

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 other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philegcs.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://psurta.iaa.gov.ph> (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 0927-6478245 (Globe) or 0919-2954426 (Smart), or email appcse.helpdesk@ps-philegcs.gov.ph, or visit the PS-DBM website (www.ps-philegcs.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: JOHN HAY MANAGEMENT CORPORATION
 Region: CAR
 Address: CAMP JOHN HAY, LUKAN ROAD, BAGUIO CITY

Agency Code/UAICS: X427
 Organization Type: GOCC

Contact Person: BENJAMIN P. QUINO, JR.
 Position: CS MANAGER
 E-mail: benjamin.quino@hmc.com.ph
 Telephone/Mobile No: (074) 422-4360

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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	-	Coffee Sachet	pack	90	90	90	9,000.00			90	90	9,000.00			90	90	9,000.00			90	90	9,000.00	360	100.00	36,000.00
2	-	Creamer	pack	93	93	93	13,950.00			93	93	13,950.00			93	93	13,950.00			93	93	13,950.00	372	150.00	55,800.00
3	-	Rubber gloves	piece	450	450	450	900.00			450	450	900.00			450	450	900.00			450	450	900.00	1800	2.00	3,600.00
4	-	Sugar - Brown	kg	75	75	75	8,250.00			75	75	8,250.00			75	75	8,250.00			75	75	8,250.00	300	110.00	33,000.00
5	-	Tissue Paper, Roll	pack	330	330	330	39,600.00			330	330	39,600.00			330	330	39,600.00			330	330	39,600.00	1320	120.00	158,400.00
6	-	Ground Coffee, 1 kg	pack	78	78	78	42,900.00			78	78	42,900.00			78	78	42,900.00			78	78	42,900.00	312	550.00	171,600.00
7	-	Natural Green Tea	pack	3	3	3	300.00			3	3	300.00			3	3	300.00			3	3	300.00	12	100.00	1,200.00
8	-	Choco Drink sachet	pack	96	96	96	9,600.00			96	96	9,600.00			96	96	9,600.00			96	96	9,600.00	384	100.00	38,400.00
9	-	Coffee Capsule for mini coffee machine	box	18	18	18	18,000.00			18	18	18,000.00			18	18	18,000.00			18	18	18,000.00	72	1,000.00	72,000.00
10	-	Band aid	box	6	6	6	600.00			6	6	600.00			6	6	600.00			6	6	600.00	24	100.00	2,400.00
11	-	Betadine solution	bottle	3	3	3	300.00			3	3	300.00			3	3	300.00			3	3	300.00	12	100.00	1,200.00
12	-	Cotton balls	pack	3	3	3	300.00			3	3	300.00			3	3	300.00			3	3	300.00	12	100.00	1,200.00
13	-	Loperamide	capsule	48	48	48	576.00			48	48	576.00			48	48	576.00			48	48	576.00	192	12.00	2,304.00
14	51381504	Mefenamic acid	capsule	60	60	60	720.00			60	60	720.00			60	60	720.00			60	60	720.00	240	12.00	2,880.00
15	-	Medical Kit	set	3	3	3	3,000.00			3	3	3,000.00			3	3	3,000.00			3	3	3,000.00	12	1,000.00	12,000.00
16	-	Vitamin C with Zinc	capsule	351	351	351	2,457.00			351	351	2,457.00			351	351	2,457.00			351	351	2,457.00	1404	7.00	9,828.00
17	-	Paracetamol, Biogesic	tablet	96	96	96	672.00			96	96	672.00			96	96	672.00			96	96	672.00	384	7.00	2,688.00
18	-	Peroxide, Hydrogen (120 ml)	bottle	3	3	3	225.00			3	3	225.00			3	3	225.00			3	3	225.00	12	75.00	900.00
19	-	Cetirizine 10mg (Antihistamine)	tablet	90	90	90	450.00			90	90	450.00			90	90	450.00			90	90	450.00	360	5.00	1,800.00
20	-	Bum Ointment 30g	piece	3	3	3	450.00			3	3	450.00			3	3	450.00			3	3	450.00	12	150.00	1,800.00
21	-	Neozep Forte	tablet	24	24	24	168.00			24	24	168.00			24	24	168.00			24	24	168.00	96	7.00	672.00
22	-	Ballpen With String	piece	69	69	69	3,450.00			69	69	3,450.00			69	69	3,450.00			69	69	3,450.00	276	50.00	13,800.00
23	-	Battery AAA, rechargeable	piece	6	6	6	375.00			6	6	375.00			6	6	375.00			6	6	375.00	24	62.50	1,500.00
24	-	Binder, lbico, 1/4"	piece	21	21	21	315.00			21	21	315.00			21	21	315.00			21	21	315.00	84	15.00	1,260.00
