

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-dphiloens.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

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, 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: City of Iloilo Water District
 Region: 2
 Address: Bray, Ormeña, City of Iloilo, Isabela

Agency Code/IUACS: _____
 Organization Type: GOCC

Contact Person: SHERWIN B. QUIJANO
 Position: General Manager C
 E-mail: waterdistrict_iloilo@yahoo.com
 Telephone/Mobile Nos: 078-3232310

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	0.00
2	-	EXPANDED LONG FOLDER	piece	50	25	0	75	1,181.25	50	25		75	1,181.25	50	15		65	1,023.75	25	25	25	75	1,181.25	290	15.75	4,567.50	
3	-	EXPANDED LONG ENVELOPE	piece	10	10	10	30	378.00	10	10	10	30	378.00	10	10	10	30	378.00	10	10	11	31	390.60	121	12.60	1,524.60	
4	-	BALLPEN, assorted colors	piece	40	40	0	80	420.00	40	40	0	80	420.00	40	40	0	80	420.00	40	40	0	80	420.00	320	5.25	1,680.00	
5	-	BALLPEN, refill	piece	1	0	0	1	250.00	1	0	0	1	250.00	0	1	0	1	250.00	0	1	0	1	250.00	4	250.00	1,000.00	
6	-	DAILY TIME RECORD	pack	75	0	0	75	1,181.25	25	0	0	25	393.75	75	0	0	75	1,181.25	25	0	0	25	393.75	200	15.75	3,150.00	
7	-	STICKER PAPER	pack	2	2	2	6	283.50	2	0	0	2	94.50	2	0	0	2	94.50	0	0	0	0	0.00	10	47.25	472.50	
8	-	PHOTO PAPER	pack	1	1	1	3	472.50	1	1	1	3	472.50	1	1	1	3	472.50	1	0	0	1	157.50	10	157.50	1,575.00	
9	-	LINEN PAPER	pack	10	0	0	10	892.50	0	0	0	0	0.00	10	0	0	10	892.50	0	0	0	0	0.00	20	89.25	1,785.00	
10	31201505	DOUBLE SIDED TAPE	piece	3	3	3	9	283.50	3	3	3	9	283.50	3	2	3	8	252.00	4	0	0	4	126.00	30	31.50	945.00	
11	-	FASTENER, plastic, short	box	5	0	1	6	283.50	3	3	3	9	425.25	3	1	1	5	236.25	5	3	2	10	472.50	30	47.25	1,417.50	
12	-	INK PRINTER, Epson, Black 664	piece	12	6	2	20	7,140.00	5	5	5	15	5,355.00	11	5	5	21	7,497.00	9	5	5	19	6,783.00	75	357.00	26,775.00	
13	-	INK PRINTER, Epson, Yellow 664	piece	6	2	2	10	3,570.00	3	2	2	7	2,499.00	6	2	2	10	3,570.00	3	2	2	7	2,499.00	34	357.00	12,138.00	
14	-	INK PRINTER, Epson, Cyan 664	piece	6	2	2	10	3,570.00	3	2	2	7	2,499.00	6	2	2	10	3,570.00	6	2	1	9	3,213.00	36	357.00	12,852.00	
15	-	INK PRINTER, Epson, Magenta 664	piece	6	2	2	10	3,570.00	3	2	2	7	2,499.00	6	2	2	10	3,570.00	3	0	0	3	1,071.00	30	357.00	10,710.00	
16	-	INK PRINTER, Epson, Black 001	piece	2	1	1	4	2,320.00	2	1	1	4	2,320.00	1	1	1	3	1,740.00	2	1	1	4	2,320.00	15	580.00	8,700.00	
17	-	INK PRINTER, Epson, Yellow 001	piece	2	1	1	4	2,320.00	2	1	1	4	2,320.00	1	1	1	3	1,740.00	2	1	1	4	2,320.00	15	580.00	8,700.00	
18	-	INK PRINTER, Epson, Cyan 001	piece	2	1	1	4	2,320.00	2	1	1	4	2,320.00	1	1	1	3	1,740.00	2	1	1	4	2,320.00	15	580.00	8,700.00	
19	-	INK PRINTER, Epson, Magenta 001	piece	2	1	1	4	2,320.00	2	1	1	4	2,320.00	1	1	1	3	1,740.00	2	1	1	4	2,320.00	15	580.00	8,700.00	
20	-	TONER KIT for COPIER MACHINE, 15,000 copies	piece	2	1	1	4	34,000.00	2	1	1	4	34,000.00	2	1	1	4	34,000.00	1	1	1	3	25,500.00	15	8,500.00	127,500.00	
21	-	RIBBON, Typewriter, Olympia	piece	1	1	0	2	1,600.00	0	0	0	0	0.00	1	0	0	1	800.00	0	0	0	0	0.00	3	800.00	2,400.00	
22	-	INK, Stamp pad 475ml	bottle	1	1	0	2	315.00	1	1	0	2	315.00	1	1	0	2	315.00	1	1	0	2	315.00	8	157.50	1,260.00	
23	-	STAMP PAD	piece	1	1	0	2	315.00	1	1	0	2	315.00	1	1	0	2	315.00	1	1	0	2	315.00	8	157.50	1,260.00	
24	-	FILING TRAY, 3 layers	piece	3	0	0	3	2,205.00	1	0	0	1	735.00	3	0	0	3	2,205.00	0	0	0	0	0.00	7	735.00	5,145.00	
25	-	BATTERY, Smoke Detector	piece	3	0	0	3	3,780.00	0	0	0	0	0.00	3	0	0	3	3,780.00	0	0	0	0	0.00	6	1,260.00	7,560.00	
26	-	EMERGENCY LIGHTS	piece	0	2	0	2	4,200.00	1	0	0	1	2,100.00	0	3	0	3	6,300.00	0	0	0	0	0.00	6	2,100.00	12,600.00	
27	-	LED Pinlight, 9 watts	piece	5	0	0	5	1,837.50	5	0	0	5	1,837.50	5	0	0	5	1,837.50	5	0	0	5	1,837.50	20	367.50	7,350.00	
28	-	LED BULB, 9 watts	piece	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	0	0	5	1,000.00	50	200.00	10,000.00	
29	-	SANDO BAG, Heavy Duty, Medium	packs	10	10	10	30	2,835.00	10	10	10	30	2,835.00	10	10	0	20	1,890.00	10	10	0	20	1,890.00	100	94.50	9,450.00	
30	-	SANDO BAG, Heavy Duty, Small	packs	20	0	0	20	1,470.00	10	0	0	10	735.00	10	0	0	10	735.00	10	0	0	10	735.00	50	73.50	3,675.00	
31	-	SANDO BAG, Heavy Duty, XL	packs	10	0	0	10	2,152.50	5	0	0	5	1,076.25	5	0	0	5	1,076.25	5	0	0	5	1,076.25	25	215.25	5,381.25	
32	-	WIRELESS ADAPTER 150 MBPS	piece	1	0	0	1	900.00	0	0	0	0	0.00	1	0	0	1	900.00	0	0	0	0	0.00	2	900.00	1,800.00	
33	-	MOUSE PAD	piece	2	0	0	2	630.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	315.00	630.00	
34	-	KEYBOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	735.00	0	0	0	0	0.00	2	367.50	735.00	
35	-	UNINTERRUPTED POWER SUPPLY (UPS)	piece	0	0	0	0	0.00	1	0	0	1	2,500.00	0	0	0	0	0.00	1	0	0	1	2,500.00	2	2,500.00	5,000.00	

