

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-ohioens.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.at/hoast> (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-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: PHILIPPINE GUARANTEE CORPORATION
Region: NATIONAL CAPITAL REGION
Address: 22nd, 24th Floors BPO Philam Life Bldg 6811, Ayala Avenue, Salcedo Village, Makati City

Agency Code/UACS: GOCC
Organization Type:

Contact Person: Jackie Lou M. Eugenio
Position: Administrative Officer V
E-mail: jloem@ps-phileps.gov.ph
Telephone/Mobile No: 9059990083

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	-	Balpen, Black	piece	360			360	2,160.00	360			360	2,160.00	360			360	2,160.00	360			360	2,160.00	1440	6.00	8,640.00
2	-	Balpen, Blue	piece	360			360	2,160.00	360			360	2,160.00	360			360	2,160.00	360			360	2,160.00	1440	6.00	8,640.00
3	-	Balpen, Red	piece	50			50	300.00	50			50	300.00	50			50	300.00	50			50	300.00	200	6.00	1,200.00
4	-	Brother Ink, DCP-1720DW BT5000C	bottle	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	48	400.00	19,200.00
5	-	Brother Ink, DCP-1720DW BT5000M	bottle	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	48	400.00	19,200.00
6	-	Brother Ink, DCP-1720DW BT5000Y	bottle	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	48	400.00	19,200.00
7	-	Brother Ink, DCP-1720DW BT600K	bottle	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	12			12	4,800.00	48	400.00	19,200.00
8	-	Paper Bulldog clip 3"	Piece	36			36	540.00	36			36	540.00	36			36	540.00	36			36	540.00	144	15.00	2,160.00
9	-	Folder Divider, White, A4 (5 pcs./set)	Set	80			80	4,000.00	80			80	4,000.00	80			80	4,000.00	80			80	4,000.00	320	50.00	16,000.00
10	-	Folder Divider, Yellow, A4 (5 pcs./set)	Set	125			125	6,250.00	125			125	6,250.00	125			125	6,250.00	125			125	6,250.00	500	50.00	25,000.00
11	-	Index Card 5 x 8	Piece	100			100	200.00	100			100	200.00	100			100	200.00	100			100	200.00	400	2.00	800.00
12	-	Memo Pad	pad	60			60	12,000.00	60			60	12,000.00	60			60	12,000.00	60			60	12,000.00	240	200.00	48,000.00
13	-	Pad Memo 1/2 w/LH	Pad	45			45	7,200.00	45			45	7,200.00	45			45	7,200.00	45			45	7,200.00	180	160.00	28,800.00
14	-	Pad Memo 1/4 w/LH	Pad	45			45	6,300.00	45			45	6,300.00	45			45	6,300.00	45			45	6,300.00	180	140.00	25,200.00
15	-	Paper Bond, 8.5 x 15"	Ream	10			10	2,000.00	10			10	2,000.00	10			10	2,000.00	10			10	2,000.00	40	200.00	8,000.00
