ANNUAL PROCUREMENT PLAN - COMMOM-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/hos58 *(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 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 Form.

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

Department/Bureau/Office: ADVANCE SCIENCE AND TECHNOLOGY INSTITUTE (ASTI)
Region: NATIONAL CAPITAL REGION
Address: ASTI BLDG., CP GARCIA AVE., UP TECHNOPARK, UP CAMPUS, DILIMAN, QUEZON CITY 1101

Agency Code/UACS: Q003
Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: KATHERINE B. RAMOS
Position: ADMINISTRATIVE OFFICER V
E-mail : kath@asti.dost.gov.ph
Telephone/Mobile Nos: (+632) 426-9760 local 1212

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	44120000	A3 Vellum Board- White (200gsm)- 10 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	160.00	0	0	0	0	0.00	2	80.00	160.00
2	78181507	Car Air Freshener,	pc	0	0	0	0	0.00	16	16	16	48	9,600.00	8	8	8	24	4,800.00	0	0	0	0	0.00	72	200.00	14,400.00
3	78181507	Car Shampoo - approx. 1L	btl	0	0	0	0	0.00	4	1	1	6	1,500.00	1	1	1	3	750.00	0	0	0	0	0.00	9	250.00	2,250.00
4	44120000	Certificate Folder - size A4 made of plastic materials - Color Royal Blue	pc	0	0	0	0	0.00	0	0	10	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
5	44120000	Colored Bond/Multicolor Paper - Green, legal size, 80gsm	ream	0	0	0	0	0.00	3	3	3	9	4,500.00	3	3	3	9	4,500.00	0	0	0	0	0.00	18	500.00	9,000.00
6	44120000	Colored Bond/Multicolor Paper - Yellow, legal size, 80gsm	ream	0	0	0	0	0.00	2	2	2	6	3,600.00	1	1	1	3	1,800.00	0	0	0	0	0.00	9	600.00	5,400.00
7	39101600	LED Light Bulbs - 7 watts (20pcs) - 10 watts (10pcs) - 20 watts (20pcs)	lot	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	16,000.00	0	0	0	0	0.00	1	16,000.00	16,000.00
8	14111802	Official Receipt	booklet	0	0	0	0	0.00	10	0	0	10	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	10	120.00	1,200.00
9	44120000	Sign Here Tape Flags	pack	0	0	0	0	0.00	30	30	30	90	27,000.00	10	10	10	30	9,000.00	0	0	0	0	0.00	120	300.00	36,000.00
10	44120000	Special Board Paper - Vellum A4 size, 10sheet per pack, white color, 220gsm	pack	0	0	0	0	0.00	0	20	0	20	2,000.00	0	20	0	20	2,000.00	0	0	0	0	0.00	40	100.00	4,000.00
11	44120000	Special Board Paper - Vellum A4 size, 10sheet per pack, cream/white color, 150gsm	pack	0	0	0	0	0.00	10	10	10	30	3,000.00	10	10	10	30	3,000.00	0	0	0	0	0.00	60	100.00	6,000.00
12	44120000	Special Paper, A4 Pink	ream	0	0	0	0	0.00	0	0	3	3	1,500.00	0	0	3	3	1,500.00	0	0	0	0	0.00	6	500.00	3,000.00
13	44120000	Special Paper, A4, Blue	ream	0	0	0	0	0.00	0	0	3	3	1,500.00	0	0	3	3	1,500.00	0	0	0	0	0.00	6	500.00	3,000.00
14	78181507	Tire Black - 250 ML	pc	0	0	0	0	0.00	0	0	0	0	0.00	4	4	4	12	3,600.00	0	0	0	0	0.00	12	300.00	3,600.00

A. TOTAL		**₱ 104,510.00**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		**₱ 10,451.00**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		**₱ -**
D. GRAND TOTAL (A + B+ C)		**₱ 114,961.00**
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:

MARY DROL DE LA O. GILLA
Property/Supply Officer

Date Prepared: JUL 25 2023

Certified Funds Available / Certified Appropriate Funds Available:

JAYSON C. HERNANDEZ
Accountant / Budget Officer

Approved by:

FRANZ DE LEON, Ph. D.
Head of Office/Agency