ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	08 060 0000000
AGENCY NAME:	CARLOS HILADO MEMORIAL STATE UNIVERSITY'
ORGANIZATION TYPE:	SUC
REGION:	REGION VI
ADDRESS:	MABINI ST., TALISAY CITY, NEGROS OCCIDENTAL

CONTACT PERSON:	LIGAYA E. FUENTES, MBA
DESIGNATION:	Head, BAC SECRETARIAT
EMAIL:	bac.sec@chmsu.edu.ph
CONTACT NUMBER:	9399296624

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps philgeps.gov.ph).

2. All information must be provided accurately.

3. To fill-out, find the item in the '1.list of Items - 1' tab of this file then type the desired product in the search bar (working only for Mirosoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the '1.list of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description.The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/ackgO

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price	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	40151601	Air compressors						0	0.00			3	3	39,000.00				0	0.00				0	0.00	3	13,000.00		39,000.00
2	72101511	Air conditioning installation or maintenance or repair service						0	0.00			2	2	131,200.00				0	0.00				0	0.00	2	65,600.00		131,200.00
3	51162702	Ambroxol						0	0.00			200	200	3,000.00				0	0.00				0	0.00	200	15.00		3,000.00
4	46101600	Ammunition						0	0.00			20	20	10,000.00				0	0.00				0	0.00	20	500.00		10,000.00
5	51281702	Amoxicillin						0	0.00			200	200	1,400.00				0	0.00				0	0.00	200	7.00		1,400.00
6	23241401	Bench grinder						0	0.00			2	2	10,000.00				0	0.00				0	0.00	2	5,000.00		10,000.00
7	47131604	Brooms						0	0.00			3	3	120.00				0	0.00				0	0.00	3	40.00		120.00
8	90101603	Catering services						0	0.00			15	15	975,000.00				0	0.00				0	0.00	15	65,000.00		975,000.00
9	43221749	Cellular Equipment						0	0.00			3	3	37,500.00				0	0.00				0	0.00	3	12,500.00		37,500.00
10	44111609	Counterfeit bill detectors or supplies						0	0.00			4	4	2,200.00				0	0.00				0	0.00	4	550.00		2,200.00
11	44101809	Desktop calculator						0	0.00			10	10	1,300.00				0	0.00				0	0.00	10	130.00		1,300.00
12	43232702	Desktop communications software						0	0.00			3	3	120,000.00				0	0.00				0	0.00	3	40,000.00		120,000.00
13	43211507	Desktop computers						0	0.00			5	5	185,000.00				0	0.00				0	0.00	5	37,000.00		185,000.00
14	44111503	Desktop trays or organizers						0	0.00			3	3	570.00				0	0.00				0	0.00	3	190.00		570.00
15	46101500	Firearms						0	0.00			3	3	750.00				0	0.00				0	0.00	3	250.00		750.00
16	39111610	Flashlight						0	0.00			5	5	2,500.00				0	0.00				0	0.00	5	500.00		2,500.00
17	56101500	Furniture						0	0.00			10	10	190,000.00				0	0.00				0	0.00	10	19,000.00		190,000.00
18	26131511	Generating Set, Gasoline						0	0.00			2	2	66,000.00				0	0.00				0	0.00	2	33,000.00		66,000.00
19	44103105	Ink cartridges						0	0.00			30	30	9,000.00				0	0.00				0	0.00	30	300.00		9,000.00
20	44121905	Ink or stamp pads						0	0.00			15	15	450.00				0	0.00				0	0.00	15	30.00		450.00
21	44121904	Ink refills						0	0.00			50	50	9,500.00				0	0.00				0	0.00	50	190.00		9,500.00
22	44101507	Inkjet fax machine						0	0.00			10	10	50,000.00				0	0.00				0	0.00	10	5,000.00		50,000.00
23	43212104	Inkjet printers						0	0.00			5	5	35,000.00				0	0.00				0	0.00	5	7,000.00		35,000.00
24	52161512	Loudspeakers						0	0.00			5	5	32,500.00				0	0.00				0	0.00	5	6,500.00		32,500.00
25	21101701	Mowers						0	0.00			2	2	56,000.00				0	0.00				0	0.00	2	28,000.00		56,000.00
26	45111609	Multimedia projectors						0	0.00			5	5	175,000.00				0	0.00				0	0.00	5	35,000.00		175,000.00
27	60131500	Musical instrument parts and accessories						0	0.00			5	5	225,000.00				0	0.00				0	0.00	5	45,000.00		225,000.00
28	44101501	Photocopiers						0	0.00			5	5	225,000.00				0	0.00				0	0.00	5	45,000.00		225,000.00
29	44103127	Photocopier toner						0	0.00			25	25	375,000.00				0	0.00				0	0.00	25	15,000.00		375,000.00
30	43202223	Power Supply, Computer						0	0.00			30	30	57,000.00				0	0.00				0	0.00	30	1,900.00		57,000.00
31	24141506	Tarpaulins						0	0.00			10	10	5,500.00				0	0.00				0	0.00	10	550.00		5,500.00
32	53103000	Tshirts						0	0.00			50	50	16,000.00				0	0.00				0	0.00	50	320.00		16,000.00