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
36	-	BLEACH, 1 Liter	bottle	2	2	2	6	1,575.00	2	2	2	6	1,575.00	2	2	2	6	1,575.00	2	2	2	6	1,575.00	24	262.50	6,300.00
37	-	DISPOSABLE GLOVES, 100 pcs.	box	1	0	0	1	33.60	0	0	0	0	0.00	1	0	0	1	33.60	0	0	0	0	0.00	2	33.60	67.20
38	-	RECHARGEABLE BATTERIES AND CHARGER FOR AA & AAA	set	1	0	0	1	900.00	1	0	0	1	900.00	1	0	0	1	900.00	0	0	0	0	0.00	3	900.00	2,700.00
39	-	RECHARGEABLE BATTERIES, AA & AAA	pack	1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	12	200.00	2,400.00
40	-	DISHWASING LIQUID	bottle	1	1	1	3	315.00	1	1	1	3	315.00	1	1	1	3	315.00	1	1	1	3	315.00	12	105.00	1,260.00
41	-	HARD COVER RING FOLDER, Long	piece	1	1	1	3	787.50	2	1	1	4	1,050.00	2	1	1	4	1,050.00	2	1	1	4	1,050.00	15	262.50	3,937.50
42	-	HARD COVER RING FOLDER, Short	piece	5	0	0	5	1,050.00	5	0	0	5	1,050.00	5	0	0	5	1,050.00	0	0	0	0	0.00	15	210.00	3,150.00
43	-	PLASTIC COVER, 32mm	yard	10	0	0	10	3,150.00	0	0	0	0	0.00	10	0	0	10	3,150.00	0	0	0	0	0.00	20	315.00	6,300.00
44	-	DOOR MAT, Big	piece	1	0	0	1	472.50	0	0	0	0	0.00	1	0	0	1	472.50	0	0	0	0	0.00	2	472.50	945.00
45	-	DOOR MAT, Small	piece	1	1	1	3	126.00	1	1	1	3	126.00	1	1	0	2	84.00	1	1	0	2	84.00	10	42.00	420.00
46	-	TOOTHPASTE, Sachet	piece	5	0	0	5	78.75	5	0	0	5	78.75	5	0	0	5	78.75	5	0	0	5	78.75	20	15.75	315.00
47	-	INSECT REPELLANT, 500g	piece	2	0	0	2	798.00	3	0	0	3	1,197.00	3	0	0	3	1,197.00	2	0	0	2	798.00	10	399.00	3,990.00
48	-	DEODIZER	piece	5	2	2	9	540.00	5	0	0	5	300.00	5	0	0	5	300.00	7	5	5	17	1,020.00	36	60.00	2,160.00
49	-	DIGITAL THERMOMETER	piece	1	0	0	1	3,150.00	0	0	0	0	0.00	1	0	0	1	3,150.00	0	0	0	0	0.00	2	3,150.00	6,300.00
50	-	SOAP, 60 grams	piece	16	15	15	46	0.00	16	15	15	46	0.00	16	13	13	42	0.00	15	13	13	41	0.00	175	0.00	0.00
51	-	FIRST AID KIT/MEDICINE BOX	lot	1	0	0	1	5,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,250.00	5,250.00
52	-	RING BINDER, Plastic, 1" & 1/4"	piece	25	0	0	25	1,750.00	0	0	0	0	0.00	25	0	0	25	1,750.00	0	0	0	0	0.00	50	70.00	3,500.00
53	-	DIGITAL WALL CLOCK	piece	0	0	0	0	0.00	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
54	-	LED SAMRT TV, 56"	piece	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	40,000.00	0	0	0	0	0.00	1	40,000.00	40,000.00
55	-	CORRECTION TAPE	piece	5	0	0	5	125.00	5	0	0	5	125.00	5	0	0	5	125.00	5	0	0	5	125.00	20	25.00	500.00
56	-	COLUMNAR BOOKS, 24 columns	piece	3	0	0	3	189.00	0	0	0	0	0.00	3	0	0	3	189.00	0	0	0	0	0.00	6	63.00	378.00
57	-	COLUMNAR BOOKS, 20 columns	piece	1	0	0	1	63.00	0	0	0	0	0.00	1	0	0	1	63.00	0	0	0	0	0.00	2	63.00	126.00
58	-	COLUMNAR BOOKS, 12 colums	piece	1	0	0	1	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50.00	50.00
59	-	COLUMNAR BOOKS, 6 columns	piece	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	12	50.00	600.00
