

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-philoeps.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/hos58> (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.

Department/Bureau/Office: NATIONAL PARKS DEVELOPMENT COMMITTEE
Region: NATIONAL CAPITAL REGION
Address: THE OLD PLANETARIUM, RIZAL PARK, PADRE BURGOS AVE, ERMITA, MANILA

Agency Code/UACS: 210030000000
Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: JENZEL M. MENDOZA
Position: ADMINISTRATIVE OFFICER V
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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	NPDC-001	Please sign sticky note	pack	30	0	0	30	6,000.00	35	5	5	45	9,000.00	35	5	5	45	9,000.00	35	5	2	42	8,400.00	162	200.00		32,400.00
2	NPDC-002	Bond Paper, A3, 80gsm (500pcs/ ream)	ream	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	6	800.00		4,800.00
3	NPDC-003	Contact cleaner	bottle	0	0	0	0	0.00	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	3	500.00		1,500.00
4	NPDC-004	Electrical Contact Cleaner	can	0	0	0	0	0.00	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	3	500.00		1,500.00
5	NPDC-005	RJ45 (100 pieces)	pack	0	0	0	0	0.00	3	0	0	3	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,500.00		7,500.00
6	NPDC-006	Ink Brother Printer - BTD60BK (Black)	bottle	7	3	0	10	4,000.00	2	3	0	5	2,000.00	6	3	0	9	3,600.00	6	3	0	9	3,600.00	33	400.00		13,200.00
7	NPDC-007	Ink Brother Printer - BT5000Y (Yellow)	bottle	6	2	0	8	3,200.00	1	2	0	3	1,200.00	5	2	0	7	2,800.00	5	2	0	7	2,800.00	25	400.00		10,000.00
8	NPDC-008	Ink Brother Printer - BT5000C (Cyan)	bottle	6	2	0	8	3,200.00	1	2	0	3	1,200.00	5	2	0	7	2,800.00	5	2	0	7	2,800.00	25	400.00		10,000.00
9	NPDC-009	Ink Brother Printer - BT5000M (Magenta)	bottle	6	2	0	8	3,200.00	1	2	0	3	1,200.00	5	2	0	7	2,800.00	5	2	0	7	2,800.00	25	400.00		10,000.00
10	NPDC-011	Epson C13T03Y100 (001) Ink Bottle 127ml Pigment Black	bottle	1	4	0	5	2,250.00	0	4	0	4	1,800.00	0	4	0	4	1,800.00	0	5	0	5	2,250.00	18	450.00		8,100.00
11	NPDC-012	Epson C13T03Y200 (001) Ink Bottle 70ml Pigment Cyan	bottle	1	2	0	3	885.00	0	3	0	3	885.00	0	3	0	3	885.00	0	4	0	4	1,180.00	13	295.00		3,835.00
12	NPDC-013	Epson C13T03Y300 (001) Ink Bottle 70ml Pigment Magenta	bottle	1	2	0	3	885.00	0	3	0	3	885.00	0	3	0	3	885.00	0	4	0	4	1,180.00	13	295.00		3,835.00
13	NPDC-014	Epson C13T03Y400 (001) Ink Bottle 70ml Pigment Yellow	bottle	1	2	0	3	885.00	0	3	0	3	885.00	0	3	0	3	885.00	0	4	0	4	1,180.00	13	295.00		3,835.00
14	NPDC-016	Green sliding plastic folder (#1)	pack	100	0	0	100	6,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	68.00		6,800.00
15	NPDC-017	Balpen, Black, 12pcs/box	box	0	0	0	0	0.00	12	0	0	12	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	12	100.00		1,200.00
16	NPDC-018	Balpen, black, retractable, 0.5mm	piece	0	0	0	0	0.00	10	0	0	10	450.00	0	0	0	0	0.00	0	0	0	0	0.00	10	45.00		450.00
17	NPDC-019	Balpen, blue, retractable, 0.5mm	piece	18	0	0	18	810.00	16	0	0	16	720.00	6	0	0	6	270.00	6	0	0	6	270.00	46	45.00		2,070.00
18	NPDC-020	Check 101-MDS Check	booklet	1	0	0	1	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	800.00		800.00