25	-	Binder, lbico, 1"	piece	12	12	12	180.00			12	12	180.00			12	12	180.00			12	12	180.00	48	15.00	720.00
26	-	Binder, lbico 3/4"	piece	42	42	42	630.00			42	42	630.00			42	42	630.00			42	42	630.00	168	15.00	2,520.00
27	-	Binder, lbico, 1/2"	piece	69	69	69	1,035.00			69	69	1,035.00			69	69	1,035.00			69	69	1,035.00	276	15.00	4,140.00
28	-	Bond Paper, A3	ream	6	6	6	1,500.00			6	6	1,500.00			6	6	1,500.00			6	6	1,500.00	24	250.00	6,000.00
29	-	Paper Fastener screw 1"	piece	99	99	99	198.00			99	99	198.00			99	99	198.00			99	99	198.00	396	2.00	792.00
30	-	Paper Fastener screw 2"	piece	15	15	15	30.00			15	15	30.00			15	15	30.00			15	15	30.00	60	2.00	120.00
31	-	Post-it flag	piece	66	66	66	3,630.00			66	66	3,630.00			66	66	3,630.00			66	66	3,630.00	264	55.00	14,520.00
32	-	Printer Ink Cartridge, HP 704 black	piece	3	3	3	1,647.00			3	3	1,647.00			3	3	1,647.00			3	3	1,647.00	12	549.00	6,588.00
33	-	Printer Ink Cartridge, Canon E500 CL-98 (colored)	piece	3	3	3	1,200.00			3	3	1,200.00			3	3	1,200.00			3	3	1,200.00	12	400.00	4,800.00
34	-	Battery AA, rechargeable	piece	18	18	18	1,170.00			18	18	1,170.00			18	18	1,170.00			18	18	1,170.00	72	65.00	4,680.00
35	-	Gel Pen, Retractable Roller, Blue (unibal, 1.0)	piece	66	66	66	13,200.00			66	66	13,200.00			66	66	13,200.00			66	66	13,200.00	264	200.00	52,800.00
36	-	Label tape, desktop, 12mm thermal laminated, standard laminated, top-loading tape design	piece	33	33	33	30,525.00			33	33	30,525.00			33	33	30,525.00			33	33	30,525.00	132	925.00	122,100.00
37	-	Hardbound expanding folder (green w/ JHMC logo)	piece	58	58	58	8,700.00			58	58	8,700.00			58	58	8,700.00			58	58	8,700.00	232	150.00	34,800.00
38	-	Clipboard	piece	9	9	9	1,350.00			9	9	1,350.00			9	9	1,350.00			9	9	1,350.00	36	150.00	5,400.00
39	-						0.00					0.00					0.00					0.00	0	0.00	0.00
40	-						0.00					0.00					0.00					0.00	0	0.00	0.00
41	-						0.00					0.00					0.00					0.00	0	0.00	0.00
42	-						0.00					0.00					0.00					0.00	0	0.00	0.00
43	-						0.00					0.00					0.00					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
44	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-						0	0.00				0	0.00				0	0.00				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
82	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
83	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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
94	-						0	0.00				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	0.00	0.00
96	-						0	0.00				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	0.00	0.00
98	-						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			
99	-						0	0.00				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	0.00	0.00
A. TOTAL																							P		886,212.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		88,621.20	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P		-	
D. GRAND TOTAL (A + B + C)																							P		974,833.20	
E. APPROVED BUDGET BY THE AGENCY HEAD																										
In Figures and Words:																										

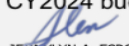
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:



 BENJAMIN P. QUIÑO JR.
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

*included in the CY2024 budget proposal


 JENNYLYN A. ESOSO
 Accountant / Budget Officer

Approved by:


 ALLAN RAZON GARCIA
 Head of Office/Agency
 OPCEO-2023-1456

Date Prepared: _____