60	-	FASTENER, Plastic, Long	piece	1	0	0	1	225.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	225.00	225.00
61	-	SWIVEL CHAIR	piece	1	0	0	1	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,500.00	3,500.00
62	-	RUBBER BAND, Small	box	5	0	0	5	63.00	5	0	0	5	63.00	5	0	0	5	63.00	5	0	0	5	63.00	20	12.60	252.00
63	-	COPY PAPER, Short, 70gsm	ream	2	2	2	6	1,102.44	2	2	2	6	1,102.44	2	2	2	6	1,102.44	2	2	2	6	1,102.44	24	183.74	4,409.76
64	-	COPY PAPER, Short, 90gsm	ream	2	2	2	6	1,228.50	2	2	2	6	1,228.50	2	2	2	6	1,228.50	2	2	2	6	1,228.50	24	204.75	4,914.00
65	-	PUSHPIN	box	1	0	0	1	89.25	0	0	0	0	0.00	1	0	0	1	89.25	0	0	0	0	0.00	2	89.25	178.50
66	-	METER READING DEVICE WITH PRINTER	sets	2	0	0	2	134,400.00	1	0	0	1	67,200.00	0	0	0	0	0.00	0	0	0	0	0.00	3	67,200.00	201,600.00
67	-	OFFICIAL RECEIPT (ONLINE)	box	3	3	3	9	45,000.00	3	3	3	9	45,000.00	3	3	3	9	45,000.00	3	3	3	9	45,000.00	36	5,000.00	180,000.00
68	-	OFFICIAL RECEIPT (MANUAL)	box	25	0	0	25	3,750.00	0	0	0	0	0.00	25	0	0	25	3,750.00	0	0	0	0	0.00	50	150.00	7,500.00
69	-	BILL COUNTER MACHINE	piece	1	0	0	1	5,775.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,775.00	5,775.00
70	-	ADDING MACHINE	piece	1	0	0	1	4,063.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,063.50	4,063.50
71	-	ADDING MACHINE TAPE	pack	1	0	0	1	84.00	0	0	0	0	0.00	1	0	0	1	84.00	0	0	0	0	0.00	2	84.00	168.00
72	-	ADDING MACHINE RIBBON	piece	3	0	0	3	1,568.70	0	0	0	0	0.00	3	0	0	3	1,568.70	0	0	0	0	0.00	6	522.90	3,137.40
73	-	PETTY CASH BOX	piece	1	0	0	1	441.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	441.00	441.00
74	-	HP RIBBON, LX310	piece	3	0	0	3	2,740.50	0	0	0	0	0.00	3	0	0	3	2,740.50	0	0	0	0	0.00	6	913.50	5,481.00
75	-	SMART TV, 40"	piece	0	0	0	0	0.00	1	0	0	1	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,000.00	25,000.00
76	-	COMPUTER TABLE	piece	0	0	0	0	0.00	1	0	0	1	4,095.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,095.00	4,095.00
77	-	PRINTER, Epson	piece	1	0	0	1	16,800.00	0	0	0	0	0.00	1	0	0	1	16,800.00	0	0	0	0	0.00	2	16,800.00	33,600.00
78	-	THERMAL PAPER, 57mmx15x1/2"	nox	8	0	0	8	13,440.00	0	0	0	0	0.00	7	0	0	7	11,760.00	0	0	0	0	0.00	15	1,680.00	25,200.00
79	-	LAPTOP Core i3-1115g7en, 512 SSD, 8gb ram, 15.6"	unit	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	90,000.00	0	0	0	0	0.00	2	45,000.00	90,000.00
80	-	LAPTOP Core i7-1115g7en, 1TB SSD, 8gb ram, 18"	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	60,000.00	0	0	0	0	0.00	1	60,000.00	60,000.00
81	-	Cubicle- 2 partitions	set	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	90,000.00	0	0	0	0	0.00	3	30,000.00	90,000.00
82	-	PRINTER 3 in 1	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	60,000.00	0	0	0	0	0.00	3	20,000.00	60,000.00

