

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-philgoos.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/hozs8> (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 apccse.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: POLOMOLOK WATER DISTRICT
Region: REGION XI
Address: DULAY SUBDIVISION, POLOMOLOK, SOUTH COTABATO

Agency Code/UACS: XRL200000000049
Organization Type: GOCC

Contact Person: ENGR. ANDRESITO J. DEGILLA
Position: GENERAL MANAGER B
E-mail: adegilla@psdb.com
Telephone/Mobile No: 500-8008

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		Thermal Paper (Coreless)	roll	3500			3500	77,000.00							0	0.00										3500	22.00	77,000.00		
2		Photocopier Cleaning Blade	set	2			2	30,000.00							0	0.00										2	15,000.00	30,000.00		
3		Colored Book paper long (green,pink,yellow,blue)	ream	50			50	15,000.00							0	0.00	50	50	15,000.00							100	300.00	30,000.00		
4		Plastic Paper Fastener	box	15			15	450.00							0	0.00	15	15	450.00							30	30.00	900.00		
5		Paper Fastener 6 Inches long	box	10			10	960.00							0	0.00			0	0.00						10	96.00	960.00		
6		Book Paper A3	ream	5			5	2,000.00							0	0.00			0	0.00						5	400.00	2,000.00		
7		Columnar Notebook 5 col.	pc	15			15	450.00							0	0.00			0	0.00						15	30.00	450.00		
8		Printer Ink Refill Black	tube	40			40	15,000.00							0	0.00	40	40	15,000.00							80	400.00	32,000.00		
9		Printer Ink Refill Colored (cyan,magenta,yellow)	set	18			18	21,600.00							0	0.00	18	18	21,600.00							36	1,200.00	43,200.00		
10		Photocopier Toner (1500 Le & 2014H)	tube	5			5	17,500.00							0	0.00			0	0.00						5	3,500.00	17,500.00		
11		Staple Wire #10	box	60			60	900.00							0	0.00	60	60	900.00							120	15.00	1,800.00		
12		Printer Ribbon Refill PK2175	cartridge	25			25	8,750.00							0	0.00	25	25	8,750.00							50	350.00	17,500.00		
13		Stapler #10	box	60			60	900.00							0	0.00			0	0.00						60	15.00	900.00		
14		PolWD Letter Head A4	ream	2			2	1,000.00							0	0.00			0	0.00						2	500.00	1,000.00		
15		PolWD Letter Head Legal	ream	2			2	1,200.00							0	0.00			0	0.00						2	600.00	1,200.00		
16		Paper Cups	pc	500			500	1,500.00	500						500	1,500.00	500	500	1,500.00	500						500	1,500.00	2,000	3.00	6,000.00
17		Ice Candy Wrapper	ream	8			8	800.00	8						8	800.00	8	8	800.00	8						32	100.00	3,200.00		
18		Smooth Wire	roll	5			5	1,250.00							0	0.00	5	5	1,250.00							10	250.00	2,500.00		
19		Albatross	pc	100			100	3,900.00							0	0.00	100	100	3,900.00							200	39.00	7,800.00		
20		Zonrox	gals.	30			30	4,650.00							0	0.00	25	25	3,875.00							55	155.00	8,525.00		
21		Tile Cleaner	gals.	12			12	10,584.00							0	0.00			0	0.00						12	882.00	10,584.00		
22		Dishwashing Paste	pc	30			30	1,980.00							0	0.00	25	25	1,650.00							55	66.00	3,630.00		
23		Fabric Conditioner	liters	24			24	3,312.00							0	0.00	24	24	3,312.00							48	138.00	6,624.00		
24		Feather Duster	pc	24			24	324.00							0	0.00	24	24	324.00							48	13.50	648.00		
25		Bath Soap	pc	20			20	580.00							0	0.00			0	0.00						20	29.00	580.00		
26		Ordinary Floor Mop (head with handle)	set	6			6	2,316.00							0	0.00			0	0.00						6	386.00	2,316.00		
27		Pail & Dipper	set	20			20	4,420.00							0	0.00			0	0.00						20	221.00	4,420.00		
28		Feather Duster	pc	26			26	1,014.00							0	0.00			0	0.00						26	39.00	1,014.00		
29		Trash Bin	pc	5			5	9,000.00							0	0.00			0	0.00						5	1,800.00	9,000.00		
30		Door Mat Synthetic Dirt Trap Door	pc	35			35	11,585.00							0	0.00			0	0.00						35	331.00	11,585.00		
31		Car Tissue	pack	14			14	924.00							0	0.00			0	0.00						14	66.00	924.00		
32		Table Napkin	pack	24			24	672.00							0	0.00			0	0.00						24	28.00	672.00		

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
33		Concrete Cement	bag	90			90	22,500.00				0	0.00	24			24	6,000.00			0	0.00	114	250.00	28,500.00	
34		4" Dia. Cutting Disc	pc	125			125	6,250.00	90			90	4,500.00	90			90	4,500.00	90			90	4,500.00	395	90.00	19,750.00
35		7" Dia. Cutting Disc	pc	200			200	40,000.00				0	0.00	125			125	25,000.00			0	0.00	325	200.00	65,000.00	
36		Shovel	pc	20			20	14,600.00				0	0.00	200			200	146,000.00			0	0.00	220	730.00	160,600.00	
37		Pipe Cutter	pc	27			27	13,500.00				0	0.00				0	0.00			0	0.00	27	500.00	13,500.00	
38		Hacksaw Blade	pc	100			100	9,000.00				0	0.00	27			27	2,430.00			0	0.00	127	90.00	11,430.00	
39		Hacksaw Frame	set	12			12	7,800.00				0	0.00				0	0.00			0	0.00	12	650.00	7,800.00	
40		Welding Rod	hl	80			80	13,600.00				0	0.00				0	0.00			0	0.00	80	170.00	13,600.00	
41		Disconnection Tag	pc	2000			2000	40,000.00				0	0.00	80			80	1,600.00			0	0.00	2080	20.00	41,600.00	
42							0	0.00				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	0.00	0.00	
44							0	0.00				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	0.00	0.00	
46							0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
47							0	0.00				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	0.00	0.00	
49							0	0.00				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	0.00	0.00	
51							0	0.00				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	0.00	0.00	
53							0	0.00				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	0.00	0.00	
55							0	0.00				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	0.00	0.00	
57							0	0.00				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	0.00	0.00	
59							0	0.00				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	0.00	0.00	
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	

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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
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		P	698,212.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	69,821.20
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	768,033.20
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 D. GYROZAGA
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 MARLENE C. CAGATA
 Accountant / Budget Officer

Approved by:


 ENGR. ANDRES P. J. BEGILLA
 Head of Office/Agency

Date Prepared: 2 AUGUST 2023