

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 Download page of PS-DBM website (www.ps-phileps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the INSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional 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://ps-phileps.gov.ph> (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 apscs.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.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: NATIONAL TELECOMMUNICATIONS COMMISSION
Region: REGION III
Address: BATANGAS CITY

Agency Code/UA/C: 0062
Organization Type: NGA

Contact Person: MARIA LUISA A DETAN
Position: CHIEF ADMINISTRATIVE OFFICER
E-mail: marialuisa.detan@ps-phileps.gov.ph
Telephone/Mobile No: 09179748761

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	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
2	-	Bond Paper (Copy & Laser 70gsm A4 Size (210 x 297mm)	ream	15			15	2,805.00	15			15	2,805.00	15			15	2,805.00	15			15	2,805.00	60	167.00	11,220.00
3	-	Bond Paper (Copy & Laser 80gsm A4 Size (210 x 297mm)	ream	15			15	3,300.00	15			15	3,300.00	15			15	3,300.00	15			15	3,300.00	60	220.00	13,200.00
4	-	Bond Paper (Copy - Bright Legal 8.5 x 14)	ream		10		10	2,800.00		10		10	2,800.00		10		10	2,800.00		10		10	2,800.00	40	280.00	11,200.00
5	-	Bond Paper (Copy & Laser Long 70gsm)	ream			15	15	2,700.00			15	15	2,700.00			15	15	2,700.00			15	15	2,700.00	60	180.00	10,800.00
6	-	Bond Paper (Copy & Laser Long 80gsm)	ream			15	15	3,195.00			15	15	3,195.00			15	15	3,195.00			15	15	3,195.00	60	213.00	12,780.00
7	-	Folder (Short 14 pts)	pcs	10			10	40.00	10			10	40.00	10			10	40.00	10			10	40.00	40	4.00	360.00
8	-	Folder (Long 14 pts)	pcs		15		15	90.00		15		15	90.00		15		15	90.00		15		15	90.00	60	6.00	360.00
9	-	Folder (Expanded Long)	pcs			2	2	31.00			2	2	31.00			2	2	31.00			2	2	31.00	8	15.50	124.00
10	-	Envelope (Expanded, Long Paper Size)	pcs				0	0.00				0	0.00		5		5	90.00				0	0.00	5	18.00	90.00
11	-	Index Card (Access 5 x 8)	pack		1		1	40.00		1		1	40.00				0	0.00		1		1	40.00	3	40.00	120.00
12	-	Log Book 200	pcs				0	0.00			5	5	350.00				0	0.00				0	0.00	5	70.00	350.00
13	-	Sign Pen My Gel Black 0.5	pcs	10			10	185.00	10			10	185.00	10			10	185.00	10			10	185.00	40	18.50	740.00
14	-	Sign Pen My Gel Green 0.5	pcs		2		2	37.00		2		2	37.00		2		2	37.00		2		2	37.00	8	18.50	148.00
15	-	Sign Pen My Gel Blue 0.7	pcs		3		3	55.50			3	3	55.50			3	3	55.50			3	3	55.50	12	18.50	222.00
16	-	Ball Pen (HBW Matte Black 0.5)	pcs	10			10	40.00	10			10	40.00	10			10	40.00	10			10	40.00	40	4.00	160.00
17	-	Ball Pen (HBW Matte Black 0.5)	pcs		2		2	8.00		2		2	8.00		2		2	8.00		2		2	8.00	8	4.00	32.00
18	-	Ball Pen (HBW Matte Black 0.5)	pcs			2	2	8.00			2	2	8.00			2	2	8.00			2	2	8.00	8	4.00	32.00
19	-	Pencil (Hunggal 1 & 2)	pcs				0	0.00				0	0.00		12		12	72.00				0	0.00	12	6.00	72.00
20	-	Pencil Pen (Plot Black)	pcs	2			2	62.00				0	0.00				0	0.00				0	0.00	2	31.00	62.00
21	-	Staple Wire (Size No. 35-94)	box		1		1	55.00		1		1	55.00		1		1	55.00		1		1	55.00	4	55.00	220.00
22	-	Staple Wire (Size No. 35-94)	box			1	1	43.00			1	1	43.00			1	1	43.00			1	1	43.00	4	43.00	172.00
23	-	Carbon Paper (Club Blue)	box				0	0.00				0	0.00				0	0.00	1			1	690.00	1	690.00	690.00
24	-	Binder Clip (Jiny 25mm 1")	box				0	0.00				0	0.00				0	0.00		5		5	105.00	5	21.00	105.00
25	-	Binder Clip (J.K. Office 32mm 1 1/4)	box				0	0.00				0	0.00				0	0.00		5		5	125.00	5	25.00	125.00
26	-	Double Binder Clip (Jiny 72)	box				0	0.00				0	0.00				0	0.00		5		5	200.00	5	40.00	200.00
27	-	Fastener (Wells 7cm Rag)	box				0	0.00				0	0.00		5		5	175.00				0	0.00	5	35.00	175.00
28	-	Fastener (TM Jiny 8 1/2 long 20mm)	box				0	0.00				0	0.00		3		3	315.00				0	0.00	3	105.00	315.00
29	-	Scotch Tape (Armal 1/2")	roll	1			1	9.00	1			1	9.00	1			1	9.00	1			1	9.00	4	9.00	36.00
30	-	Scotch Tape (Armal 1")	roll		1		1	20.00		1		1	20.00		1		1	20.00		1		1	20.00	4	20.00	80.00
31	-	Masking Tape (Armal 1")	roll			1	1	43.00			1	1	43.00			1	1	43.00			1	1	43.00	4	43.00	172.00
32	-	Masking Tape (Armal 2")	roll	1			1	60.00	1			1	60.00	1			1	60.00	1			1	60.00	4	60.00	240.00
33	-	Packaging Tape (Armal 2")	roll				0	0.00		1		1	40.00				0	0.00		1		1	40.00	2	40.00	80.00
34	-	Battery (Eveready AA)	pcs		2		2	38.00		2		2	38.00		2		2	38.00		2		2	38.00	8	19.00	152.00
35	-	Battery (Eveready AAA)	pcs			2	2	56.00			2	2	56.00			2	2	56.00			2	2	56.00	8	28.00	224.00
36	-	Rubber Band (50g Blue)	box				0	0.00				0	0.00				0	0.00	1			1	30.00	1	30.00	30.00
37	-	Rubber Band Big (#18 250g M.O.)	box				0	0.00				0	0.00				0	0.00	1			1	109.00	1	109.00	109.00
38	-	Sissors (ACD)	pcs				0	0.00	1			1	60.00				0	0.00				0	0.00	1	60.00	60.00
39	-	Tape Dispenser (Armal Big)	pcs				0	0.00				0	0.00	1			1	115.00				0	0.00	1	115.00	115.00
40	-	Mechanical Pencil (HBW 0.5)	pcs				0	0.00				0	0.00				0	0.00	1			1	45.00	1	45.00	45.00
41	-	Lead Pencil (Dong A 0.5)	tube	1			1	20.00				0	0.00	1			1	20.00				0	0.00	2	20.00	40.00
42	-	Pencil Eraser (Shaped)	pcs				0	0.00	1			1	20.00				0	0.00	1			1	20.00	2	20.00	40.00

