

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-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/hos58> (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: PHILIPPINE RETIREMENT AUTHORITY
 Region: NCR
 Address: 29th FLR BDO TOWERS VALERO MAKATI CITY

Agency Code/UACS: A084
 Organization Type: OGCC

Contact Person: RUBY D. ABRIL
 Position: Supply Officer/Acting Procurement Officer
 E-mail: rudy08abril@gmail.com
 Telephone/Mobile Nos: 8848 1412

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	-	Ink Cart, Epson L6190, C13T03Y100 (001), Black	piece	150			150	90,000.00				0	0.00				0	0.00				0	0.00	150	600.00	90,000.00
2	-	Ink Cart, Epson L6190, C13T03Y200 (001), Cyan	piece	100			100	40,000.00				0	0.00				0	0.00				0	0.00	100	400.00	40,000.00
3	-	Ink Cart, Epson L6190, C13T03Y300 (001), Magenta	piece	100			100	40,000.00				0	0.00				0	0.00				0	0.00	100	400.00	40,000.00
4	-	Ink Cart, Epson L6190, C13T03Y400 (001), Yellow	piece	100			100	40,000.00				0	0.00				0	0.00				0	0.00	100	400.00	40,000.00
5	-	Ink Cart, Epson L15160, C13T06G100 (008), Black	piece	60			60	60,000.00				0	0.00				0	0.00				0	0.00	60	1,000.00	60,000.00
6	-	Ink Cart, Epson L15160, C13T06G200 (008), Cyan	piece	45			45	45,000.00				0	0.00				0	0.00				0	0.00	45	1,000.00	45,000.00
7	-	Ink Cart, Epson L15160, C13T06G300 (008), Magenta	piece	45			45	45,000.00				0	0.00				0	0.00				0	0.00	45	1,000.00	45,000.00
8	-	Ink Cart, Epson L15160, C13T06G400 (008), Yellow	piece	45			45	45,000.00				0	0.00				0	0.00				0	0.00	45	1,000.00	45,000.00
9	-	Maintenance Box T04D1 (Epson L6190)	piece	78			78	54,600.00				0	0.00				0	0.00				0	0.00	78	700.00	54,600.00
10	-	Maintenance Box T6711 (Epson L1455)	piece	18			18	30,600.00				0	0.00				0	0.00				0	0.00	18	1,700.00	30,600.00
11	-	Maintenance Box C9345 (Epson L15160)	piece	18			18	30,600.00				0	0.00				0	0.00				0	0.00	18	1,700.00	30,600.00
12	-	Ribbon Cart (15589), Epson LQ-590 Dot Matrix, Black	piece	20			20	12,000.00				0	0.00				0	0.00				0	0.00	20	600.00	12,000.00
13	-	Ink, Riso Copier Machine, DUPLO	piece	18			18	27,000.00				0	0.00				0	0.00				0	0.00	18	1,500.00	27,000.00
14	-	Toner, Kyocera 45001/35011, TK-6309, Black	piece	25			25	375,000.00				0	0.00				0	0.00				0	0.00	25	15,000.00	375,000.00
15	-	Toner Kit, Kyocera 3051ci, TK-8309, Black	piece	12			12	120,000.00				0	0.00				0	0.00				0	0.00	12	10,000.00	120,000.00
16	-	Toner Kit, Kyocera 3051ci, TK-8309, Yellow	piece	8			8	136,000.00				0	0.00				0	0.00				0	0.00	8	17,000.00	136,000.00
