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

AGENCY CODE/UACS:		CONTACT PERSON:	HAZEL B. BAROÑA
AGENCY NAME:	DEPARTMENT OF EDUCATION	DESIGNATION:	ADMINISTRATIVE OFFICER III
ORGANIZATION TYPE:		EMAIL:	hazel.barona@deped.gov.ph
REGION:	CORDILLERA ADMINISTRATIVE REGION	CONTACT NUMBER:	9171450087
ADDRESS:	ACTIVIDAD ECONOMIA ST. ZONE 2, BANGUED, ABRA		

INTRODUCTION: This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogues 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 columns 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 'Specifications' 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/aEmQ
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	43212102	Computer Printers	5 in 1 Printer, with ADF and Wifi enabled, Continuous Ink, Branded	unit	3			3	51,000.00	3			3	51,000.00	3			3	51,000.00	0			0	0.00	9	17,000.00	153,000.00
2	43211507	Desktop computers	Desktop Computer Set all in one (AIO) computer specs CPU: I5 Gen 11 or higher RAM: 16gb DDR4 or higher GPU: Integrated Graphics 4gb RAM or higher Storage: M.2 2280, 2 TB, PCIe NVMe, SSD, Class 40 Monitor: 23.8-inch, FHD 1920 x 1080, 60 Hz, anti-glare Ports: Right: 1 USB 3.2 Gen 2 port with PowerShare Left: 1 Universal audio port Below Display: 1 SD 4.0 card slot 1 USB 3.2 Gen 2 Type-C port Back panel: 2 USB 3.2 Gen 2 ports 2 USB 3.2 Gen 1 ports with Smart Power On 1 audio line-out port, reliaable 1 DisplayPort++ 1.4a/HDCP 2.3 port, up to 5120 x 3200 @ 60Hz 1 HDMI-in 1.4b/HDCP 1.4 port, up to 1920 x 1080 @ 60Hz 1 HDMI-out 2.1/HDCP 2.3 port, up to 4096 x 2160 @ 60Hz 1 RJ45 Ethernet Port 10/100/1000 Mbps port Camera: 1080p at 30 fps FHD camera Audio: Realtek Audio Controller, ALC3289 Two stereo speakers, 2 W x 2 = 4 W	unit	3			3	147,000.00	2			2	98,000.00	1			1	49,000.00	0			0	0.00	6	49,000.00	294,000.00
3	44122025	Magazine or book covers	Clear Plastic cover roll, Gauge 4, 4ft x 50m	roll	2			2	6,000.00	1			1	3,000.00	2			2	6,000.00	1			1	3,000.00	6	3,000.00	18,000.00
4	-	Wireless HDMI Transmitter and Receiver	Wireless HDMI Transmitter and Receiver Transmission Distance range: 20 meters (66 feet) High Performance Internal Antennas Operating Frequencies: 4.9 -5.9 Ghz Power Supply: 100 -240V AC in, 5V 3A DC out Power Output Operating Temperature: 0 -40 degree celcius Supported video resolutions: HDMI input: 1080p, 1080i, 720p, 576p, 480p Supported Audio Formats: Digital Audio: up to 6Mbps AC3 and DTS	unit	1			1	4,500.00	2			3	9,000.00	3			3	9,000.00	1			1	4,500.00	6	4,500.00	27,000.00
5	44121704	Ball point pens	Ballpen, Green, 0.5mm ballpoint, 12pcs per box	box	3			3	300.00	3			3	300.00	3			3	300.00	3			3	300.00	12	120.00	1,440.00
6	-	Presentation Clicker	Presentation Clicker, USB 2.4GHz Wireless PPT PowerPoint Presenter Pointer Clicker Laser Remote Control With AAA Battery	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
7	-	A3 Printer	A3 PRINTER Print up to A3 300 GSM capable Borderless up to A3 Print Speed up to 30 page per minute (Draft Text) 4-colour original ink tank system printer Eco Tank (CISS/Refillable) Ink Bottle Code - Epson 003 (BK/CMY) Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.5. 8 or later	unit				0	0.00	1			1	25,000.00				0	0.00				0	0.00	1	25,000.00	25,000.00
8	-	Extension Cord, 10 meters, 4 gang, flat cord	Extension Cord, 10 meters, 4 gang, flat cord	piece				0	0.00	1			1	550.00	1			1	550.00				0	0.00	3	550.00	1,650.00
9	-	Self-Inking "RECEIVED" Stamp	Self-Inking "RECEIVED" Stamp, Personalized with "LEGAL OFFICE", WITH DATE	piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
10	-	Self-Inking "APPROVED" Stamp	Self-Inking "APPROVED" Stamp, PERSONALIZED WITH "OFFICE OF THE SDS", WITH DATE	piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
11	-	Self-Inking FACSIMILE "Signature Stamp"	Self-Inking FACSIMILE "Signature Stamp" Signature of the SDS	piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
12	-	Double Burner Electric Stove	Double Burner Electric Stove Double coil electric stove With pilot light indicator 8" and 6" coils	unit	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1	2,500.00	2,500.00
13	-	File Folder 2" thick, A4, with 2 ring binder, side clip MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	File Folder 2" thick, A4, with 2 ring binder, side clip MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	piece	5			5	650.00	5			5	650.00	5			5	650.00	3			8	650.00	20	130.00	2,600.00
14	-	Sign Tabs (Please Sign Here), 5 in 1 COLOR (Arrow - Sign) 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 sheets Removable notes Arrow-Please Sign Here Florescent Paper	Sign Tabs (Please Sign Here), 5 in 1 COLOR (Arrow - Sign) 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 sheets Removable notes Arrow-Please Sign Here Florescent Paper	pad	20			20	1,000.00	20			20	1,000.00	20			20	1,000.00	20			20	1,000.00	100	50.00	5,000.00
15	-	Toner 128	Toner 128	tube	8			8	32,000.00	8			8	32,000.00	8			8	32,000.00	9			9	32,000.00	33	3,700.00	85,400.00
16	-	Toner TN116	Toner TN116	tube	4			4	16,000.00	2			2	8,000.00	3			3	8,000.00	3			2	8,000.00	10	3,700.00	37,000.00
17	-	Steel cabinet, 2 drawers	Steel cabinet, 2 drawers	piece				0	0.00	1			1	7,000.00				0	0.00	1			1	7,000.00	2	7,000.00	14,000.00
18	-	Steel cabinet, 4 drawers	Steel cabinet, 4 drawers	piece				0	0.00				0	0.00	1			1	14,000.00				0	0.00	1	14,000.00	14,000.00