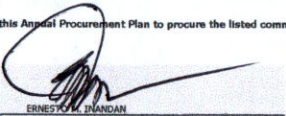
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
43	-	Ruler (Onions 6")	pcs		2		2	52.00				0	0.00		2		2	52.00				0	0.00	4	26.00	104.00
44	-	Ruler (Joy 12"/Onions 12")	pcs		2		2	84.00				0	0.00		2		2	84.00				0	0.00	4	42.00	336.00
45	-	Stamp Pad (Joy 12")	box				0	0.00	1			1	60.00				0	0.00				0	0.00	1	60.00	60.00
46	-	Stamp Pad Ink (Onion 10cc / Pad Mate Purple)	pcs				0	0.00				0	0.00				0	0.00	2			2	90.00	2	45.00	90.00
47	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-	Ethyl Alcohol (70% Solution "Green Cross")	gallon				0	0.00				0	0.00		2		2	1,190.00				0	0.00	2	985.00	1,190.00
49	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-	Storage Box	pcs		5		5	450.00		5		5	450.00		5		5	450.00		5		5	450.00	20	90.00	1,800.00
51	-	Sticky Note (FOR 510-0)	pcs			5	5	150.00			5	5	150.00			5	5	150.00			5	5	150.00	20	30.00	600.00
52	-	Sticky Note (2 x 3)	pcs		4		4	100.00		4		4	100.00		4		4	100.00		4		4	100.00	16	25.00	400.00
53	-	Sticky Note (3 x 3)	pcs	4			4	120.00	4			4	120.00	4			4	120.00	4			4	120.00	16	30.00	480.00
54	-	Clear Sheet Protectors (10 pcs / pack)	pcs				0	0.00				0	0.00			5	5	300.00				0	0.00	5	60.00	300.00
55	-	Abutments 50g)	pcs				0	0.00			5	5	165.00				0	0.00			5	5	165.00	10	19.00	190.00
56	-	Beygon Spray (500ml)	can		2		2	644.00		2		2	644.00		2		2	644.00		2		2	644.00	8	322.00	2,576.00
57	-	Beygon Spray (500ml)	can		2		2	460.00		2		2	460.00		2		2	460.00		2		2	460.00	8	230.00	1,840.00
58	-	Multi-Insect Killer (Ink 600ml)	can				0	0.00			2	2	300.00				0	0.00			2	2	300.00	4	150.00	600.00
59	-	Brush with Handle	pcs				0	0.00		2		2	240.00				0	0.00				0	0.00	2	120.00	240.00
60	-	Domex (500ml)	bottle			2	2	180.00				0	0.00			2	2	180.00				0	0.00	4	90.00	360.00
61	-	Fluorescent Lamp (Philips 40w)	pcs				0	0.00				0	0.00				0	0.00		6		6	720.00	6	120.00	720.00
62	-	Furniture Polish (Pledge 300ml)	can				0	0.00				0	0.00		4		4	1,120.00				0	0.00	4	280.00	1,120.00
63	-	Garbage Bag XL	pcs		5		5	30.00				0	0.00	5			5	30.00				0	0.00	10	6.00	60.00
64	-	Garbage Bag Large	pcs				0	0.00		5		5	22.50				0	0.00		5		5	22.50	10	4.50	45.00
65	-	Garbage Bag Tiny	pcs	2			2	6.00	2			2	6.00	2			2	6.00	2			2	6.00	0	3.00	24.00
66	-	Good Morning Towel	pcs				0	0.00		10		10	300.00				0	0.00	10			10	300.00	20	30.00	600.00
67	-	LED Bulb (Omni 12W)	pcs				0	0.00			10	10	1,997.50				0	0.00				0	0.00	10	199.75	1,997.50
68	-	LED Bulb (Pheily 15W)	pcs				0	0.00				0	0.00		10		10	1,640.00				0	0.00	10	164.00	1,640.00
69	-	LED Bulb (ECColum)	pcs				0	0.00				0	0.00				0	0.00		10	10	2,200.00	10	220.00	2,200.00	
70	-	Map Rug	pcs			4	4	440.00				0	0.00				0	0.00				0	0.00	4	110.00	440.00
