

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/hes58> (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: Senate Electoral Tribunal
 Region: National Capital Region
 Address: 6th Floor, Sugar Center Building, North Ave., Diliman, Quezon City

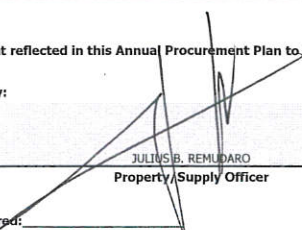
Agency Code/UACS: 01-002-0000000
 Organization Type: _____

Contact Person: Julius B. Remudaro
 Position: SLSO III
 E-mail: set.pms.ps@gmail.com
 Telephone/Mobile Nos: 8463-1113

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)																										
2	-	ALCOHOL, Isopropyl, 66%- 72%, 500ml (-5ml)	bottle	59	34	34	127	11,430.00	59	34	34	127	11,430.00	59	34	34	127	11,430.00	59	34	34	127	11,430.00	508	90.00	45,720.00
3	-	TOILET TISSUE PAPER, 3 ply, 12 rolls in a pack	pack	40	40	40	120	19,800.00	40	40	40	120	19,800.00	40	40	40	120	19,800.00	40	40	40	120	19,800.00	480	165.00	79,200.00
4	-	Chicago Screw, 1"	piece	50			50	500.00	50			50	500.00	50			50	500.00	50			50	500.00	200	10.00	2,000.00
5	-	Chicago Screw, 2"	piece	50			50	650.00	50			50	650.00	50			50	650.00	50			50	650.00	200	13.00	2,600.00
6	-	Chicago Screw, 3"	piece	50			50	750.00	50			50	750.00	50			50	750.00	50			50	750.00	200	15.00	3,000.00
7	-	Chicago Screw, 4"	piece	50			50	1,000.00	50			50	1,000.00	50			50	1,000.00	50			50	1,000.00	200	20.00	4,000.00
8	-	Tape, Double Sided, 12mm	piece	4	1		5	55.00				0	0.00				0	0.00				0	0.00	5	11.00	55.00
9	-	Ballpen, blue	piece	10			10	400.00				0	0.00	10			10	400.00				0	0.00	20	40.00	800.00
10	-	Ballpen, black	piece	10			10	400.00				0	0.00	10			10	400.00				0	0.00	20	40.00	800.00
11	-	Plastic ring bind, 1 inch	piece	1	1		2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
12	-	Folder, Tagboard, Long	piece	100			100	308.00				0	0.00				0	0.00				0	0.00	100	3.08	308.00
13	-	Folder, Tagboard, Short	piece	100			100	192.00				0	0.00				0	0.00				0	0.00	100	1.92	192.00
14	-	Sticker, "SIGN HERE"	pack	3	10		13	2,210.00				0	0.00				0	0.00				0	0.00	13	170.00	2,210.00
15	-	Envelop, Pay Envelop, size 4"x7 1/2"	box	1			1	400.00				0	0.00				0	0.00				0	0.00	1	400.00	400.00
16	-	Ink Film, Brother 878	cart	1			1	1,290.00				0	0.00				0	0.00				0	0.00	1	1,290.00	1,290.00
17	-	Toner Cartridge, Sharp MX-M315N	box	1			1	8,250.00				0	0.00	1			1	8,250.00				0	0.00	2	8,250.00	16,500.00
18	-	Adding Machine tape	piece	2			2	40.00				0	0.00				0	0.00				0	0.00	2	20.00	40.00
A. TOTAL																						P		159,715.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		15,971.50		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P				
D. GRAND TOTAL (A + B + C)																						P		175,686.50		
E. APPROVED BUDGET BY THE AGENCY HEAD																										
In Figures and Words:																										

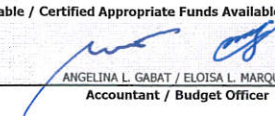
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

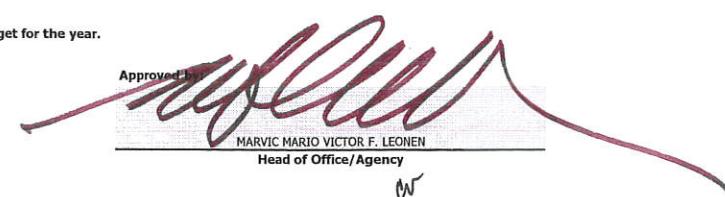

 JULIUS B. REMUDARO
 Property/Supply Officer

Date Prepared:

Certified Funds Available / Certified Appropriate Funds Available:


 ANGELINA L. GABAT / ELOISA L. MARQUEZ
 Accountant / Budget Officer

Approved by:


 MARVIC MARIO VICTOR F. LEONEN
 Head of Office/Agency