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

AGENCY CODE/UACS:	A084
AGENCY NAME:	PHILIPPINE RETIREMENT AUTHORITY
ORGANIZATION TYPE:	OGCC
REGION:	METRO MANILA
ADDRESS:	29th FLR BDO TOWERS VALERO, PASEO DE ROXAS, MAKATI CTY

CONTACT PERSON:	RUBY D. ABRIOL
DESIGNATION:	SUPPLY OFFICER
EMAIL:	ruby.abriol@pra.gov.ph
CONTACT NUMBER:	8848 1412

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 Mirosoft 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://shorturl.at/adeqO

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	-	Ink (Duplo Machine)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
3	-	Toner (Kyocera 4500i/3051), Black						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
4	-	Toner (Kyocera 3051i), Colored-3 colors (4 cart per color)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
5	-	Waste Toner (Kyocera)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
6	-	Olympia Typewriter Ribbon						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
7	-	Olympia Typewriter Eraser						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
8	-	Toner (Fuji Printer)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
9	-	Drum (Fuji Printer)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
10	-	Ink/Ribbon (UX310)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
11	-	HP ink (Pro 8610), B, Y, M, C (5 carts per color)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
12	-	Stencil, Duplo						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
13	-	Ink/Ribbon Cartridge, Black (Amano Bundy)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
14	-	Toner, Kyocera 4002i						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
15	-	Ink (Fuji Riso Copier)						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
16	-	Ink Cart, Epson L6190, C13T03Y100 (001), Black					100	100	60,000.00				0	0.00				0	0.00				0	0.00	100	600.00	60,000.00
17	-	Ink Cart, Epson L6190, C13T03Y200 (001), Cyan					50	50	20,000.00				0	0.00				0	0.00				0	0.00	50	400.00	20,000.00
18	-	Ink Cart, Epson L6190, C13T03Y300 (001), Magenta					50	50	20,000.00				0	0.00				0	0.00				0	0.00	50	400.00	20,000.00
19	-	Ink Cart, Epson L6190, C13T03Y400 (001), Yellow					50	50	20,000.00				0	0.00				0	0.00				0	0.00	50	400.00	20,000.00
20	-	Ink Cart, Epson L15160, C13T06G100 (008), Black					40	40	40,000.00				0	0.00				0	0.00				0	0.00	40	1,000.00	40,000.00
21	-	Ink Cart, Epson L15160, C13T06G200 (008), Cyan					20	20	20,000.00				0	0.00				0	0.00				0	0.00	20	1,000.00	20,000.00
22	-	Ink Cart, Epson L15160, C13T06G300 (008), Magenta					20	20	20,000.00				0	0.00				0	0.00				0	0.00	20	1,000.00	20,000.00
23	-	Ink Cart, Epson L15160, C13T06G400 (008), Yellow					20	20	20,000.00				0	0.00				0	0.00				0	0.00	20	1,000.00	20,000.00
24	-	Maintenance Box T0401 (Epson L6190)					13	13	9,100.00				0	0.00				0	0.00				0	0.00	13	700.00	9,100.00
25	-	Maintenance Box T6711 (Epson L1455)					8	8	13,600.00				0	0.00				0	0.00				0	0.00	8	1,700.00	13,600.00
26	-	Maintenance Box C9345 (Epson L15160)					8	8	13,600.00				0	0.00				0	0.00				0	0.00	8	1,700.00	13,600.00
27	-	Ribbon Cart (15589), Epson LQ-590 Dot Matrix, Black					20	20	12,000.00				0	0.00				0	0.00				0	0.00	20	600.00	12,000.00
28	-	Ribbon Cart (15639), Epson LQ-310 Dot Matrix, C13S015632, Black					20	20	6,000.00				0	0.00				0	0.00				0	0.00	20	300.00	6,000.00
29	-	Ink, Riso Copier Machine, DUPLO					10	10	15,000.00				0	0.00				0	0.00				0	0.00	10	1,500.00	15,000.00
30	-	Toner, Kyocera 4500i/3501i, TK-6309, Black					25	25	375,000.00				0	0.00				0	0.00				0	0.00	25	15,000.00	375,000.00
31	-	Waste Toner (Kyocera)					15	15	22,500.00				0	0.00				0	0.00				0	0.00	15	1,500.00	22,500.00
32	-	Toner Kit, Kyocera 4002i, TK-6329					15	15	225,000.00				0	0.00				0	0.00				0	0.00	15	15,000.00	225,000.00
33	-	Stencil, Riso Copier Machine, DUPLO, New					6	6	15,000.00				0	0.00				0	0.00				0	0.00	6	2,500.00	15,000.00
34	-	Toner kit, Taskalfa 2200, Photocopier, TK-4109					6	6	45,000.00				0	0.00				0	0.00				0	0.00	6	7,500.00	45,000.00
35	-	Smart Card					200	200	24,000.00				0	0.00				0	0.00				0	0.00	200	120.00	24,000.00
36	-	Mouse					10	10	4,000.00				0	0.00				0	0.00				0	0.00	10	400.00	4,000.00
37	-	Adaptor					20	20	1,300.00				0	0.00				0	0.00				0	0.00	20	65.00	1,300.00
38	-	Battery 9 volts (For Cable Tester & Tone Tracer)					15	15	1,500.00				0	0.00				0	0.00				0	0.00	15	100.00	1,500.00
39	-	Battery Double A					20	20	1,200.00				0	0.00				0	0.00				0	0.00	20	60.00	1,200.00
40	-	Battery, CMOS					15	15	1,350.00				0	0.00				0	0.00				0	0.00	15	90.00	1,350.00
41	-	Cable Tester					2	2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
42	-	Cable Ties, nylon 4.6x300mm					20	20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
43	-	CAT6 Cable					6	6	18,000.00				0	0.00				0	0.00				0	0.00	6	3,000.00	18,000.00
44	-	Crimping Tool CAT6					3	3	3,000.00				0	0.00				0	0.00				0	0.00	3	1,000.00	3,000.00
45	-	CRT Cleaning Fluid					5	5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
46	-	Digital Hygrometer/Thermometer					2	2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
47	-	Extension Cord, 6 sockets					5	5	4,000.00				0	0.00				0	0.00				0	0.00	5	800.00	4,000.00
48	-	Gun Tacker Staple Wire (12mm)					10	10	5,000.00				0	0.00				0	0.00				0	0.00	10	500.00	5,000.00
49	-	HDMI Cable (15 meters or longer)					5	5	15,000.00				0	0.00				0	0.00				0	0.00	5	3,000.00	15,000.00
50	-	HDMI Splitter					3	3	6,000.00				0	0.00				0	0.00				0	0.00	3	2,000.00	6,000.00
51	-	Keyboard					10	10	10,000.00				0	0.00				0	0.00				0	0.00	10	1,000.00	10,000.00