16	-	Paper Bond 11" x 17"	Ream	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	5			5	1,750.00	20	350.00	7,000.00
17	-	PhilGuarantee Letterhead	Ream	25			25	27,500.00	25			25	27,500.00	25			25	27,500.00	25			25	27,500.00	100	1,100.00	110,000.00
18	-	PhilGuarantee Inter-office	Ream	15			15	14,850.00	15			15	14,850.00	15			15	14,850.00	15			15	14,850.00	60	990.00	59,400.00
19	-	Envelope, Mailing with Letterhead	Box	3			3	16,500.00	3			3	16,500.00	3			3	16,500.00	3			3	16,500.00	12	5,500.00	66,000.00
20	-	Envelope, Mailing with window (Letterhead)	Box	3			3	10,500.00	3			3	10,500.00	3			3	10,500.00	3			3	10,500.00	12	3,500.00	42,000.00
21	-	Ribbon for Epson DLQ 3000/3500	CTE	3			3	2,400.00	3			3	2,400.00	3			3	2,400.00	3			3	2,400.00	12	800.00	9,600.00
22	-	Ribbon, Epson, LX 310	Box	3			3	390.00	3			3	390.00	3			3	390.00	3			3	390.00	12	130.00	1,560.00
23	-	Sticker Label	Piece	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	100	55.00	5,500.00
24	-	BATTERY, 9 VOLTS	Piece	7			7	525.00	7			7	525.00	7			7	525.00	7			7	525.00	28	75.00	2,100.00
25	-	Plastic Ring Binder 2"	Piece	25			25	1,000.00	25			25	1,000.00	25			25	1,000.00	25			25	1,000.00	100	40.00	4,000.00
26	-	Plastic Ring Binder 1-1/2"	Piece	20			20	560.00	20			20	560.00	20			20	560.00	20			20	560.00	80	28.00	2,240.00
27	-	Plastic Ring Binder 1"	Piece	20			20	400.00	20			20	400.00				0	0.00	30			30	600.00	70	20.00	1,400.00
28	-	Plastic Ring Binder 1/2"	Piece	15			15	210.00	15			15	210.00	15			15	210.00	15			15	210.00	60	14.00	840.00
29	-	Plastic Ring Binder 3/4"	Piece	20			20	200.00	20			20	200.00	20			20	200.00	20			20	200.00	80	10.00	800.00
30	-	Plastic Ring Binder 1/4"	Piece	20			20	160.00	20			20	160.00	20			20	160.00	20			20	160.00	80	8.00	640.00
31	-	Binding Cover A4 Blue	Set	50			50	750.00	50			50	750.00	50			50	750.00	50			50	750.00	200	15.00	3,000.00
32	-	Binding Cover A4 Green	Set	50			50	750.00	50			50	750.00	50			50	750.00	50			50	750.00	200	15.00	3,000.00
33	-	Binding Cover A4 White	Set	50			50	750.00	50			50	750.00	50			50	750.00	50			50	750.00	200	15.00	3,000.00
34	-	Pencil Lead 0.5 Refill	Set	4			4	48.00	4			4	48.00	4			4	48.00	4			4	48.00	16	12.00	192.00
35	-	Coffee	pack	250			250	30,000.00	250			250	30,000.00	250			250	30,000.00	250			250	30,000.00	1000	120.00	120,000.00
36	-	Decaf Coffee	pack	40			40	5,200.00	40			40	5,200.00	40			40	5,200.00	40			40	5,200.00	160	130.00	20,800.00
37	-	Creamer	pack	250			250	35,000.00	250			250	35,000.00	250			250	35,000.00	250			250	35,000.00	1000	140.00	140,000.00

