

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

**Instructions:**

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.

**Remarks:**

- 1.0 All information must be provided accurately.
- 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 insert will not be accepted. Additional rows for other items may be inserted if necessary. (Please copy the link and paste in your browser)
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed <https://seamless.ph>
- 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: COLONEL ROLANDO HERRERA, STATE UNIVERSITY  
 Location: BRGY. ZONE 1, MARINI ST., TALISAY CITY, NEGROS OCCIDENTAL  
 Address: BRGY. ZONE 1, MARINI ST., TALISAY CITY, NEGROS OCCIDENTAL

Agency Code/LACS: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

Contact Person: LIGAYA E. FUENTES  
 Position: HEAD, BRC SECRETARIAT  
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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			
1	46151601	Air compressors					0	0.00		3	3	39,000.00														3	13,000.00	39,000.00	
2	7201511	Air conditioning installation or maintenance or repair service					0	0.00		10	10	656,000.00															10	656,000.00	656,000.00
3	5162702	Antiseptol					0	0.00		50	50	750.00															50	15.00	750.00
4	46101600	Armmotion					0	0.00		70	70	35,000.00															70	500.00	35,000.00
5	51261702	Armedilla					0	0.00		50	50	350.00															50	7.00	350.00
6	2294401	Bench grinder					0	0.00		3	3	15,000.00															3	5,000.00	15,000.00
7	47131604	Boomer					0	0.00		10	10	400.00															10	40.00	400.00
8	90101603	Cleaning services					0	0.00		5	5	325,000.00															5	65,000.00	325,000.00
9	42321349	Caliber Equipment					0	0.00		5	5	62,500.00															5	12,500.00	62,500.00
10	44111609	Cartridge for bill detector or supplies					0	0.00		3	3	1,650.00															3	550.00	1,650.00
11	44101809	Desktop calculator					0	0.00		10	10	1,300.00															10	130.00	1,300.00
12	42322702	Desktop communications software					0	0.00		5	5	200,000.00															5	40,000.00	200,000.00
13	42321307	Desktop computers					0	0.00		25	25	825,000.00															25	33,000.00	825,000.00
14	44111503	Desktop trays or organizers					0	0.00		10	10	1,900.00															10	190.00	1,900.00
15	46101500	Firearms					0	0.00		2	2	500.00															2	250.00	500.00
16	3911610	Flashlight					0	0.00		5	5	175,000.00															5	35,000.00	175,000.00
17	56101800	Furniture					0	0.00		15	15	270,000.00															15	18,000.00	270,000.00
18	26131511	Generating Set, Gasoline					0	0.00		2	2	66,000.00															2	33,000.00	66,000.00
19	44101505	Ink cartridges					0	0.00		20	20	6,000.00															20	300.00	6,000.00
20	44121905	Ink or stamp pads					0	0.00		15	15	450.00															15	30.00	450.00
21	44121904	Ink or stamp pads					0	0.00		20	20	3,800.00															20	190.00	3,800.00
22	44101507	Inkjet fax machine					0	0.00		15	15	75,000.00															15	5,000.00	75,000.00
23	42321304	Inkjet printers					0	0.00		5	5	35,000.00															5	7,000.00	35,000.00
24	52151512	Loudspeakers					0	0.00		2	2	13,000.00															2	6,500.00	13,000.00
25	21101701	Mowers					0	0.00		3	3	84,000.00															3	28,000.00	84,000.00
26	45111609	Multimedia projectors					0	0.00		10	10	380,000.00															10	38,000.00	380,000.00
27	60131300	Musical instrument parts and accessories					0	0.00		3	3	135,000.00															3	45,000.00	135,000.00
28	44101501	Photocopiers					0	0.00		5	5	275,000.00															5	55,000.00	275,000.00
29	44101317	Photocopier toner					0	0.00		15	15	30,000.00															15	2,000.00	30,000.00

