

APP-CSE 2024 FORM - Other Items  
**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-database.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/hos8> (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](mailto: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: Metro Cotabato Water District  
 Region: 12  
 Address: Governor Guillermo Avenue, Rosary Heights-VII, Cotabato City

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: Water Utility

Contact Person: Ma. Melinda Elaine V. Barcimo  
 Position: OIC - General Manager  
 E-mail: [metroctabowaterdistrict@gmail.com](mailto:metroctabowaterdistrict@gmail.com)  
 Telephone/Mobile Nos: (064) 421-1070

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	
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	-	Alcohol - 500ml	Bottle	138	35	41	214	26,116.56	83	53	26	162	19,770.48	81	48	48	177	21,601.08	55	59	20	134	16,353.36	687	122.04	83,841.48	
2	-	Alcohol - 3.5Liter	Gallon	11	10	9	30	25,596.00	10	9	10	29	24,742.80	10	9	10	29	24,742.80	10	10	9	29	24,742.80	117	853.20	99,824.40	
3	-	Balpen - Black	Pc.	243	171	89	503	4,345.92	102	192	135	429	3,706.56	176	150	137	463	4,000.32	85	149	90	324	2,799.36	1719	8.64	14,852.16	
4	-	Balpen - Blue	Pc.	30	28	10	68	587.52	12	30	28	70	604.80	10	12	35	57	492.48	12	10	15	37	319.68	232	8.64	2,004.48	
5	-	Balpen - Red	Pc.	6	4		10	86.40	2	4	4	10	86.40	5	2	4	11	95.04	2		2	4	34.56	35	8.64	302.40	
6	-	Bond Paper 8 1/2" x 13" - Long	Ream	2	1	3	6	1,620.00		1	1	2	540.00	4	1	1	6	1,620.00	1	1	1	3	810.00	17	270.00	4,590.00	
7	-	Bond Paper 8 1/2" x 11" - Short	Ream	8	2	1	11	2,851.20	1	1	1	3	777.60	6	1	2	9	2,332.80	1	1	2	4	1,036.80	27	259.20	6,998.40	
8	-	Book Paper A3	Ream	5	1	5	11	5,702.40				0	0.00	4	1	2	7	3,628.80				0	0.00	18	518.40	9,331.20	
9	-	Book Paper A4	Ream			2	2	529.20	1		1	2	529.20		1	2	3	793.80				0	0.00	7	264.60	1,852.20	
10	-	Book Paper 10" x 14"	Ream				0	0.00				0	0.00	1			1	550.80				0	0.00	1	550.80	550.80	
11	-	Book Paper 8 1/2" x 13" - Long	Ream	126	68	98	292	91,454.40	49	118	65	232	72,662.40	97	67	96	260	81,432.00	36	92	43	171	53,557.20	955	313.20	299,106.00	
12	-	Book Paper 8 1/2" x 11" - Short	Ream	128	57	77	262	76,399.20	50	98	56	204	59,486.40	96	66	77	239	69,692.40	41	76	55	172	50,155.20	877	291.60	255,733.20	
13	-	Calculator Tape	Roll	8			8	216.00		2		2	54.00	6		2	8	216.00				0	0.00	18	27.00	486.00	
14	-	Carbon Paper - Black (Long)	Box	5	2		7	7,560.00				0	0.00	1			1	1,080.00				0	0.00	8	1,080.00	8,640.00	
15	-	Carbon Paper - Blue (Long)	Box		1	1	2	2,160.00		1		1	1,080.00	1			1	1,080.00				0	0.00	4	1,080.00	4,320.00	
16	-	Computer Paper 11" x 14 7/8" (1Ply)	Box	3			3	5,994.00	3			3	5,994.00	2			2	3,996.00	2		2	4	7,992.00	12	1,998.00	23,976.00	
17	-	Computer Paper 11" x 9 1/2" (1Ply)	Box	12	4	11	27	44,469.00	3	12	5	20	32,940.00	10	3	12	25	41,175.00	3	9	2	14	23,058.00	86	1,647.00	141,642.00	
