

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.os-philoeno.gov.ph](http://www.os-philoeno.gov.ph)).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out: cover 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 <https://shorturl.at/hna58> (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](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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: BALANGA WATER DISTRICT  
 Region: REGION III  
 Address: EGSA TUYO, BALANGA CITY  
BATAAN

Agency Code/UACS: 003  
 Organization Type: GOCC

Contact Person: JOSEPH RYAN Z. DATU  
 Position: SENIOR SUPPLY OFFICER  
 E-mail: jopito64@yahoo.com  
 Telephone/Mobile Nos: 09190682673

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				
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
2	-	Adding Machine Ribbon (8/R)	pc(s)	7	2	7	16	352.00		7	2	7	16	352.00	7	2	7	16	352.00	7	2	7	16	352.00	64	22.00	1,408.00
3	-	Adding Machine Tape	roll(s)	15	15	15	45	720.00		15	15	15	45	720.00	15	15	15	45	720.00	15	15	15	45	720.00	180	16.00	2,880.00
4	-	Bond Paper, Short	ream(s)	4			4	800.00		4			4	800.00	4			4	800.00	4			4	800.00	16	200.00	3,200.00
5	-	Canon Ink Bottles (G2010) Black GI-790BK	bottle(s)	1	1	1	3	1,200.00		1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12	400.00	4,800.00
6	-	Canon Ink Bottles (G2010) Cyan CI-790C	bottle(s)	1	1	1	3	1,200.00		1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12	400.00	4,800.00
7	-	Canon Ink Bottles (G2010) Magenta GI-790M	bottle(s)	1	1	1	3	1,200.00		1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12	400.00	4,800.00
8	-	Canon Ink Bottles (G2010) Yellow GI-790Y	bottle(s)	1	1	1	3	1,200.00		1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12	400.00	4,800.00
9	-	CD-RW 700mb 12x rewritable	pc(s)	2			2	100.00		2			2	100.00	2			2	100.00	2			2	100.00	8	50.00	400.00
10	-	Columnar 10 columns	pc(s)	4	1	1	6	210.00		1	1	1	3	105.00	4	1	1	6	210.00	1	1	1	3	105.00	18	35.00	630.00
11	-	Columnar 12 columns	pc(s)	5	1	1	7	245.00		1	1	1	3	105.00	3	1	1	5	175.00	1	1	1	3	105.00	18	35.00	630.00
12	-	Columnar 18 columns	pc(s)	5			5	300.00				5	5	300.00				0	0.00				0	0.00	10	60.00	600.00
13	-	Columnar 4 columns	pc(s)	11			11	385.00				1	1	35.00	10			10	350.00				0	0.00	22	35.00	770.00
14	-	Epson Ink Black C13T00V100, Black	bottle(s)	4		3	7	2,450.00		4		3	7	2,450.00	4		3	7	2,450.00	4		3	7	2,450.00	28	350.00	9,800.00
15	-	Epson Ribbon Cartridge S015639	cartridge(s)	4	4	4	12	2,988.00		4	4	4	12	2,988.00	4	4	4	12	2,988.00	4	4	4	12	2,988.00	48	249.00	11,952.00
16	-	Kyocera Toner TK-4109	cartridge(s)	1			1	7,300.00		1			1	7,300.00	1			1	7,300.00	1			1	7,300.00	4	7,300.00	29,200.00
17	-	Marker, Highlighter, Blue	pc(s)	6	4	4	14	630.00		6	4	4	14	630.00	6	4	4	14	630.00	6	4	4	14	630.00	56	45.00	2,520.00
18	-	Marker, Highlighter, Green	pc(s)	6	4	4	14	630.00		6	4	4	14	630.00	6	4	4	14	630.00	6	4	4	14	630.00	56	45.00	2,520.00
19	-	Marker, Highlighter, Pink	pc(s)	6	4	4	14	630.00		6	4	4	14	630.00	6	4	4	14	630.00	6	4	4	14	630.00	56	45.00	2,520.00
20	-	Marker, Highlighter, Yellow	pc(s)	6	4	4	14	630.00		6	4	4	14	630.00	6	4	4	14	630.00	6	4	4	14	630.00	56	45.00	2,520.00
21	-	Marker, Whiteboard, Black	pc(s)	1	1	1	3	33.00		1	1	1	3	33.00	1	1	1	3	33.00	1	1	1	3	33.00	12	11.00	132.00
22	-	Marker, Whiteboard, Blue	pc(s)	1			1	11.00		1			1	11.00	1			1	11.00	1			1	11.00	4	11.00	44.00
23	-	Marker, Whiteboard, Red	pc(s)	1			1	11.00		1			1	11.00	1			1	11.00	1			1	11.00	4	11.00	44.00
24	-	Memo Pad	pc(s)	10			10	2,500.00					0	0.00	10			10	2,500.00				0	0.00	20	250.00	5,000.00
25	-	Moltener	pc(s)	3			3	126.00		3			3	126.00	3			3	126.00	3			3	126.00	12	42.00	504.00

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			
26	-	Sticky Notes 15mmx50mm	pack(s)	5			5	275.00	5			5	275.00	5			5	275.00	5			5	275.00	20	55.00	1,100.00
27	-	Tape, Masking, 24mm	pc(s)	1			1	62.00	1			1	62.00	1			1	62.00	1			1	62.00	4	62.00	248.00
28	-	Thermal Roll, 80mmx1.5m	roll(s)	500	500	500	1500	36,000.00	500	500	500	1500	36,000.00	500	500	500	1500	36,000.00	500	500	500	1500	36,000.00	6000	24.00	144,000.00

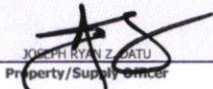
A. TOTAL																								P	241,822.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	24,182.20
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P	-
D. GRAND TOTAL (A + B + C)																								P	266,004.20
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									

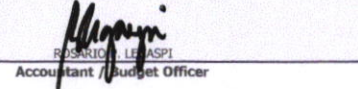
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

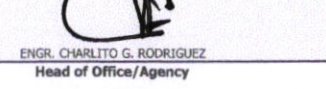
Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

  
JOSEPH RYAN Z. DATU  
Property/Supply Officer

  
ROSALINDA LEVASPI  
Accountant / Budget Officer

  
ENGR. CHARLITO G. RODRIGUEZ  
Head of Office/Agency

Date Prepared: 8/7/2023