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

AGENCY CODE/UACS:	000000008235	CONTACT PERSON:	Ray S. Adesa
AGENCY NAME:	University of the Philippines Mindanao	DESIGNATION:	SPMO Staff
ORGANIZATION TYPE:	SUC	EMAIL:	spmo.upmindanao@up.edu.ph
REGION:	XI	CONTACT NUMBER:	9577147061
ADDRESS:	Mintal, Davao City		

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 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Microsoft 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 '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://forms.gle/[illegible]

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 0962-9255189 (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	-	Thermal paste (for PC Cleaning)		pc	3			3	600.00				0	0.00				0	0.00				0	0.00	3	200.00	600.00
2	-	Ring Binder folder, Arch file, legal, blue color 2 holes (side clip)		pc	40			40	7,200.00				0	0.00				0	0.00				0	0.00	40	180.00	7,200.00
3	-	DOCUMENT PAPER BOX LONG		pc	25			25	11,500.00				0	0.00				0	0.00				0	0.00	25	460.00	11,500.00
4	-	Folder, White Long		pc	12			12	48.00				0	0.00				0	0.00				0	0.00	12	4.00	48.00
5	-	Folder, Expanding without Tabs,Long		pc	50			50	450.00				0	0.00				0	0.00				0	0.00	50	9.00	450.00
6	-	Epson T6731, Black Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
7	-	Epson T6736, Light Magenta Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
8	-	Epson B6569		kg	5			5	1,500.00				0	0.00				0	0.00				0	0.00	5	300.00	1,500.00
9	-	Epson T6735, Light Cyan Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
10	-	Epson T6732, Cyan Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
11	-	Epson L350 Ink (Black)		bottle	4			4	2,200.00				0	0.00				0	0.00				0	0.00	4	550.00	2,200.00
12	-	Epson T6733, Magenta Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
13	-	Epson T6734, Yellow Ink for Epson L850 printer		unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
14	-	Marker, permanent, blue, refillable		pc	2			2	38.58				0	0.00				0	0.00				0	0.00	2	19.29	38.58
15	-	Laser Jet Pro400 HP 80A Toner		unit	2			2	8,000.00				0	0.00				0	0.00				0	0.00	1	8,000.00	8,000.00
16	-	TONER, Canon LBP2900		unit	6			6	18,000.00				0	0.00				0	0.00				0	0.00	6	3,000.00	18,000.00
17	-	Long brown envelope (10x15)		pc	20			20	30.00				0	0.00				0	0.00				0	0.00	20	1.50	30.00
18	-	Short brown envelope (9x12)		pc	10			10	16.00				0	0.00				0	0.00				0	0.00	10	1.60	16.00
19	-	ENVELOPE, Expanding, Brown, Long		pc	110			110	815.00				0	0.00				0	0.00				0	0.00	110	7.50	815.00
20	-	Envelope, Brown Long		pc	100			100	200.00				0	0.00				0	0.00				0	0.00	100	2.00	200.00
21	-	Commercial envelope (white) No. 10 (4 1/8 x 9 1/2")		pc	100			100	250.00				0	0.00				0	0.00				0	0.00	100	2.50	250.00
22	-	Envelope, Brown A4		pc	100			100	150.00				0	0.00				0	0.00				0	0.00	100	1.50	150.00
23	-	Tape, transparent,24mm, 50 meters		roll	10			10	161.60				0	0.00				0	0.00				0	0.00	10	16.16	161.60
24	-	Notepad, 2x3, 100sheets/pad		pad	4			4	135.40				0	0.00				0	0.00				0	0.00	4	33.85	135.40
25	-	CMOS Battery		pc	12			12	540.00				0	0.00				0	0.00				0	0.00	12	45.00	540.00
26	-	Dishwashing Liquid Soap		bottle	2			2	150.00				0	0.00				0	0.00				0	0.00	2	75.00	150.00
27	-	Battery, AAA, 4 pcs/pack		pack	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	200.00	1,000.00
28	-	STICKER PAPER, 21699-E Matte, A4 size, 5 sheets per pack		pack	10			10	397.50				0	0.00				0	0.00				0	0.00	10	39.75	397.50
29	-	Scissors for paper (190X110X13mm)		pr	3			3	345.00				0	0.00				0	0.00				0	0.00	3	115.00	345.00
30	-	Paper Fastener, metal, extra long		box	10			10	1,500.00				0	0.00				0	0.00				0	0.00	10	150.00	1,500.00
31	-	Disk Cabinet		pc	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00	2,000.00
32	-	Battery, AA, 4 pcs/pack		pck	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
33	-	Storage Peerless Box		pc	20			20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
34	-	Markers, Permanent, black, broad, refillable		pr	5			5	325.00				0	0.00				0	0.00				0	0.00	5	65.00	325.00
35	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

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)																												
50	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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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					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)																											
A. TOTAL																									₱		65,648.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									₱		6,564.80
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									₱		-
D. GRAND TOTAL (A + B+ C)																									₱		72,212.80
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:

Socorro Brenda E. Acuña
Property/Supply Officer

Date Prepared: 07.15.2024

Certified Funds Available / Certified Appropriate Funds Available:

Zenaida G. Calatrava / Jo-an A. Garcia
Accountant/ Budget Officer

Approved by:

Prof. Lyre Anni E. Murao, Ph.D.
Head of Agency