18	-	Computer Paper 11" x 9 1/2" (2Ply)	Box	1	2		3	6,888.24		1		1	2,296.08	2	1		3	6,888.24				0	0.00	7	2,296.08	16,072.56	
19	-	Computer Paper 11" x 9 1/2" (4Ply)	Box	11	1	5	17	46,818.00	1	2	5	8	22,032.00	7	1	5	13	35,802.00	1	1	5	7	19,278.00	45	2,754.00	123,930.00	
20	-	Correction Tape	Pc.	47	8	10	65	5,967.00	6	3	4	13	1,193.40	26	1	5	32	2,937.60	4	6	1	11	1,009.80	121	91.80	11,107.80	
21	-	Correction Tape - REFILL	Pair	110	36	13	159	14,596.20	13	20	11	44	4,039.20	66	16	20	102	9,363.60	14	21	3	38	3,488.40	343	91.80	31,487.40	
22	-	Engineer's Fieldbook	Pc.	23	1	6	30	3,240.00	15	2	1	18	1,944.00	21		1	22	2,376.00	10			10	1,080.00	80	108.00	8,640.00	
23	-	File Folder .14 - Long	Pc.	378	83	105	566	4,890.24	131	139	100	370	3,196.80	205	62	148	415	3,585.60	80	97	20	197	1,702.08	1548	8.64	13,374.72	
24	-	File Folder .14 - Short	Pc.	322	103	52	477	3,863.70	111	68	130	309	2,502.90	171	27	92	290	2,349.00	105	52	5	162	1,312.20	1238	8.10	10,027.80	
25	-	Go Getter Toilet Bowl Cleaner	Gallon	8	3	4	15	31,590.00	4	5	4	13	27,378.00	4	3	3	10	21,060.00	3	3	3	9	18,954.00	47	2,106.00	98,982.00	
26	-	Highlighter	Pc.	44	2	1	47	2,487.24	7	8	2	17	899.64	22	2	2	26	1,375.92	5	1	3	9	476.28	99	52.92	5,239.08	
27	-	Index Card 5 x 8 (per pcs)	Pc.				0	0.00	25			25	25.00				25	25.00				0	0.00	50	1.00	50.00	
28	-	Index Card 5 x 8 (100pcs/pack)	Pack	5			5	459.00		1	2	3	275.40	3			3	275.40				2	2	183.60	13	91.80	1,193.40
29	-	Kraft Brown Envelope - Long	Pc.	123	33	70	226	1,220.40	7	37	94	138	745.20	55	33	64	152	820.80	9	33	62	104	561.60	620	5.40	3,348.00	
30	-	Kraft Brown Envelope - Short	Pc.	65	53	10	128	622.08	7	34	21	62	301.32	35	53	4	92	447.12	4	28	2	34	165.24	316	4.86	1,535.76	
31	-	Masking Tape - 25 Yards	Roll	25	9	10	44	2,233.44	12	8	10	30	1,522.80	13	7	9	29	1,472.04	8	6	6	20	1,015.20	123	50.76	6,243.48	
32	-	Metal Tab Folder - Long	Pc.	55	30	45	130	4,914.00		20	4	24	907.20	41	30	49	120	4,536.00				5	189.00	279	37.80	10,546.20	
33	-	Mop Head (HD)	Pc.	13	5	5	23	4,222.80	6	6	5	17	3,121.20	5	5	5	15	2,754.00	5	5	5	15	2,754.00	70	183.60	12,852.00	
34	-	Packing Tape 2"	Roll	5	2	1	8	604.80		2		2	151.20	1		2	3	226.80				0	0.00	13	75.60	982.80	
35	-	Packing Tape 3"	Roll	35	3	3	41	3,985.20	7	4	4	15	1,458.00	24	3	2	29	2,818.80	3	2	1	6	583.20	91	97.20	8,845.20	
36	-	Paper Fastener - Plastic/Vinyl (4 1/2")	Box		1		1	130.00				0	0.00				0	0.00				0	0.00	1	130.00	130.00	
37	-	Paper Fastener - Plastic/Vinyl	Box	31	4	2	37	1,998.00	1	1	9	11	594.00	10	1	2	13	702.00	3			4	216.00	65	54.00	3,510.00	
38	-	Paper Fastener - Steel	Box	8			8	777.60	1	3		4	388.80	1			1	97.20				0	0.00	13	97.20	1,263.60	
39	-	Paper Clip Vinyl - Jumbo	Box	57	10	9	76	2,872.80	11	13	6	30	1,134.00	34	2	15	51	1,927.80	8	5	3	16	604.80	173	37.80	6,539.40	
40	-	Paper Clip Vinyl - Small	Box	79	6	7	92	1,987.20	12	4	7	23	496.80	46	2	4	52	1,123.20	7	3	3	13	280.80	180	21.60	3,888.00	

