

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-philgeps.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/has8> (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 apcse.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: PHILIPPINE RUBBER RESEARCH INSTITUTE (PRRI)
Region: IX
Address: DA-COMPOUND SANTO IPI, ZAMBOANGA SIBUGAY

Agency Code/UACS: _____
Organization Type: BUREAU

Contact Person: ARIEL O. VILAR
Position: SSNS/Chairman, BAC Secretariat
E-mail: prri_official@yahoo.com.ph
Telephone/Mobile Nos: 9562259042

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	-	PAPER, (Bond Paper/Book Paper) Sub. 20 LONG 8.5"x13"	reams	43			43	13,648.20	43			43	13,648.20	43			43	13,648.20	43			43	13,648.20	172	317.40	54,392.80	
2	-	PAPER, (Bond Paper/ Book Paper) Sub. 20 A4 8.3 x 11.7 inches	reams	86			86	26,109.60	86			86	26,109.60	86			86	26,109.60	86			86	26,109.60	344	303.60	104,438.40	
3	-	Permanent Marker, black (broad)	box	21			21	823.20	21			21	823.20	21			21	823.20	21			21	823.20	84	39.20	3,292.80	
4	-	Permanent Marker, blue	box	4			4	156.80	4			4	156.80	4			4	156.80	4			4	156.80	16	39.20	627.20	
5	-	Whiteboard Marker, black	box	9			9	504.00	9			9	504.00	9			9	504.00	9			9	504.00	36	56.00	2,016.00	
6	-	Whiteboard Marker, blue	box	3			3	168.00	3			3	168.00	3			3	168.00	3			3	168.00	12	56.00	672.00	
7	-	Sign Pen, 0.8 mm (black)	box	82			82	6,888.00	82			82	6,888.00	82			82	6,888.00	82			82	6,888.00	328	84.00	27,552.00	
8	-	Sign Pen, 0.8 mm (blue)	box	81			81	6,804.00	81			81	6,804.00	81			81	6,804.00	81			81	6,804.00	324	84.00	27,216.00	
9	-	Sign Pen, 0.6 mm (green) 12's	box	1			1	540.00	1			1	540.00	1			1	540.00	1			1	540.00	4	540.00	2,160.00	
10	-	Pencil # 1 (12 pcs. per box)	box	4			4	179.20	4			4	179.20	4			4	179.20	4			4	179.20	16	44.80	716.80	
11	-	Ball pen, ballpoint stick (black)	box	7			7	525.28	7			7	525.28	7			7	525.28	7			7	525.28	28	75.04	2,101.12	
12	-	Ball pen, ballpoint stick (blue)	box	4			4	300.16	4			4	300.16	4			4	300.16	4			4	300.16	16	75.04	1,200.64	
13	-	Ball pen, ballpoint stick (red)	box	2			2	150.08	2			2	150.08	2			2	150.08	2			2	150.08	8	75.04	600.32	
14	-	0.7mm Retractable Gel Sign Pen (black)	piece	1			1	65.00	1			1	65.00	1			1	65.00	1			1	65.00	4	65.00	260.00	
15	-	Insulated Staples Wire, 1/4 length	box	4			4	156.80	4			4	156.80	4			4	156.80	4			4	156.80	16	39.20	627.20	
16	-	Correction tape 150m	pcs	38			38	2,128.00	38			38	2,128.00	38			38	2,128.00	38			38	2,128.00	152	56.00	8,512.00	
17	-	Standard stapler	box	4			4	179.20	4			4	179.20	4			4	179.20	4			4	179.20	16	44.80	716.80	
18	-	Scissor 8 inches	pcs	9			9	100.80	9			9	100.80	9			9	100.80	9			9	100.80	36	11.20	403.20	
19	-	Ruler	pcs	3			3	77.28	3			3	77.28	3			3	77.28	3			3	77.28	12	25.76	309.12	
20	-	Paper clip - 50mm	box	8			8	134.40	8			8	134.40	8			8	134.40	8			8	134.40	32	16.80	537.60	
21	-	Paper clip - 33mm	box	3			3	564.48	3			3	564.48	3			3	564.48	3			3	564.48	12	188.16	2,257.92	
22	-	Puncher (big)	pcs	1			1	39.20	1			1	39.20	1			1	39.20	1			1	39.20	4	39.20	156.80	
23	-	Fastener clip 7cm	box	10			10	257.60	10			10	257.60	10			10	257.60	10			10	257.60	40	25.76	1,030.40	
24	-	Scotch tape 2 inch (48mm)	pcs	4			4	80.64	4			4	80.64	4			4	80.64	4			4	80.64	16	20.16	322.56	
25	-	Double sided tape- 20 mm	pcs	12			12	268.80	12			12	268.80	12			12	268.80	12			12	268.80	48	22.40	1,075.20	
26	-	Masking tape 45meters	pcs	26			26	1,252.16	26			26	1,252.16	26			26	1,252.16	26			26	1,252.16	104	48.16	5,008.64	
27	-	Packaging tape 2 inch 200m	pcs	5			5	487.20	5			5	487.20	5			5	487.20	5			5	487.20	20	97.44	1,948.80	
28	-	Plastic Expandable Folder (long) 13 layer	pcs	6			6	1,713.60	6			6	1,713.60	6			6	1,713.60	6			6	1,713.60	24	285.60	6,854.40	
29	-	White Folder (long)	bundle	38			38	10,890.80	38			38	10,890.80	38			38	10,890.80	38			38	10,890.80	152	286.60	43,563.20	
30	-	Folder, short	bundle	38			38	5,745.60	38			38	5,745.60	38			38	5,745.60	38			38	5,745.60	152	151.20	22,982.40	
31	-	Brown Envelope (long)	bundle	37			37	4,558.40	37			37	4,558.40	37			37	4,558.40	37			37	4,558.40	148	123.20	18,233.60	
32	-	Envelope, short	bundle	28			28	501.76	28			28	501.76	28			28	501.76	28			28	501.76	112	17.92	2,007.04	
33	-	Sticky Note (3x3)	pad	5			5	89.60	5			5	89.60	5			5	89.60	5			5	89.60	20	17.92	358.40	
34	-	Triple A battery	box	3			3	504.00	3			3	504.00	3			3	504.00	3			3	504.00	12	168.00	2,016.00	