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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
83	-	PRINTER DOT MATRIX-LX310	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	20,000.00	0	0	0	0	0.00	1	20,000.00	20,000.00
84	-	DESKTOP COMPUTER, COMPLETE ACCESSORIES WITH MONITOR AND PRINTER	set	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	150,000.00	0	0	0	0	0.00	3	50,000.00	150,000.00
85	-	PVC FOLDING DIVIDER, 15 METERS	set	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	20,000.00	0	0	0	0	0.00	1	20,000.00	20,000.00
86	-	MOBILE BILLING SYSTEM WITH PHONE AND RAGGED PRINTER	set	0	0	0	0	0.00	0	0	0	0	0.00	1	1	0	2	136,000.00	0	0	0	0	0.00	2	68,000.00	136,000.00
87	-	DRONE CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	50,000.00	0	0	0	0	0.00	1	50,000.00	50,000.00
88	-	AIRCONDITION 4hp-FLOOR MOUNTED	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	150,000.00	0	0	0	0	0.00	1	150,000.00	150,000.00
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	1,745,327.21
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	174,532.72
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	1,919,859.93
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:

BILLY DYWANNE G. BUMATAY
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

NORMA O. GARRIDO
Accountant / Budget Officer

Approved by:

SHERWIN B. QUIJANO
Head of Office/Agency

Date Prepared: _____