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41	-	Pencil	Pc.	71	27	8	106	1,144.80	20	30	5	55	594.00	35		30	65	702.00	27	1		28	302.40	254	10.80	2,743.20
42	-	Permanent Marker - Broad / Fine Tip	Pc.	61	14	2	77	3,326.40	13	9	17	39	1,684.80	25	5	12	42	1,814.40	14	2	4	20	864.00	178	43.20	7,689.60
43	-	Record Book Hardcover - 150Pages	Pc.	22	1	7	30	10,692.00	4	6	1	11	3,920.40	10	3	5	18	6,415.20	4			4	1,425.60	63	356.40	22,453.20
44	-	Record Book Hardcover - 300Pages	Pc.	62	10	7	79	40,100.40	12	5	6	23	11,674.80	19	8	4	31	15,735.60	6	1		7	3,553.20	140	507.60	71,064.00
45	-	Rubber Band - Big	Box	34	1		35	10,962.00	3	3	2	8	2,505.60	28		3	31	9,709.20	3		3	6	1,879.20	80	313.20	25,056.00
46	-	Scotch Tape 1"	Roll	31	8	9	48	2,073.60	9	2	11	22	950.40	22	4	9	35	1,512.00	6	4	7	17	734.40	122	43.20	5,270.40
47	-	Signpen My Gel 0.5 - Black	Pc.	61	24	22	107	3,120.12	23	24	29	76	2,216.16	42	18	26	86	2,507.76	23	22	18	63	1,837.08	332	29.16	9,681.12
48	-	Signpen My Gel 0.5 - Blue	Pc.	17			17	495.72	3			3	87.48	9			9	262.44	3			3	87.48	32	29.16	933.12
49	-	Signpen My Gel 0.5 - Green	Pc.	4		2	6	174.96	2	2		4	116.64	4			4	116.64	4			4	116.64	18	29.16	524.88
50	-	Signpen My Gel 0.5 - Red	Pc.	25	9	5	39	1,137.24	6	8	9	23	670.68	14	3	8	25	729.00	6	5	6	17	495.72	104	29.16	3,032.64
51	-	Signpen My Gel 0.5 - Black - REFILL	Pc.	38	19	19	76	1,887.84	31	24	18	73	1,813.32	32	19	31	82	2,036.88	24	20	17	61	1,515.24	292	24.84	7,253.28
52	-	Signpen My Gel 0.5 - Blue - REFILL	Pc.	14	4	5	23	571.32	2	6	2	10	248.40	13	4	2	19	471.96	5	4	2	11	273.24	63	24.84	1,564.92
53	-	Signpen My Gel 0.5 - Green- REFILL	Pc.	3		3	6	149.04		3		3	74.52	3		3	6	149.04		3		3	74.52	18	24.84	447.12
54	-	Signpen My Gel 0.5 - Red - REFILL	Pc.	11		3	14	347.76		3		3	74.52	11		3	14	347.76		3		3	74.52	34	24.84	844.56
55	-	Signpen G-2 0.7 - Black	Pc.	34	3	19	56	4,233.60	4	18	4	26	1,965.60	29	8	21	58	4,384.80	2	17	4	23	1,738.80	163	75.60	12,322.80
56	-	Signpen G-2 0.7 - Blue	Pc.	3			3	226.80		3		3	226.80		3		3	226.80				0	0.00	9	75.60	680.40
57	-	Signpen G-2 0.7 - Red	Pc.	2			2	151.20				0	0.00		2		2	151.20				0	0.00	4	75.60	302.40
58	-	Signpen G-2 0.7 - Black - REFILL	Pc.	53	6	4	63	3,265.92	32	12	10	54	2,799.36	44	6	15	65	3,369.60	32	6	13	51	2,643.84	233	51.84	12,078.72