CamScanner

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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			
19	-	Office Swivel Chair	Office Swivel Chair With Butterfly mechanism, 360 degrees, adjustable seat height, cushioned seat with comfortable armrest (wooden) Width: 61 cm Depth: 60 cm Height: 83-93 cm Seat Height: 43-54 cm	Piece	1			1	10,000.00	1			1	10,000.00	1			1	10,000.00	3			3	11,400.00	10	3,800.00	38,400.00
20	44121904	Ink Refills	Epson Ink 003, Black	bottle	12			12	4,800.00	20			20	8,000.00	20			20	8,000.00	20			20	8,000.00	72	320.00	24,750.00
21	44121904	Ink Refills	Epson Ink 003, Magenta	bottle	12			12	4,800.00	15			12	4,800.00	15			12	4,800.00	15			12	4,800.00	60	320.00	19,800.00
22	44121904	Ink Refills	Epson Ink 003, Yellow	bottle	0			0	0.00	15			12	4,800.00	15			12	4,800.00	15			12	4,800.00	48	320.00	14,880.00
23	44121904	Ink Refills	Epson Ink 003, Cyan	bottle	12			12	4,800.00	15			12	4,800.00	15			12	4,800.00	15			12	4,800.00	60	320.00	19,800.00
24	44121904	Ink Refills	Brother Ink, Black	bottle	0			0	0.00	20			20	7,000.00	20			20	7,000.00	20			20	7,000.00	80	350.00	21,000.00
25	44121904	Ink Refills	Brother Ink, Magenta	bottle	10			10	3,500.00	13			13	5,250.00	13			13	5,250.00	13			13	5,250.00	52	350.00	18,250.00
26	44121904	Ink Refills	Brother Ink, Cyan	bottle	10			10	3,500.00	13			13	5,250.00	13			13	5,250.00	13			13	5,250.00	52	350.00	18,250.00
27	44121904	Ink Refills	Brother Ink, Yellow	bottle	10			10	3,500.00	13			13	5,250.00	13			13	5,250.00	13			13	5,250.00	52	350.00	18,250.00
28	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		₱ 903,295.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 90,329.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B + C)		₱ 993,519.50
E. APPROVED BUDGET BY THE AGENCY HEAD In Figure 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:

NOEL BARLA BAÑOÑA
Administrative Officer III

Date Prepared: _____

Certified Funds Available / Certified Appropriate Funds Available:

CELIA S. SOLANTE CPA / ELMER G. BATONDO
Accountant / Budget Officer

Approved by:

AMADOR D. GARCIA SR. PhD, CESO VI
Head of Office/Agency

CamScanner