17	-	Toner Kit, Kyocera 3051ci, TK-8309, Magenta	piece	8			8	136,000.00				0	0.00				0	0.00				0	0.00	8	17,000.00	136,000.00
18	-	Toner Kit, Kyocera 3051ci, TK-8309, Cyan	piece	8			8	136,000.00				0	0.00				0	0.00				0	0.00	8	17,000.00	136,000.00
19	-	Waste Toner (Kyocera)	piece	15			15	22,500.00				0	0.00				0	0.00				0	0.00	15	1,500.00	22,500.00
20	-	Toner, Fuji Printer, CT202508	piece	12			12	60,000.00				0	0.00				0	0.00				0	0.00	12	5,000.00	60,000.00
21	-	Drum, Fuji Printer, CT351089	piece	12			12	192,000.00				0	0.00				0	0.00				0	0.00	12	16,000.00	192,000.00
22	-	Toner Kit, Kyocera 4002, TK-6329	piece	15			15	225,000.00				0	0.00				0	0.00				0	0.00	15	15,000.00	225,000.00
23	-	Stencil, Riso Copier Machine, DUPLO, New	piece	6			6	15,000.00				0	0.00				0	0.00				0	0.00	6	2,500.00	15,000.00
24	-	Stencil, Riso Copier Machine, DUPLO, Old	piece	6			6	9,000.00				0	0.00				0	0.00				0	0.00	6	1,500.00	9,000.00
25	-	Toner kit, Taskalfa 2200, Photocopier, TK-4109	piece	36			36	270,000.00				0	0.00				0	0.00				0	0.00	36	7,500.00	270,000.00
26	-	Smart Card	piece	200			200	24,000.00				0	0.00				0	0.00				0	0.00	200	120.00	24,000.00
27	-	Adaptor	piece	20			20	1,300.00				0	0.00				0	0.00				0	0.00	20	65.00	1,300.00
28	-	All Purpose Air Duster	piece	50			50	19,000.00				0	0.00				0	0.00				0	0.00	50	380.00	19,000.00
29	-	Battery 9 volts (For Cable Tester & Tone Tracer)	piece	15			15	1,500.00				0	0.00				0	0.00				0	0.00	15	100.00	1,500.00
30	-	Battery, CMOS	piece	15			15	1,350.00				0	0.00				0	0.00				0	0.00	15	90.00	1,350.00
31	-	Cable Tester	piece	2			2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
32	-	Cable Ties, nylon 4.8x300mm	piece	20			20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
33	-	CAT6 Cable	piece	6			6	18,000.00				0	0.00				0	0.00				0	0.00	6	3,000.00	18,000.00
34	-	Crimping Tool CAT6	piece	3			3	3,000.00				0	0.00				0	0.00				0	0.00	3	1,000.00	3,000.00
35	-	CRT Cleaning Fluid	piece	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
36	-	Digital Hygrometer/Thermometer	piece	2			2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
37	-	Gun Tacker Staple Wire (12mm)	piece	10			10	5,000.00				0	0.00				0	0.00				0	0.00	10	500.00	5,000.00
38	-	HDMI Cable (15 meters or longer)	piece	5			5	15,000.00				0	0.00				0	0.00				0	0.00	5	3,000.00	15,000.00
39	-	HDMI Splitter	piece	3			3	6,000.00				0	0.00				0	0.00				0	0.00	3	2,000.00	6,000.00
40	-	Manual Room Thermometer	piece	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00