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			
38	-	Sugar	pack	250			250	35,000.00	250			250	35,000.00	250			250	35,000.00	250			250	35,000.00	1000	140.00	140,000.00
39	-	Facial Tissue	box	200			200	23,000.00	200			200	23,000.00	200			200	23,000.00	200			200	23,000.00	800	115.00	92,000.00
40	-	Kyocera Toner TK3244-Black	piece	40			40	253,000.00	40			40	253,000.00	40			40	253,000.00	40			40	253,000.00	160	6,325.00	1,012,000.00
41	-	Kyocera Toner TK3244-Cyan	piece	25			25	180,125.00	25			25	180,125.00	25			25	180,125.00	30			30	216,150.00	105	7,205.00	756,525.00
42	-	Kyocera Toner TK3244-Magenta	piece	25			25	180,125.00	25			25	180,125.00	25			25	180,125.00	30			30	216,150.00	105	7,205.00	756,525.00
43	-	Kyocera Toner TK3244-Yellow	piece	25			25	180,125.00	25			25	180,125.00	25			25	180,125.00	30			30	216,150.00	105	7,205.00	756,525.00
44	-	Post-it "Please Sign here"	pack	60			60	5,400.00	60			60	5,400.00	60			60	5,400.00	60			60	5,400.00	240	90.00	21,600.00
45	-	Calling Cards	box	50			50	20,000.00	50			50	20,000.00	50			50	20,000.00	50			50	20,000.00	200	400.00	80,000.00
46	-	Transparency Film	box	2			2	680.00	2			2	680.00	2			2	680.00	2			2	680.00	8	340.00	2,720.00
47	-	Metal Clip for Plastic Strap/Kg	kg	24			24	5,280.00				0	0.00				0	0.00				0	0.00	24	220.00	5,280.00
48	-	Plastic Strap for Strapping Machine / Roll	roll	24			24	4,320.00				0	0.00				0	0.00				0	0.00	24	180.00	4,320.00
49	-	Cable Tie (12 inches)	piece	400			400	3,200.00				0	0.00				0	0.00				0	0.00	400	8.00	3,200.00
50	-	Data file folder (Blue) (14.5"x9 1/2"x 3")	piece	20			20	3,400.00				0	0.00				0	0.00				0	0.00	20	170.00	3,400.00
51	-	Fastener 8-1/2" long	box	5			5	900.00	5			5	900.00	5			5	900.00	5			5	900.00	20	180.00	3,600.00
52	-	Columnar Book, 3 columns	book	10			10	500.00	10			10	500.00	10			10	500.00	10			10	500.00	40	50.00	2,000.00
53	-	Tape Calculator, 2 1/4	roll	8			8	160.00	8			8	160.00	8			8	160.00	8			8	160.00	32	20.00	640.00
54	-	Tape Calculator, 2 3/4	roll	8			8	200.00	8			8	200.00	8			8	200.00	8			8	200.00	32	25.00	800.00
55	-	B-Board Long Blue	pack	10			10	3,200.00				0	0.00				0	0.00				0	0.00	10	320.00	3,200.00
56	-	B-Board Long Gold	pack	10			10	3,200.00				0	0.00				0	0.00				0	0.00	10	320.00	3,200.00
57	-	B-Board Long Green	pack	10			10	3,200.00				0	0.00				0	0.00				0	0.00	10	320.00	3,200.00
58	-	B-Board Long pink	pack	10			10	3,200.00				0	0.00				0	0.00				0	0.00	10	320.00	3,200.00
59	-	B-Board Long White	pack	10			10	3,000.00				0	0.00				0	0.00				0	0.00	10	300.00	3,000.00
60	-	B-Board Short Blue	pack	10			10	3,100.00				0	0.00				0	0.00				0	0.00	10	310.00	3,100.00
61	-	B-Board Short Gold	pack	10			10	3,100.00				0	0.00				0	0.00				0	0.00	10	310.00	3,100.00
62	-	B-Board Short Green	pack	10			10	3,100.00				0	0.00				0	0.00				0	0.00	10	310.00	3,100.00
63	-	B-Board Short pink	pack	10			10	3,100.00				0	0.00				0	0.00				0	0.00	10	310.00	3,100.00
64	-	B-Board Short White	pack	10			10	3,000.00				0	0.00				0	0.00				0	0.00	10	300.00	3,000.00
65	-	PEARL RIBBON CARTRIDGE (6PCS/pack)	pack	1			1	9,000.00	1			1	9,000.00	1			1	9,000.00	1			1	9,000.00	4	9,000.00	36,000.00
66	-	Waste Basket Metal	piece	5			5	900.00	5			5	900.00	5			5	900.00	5			5	900.00	20	180.00	3,600.00
67	-	Toilet Tissue 3ply	roll	2800			2800	33,600.00	2800			2800	33,600.00	2800			2800	33,600.00	3000			3000	36,000.00	11400	12.00	136,800.00
68	-	Toner for Fuji Xerox APV - C3370R - Black	piece	4			4	54,000.00				0	0.00				0	0.00				0	0.00	4	13,500.00	54,000.00
69	-	Calculator 14 Digit	piece	50			50	44,750.00				0	0.00				0	0.00				0	0.00	50	895.00	44,750.00
70	-	Multipurpose wipe out	can	5			5	650.00	5			5	650.00	5			5	650.00	0			0	0.00	15	130.00	1,950.00
71	-	EPSON L330/L3300	piece	4			4	580.00	4			4	580.00	4			4	580.00	4			4	580.00	16	145.00	2,320.00
72	-	In and out tray	piece	6			6	3,000.00	6			6	3,000.00	6			6	3,000.00	6			6	3,000.00	24	500.00	12,000.00
A. TOTAL																								P		4,816,067.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		481,606.70
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		-
D. GRAND TOTAL (A + B+ C)																								P		5,297,673.70
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:

Prepared by:

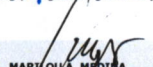

RARUAR ANTHONY C. GALANG
Vice President, Facilities and General Services Department

Reviewed by:


ATTY. NELIA O. OANDASAN
Senior Vice President, Business Operations Group

Certified Funds Available / Certified Appropriate Funds Available:


MARITES S. CARIAS
Officer in Charge, Budget Management Department


MARYOU A. MEDINA
Senior Vice President, Comptrollership Group

Approved by:


ALBERTO E. PASCUAL
Head of Office/Agency

Date Prepared: _____