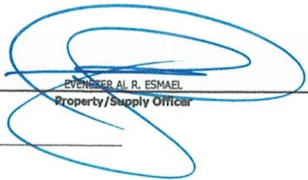
35	-	Double A battery	box	1		1	410.00	1		1	410.00	1		1	410.00	1		1	410.00	4	410.00	1,640.00
36	-	Calculator (12 digits)	pcs	9		9	252.00	9		9	252.00	9		9	252.00	9		9	252.00	36	28.00	1,008.00
37	-	Paper Memo Sgm Here Sticky Note	pad	24		24	672.00	24		24	672.00	24		24	672.00	24		24	672.00	96	28.00	2,688.00
38	-	Short bondpaper	reams	17		17	4,488.00	17		17	4,488.00	17		17	4,488.00	17		17	4,488.00	68	254.00	17,952.00
39	-	Brown Envelope (short)	bundle	10		10	150.00	10		10	150.00	10		10	150.00	10		10	150.00	40	15.00	600.00
40	-	Brown Envelope (A4)	piece	1		1	6.50	1		1	6.50	1		1	6.50	1		1	6.50	4	8.50	26.00
41	-	A4 size Brown Folder	piece	1		1	28.00	1		1	28.00	1		1	28.00	1		1	28.00	4	28.00	112.00
42	-	Long size Brown Folder	piece	1		1	32.00	1		1	32.00	1		1	32.00	1		1	32.00	4	32.00	128.00
43	-	Blinder clip	pcs	5		5	240.00	5		5	240.00	5		5	240.00	5		5	240.00	20	48.00	960.00
44	-	Personalized planner with 2024 calendar	pcs	29		29	14,500.00	29		29	14,500.00	29		29	14,500.00	29		29	14,500.00	116	500.00	58,000.00
45	-	Acetate Transparent for PVC Cover A4/Long	reams	1		1	500.00	1		1	500.00	1		1	500.00	1		1	500.00	4	500.00	2,000.00
46	-	Sticky notes	pcs	50		50	2,500.00	50		50	2,500.00	50		50	2,500.00	50		50	2,500.00	200	50.00	10,000.00
47	-	Sticky notes (sgm here)	pads	1		1	140.00	1		1	140.00	1		1	140.00	1		1	140.00	4	140.00	560.00
48	-	Highlighter	pcs	18		18	1,800.00	18		18	1,800.00	18		18	1,800.00	18		18	1,800.00	72	100.00	7,200.00
49	-	Expandable plastic envelope	pcs	14		14	1,232.00	14		14	1,232.00	14		14	1,232.00	14		14	1,232.00	56	88.00	4,928.00
50	-	Clipboard, wood, long	pcs	6		6	2,100.00	6		6	2,100.00	6		6	2,100.00	6		6	2,100.00	24	350.00	8,400.00
51	-	Ring Binder (1 inch)	piece	1		1	240.00	1		1	240.00	1		1	240.00	1		1	240.00	4	240.00	960.00
52	-	Ring Binder (2 inch)	piece	1		1	280.00	1		1	280.00	1		1	280.00	1		1	280.00	4	280.00	1,120.00
53	-	Certificate Paper 500's	box	1		1	950.00	1		1	950.00	1		1	950.00	1		1	950.00	4	950.00	3,800.00
54	-	12-DIGIT Electronic Calculator (BLACK)	pcs	2		2	720.00	2		2	720.00	2		2	720.00	2		2	720.00	8	360.00	2,880.00
55	-	Record book 100 pages	pcs	15		15	2,250.00	15		15	2,250.00	15		15	2,250.00	15		15	2,250.00	60	150.00	9,000.00
56	-	Staple wire #35 (bronze)	box	17		17	510.00	17		17	510.00	17		17	510.00	17		17	510.00	68	30.00	2,040.00
57	-	Stapler #35 with Remover	box	2		2	826.00	2		2	826.00	2		2	826.00	2		2	826.00	8	413.00	3,304.00
58	-	Sliding folder (long) transparent	doz	1		1	75.00	1		1	75.00	1		1	75.00	1		1	75.00	4	75.00	300.00
59	-	Colored Folder Long (green)	piece	1		1	9.00	1		1	9.00	1		1	9.00	1		1	9.00	4	8.00	36.00
