

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

AGENCY CODE/UACS:

AGENCY NAME:

ORGANIZATION TYPE:

REGION:

ADDRESS:

CONTACT PERSON:

DESIGNATION:

EMAIL:

CONTACT NUMBER:

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:

- 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-philieps.gov.ph).
- All information must be provided accurately.
- 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.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/ades0>
- 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-philieps.gov.ph, or visit the PS-DBM website (www.ps-philieps.gov.ph) for the guide on how to fill-out the APP-CSE.
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
1	-	FORM, Agency Procurement Request		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
2	-	FORM, Certificate of Expenses Not Requiring Receipts		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
3	-	FORM, Daily Time Record		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
4	-	FORM, Fuel Request Slip		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
5	-	FORM, Job Order		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
6	-	FORM, Maintenance Order		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
7	-	FORM, Memorandum Receipt		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
8	-	FORM, Petty Cash Request Slip		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
9	-	FORM, Reconnection Order		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
10	-	FORM, Reimbursement Expense Receipt		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
11	-	FORM, Request for Cash Advance		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
12	-	FORM, Request to Render Overtime		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
13	-	FORM, Service Application and Construction Order Page 1		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
14	-	FORM, Service Application and Construction Order Page 2		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
15	-	FORM, Service Application and Construction Order Page 3		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
16	-	FORM, Service Application and Construction Order Page 4		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
17	-	FORM, Service Request		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
18	-	FORM, Store Requisition Slip		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
19	-	FORM, Travel Order		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
20	-	FORM, Trip Ticket		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
21	-	FORM, Water Service Contract, Page 1		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
22	-	FORM, Water Service Contract, Page 2		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
23	-	FORM, Water Service Contract, Page 3		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
24	-	FORM, Water Service Contract, Page 4		ream	10			10	3,500.00		10			10	3,500.00		10		10	3,500.00	40	350.00	14,000.00
25	-	Accountable Forms, Invoice		book	250			250	30,000.00		250			250	30,000.00		250		250	30,000.00	1000	120.00	120,000.00
26	-	Accountable Forms, No. 51-C		book	50			50	5,000.00		50			50	5,000.00		50		50	5,000.00	200	100.00	20,000.00
27	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
28	-							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	0.00
30	-							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	0.00
32	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
33	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
34	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
35	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
36	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
37	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
38	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
39	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
40	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
41	-							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	0.00
43	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
44	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
45	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00
46	-							0	0.00					0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
47	-							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	0.00
49	-							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	0.00
51	-							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	0.00
53	-							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	0.00
55	-							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	0.00
57	-							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	0.00
59	-							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	0.00
61	-							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	0.00
63	-							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	0.00
65	-							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	0.00
67	-							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	0.00
69	-							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	0.00
71	-							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	0.00
73	-							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	0.00
75	-							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	0.00
77	-							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	0.00
79	-							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	0.00
81	-							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	0.00
83	-							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	0.00
85	-							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	0.00
87	-							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	0.00
89	-							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	0.00
91	-							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	0.00
93	-							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	0.00
95	-							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	0.00
97	-							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	0.00
99	-							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	0.00


No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
A. TOTAL																					P	476,000.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	47,600.00	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					P	-	
D. GRAND TOTAL (A + B + C)																					P	523,600.00	
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:


DANILO D. DADO
Procurement/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


ANALIZA A. BELUEZA
Accountant / Budget Officer

Approved by:


ENGR. WINSTON M. MAKILAN
Head of Office/Agency

Date Prepared: 08/19/2024