33	60131101	Trumpets						0	0.00			3	3	75,000.00				0	0.00				0	0.00	3	25,000.00		75,000.00
34	78181500	Vehicle maintenance and repair services						0	0.00			3	3	42,000.00				0	0.00				0	0.00	3	14,000.00		42,000.00
35	49161608	Volleyballs						0	0.00			5	5	3,000.00				0	0.00				0	0.00	5	600.00		3,000.00
36	40151607	Refrigerant compressors						0	0.00			5	5	35,000.00				0	0.00				0	0.00	5	7,000.00		35,000.00
37	24131513	Refrigerant						0	0.00			5	5	30,000.00				0	0.00				0	0.00	5	6,000.00		30,000.00
38	51313101	Cetirizine						0	0.00			200	200	1,200.00				0	0.00				0	0.00	200	6.00		1,200.00
39	56101706	Conferencing tables						0	0.00			10	10	300,000.00				0	0.00				0	0.00	10	30,000.00		300,000.00
40	56101543	Dining table						0	0.00			2	2	30,000.00				0	0.00				0	0.00	2	15,000.00		30,000.00
41	56101707	Drafting tables						0	0.00			20	20	240,000.00				0	0.00				0	0.00	20	12,000.00		240,000.00
42	72154010	Elevator installation maintenance and repair service						0	0.00			12	12	96,000.00				0	0.00				0	0.00	12	8,000.00		96,000.00
43	39101605	Fluorescent lamps						0	0.00			10	10	2,500.00				0	0.00				0	0.00	10	250.00		2,500.00
44	48101926	Folding table						0	0.00			25	25	52,500.00				0	0.00				0	0.00	25	2,100.00		52,500.00
45	43212105	Laser printers						0	0.00			3	3	39,000.00				0	0.00				0	0.00	3	13,000.00		39,000.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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)																											
46	52161520	Microphones						0	0.00			5	5	30,000.00				0	0.00				0	0.00	5	6,000.00	30,000.00
47	10101700	Live fish						0	0.00			300	300	90,000.00				0	0.00				0	0.00	300	300.00	90,000.00
48	51381504	Mefenamic acid						0	0.00			200	200	2,000.00				0	0.00				0	0.00	200	10.00	2,000.00
49	45111607	Overhead projectors						0	0.00			3	3	99,000.00				0	0.00				0	0.00	3	33,000.00	99,000.00
50	25100000	Motor vehicles						0	0.00			5	5	25,000,000.00				0	0.00				0	0.00	5	5,000,000.00	25,000,000.00
51	43211711	Scanners						0	0.00			3	3	168,000.00				0	0.00				0	0.00	3	56,000.00	168,000.00
52	44121618	Scissors						0	0.00			10	10	500.00				0	0.00				0	0.00	10	50.00	500.00
53	92121504	Security guard services						0	0.00			1	1	6,500,000.00				0	0.00				0	0.00	1	6,500,000.00	6,500,000.00
54	43230000	Software						0	0.00			5	5	1,500,000.00				0	0.00				0	0.00	5	300,000.00	1,500,000.00
55	23271603	Soldering iron						0	0.00			3	3	450.00				0	0.00				0	0.00	3	150.00	450.00
56	23271600	Soldering machines						0	0.00			10	10	19,000.00				0	0.00				0	0.00	10	1,900.00	19,000.00
57	44101602	Paper punching or binding machines						0	0.00			10	10	280,000.00				0	0.00				0	0.00	10	28,000.00	280,000.00
58	14111503	Parchment paper						0	0.00			100	100	6,000.00				0	0.00				0	0.00	100	60.00	6,000.00
59	76110000	Cleaning and janitorial services						0	0.00			1	1	5,000,000.00				0	0.00				0	0.00	1	5,000,000.00	5,000,000.00
60	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
77	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
78	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
79	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
80	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
81	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
82	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
83	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
87	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
88	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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

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A. TOTAL			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	42,687,840.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	4,268,764.00
D. GRAND TOTAL (A + B+ C)		₱	-
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		₱	46,956,604.00

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:

LEONARDO A. GULARAN, CPA, MBA
Property/Supply Officer

Date Prepared:_____

Certified Funds Available / Certified Appropriate Funds Available:

ANA FE C. LEONIDA, CPA
Accountant / Budget Officer

Approved by:

NORBERTO P. MANGULABNAN, Ph.D.
Head of Office/Agency