

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

AGENCY CODE/UACS: 4001015040
AGENCY NAME: DEPARTMENT OF AGRARIAN REFORM - CATANDUANES
ORGANIZATION TYPE: DEPARTMENT
REGION: V
ADDRESS: 089 CONSTANTINO, VIRAC, CATANDUANES

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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.

- REMINDERS: 1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. 2. All Information must be provided accurately. 3. To fill-out, find the item in the 'List of Items - 1' tab... 4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link... 5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM... 6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024.

Table with columns: No., UNSPSC, Item Description, Specification, Unit of Measure, Monthly Quantity Requirement (Jan-Q4), Total Quantity for the year, Price, Total Amount for the year. Includes items like Air conditioner, Air Freshener, Alcohol, Ballpen, Battery, Binder clip, Bond paper, Calculator, Cartolina, Clearbook, Cleaner, Correction pen, Correction tape, Cutter, Data file box.



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)																																							
133	44121701	SIGN PEN	gel, D.5, red	box			1	1	72.00		2		2	144.00		1		1	72.00			0	0.00	4	72.00	288.00													
134	14111606	SPECIALTY PAPER	cream, A4	pack		3	7	10	700.00		5		5	10	700.00		10		10	700.00		1	10		11	770.00	41	70.00	2,870.00										
135	44121618	STAINLESS SCISSOR, heavy duty		piece				0	0.00				0	0.00					0	0.00		15		15	3,750.00	15	250.00	3,750.00											
136	44121613	STAPLE REMOVER, plier type		piece		2	3	5	475.00			8		8	760.00		5		5	475.00			5		5	475.00	23	95.00	2,185.00										
137	44122107	STAPLE WIRE, #35		box	3	2	3	8	424.00		3	5		8	424.00		8		8	424.00		3		3		159.00	27	53.00	1,431.00										
138	44121615	STAPLER	WITH STAPLE WIRE REMOVER HDSOR HD-5DR	pcs		3	4	7	2,695.00			2		2	770.00		2		2	770.00			2		2	770.00	13	385.00	5,005.00										
139	14111537	STICKER PAPER	A4	pack		2	4	6	570.00		10		5	15	1,425.00		20		20	1,900.00			10		10	950.00	51	95.00	4,845.00										
140	14111537	STICKER PAPER	long, glossy	pack		1		1	95.00			1		1	95.00		1		1	95.00		1		1		1	95.00	4	95.00	380.00									
141	14111514	STICKY NOTE	PAGE 670SAN 1/2X2IN	pack		2	2	4	140.00			2	2	4	140.00		5		5	175.00			10		10	350.00	23	35.00	805.00										
142	14111514	STICKY NOTES	3x3" 500 Sheets	pack		2	2	4	172.00		5	5		10	430.00		14		14	602.00		10		10		430.00	38	43.00	1,634.00										
143	44122008	Tab indexes	INDEX TAB, self-adhesive, transparent, 5 sets per box	box			4	4	320.00					0	0.00				0	0.00					0	0.00	4	80.00	320.00										
144	55121600	TABLE ID		piece		2	2	4	920.00				8	8	1,840.00		13		13	2,990.00					0	0.00	25	230.00	5,750.00										
145	43211509	Tablet		unit				0	0.00		1			1	15,000.00				0	0.00					0	0.00	1	15,000.00	15,000.00										
146	31201500	Tape	TAPE, Transparent, 1", 100 yard	roll			5	5	150.00					0	0.00				0	0.00					0	0.00	5	30.00	150.00										
147	44121605	TAPE DISPENSER, table top		piece			3	3	720.00				2	2	480.00		6		6	1,440.00					2	2	480.00	13	240.00	3,120.00									
148	31201505	TAPE	double sided, 1"	roll			10	10	680.00				5	5	340.00		9		9	612.00			5		5	340.00	29	68.00	1,972.00										
149	31201500	TAPE	packaging, 2"x50m	roll			5	5	340.00		5		5	10	680.00		14		14	952.00			5		5	340.00	34	68.00	2,312.00										
150	31201500	TAPE	transparent, 2"x50m	roll		1	5	6	408.00			6		6	408.00		11		11	748.00			4		4	272.00	27	68.00	1,836.00										
151	44103205	TIME CARD		pack			2	2	338.00					0	0.00		2		2	338.00					0	0.00	4	169.00	676.00										
152	47121701-TB-P06	Trash bag	37"x40", XL, 10 pieces per roll or pack	pack		1		1	75.00			1		1	75.00				0	0.00					0	0.00	2	75.00	150.00										
153	39121011	UPS	650 VA	unit				0	0.00					0	0.00		1		1	2,500.00					0	0.00	1	2,500.00	2,500.00										
154	39121011	UPS	650 VA	unit			1	1	1,510.00					0	0.00		1		1	1,510.00					0	0.00	2	1,510.00	3,020.00										
155	14111803	Voucher form		pack				0	0.00			5		5	300.00		7		7	420.00			10		10	600.00	22	60.00	1,320.00										
156	45121520	Webcam	web camera for laptop/PC with microphone rotatable	unit		2		2	1,000.00					0	0.00				0	0.00					0	0.00	2	500.00	1,000.00										
									196,628.00										329,331.00										320,439.00										185,037.50

A. TOTAL	P	1,031,435.50
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	103,143.55
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B+ C)	P	1,134,579.05
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:

 ROSE MARIE S. ARCILLA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:
 
 MARK ANTHONY T. MARTIREZ
 Accountant II
 YVETTE JOY T. TAYAMORA
 Budget Officer II

Approved by:

 NERISA B. ALDEA, Ph.D.
 OIC PARPO II

Date Prepared: August 1, 2024