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
30	42202223	Power Supply, Computer					0	0.00		10	10	10	10,000.00										10	1,900.00	19,000.00	
31	2414168	Terminals					0	0.00		10	10	10	5,500.00										10	550.00	5,500.00	
32	53103000	Tshirts					0	0.00		30	30	30	9,600.00										30	320.00	9,600.00	
33	6011101	Turpentine					0	0.00		5	5	5	125,000.00										5	25,000.00	125,000.00	
34	4712402	Vacuum cleaners					0	0.00		5	5	5	140,000.00										5	28,000.00	140,000.00	
35	7018190	Vehicle maintenance and repair services					0	0.00		5	5	5	70,000.00										5	14,000.00	70,000.00	
36	4916468	Voltmeters					0	0.00		10	10	10	6,000.00										10	600.00	6,000.00	
37	4015407	Refrigerant compressors					0	0.00		5	5	5	35,000.00										5	7,000.00	35,000.00	
38	2413113	Refrigerant					0	0.00		5	5	5	30,000.00										5	6,000.00	30,000.00	
39	5113101	Setchens					0	0.00		50	50	50	300.00										50	6.00	300.00	
40	5610136	Conferencing tables					0	0.00		5	5	5	150,000.00										5	30,000.00	150,000.00	
41	56101543	Dining table					0	0.00		5	5	5	75,000.00										5	15,000.00	75,000.00	
42	56101307	Drafting tables					0	0.00		25	25	25	300,000.00										25	12,000.00	300,000.00	
43	7115410	Elevator installation maintenance and repair service					0	0.00		12	12	12	96,000.00										12	8,000.00	96,000.00	
44	39101605	Fluorescent lamps					0	0.00		30	30	30	7,500.00										30	290.00	7,500.00	
45	40101936	Folding table					0	0.00		20	20	20	42,000.00										20	2,100.00	42,000.00	
46	4021205	Laser printers					0	0.00		5	5	5	65,000.00										5	13,000.00	65,000.00	
47	52161530	Microphones					0	0.00		10	10	10	60,000.00										10	6,000.00	60,000.00	
48	10101300	Line fish					0	0.00		500	500	500	150,000.00										500	300.00	150,000.00	
49	5138194	Medicene acid					0	0.00		50	50	50	500.00										50	10.00	500.00	
50	40111607	Overhead projectors					0	0.00		5	5	5	165,000.00										5	33,000.00	165,000.00	
51	25100000	Motor vehicles					0	0.00		3	3	3	15,000,000.00										3	5,000,000.00	15,000,000.00	
52	4021171	Scanners					0	0.00		3	3	3	168,000.00										3	56,000.00	168,000.00	
53	44121618	Scissors					0	0.00		10	10	10	500.00										10	50.00	500.00	
54	9212194	Security guard services					0	0.00		1	1	1	6,500,000.00										1	6,500,000.00	6,500,000.00	
55	4023000	Software					0	0.00		5	5	5	1,500,000.00										5	300,000.00	1,500,000.00	
56	2321403	Soldering iron					0	0.00		25	25	25	3,750.00										25	150.00	3,750.00	
57	2321490	Soldering machines					0	0.00		3	3	3	5,400.00										3	1,800.00	5,400.00	
58	44101602	Paper punching or binding machines					0	0.00		5	5	5	140,000.00										5	28,000.00	140,000.00	
59	1411193	Parchment paper					0	0.00		15	15	15	1,200.00										15	80.00	1,200.00	
60	70110000	Cleaning and janitorial services					0	0.00		1	1	1	5,000,000.00										1	5,000,000.00	5,000,000.00	
61	-	-					0	0.00															0	0.00	0.00	
62	-	-					0	0.00															0	0.00	0.00	
63	-	-					0	0.00															0	0.00	0.00	
64	-	-					0	0.00															0	0.00	0.00	
65	-	-					0	0.00															0	0.00	0.00	
66	-	-					0	0.00															0	0.00	0.00	
67	-	-					0	0.00															0	0.00	0.00	
68	-	-					0	0.00															0	0.00	0.00	
69	-	-					0	0.00															0	0.00	0.00	
70	-	-					0	0.00															0	0.00	0.00	
71	-	-					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	Q4 AMOUNT							
72	-						0	0	0	0.00																0	0.00	0	0.00				
73	-						0	0	0	0.00																	0	0.00	0	0.00			
74	-						0	0	0	0.00																	0	0.00	0	0.00			
75	-						0	0	0	0.00																	0	0.00	0	0.00			
76	-						0	0	0	0.00																	0	0.00	0	0.00			
77	-						0	0	0	0.00																	0	0.00	0	0.00			
78	-						0	0	0	0.00																	0	0.00	0	0.00			
79	-						0	0	0	0.00																	0	0.00	0	0.00			
80	-						0	0	0	0.00																	0	0.00	0	0.00			
81	-						0	0	0	0.00																	0	0.00	0	0.00			
82	-						0	0	0	0.00																	0	0.00	0	0.00			
83	-						0	0	0	0.00																	0	0.00	0	0.00			
84	-						0	0	0	0.00																	0	0.00	0	0.00			
85	-						0	0	0	0.00																	0	0.00	0	0.00			
86	-						0	0	0	0.00																	0	0.00	0	0.00			
87	-						0	0	0	0.00																	0	0.00	0	0.00			
88	-						0	0	0	0.00																	0	0.00	0	0.00			
89	-						0	0	0	0.00																	0	0.00	0	0.00			
90	-						0	0	0	0.00																	0	0.00	0	0.00			
91	-						0	0	0	0.00																	0	0.00	0	0.00			
92	-						0	0	0	0.00																	0	0.00	0	0.00			
93	-						0	0	0	0.00																	0	0.00	0	0.00			
94	-						0	0	0	0.00																	0	0.00	0	0.00			
95	-						0	0	0	0.00																	0	0.00	0	0.00			
96	-						0	0	0	0.00																	0	0.00	0	0.00			
97	-						0	0	0	0.00																	0	0.00	0	0.00			
98	-						0	0	0	0.00																	0	0.00	0	0.00			
99	-						0	0	0	0.00																	0	0.00	0	0.00			
100	-						0	0	0	0.00																	0	0.00	0	0.00			
<b>A. TOTAL</b>																																33,552,250.00	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																																	3,355,283.00
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)</b>																																	-
<b>D. GRAND TOTAL (A + B+ C)</b>																																	36,907,533.00
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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.

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	April	May	June	Q2	Q2	July	Aug				Sept

Prepared by:

\_\_\_\_\_  
 Property/Supply Officer

Date Prepared: 7-25-23

Certified Funds Available / Certified Appropriate Funds Available:

\_\_\_\_\_  
 Accountant / Budget Officer

Ma. Christina Galen G. Parochio, CPA  
 OIC Accountant III

Approved by:

**NORBERTO P. ALONSO**  
**SUP. PRESIDENT III**  
 Head of Office/Agency

7/26/23