60	-	Legal size White Folder	piece	1		1	8.00	1		1	8.00	1		1	8.00	1		1	8.00	4	8.00	32.00
61	-	Glue#160g	pcs	9		9	729.00	9		9	729.00	9		9	729.00	9		9	729.00	36	81.00	2,916.00
62	-	Clear Plastic Document Envelope - for legal size	pcs	250		250	10,000.00	250		250	10,000.00	250		250	10,000.00	250		250	10,000.00	1000	40.00	40,000.00
63	-	ID case - Transparent, Landscape (with plain sling)	pcs	250		250	6,250.00	250		250	6,250.00	250		250	6,250.00	250		250	6,250.00	1000	25.00	25,000.00
64	-	Gel Pen - Black 0.5mm	box	215		215	3,225.00	215		215	3,225.00	215		215	3,225.00	215		215	3,225.00	860	15.00	12,900.00
65	-	Notebook	pcs	250		250	12,500.00	250		250	12,500.00	250		250	12,500.00	250		250	12,500.00	1000	50.00	50,000.00
66	-	Marker/Highlighter (good quality)	pcs	8		8	800.00	8		8	800.00	8		8	800.00	8		8	800.00	32	100.00	3,200.00
67	-	Sticky Note (3"x4")	pcs	20		20	1,100.00	20		20	1,100.00	20		20	1,100.00	20		20	1,100.00	80	55.00	4,400.00
68	-	Elmer's Glue	pcs	4		4	376.00	4		4	376.00	4		4	376.00	4		4	376.00	16	84.00	1,304.00
69	-	Push pin	box	3		3	207.00	3		3	207.00	3		3	207.00	3		3	207.00	12	89.00	828.00
70	-	Certificate Holder	pcs	25		25	2,250.00	25		25	2,250.00	25		25	2,250.00	25		25	2,250.00	100	90.00	9,000.00
71	-	Paper Tape 1"	pcs	5		5	250.00	5		5	250.00	5		5	250.00	5		5	250.00	20	50.00	1,000.00
72	31201505	Double sided tape	pcs	8		8	1,360.00	8		8	1,360.00	8		8	1,360.00	8		8	1,360.00	32	170.00	5,440.00
73	-	Linen Paper (for certificate)	pcs	8		8	1,200.00	8		8	1,200.00	8		8	1,200.00	8		8	1,200.00	32	150.00	4,800.00
74	-	Paper coated Clips No 33	pcs	3		3	120.00	3		3	120.00	3		3	120.00	3		3	120.00	12	40.00	480.00
75	-	Paper coated Clips 50mm	pcs	31		31	1,550.00	31		31	1,550.00	31		31	1,550.00	31		31	1,550.00	124	50.00	6,200.00
76	-	Pencil (Mongol 2)	box	1		1	120.00	1		1	120.00	1		1	120.00	1		1	120.00	4	120.00	480.00
77	44101808	Scientific Calculator	pcs	1		1	2,500.00	1		1	2,500.00	1		1	2,500.00	1		1	2,500.00	4	2,500.00	10,000.00
78	-	Metal iron mesh tray file multi-layer	rm	1		1	460.00	1		1	460.00	1		1	460.00	1		1	460.00	4	460.00	1,840.00
79	-	Black metal Binder 51 mm	pcs	8		8	560.00	8		8	560.00	8		8	560.00	8		8	560.00	32	70.00	2,240.00
80	-	Black metal Binder 25 mm	pcs	13		13	780.00	13		13	780.00	13		13	780.00	13		13	780.00	52	60.00	3,120.00
81	-	external hard drive	pcs	1		1	5,520.00	1		1	5,520.00	1		1	5,520.00	1		1	5,520.00	4	5,520.00	22,080.00
82	-	universal fast charge 2.1A Three output 2 input port high capacity powerbank	pcs	1		1	2,050.00	1		1	2,050.00	1		1	2,050.00	1		1	2,050.00	4	2,050.00	8,200.00
83	-	rotating metal type c/otg three-in-one flash drive 256 GB	pcs	1		1	550.00	1		1	550.00	1		1	550.00	1		1	550.00	4	550.00	2,200.00

