

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMODITY 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:**

- 1.1 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-nhilnens.gov.ph](http://www.ps-nhilnens.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 or deadline through this link: <https://shorturl.it/hw588> (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: BAYAMBANG WATER DISTRICT  
 Region: REGION I  
 Address: ERNESTO J. FERNANDEZ BLDG. RIZAL AVE. BRGY. ZONE I, CORNER JUAN LUNA  
BAYAMBANG, PANGASINAN

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: GOCC

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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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	-	CASHBOOK	piece	8			8	4,784.00				0	0.00	7			7	4,186.00			0	0.00	15	566.00	8,970.00	
2	-	CHECK BOOKLET	piece	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	24	1,000.00	24,000.00
3	-	ICE PLASTIC BAG, clear (for SDA)	100/pack	50	40	40	130	2,600.00	40	40	40	120	2,400.00	50	40	40	130	2,600.00	40	40	40	120	2,400.00	500	20.00	10,000.00
4	-	INK CART, BROTHER BTSD00, Cyan	cart	1			1	390.00				0	0.00	1			1	390.00			0	0.00	2	390.00	780.00	
5	-	INK CART, BROTHER BTSD00, Magenta	cart	1			1	390.00				0	0.00	1			1	390.00			0	0.00	2	390.00	780.00	
6	-	INK CART, BROTHER BTSD00, yellow	cart	1			1	390.00				0	0.00	1			1	390.00			0	0.00	2	390.00	780.00	
7	-	INK CART, BROTHER BTSD0, black	cart	1			1	390.00				0	0.00	2			2	780.00			0	0.00	3	390.00	1,170.00	
8	-	INK CART, EPSON (003), Black	cart	2			3	825.00	3			3	825.00	3			3	825.00	4		4	1,100.00	13	275.00	3,575.00	
9	-	INK CART, EPSON (003), Cyan	cart	1			1	278.00				0	0.00	1			1	278.00			0	0.00	2	278.00	556.00	
10	-	INK CART, EPSON (003), Magenta	cart	1			1	278.00				0	0.00	1			1	278.00			0	0.00	2	278.00	556.00	
11	-	INK CART, EPSON (003), Yellow	cart	1			1	278.00				0	0.00	1			1	278.00			0	0.00	2	278.00	556.00	
12	-	NOTEBOOK, (BIG) 8.5x11	piece	3			3	145.35	3			3	145.35	3			3	145.35	3		3	145.35	12	46.46	581.40	
13	-	NOTEBOOK, spiral, 80 leaves	piece	4			4	139.00	3			3	104.25	3			3	104.25	3		3	104.25	13	34.75	451.75	
14	-	PAY ENVELOPE, brown	pack	1	1	1	3	1,538.75	1	1	2	4	2,185.00	1	1	2	4	2,185.00	1	1	2	4	2,185.00	15	546.25	8,193.75
15	-	STAPLE WIRE, #10, 1000 pcs.	box	5	4	5	14	159.60	4	5	4	13	148.20	5	4	5	14	159.60	4	5	4	13	148.20	54	11.40	615.60
16	-	STAPLER, #10, load cap. 200 staples	piece	9			9	872.10				0	0.00	8			8	776.20			0	0.00	17	96.90	1,647.30	
17	-	THERMAL PAPER (30mmx80mm)	roll	150	150	150	450	15,290.00	160	160	170	490	16,758.00	170	170	180	520	17,791.00	180	180	190	540	18,465.00	2000	34.20	68,400.00
18	-	CONTINUOUS FORM, 3 RLY, 4.25 m. x 5.5 in, carbonless	box	0			0	0.00				0	0.00				0	0.00	5	5	10	20	62,720.00	20	3,126.00	62,720.00
19	-	OFFICIAL RECEIPT, looseleaf	booklet	40	40	40	120	45,380.00	40	40	40	120	45,380.00	40	40	40	120	45,380.00	40	50	50	140	52,920.00	500	378.00	189,000.00
20	-	GADGETS/PRINTERS FOR METER READERS	unit	4			4	100,000.00				0	0.00				0	0.00			0	0.00	4	25,000.00	100,000.00	
21	-	LG10 EPSON MATRIX PRINTER	unit	4			4	44,000.00				0	0.00				0	0.00			0	0.00	4	11,000.00	44,000.00	
22	-	MONITOR SCREEN PROTECTOR	piece	7			7	7,000.00				0	0.00				0	0.00			0	0.00	7	1,000.00	7,000.00	
23	-	MOUSE, OPTICAL, USB connection type	piece	9			9	1,347.84				0	0.00				0	0.00			0	0.00	9	149.75	1,347.84	
24	-	Office Desktop File Tray Holder Document Letter Organizer 3 Tier	piece	1			1	462.00				0	0.00				0	0.00			0	0.00	1	462.00	462.00	
25	-	COLLECTION OFFICERS TABLE	piece	4			4	22,000.00				0	0.00				0	0.00			0	0.00	4	5,500.00	22,000.00	
26	-	Pouch (collection bag for deposits)	piece	4			4	273.60	4			4	273.60	4			4	273.60			0	0.00	12	68.40	820.80	
27	-	ACCOUNTABLE FORM NO. 51-C OFFICIAL RECEIPT	booklet	0			0	0.00				0	0.00				0	0.00			0	0.00	0	100.00	0.00	
28	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
29	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
30	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
31	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
32	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
33	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	
34	-			0			0	0.00				0	0.00				0	0.00			0	0.00	0	0.00	0.00	

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
35	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
36	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
37	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
38	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
39	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
40	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
41	-						0	0.00					0	0.00							0	0.00	0	0.00	0.00
42	-						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	0.00
44	-						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	0.00
46	-						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	0.00
48	-						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	0.00
50	-						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	0.00
52	-						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	0.00
54	-						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	0.00
56	-						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	0.00
58	-						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	0.00
60	-						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	0.00
62	-						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	0.00
64	-						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	0.00
66	-						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	0.00
68	-						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	0.00
70	-						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	0.00
72	-						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	0.00
74	-						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	0.00
76	-						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	0.00
78	-						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	0.00
80	-						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	0.00

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
82	-						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	0.00
84	-						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	0.00
86	-						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	0.00
88	-						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	0.00
90	-						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	0.00
92	-						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	0.00
94	-						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	0.00
96	-						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	0.00
98	-						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	0.00
100	-						0	0.00						0	0.00						0	0.00	0	0.00	0.00

<b>A. TOTAL</b>		P	558,963.44
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		P	55,896.34
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		P	-
<b>D. GRAND TOTAL (A + B+ C)</b>		P	614,859.78
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>			
In Figures and Words:			

We hereby warrant that the total amount reflected in this Annual Requirement 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:   
 VICENTE JOSE J. JUSTO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 DONNABE G. JUNIO  
 Accountant / Budget Officer

Approved by:   
 FRANCIS J. FERNANDEZ  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_