71	-	Muriatic Acid (1 Liter APO 11-6)	bottle				0	0.00				0	0.00				0	0.00		10	10	660.00	10	66.00	660.00	
72	-	Round Pugs	pcs				0	0.00			5	5	400.00			5	5	400.00				0	0.00	10	80.00	800.00
73	-	Zimex 3000ml	bottle			2	2	80.00			2	2	80.00			2	2	80.00			2	2	80.00	8	40.00	320.00
74	-	Doormat Rectangle	pcs				0	0.00				0	0.00				0	0.00		5		5	175.00	5	35.00	175.00
75	-	Epson Ink 003 Black	pcs		4		4	1,040.00				0	0.00		4		4	1,040.00				0	0.00	8	260.00	2,080.00
76	-	Epson Ink 003 Cyan	pcs			2	2	550.00				0	0.00			2	2	550.00				0	0.00	4	275.00	1,100.00
77	-	Epson Ink 003 Magenta	pcs			2	2	550.00				0	0.00			2	2	550.00				0	0.00	4	275.00	1,100.00
78	-	Epson Ink 003 Yellow	pcs			2	2	550.00				0	0.00			2	2	550.00				0	0.00	4	275.00	1,100.00
79	-	Canon Ink G1-790 Black	pcs				0	0.00	4			4	1,636.00				0	0.00	4			4	1,636.00	8	409.00	3,272.00
80	-	Canon Ink G1-790 Cyan	pcs				0	0.00		2		2	768.00				0	0.00		2		2	768.00	4	384.00	1,536.00
81	-	Canon Ink G1-790 Magenta	pcs				0	0.00		2		2	690.00				0	0.00		2		2	690.00	4	345.00	1,380.00
82	-	Canon Ink G1-790 Yellow	pcs				0	0.00		2		2	768.00				0	0.00		2		2	768.00	4	384.00	1,536.00
83	-	Brother LC 3617 Black	pcs		2		2	1,390.00				0	0.00		2		2	1,390.00				0	0.00	4	695.00	2,780.00
84	-	Brother LC 3617 Black	pcs			1	1	595.00				0	0.00			1	1	595.00				0	0.00	2	595.00	1,190.00
85	-	Brother LC 3617 Black	pcs			1	1	595.00				0	0.00			1	1	595.00				0	0.00	2	595.00	1,190.00
86	-	Brother LC 3617 Black	pcs			1	1	595.00				0	0.00			1	1	595.00				0	0.00	2	595.00	1,190.00
87	-	Tires 195 R14 C	pcs	4			4	20,000.00				0	0.00				0	0.00				0	0.00	4	5,000.00	20,000.00
88	-	Tires 205 / 55 P16	pcs				0	0.00	4			4	24,000.00				0	0.00				0	0.00	4	6,000.00	24,000.00
89	-	Tires 185 R14 C	pcs				0	0.00				0	0.00	4			4	18,000.00				0	0.00	4	4,500.00	18,000.00
90	-	Tires 205 / 55 R17	pcs				0	0.00				0	0.00				0	0.00	4			4	26,000.00	4	6,500.00	26,000.00
91	-		pcs				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

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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			
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

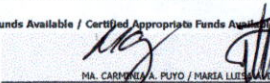
A. TOTAL		P	194,620.50
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	19,462.05
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	214,082.55
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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:


ERNESTINA M. INANDAN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available


MA. CARPENA A. PUYO / MARIA LUISA MONTES
Accountant / Budget Officer

Approved by:


REGIONAL DIRECTOR NTC-RIVA : ROLANDO RS SAN LUIS
Head of Office / Agency

17-Jul-23