59	-	Signpen G-2 0.7 - Blue - REFILL	Pc.	9		2	11	570.24	1	8		9	466.56	1	2	6	9	466.56	3			3	155.52	32	51.84	1,658.88
60	-	Steadler Seed Eraser	Pc.	10			10	594.00	1			1	59.40	2			2	118.80				0	0.00	13	59.40	772.20
61	-	Staple Wire No. 35	Box	69	13	8	90	6,804.00	2	11	4	17	1,285.20	62	1	8	71	5,367.60	4	7		11	831.60	189	75.60	14,288.40
62	-	Two / Threefold Folder Plastic - Long	Pc.	36	2	2	40	9,504.00	2	7	15	24	5,702.40	2	2	7	11	2,613.60	2	2	3	7	1,663.20	82	237.60	19,483.20
63	-	Tissue Paper 3 Ply	Roll	313	201	214	728	23,587.20	186	249	176	611	19,796.40	287	206	204	697	22,582.80	191	232	174	597	19,342.80	2633	32.40	85,309.20
64	-	Typewriter Ribbon - Black	Roll	3	1	4	8	414.72	1	1		2	103.68	3	2	1	6	311.04		1		1	51.84	17	51.84	881.28
65	-	Whiteboard Marker	Pc.	8	2	1	11	772.20	6	3		9	631.80	6	1	1	8	561.60	5	1	1	7	491.40	35	70.20	2,457.00
66	-	Yellow Ruled Pad Paper	Pad	10	2	3	15	1,132.35	4	2		6	452.94	3		2	5	377.45	2	1		3	226.47	29	75.49	2,189.21
67	-	Brother - BT 60 Black	Bottle	13	14	3	30	17,010.00	5	3	6	14	7,938.00	14	2	3	19	10,773.00	9	3	2	14	7,938.00	77	567.00	43,659.00
68	-	Brother - BT 5000 Cyan	Bottle	3	10	1	14	7,938.00		1	6	7	3,969.00	4		1	5	2,835.00	5			5	2,835.00	31	567.00	17,577.00
69	-	Brother - BT 5000 Magenta	Bottle	3	10	1	14	7,938.00		1	6	7	3,969.00	4		1	5	2,835.00	5			5	2,835.00	31	567.00	17,577.00
70	-	Brother - BT 5000 Yellow	Bottle	3	10	1	14	7,938.00		1	6	7	3,969.00	4		1	5	2,835.00	5			5	2,835.00	31	567.00	17,577.00
71	-	Epson Ink T6641 - Black	Bottle	37	4	3	44	17,582.40	9	3	6	18	7,192.80	29	2	2	33	13,186.80	10	1	6	17	6,793.20	112	399.60	44,755.20
72	-	Epson Ink T6642 - Cyan	Bottle	13	5	3	21	8,391.60	2		5	7	2,797.20	8		3	11	4,395.60	4	1	1	6	2,397.60	45	399.60	17,982.00
73	-	Epson Ink T6643 - Magenta	Bottle	14	3	3	20	7,992.00	2	1	5	8	3,196.80	8		1	9	3,596.40	5	1	1	7	2,797.20	44	399.60	17,582.40
74	-	Epson Ink T6644 - Yellow	Bottle	14	3	3	20	7,992.00	2	1	5	8	3,196.80	8		1	9	3,596.40	5	1	1	7	2,797.20	44	399.60	17,582.40
75	-	Epson Ink 001 - Black	Bottle	14	7		21	12,474.00		4	4	8	4,752.00	2	2	4	8	4,752.00	1		1	2	1,188.00	39	594.00	23,166.00
76	-	Epson Ink 001 - Cyan	Bottle	5	5		10	3,780.00		1		1	378.00	1	2	1	4	1,512.00	1		1	2	756.00	17	378.00	6,426.00
