

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

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-dbm.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 <https://portal.dps.gov.ph> (Please copy the link and paste it 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 0927-8473245 (Globe) or 0926-2954426 (Smart), or email [appcse@ps-dbm.gov.ph](mailto:appcse@ps-dbm.gov.ph), or visit the PS-DBM website (www.ps-dbm.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: NLDC RA 11 8943  
 Report: 1  
 Address: 2F, GAMA Bldg, Gov. Linao cor. Gov. Ortega Stn, San Fernando City, La Union

Agency Code/UNSC: \_\_\_\_\_  
 Organization Type: Government

Contact Person: JUNAR N. OLINDO  
 Position: Admin. Officer I / Supply Officer  
 E-mail: [jnolindo@nlcd.gov.ph](mailto:jnolindo@nlcd.gov.ph)  
 Telephone/Mobile Nos: (072) 8070552/63

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	-	4x4, 16" x 16" x 16" Blue	piece	10	0	0	10	1,050.00	10	0	0	10	1,050.00	10	0	0	10	1,050.00	10	0	0	10	1,050.00	40	105.00	4,200.00	
2	44121204	Ball point pens	piece	14	12	12	38	248.50	12	12	12	36	225.80	14	12	12	38	248.50	12	12	12	36	225.80	146	6.55	958.40	
3	-	CD-RW	piece	4			4	140.00	4			4	140.00	4			4	140.00	4			4	140.00	16	35.00	560.00	
4	-	Folder white, for legal size doc.	piece	100	100	100	300	1,650.00	100	100	100	300	1,650.00	100	100	100	300	1,650.00	100	100	100	300	1,650.00	1,200	5.50	6,600.00	
5	-	Folder, red, for legal size doc.	piece	25			25	237.50	25			25	237.50	25			25	237.50	25			25	237.50	100	9.50	950.00	
6	-	Folder expanding, for legal size doc.	piece	6	6	6	18	360.00	6	6	6	18	360.00	6	6	6	18	360.00	6	6	6	18	360.00	72	20.00	1,440.00	
7	-	Executive penner	piece				0	0.00				0	0.00				0	0.00				2	50.00	2	265.00	530.00	
8	-	10k refil, Epson 003, 70ml, black	bottle	5	4	4	13	2,780.00	4	4	4	12	2,620.00	5	4	4	13	2,780.00	4	4	4	12	2,620.00	50	210.00	10,500.00	
9	-	10k refil, Epson 003, 70ml, cyan	bottle	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	24	210.00	5,040.00	
10	-	10k refil, Epson 003, 70ml, magenta	bottle	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	24	210.00	5,040.00	
11	-	10k refil, Epson 003, 70ml, yellow	bottle	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	2	2	2	6	1,360.00	24	210.00	5,040.00	
12	-	10k refil, Canon, 70ml, black	bottle	4	4	4	12	1,680.00	4	4	4	12	1,680.00	4	4	4	12	1,680.00	4	4	4	12	1,680.00	48	140.00	6,720.00	
13	-	10k refil, Canon, 70ml, cyan	bottle	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	24	140.00	3,360.00	
14	-	10k refil, Canon, 70ml, magenta	bottle	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	24	140.00	3,360.00	
15	-	10k refil, Canon, 70ml, yellow	bottle	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	24	140.00	3,360.00	
16	-	Multi-purpose glue, 120g	bottle	4	4	4	12	648.00	4	4	4	12	648.00	4	4	4	12	648.00	4	4	4	12	648.00	48	54.00	2,592.00	
17	-	Printer, Epson L350	unit	2	0	0	2	26,990.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	2	13,495.00	26,990.00
18	-	Printer, Epson L375	unit	1	0	0	1	10,225.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1	10,225.00	10,225.00
<b>A. TOTAL</b>																										97,478.40	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																											9,747.84
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)</b>																											-
<b>D. GRAND TOTAL (A + B + C)</b>																											107,226.24
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																											
<b>F. Figures and Words</b>																											

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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

JUNAR N. OLINDO  
 Property/Supply Officer

HISAM JOYCE F. GARCIA / ARIEN MAE C. ANOSOLO  
 Accountant / Budget Officer

ROY ALBERT M. CARASIG  
 Head of Office / Agency

Date Prepared: 24 August 2023