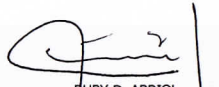
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
41	-	RJ45 Cat 6 Head	piece	400			400	4,000.00				0	0.00				0	0.00				0	0.00	400	10.00	4,000.00
42	-	RJ45 Cat 6 Head Plastic Cover	piece	200			200	3,000.00				0	0.00				0	0.00				0	0.00	200	15.00	3,000.00
43	-	Tape, Electrical	piece	20			20	1,300.00				0	0.00				0	0.00				0	0.00	20	65.00	1,300.00
44	-	Tape Duct	piece	15			15	6,000.00				0	0.00				0	0.00				0	0.00	15	400.00	6,000.00
45	14111818	Thermal Paper	piece	60			60	4,500.00				0	0.00				0	0.00				0	0.00	60	75.00	4,500.00
46	-	VGA Cable (15 meters or longer)	piece	3			3	3,000.00				0	0.00				0	0.00				0	0.00	3	1,000.00	3,000.00
47	-	Wire Twist (for Cable)	piece	30			30	2,250.00				0	0.00				0	0.00				0	0.00	30	75.00	2,250.00
48	-	Display Adaptor (VGA to HDMI)	piece	15			15	6,525.00				0	0.00				0	0.00				0	0.00	15	435.00	6,525.00
49	-	Folder, PressBoard, Green	box	5	5	5	15	30,000.00	5	5	5	15	30,000.00	5	5	5	15	30,000.00	5	5	5	15	30,000.00	60	2,000.00	120,000.00
50	-	Bond Paper, Pink	Ream	5		5	10	2,500.00		5		5	1,250.00	5		5	10	2,500.00		5		5	1,250.00	30	250.00	7,500.00
51	-	Bond Paper, Yellow	Ream	5		5	10	2,500.00		5		5	1,250.00	5		5	10	2,500.00		5		5	1,250.00	30	250.00	7,500.00
52	-	Bond Paper, Green	Ream	5		5	10	2,500.00		5		5	1,250.00	5		5	10	2,500.00		5		5	1,250.00	30	250.00	7,500.00
53	-	Bond Paper, White woven	Ream	5		5	10	2,500.00		5		5	1,250.00	5		5	10	2,500.00		5		5	1,250.00	30	250.00	7,500.00
54	-	Storage Box, Corrugated, double folded	Piece	100	100	100	300	36,000.00	100	100	100	300	36,000.00	100	100	100	300	36,000.00	100	100	100	300	36,000.00	1200	120.00	144,000.00
55	-	Trash Bag, transparent, XXXL size	Roll	20	20	20	60	24,000.00	20	20	20	60	24,000.00	20	20	20	60	24,000.00	20	20	20	60	24,000.00	240	400.00	96,000.00
56	-	Ruler, 12"	Piece	30			30	600.00				0	0.00				0	0.00				0	0.00	30	20.00	600.00
57	-	Marker, Permanent, Green	Piece	12			12	960.00	12			12	960.00	12			12	960.00	12			12	960.00	48	80.00	3,840.00
58	53131626	Hand Sanitizer	Gallon	5			5	6,000.00	5			5	6,000.00	5			5	6,000.00	5			5	6,000.00	20	1,200.00	24,000.00
59	-	Time Card	Pack	4		4	8	8,000.00		4		4	4,000.00	4		4	8	8,000.00		4		4	4,000.00	24	1,000.00	24,000.00
60	-	Carpet Shampoo	Gallon	3			3	3,300.00	3			3	3,300.00	3			3	3,300.00	3			3	3,300.00	12	1,100.00	13,200.00
61	-	Portable water pump	Piece			1	1	300.00			1	1	300.00			1	1	300.00			1	1	300.00	4	300.00	1,200.00
62	-	Floor Polishing Pad 16"	Piece			3	3	1,200.00			3	3	1,200.00			3	3	1,200.00			3	3	1,200.00	12	400.00	4,800.00
63	-	Floor Polishing Brush 16"	Piece			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00			3	3	15,000.00	12	5,000.00	60,000.00
64	-	Heavy Polishing Machine	Piece	1			1	20,000.00				0	0.00				0	0.00				0	0.00	1	20,000.00	20,000.00
65	-	Acrylic Floor Polishing (3M wax)	Piece	3			3	9,000.00	3			3	9,000.00	3			3	9,000.00	3			3	9,000.00	12	3,000.00	36,000.00
66	-	Sodium Ascorbate	box				0	0.00			170	170	68,000.00				0	0.00				0	0.00	170	400.00	68,000.00
67	-	Folder, Tag Board, All white, 14 point, A4	Pack		5		5	200.00		5		5	200.00		5		5	200.00		5		5	200.00	20	40.00	800.00
68	-	Folder, Tag Board, All white, 14 point, Legal	pack	15	15	15	45	22,500.00	15	15	15	45	22,500.00	15	15	15	45	22,500.00	15	15	15	45	22,500.00	180	500.00	90,000.00
69	-	Fastener, all plastic	box	50	50	50	150	12,000.00	50	50	50	150	12,000.00	50	50	50	150	12,000.00	50	50	50	150	12,000.00	600	80.00	48,000.00
70	-	Folder, Data file with Taglia Lock, Horizontal, RED	Piece	100	100	100	300	36,000.00	100	100	100	300	36,000.00	100	100	100	300	36,000.00	100	100	100	300	36,000.00	1200	120.00	144,000.00
71	-	Ballpen, Black	Piece	200	200	200	600	6,000.00	200	200	200	600	6,000.00	200	200	200	600	6,000.00	200	200	200	600	6,000.00	2400	10.00	24,000.00
72	-	Paper, Multicopy, 80 gsm, A3 size	Ream	5	5	5	15	7,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	60	500.00	30,000.00
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

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
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	3,524,865.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	337,486.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	3,862,351.50
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:

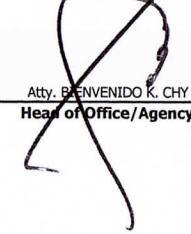

 RUBY D. ABRIOLO
 Property/Supply Officer

Date Prepared: 27 JULY 2023

Certified Funds Available / Certified Appropriate Funds Available:


 MARI THEA VASQUEZ
 Accountant / Budget Officer

Approved by:


 Atty. BENVENIDO R. CHY
 Head of Office/Agency

PRA-BA-APPS-008
 APP CSE FY 2024

ISSUE No.: 001
 ISSUE DATE: AUGUST 16, 2023
 DATE PREPARED: JULY 27, 2023
 DATE SENT/UPLOADED: AUGUST 16, 2023