84	file case	pcs	2		2	240.00	2		2	240.00	2		2	240.00	2		2	240.00	8	120.00	960.00
85	ID Lace (Customized)	pcs	50		50	10,000.00	50		50	10,000.00	50		50	10,000.00	50		50	10,000.00	200	200.00	40,000.00
86	Photo Paper	pack	5		5	100.00	5		5	100.00	5		5	100.00	5		5	100.00	20	20.00	400.00
87	Rubber Bond no. 10	boxes	1		1	160.00	1		1	160.00	1		1	160.00	1		1	160.00	4	160.00	640.00
88	Philippine Flag	piece	1		1	1,500.00	1		1	1,500.00	1		1	1,500.00	1		1	1,500.00	4	1,500.00	6,000.00
89	Special parchment Paper	pack	2		2	160.00	2		2	160.00	2		2	160.00	2		2	160.00	8	80.00	640.00
92																					

A. TOTAL		P	752,509.36
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	75,250.94
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	
D. GRAND TOTAL (A + B + C)		P	827,760.30
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	Eight Hundred Twenty Seven Thousand Seven Hundred Sixty Pesos 30/100	P	827,760.30

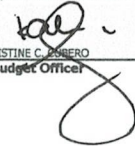
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

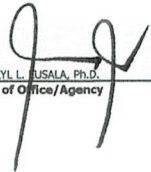

EYENBER AL R. ESMAEL
Property/Supply Officer

Date Prepared:

Certified Funds Available / Certified Appropriate Funds Available:


KRISTINE C. OSERO
Budget Officer

Approved by:


CHERYL L. BUSALA, Ph.D.
Head of Office/Agency