19	NPDC-021	Check 184 - Commercial Check	booklet	1	0	0	1	650.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	650.00		650.00
20	NPDC-022	Official Receipt	pad	0	0	0	0	0.00	0	0	0	0	0.00	12	0	0	12	1,200.00	0	0	0	0	0.00	12	100.00		1,200.00
21	NPDC-023	Epson C13T06G100 (008) ink bottle Pigment Black	Bottle	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	1	0	0	1	750.00	4	750.00		3,000.00
22	NPDC-024	Epson C13T06G400 (008) ink bottle Pigment Yellow	Bottle	1	0	0	1	750.00	0	0	0	0	0.00	1	0	0	1	750.00	0	0	0	0	0.00	2	750.00		1,500.00
23	NPDC-025	Epson C13T06G200 (008) ink bottle Pigment Cyan	Bottle	1	0	0	1	750.00	0	0	0	0	0.00	1	0	0	1	750.00	0	0	0	0	0.00	2	750.00		1,500.00
24	NPDC-026	Epson C13T06G300 (008) ink bottle Pigment Magenta	Bottle	1	0	0	1	750.00	0	0	0	0	0.00	1	0	0	1	750.00	0	0	0	0	0.00	2	750.00		1,500.00
25	NPDC-027	Balpen, Blue, 12pcs/box	Box	6	0	0	6	600.00	0	0	0	0	0.00	6	0	0	6	600.00	0	0	0	0	0.00	12	100.00		1,200.00
26	NPDC-028	Disposable Gloves, medium size	Box	1	0	0	1	250.00	0	0	0	0	0.00	1	0	0	1	250.00	0	0	0	0	0.00	2	250.00		500.00
27	NPDC-029	Ink Stamp Pad, 28ml (Blue)	Bottle	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	4	200.00		800.00
28	NPDC-030	Ink Stamp Pad, 28ml (Red)	Bottle	1	0	0	1	162.00	1	0	0	1	162.00	1	0	0	1	162.00	1	0	0	1	162.00	4	162.00		648.00
29	NPDC-031	Ink Stamp Pad, 28ml (Green)	Bottle	1	0	0	1	162.00	1	0	0	1	162.00	1	0	0	1	162.00	1	0	0	1	162.00	4	162.00		648.00
30	NPDC-032	Laminating Film, legal, 250microns (20sheets/pack)	pack	2	0	0	2	700.00	0	0	0	0	0.00	2	0	0	2	700.00	0	0	0	0	0.00	4	350.00		1,400.00
31	NPDC-033	Alkaline Batteries, AA (last up to 10 years in storage, with leakage protection, zero mercury, 4 pieces in 1 pack	pack	10	0	0	10	2,111.20	10	0	0	10	2,111.20	10	0	0	10	2,111.20	20	0	0	20	4,222.40	50	211.12		10,556.00
32	NPDC-039	HDMI TO VGA ADAPTER	pc	0	0	3	3	2,940.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	980.00		2,940.00

33	NPDC-040	HDMI CABLE 3M	pc	0	0	5	5	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,500.00	7,500.00
34	NPDC-041	Cooling fan	pc	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	9,000.00	0	0	0	0	0.00	1	9,000.00	9,000.00
35	NPDC-042	PAPER, MULTICOPY LETTER SIZE, 500 sheets per ream (80gsm)	ream	5	0	0	5	1,050.00	5	0	0	5	1,050.00	5	0	0	5	1,050.00	5	0	0	5	1,050.00	20	210.00	4,200.00
36	NPDC-037	RCA HDMI Splitter 1-input, 4-out	pc	0	0	1	1	4,450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,450.00	4,450.00
37	NPDC-038	4K 100M HDMI-compatible Extender Extension Cord Converter via CAT 5e 6 6e Cat5e/6 Cat6 UTP RJ45 LAN	pc	0	0	1	1	10,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,700.00	10,700.00

A. TOTAL		P	185,717.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	18,571.70
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	204,288.70
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:

JENZEL M. MENDOZA

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ALEXANDRA JESSICA C. ROSEL

MARILOU B. ABAD

Accountant / Budget Officer

Approved by:

CECILLE A. LORENZANA-ROMERO

Head of Office/Agency



Date Prepared: August 24, 2023