

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-philgeps.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 period or deadline through this link: <https://shorturl.at/hos88> (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 [apcse.helpdesk@ps-philgeps.gov.ph](mailto:apcse.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 Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY 10-COBSAT  
 Region: REGION 10  
 Address: REYES VILLAGE, BUJO CAGAYAN DE ORO CITY

Agency Code/UACS: 16 009 0100000  
 Organization Type: NATIONAL GOVERNMENT AGENCY

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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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	-	BALLPEN	piece	50	0	0	50	1,500.00	50	0	0	50	1,500.00	50	0	0	50	1,500.00	50	0	0	50	1,500.00	200	30.00	6,000.00
2	-	MULTIFUNCTION PRINTER	unit	2	0	0	2	24,000.00	2	0	0	2	24,000.00	2	0	0	2	24,000.00	2	0	0	2	24,000.00	8	12,000.00	96,000.00
3	-	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	-	STICKER PAPER	pack	30	0	0	30	21,000.00	30	0	0	30	21,000.00	30	0	0	30	21,000.00	30	0	0	30	21,000.00	120	700.00	84,000.00
5	31201905	DOUBLE SIDED TAPE	roll	30	0	0	30	900.00	30	0	0	30	900.00	30	0	0	30	900.00	30	0	0	30	900.00	120	30.00	3,600.00
6	-	PHOTO PAPER	pack	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	120	100.00	12,000.00
7	-	BLEACHING SOLUTION	bottle	10	0	0	10	1,000.00	10	0	0	10	1,000.00	10	0	0	10	1,000.00	10	0	0	10	1,000.00	40	100.00	4,000.00
8	-	CERTIFICATE FRAME	piece	20	0	0	20	4,000.00	20	0	0	20	4,000.00	20	0	0	20	4,000.00	20	0	0	20	4,000.00	80	200.00	16,000.00
9	-	CERTIFICATE HOLDER	piece	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	120	100.00	12,000.00
10	-	UNINTERRUPTIBLE POWER SUPPLY	unit	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	3	0	0	3	13,500.00	12	4,500.00	54,000.00
11	-	AIR CONDITIONING UNIT	unit	2	0	0	2	60,000.00	2	0	0	2	60,000.00	2	0	0	2	60,000.00	2	0	0	2	60,000.00	8	30,000.00	240,000.00
12	-	SMART TELEVISION	unit	1	0	0	1	25,000.00	1	0	0	1	25,000.00	1	0	0	1	25,000.00	1	0	0	1	25,000.00	4	25,000.00	100,000.00
13	-	WHITE BOARD	piece	2	0	0	2	30,000.00	2	0	0	2	30,000.00	2	0	0	2	30,000.00	2	0	0	2	30,000.00	8	15,000.00	120,000.00
14	-	MICROPHONE	unit	2	0	0	2	10,000.00	2	0	0	2	10,000.00	2	0	0	2	10,000.00	2	0	0	2	10,000.00	8	5,000.00	40,000.00
15	-	MEDAL	piece	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	120	200.00	24,000.00
16	-	DISHWASHING LIQUID	bottle	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	30	0	0	30	3,000.00	120	100.00	12,000.00
17	-	PLASTIC FASTENER	box	20	0	0	20	1,000.00	20	0	0	20	1,000.00	20	0	0	20	1,000.00	20	0	0	20	1,000.00	80	50.00	4,000.00
18	-	STEEL FILING CABINET	piece	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	1	15,000.00	4	15,000.00	60,000.00
19	-	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
20	-	EXTENSION CORD	piece	2	0	0	2	2,000.00	2	0	0	2	2,000.00	2	0	0	2	2,000.00	2	0	0	2	2,000.00	8	1,000.00	8,000.00
21	-	PAINT	gallon	20	0	0	20	20,000.00	20	0	0	20	20,000.00	20	0	0	20	20,000.00	20	0	0	20	20,000.00	80	1,000.00	80,000.00
22	-	COLORLED PAPER	pack	20	0	0	20	2,000.00	20	0	0	20	2,000.00	20	0	0	20	2,000.00	200	0	0	200	20,000.00	260	100.00	26,000.00
23	-	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
24	-	PUSH PIN	pack	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	10	0	0	10	2,000.00	40	200.00	8,000.00
25	-	DOOR MAT	piece	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	30	0	0	30	6,000.00	120	200.00	24,000.00
26	-	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	-	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
28	-	DEODORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29	-	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	-	OFFICE CHAIR	piece	5	0	0	5	25,000.00	5	0	0	5	25,000.00	5	0	0	5	25,000.00	5	0	0	5	25,000.00	20	5,000.00	100,000.00
31	-	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	-	AUTOMOTIVE BATTERIES	piece	5	0	0	5	60,000.00	5	0	0	5	60,000.00	5	0	0	5	60,000.00	5	0	0	5	60,000.00	20	12,000.00	240,000.00
33	-	PADLOCK	piece	20	0	0	20	8,000.00	20	0	0	20	8,000.00	20	0	0	20	8,000.00	20	0	0	20	8,000.00	80	400.00	32,000.00
34	-	MOBILE PHONE	unit	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	1	0	0	1	5,000.00	4	5,000.00	20,000.00

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
35	-	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	-	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	30,000.00	0	0	0	0	0.00	1	30,000.00	30,000.00
37	-	STORAGE BOX	piece	20	0	0	20	2,000.00	20	0	0	20	2,000.00	20	0	0	20	2,000.00	20	0	0	20	2,000.00	80	100.00	8,000.00
38	-	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	-	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	-	WATER DISPENSER	unit	1	0	0	1	3,000.00	1	0	0	1	3,000.00	1	0	0	1	3,000.00	1	0	0	1	3,000.00	4	3,000.00	12,000.00
41	-	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	-	GLUE GUN	unit	5	0	0	5	1,000.00	5	0	0	5	1,000.00	5	0	0	5	1,000.00	5	0	0	5	1,000.00	20	200.00	4,000.00
43	-	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44	-	SPEAKERS	unit	1	0	0	1	49,000.00	1	0	0	1	49,000.00	1	0	0	1	49,000.00	1	0	0	1	49,000.00	4	49,000.00	196,000.00
45	51471505	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	-	KEYBOARD	unit	5	0	0	5	4,000.00	5	0	0	5	4,000.00	5	0	0	5	4,000.00	5	0	0	5	4,000.00	20	800.00	16,000.00
47	-	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	-	STEEL RACK	set	5	0	0	5	20,000.00	5	0	0	5	20,000.00	5	0	0	5	20,000.00	5	0	0	5	20,000.00	20	4,000.00	80,000.00
49	-	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	-	FUEL FILTERS	piece	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	1	0	0	1	1,000.00	4	1,000.00	4,000.00
51	-	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	-	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	-	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
54	-	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
55	-	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
56	-	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
57	-	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
58	-	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
59	-	PICK-UP TRUCK	unit	0	0	0	0	0.00	1	0	0	1	2,500,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500,000.00	2,500,000.00
60	-	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
61	-	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
62	-	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
63	-	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
64	-	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
65	-	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	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