77	-	Epson Ink 001 - Magenta	Bottle	5	5		10	3,780.00		1		1	378.00	1	2	1	4	1,512.00	1		1	2	756.00	17	378.00	6,426.00
78	-	Epson Ink 001 - Yellow	Bottle	5	5		10	3,780.00		1		1	378.00	1	2	1	4	1,512.00	1		1	2	756.00	17	378.00	6,426.00
79	-	Epson Ink 003 - Black	Bottle	60	5	2	67	26,773.20	7	14	9	30	11,988.00	37	2	14	53	21,178.80	8	1	2	11	4,395.60	161	399.60	64,335.60
80	-	Epson Ink 003 - Cyan	Bottle	26	4	2	32	12,787.20	3	4	8	15	5,994.00	11	1	5	17	6,793.20	4		1	5	1,998.00	69	399.60	27,572.40
81	-	Epson Ink 003 - Magenta	Bottle	25	4	3	32	12,787.20	2	4	8	14	5,594.40	11	1	4	16	6,393.60	5			5	1,998.00	67	399.60	26,773.20
82	-	Epson Ink 003 - Yellow	Bottle	26	5	2	33	13,186.80	2	4	7	13	5,194.80	12	1	4	17	6,793.20	4	1	0	5	1,998.00	68	399.60	27,172.80
83	-	Computer Ribbon LQ-590 - Original	Cartridge	8	8	2	18	11,469.60	6	6	5	17	10,832.40	8	1	6	15	9,558.00	5	6	5	16	10,195.20	66	637.20	42,055.20
84	-	Computer Ribbon LQ-590 - REFILL	Roll	2	2	3	7	302.40	2	2	3	7	302.40	2	2	3	7	302.40	2	2	2	6	259.20	27	43.20	1,166.40
85	-	Computer Ribbon LQ-2180 / 2190 - Original	Cartridge	3	1		4	3,892.32				2	2	1,946.16	1		1	973.08				0	0.00	7	973.08	6,811.56
86	-	Computer Ribbon LQ-2180 / 2190 - REFILL	Roll	18	3	18	39	9,477.00	3	18	3	24	5,832.00	18	3	18	39	9,477.00	3	18	3	24	5,832.00	126	243.00	30,618.00
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

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
94	-						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	0.00
96	-						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	0.00
98	-						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	0.00
100	-						0	0.00							0	0.00						0	0.00	0	0.00	0.00

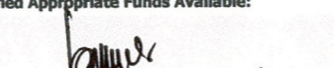
A. TOTAL		P	2,112,062.81
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	211,206.28
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	2,323,269.09
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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.

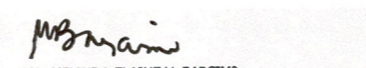
Prepared by:

  
 BALTAZAR O. BUENBRAZO, JR.  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 HELEN L. SAMPIANO  
 Accountant / Budget Officer

Approved by:

  
 MA. MELINDA ELAINE V. BARCIMO  
 Head of Office/Agency

Date Prepared: August 10, 2023