER READING PRINTER					0	0.00		2		2	30,000.00				0	0.00				0	0.00	2	15,000.00	30,000.00
49	-	TABLET METER READING					0	0.00		3		3	30,000.00				0	0.00				0	0.00	3	10,000.00	30,000.00
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

A. TOTAL		P	1,771,360.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	177,136.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,948,496.00
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:

GEMMA N. CALUPIT
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARY JOYCE B. PENOS
Accountant / Budget Officer

Approved by:

ENGR. REY DENNIS L.GILBAS
Head of Office/Agency

Date Prepared: AUGUST 21, 2023