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)																												
52	-	Power Cord							20	20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
53	-	RJ45 Cat 6 Head							400	400	4,000.00				0	0.00				0	0.00				0	0.00	400	10.00	4,000.00
54	-	RJ45 Cat 6 Head Plastic Cover							200	200	3,000.00				0	0.00				0	0.00				0	0.00	200	15.00	3,000.00
55	-	Tape, Electrical							20	20	1,300.00				0	0.00				0	0.00				0	0.00	20	65.00	1,300.00
56	-	Tape Duct							15	15	6,000.00				0	0.00				0	0.00				0	0.00	15	400.00	6,000.00
57	-	Tape, Double Adhesive							10	10	4,500.00				0	0.00				0	0.00				0	0.00	10	450.00	4,500.00
58	14111818	Thermal Paper							100	100	7,500.00				0	0.00				0	0.00				0	0.00	100	75.00	7,500.00
59	-	Wire Twist (for Cable)							30	30	2,250.00				0	0.00				0	0.00				0	0.00	30	75.00	2,250.00
60	-	Display Adaptor (VGA to HDMI)							15	15	6,525.00				0	0.00				0	0.00				0	0.00	15	435.00	6,525.00
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

A. TOTAL		₱ 1,114,625.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 111,462.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -

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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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
D. GRAND TOTAL (A + B+ C)																									₱		1,226,087.50
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:

RUBY D. ABRIOL
Property/Supply Officer

Date Prepared: 31 JULY 2024

Certified Funds Available / Certified Appropriate Funds Available:

MARI THEA VASQUEZ
Accountant / Budget Officer

Approved by:

ROBERTO ALIZOBRADO
Head of Office/Agency

PRA-BA-APPL-009
APP CSE FY 2025

ISSUE No.: 001
ISSUE DATE: JULY 31, 2024
DATE PREPARED: JULY 29, 2024
DATE SENT/UPLOADED: JULY 31, 2024