

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

AGENCY CODE/UCAS: 160091600042

AGENCY NAME: Zamboanga Sibugay Polytechnic Institute

ORGANIZATION TYPE: National Government Agency

REGION: IX

ADDRESS: F. L. Peña, Kabasalan, Zamboanga Sibugay

CONTACT PERSON: ENGR. HERMIL B. CONTRIVIDA

DESIGNATION: Acting Vocational School Administrator

EMAIL: kbknuvs@tsnda.gov.ph

CONTACT NUMBER: 9171485338

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.

REMINERS:

- 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).
- All information must be provided accurately.
- 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 column 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 "Specification" 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.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adooq>
- 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 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
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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	-	Ink Epson 003	Color Black	cart	80			80	26,400.00	80			80	26,400.00	80			80	26,400.00	80			80	26,400.00	320	330.00	105,600.00
2	-	Ink Epson 003	Color Cyan	cart	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	200	330.00	66,000.00
3	-	Ink Epson 003	Color Magenta	cart	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	200	330.00	66,000.00
4	-	Ink Epson 003	Color Yellow	cart	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	50			50	16,500.00	200	330.00	66,000.00
5	-	Flash Drive, 64GB		pcs	6			6	4,500.00	6			6	4,500.00	6			6	4,500.00	6			6	4,500.00	24	750.00	18,000.00
6	-	Printer, All in one with Scanner		unit	2			2	70,000.00	1			1	35,000.00	2			2	70,000.00	1			1	35,000.00	6	35,000.00	210,000.00
7	-	Glue, all-purpose, 200 grams		pcs	12			12	1,980.00	6			6	990.00	12			12	1,980.00	6			6	990.00	36	165.00	5,940.00
8	-	Binder clip, 2 inches		box	10			10	1,350.00				0	0.00	5			5	675.00				0	0.00	15	135.00	2,025.00
9	-	Binder clip, 1 1/4 inches		box	10			10	1,250.00				0	0.00	5			5	625.00				0	0.00	15	125.00	1,875.00
10	-	Ink Brother BTDD6 BK, Black in a box		cart	2			2	1,120.00				0	0.00	2			2	1,120.00				0	0.00	4	560.00	2,240.00
11	-	Ink Brother BT5000, Yellow in a box		cart	2			2	1,120.00				0	0.00	2			2	1,120.00				0	0.00	4	560.00	2,240.00
12	-	Ink Brother BT5000, magenta in a box		cart	2			2	1,120.00				0	0.00	2			2	1,120.00				0	0.00	4	560.00	2,240.00
13	-	Liquid detergent, 650ml		pack	100			100	20,000.00	50			50	10,000.00	50			50	10,000.00	50			50	10,000.00	250	200.00	50,000.00
14	-	Bleaching liquid		gal	12			12	3,000.00	6			6	1,500.00	12			12	3,000.00	6			6	1,500.00	36	250.00	9,000.00
15	-	Fabric Conditioner (Liquid)		bottle	12			12	3,720.00	6			6	1,860.00	12			12	3,720.00	6			6	1,860.00	36	310.00	11,160.00
16	-	LED TV 65 inches		unit	2			2	44,000.00	1			1	22,000.00	1			1	22,000.00	1			1	22,000.00	5	22,000.00	110,000.00
17	-	Dishwashing Paste, 350 gram		pcs	20			20	1,700.00	0			0	0.00	0			0	0.00	10			10	850.00	30	85.00	2,550.00
18	-	Vacuum Cleaner		unit	1			1	3,000.00	1			1	3,000.00	1			1	3,000.00	1			1	3,000.00	4	3,000.00	12,000.00
19	-	Mop Bucket with Wringer		set	1			1	2,000.00				0	0.00	1			1	2,000.00				0	0.00	2	2,000.00	4,000.00
20	-	LED TV 80"		unit	1			1	78,000.00				0	0.00	0			0	0.00				0	0.00	1	78,000.00	78,000.00
21	-	Hand Towel		pcs	10			10	1,000.00	10			10	1,000.00	10			10	1,000.00	10			10	1,000.00	40	100.00	4,000.00
22	-	Toilet bowl brush with holder set		set	6			6	1,800.00	6			6	1,800.00	6			6	1,800.00	6			6	1,800.00	24	300.00	7,200.00
23	-	Air Conditioning Unit, Split type, 2Hp		unit	1			1	60,000.00	1			1	60,000.00	1			1	60,000.00	1			1	60,000.00	4	60,000.00	240,000.00
24	-	Long Arm Stapler		pcs	2			2	2,400.00	2			2	2,400.00	2			2	2,400.00	2			2	2,400.00	8	1,200.00	9,600.00
25	-	Ink 664, 70ml magenta		bottle	30			30	9,000.00	20			20	6,000.00	20			20	6,000.00	20			20	6,000.00	90	300.00	27,000.00
26	-	Ink 664, 70ml yellow		bottle	30			30	9,000.00	20			20	6,000.00	20			20	6,000.00	20			20	6,000.00	90	300.00	27,000.00
27	-	Ink 664, 70ml cyan		bottle	30			30	9,000.00	20			20	6,000.00	20			20	6,000.00	20			20	6,000.00	90	300.00	27,000.00
28	-	Ink 664, 70ml black		bottle	30			30	9,000.00	20			20	6,000.00	20			20	6,000.00	20			20	6,000.00	90	300.00	27,000.00
29	-	Wall Clock		pcs	2			2	900.00	2			2	900.00	2			2	900.00	2			2	900.00	8	450.00	3,600.00
30	-	Cabinet Steel Rack (6-layer Heavy Duty) Color Black		unit	12			12	10,800.00	6			6	5,400.00	12			12	10,800.00	6			6	5,400.00	36	900.00	32,400.00
31	-	Push Pin		pack	2			2	120.00	2			2	120.00	2			2	120.00	2			2	120.00	8	60.00	480.00
32	-	Balpens, ordinary, black (50pcs/box)		box	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
33	-	Balpens, ordinary, blue (50pcs/box)		box	4			4	1,000.00	4			4	1,000.00	4			4	1,000.00	4			4	1,000.00	16	250.00	4,000.00
34	-	Balpens, ordinary, Red (50pcs/box)		box	2			2	500.00	2			2	500.00	2			2	500.00	2			2	500.00	8	250.00	2,000.00
35	-	Exhaust Fan 12"		pcs	2			2	3,000.00	1			1	1,500.00	2			2	3,000.00	1			1	1,500.00	6	1,500.00	9,000.00
36	-	Card Reader All in One USB Port		pcs	2			2	900.00	1			1	400.00	1			1	400.00	1			1	400.00	5	400.00	2,000.00
37	-	Led Fluorescent TB		pcs	10			10	3,000.00	6			6	1,800.00	6			6	1,800.00	6			6	1,800.00	28	300.00	8,400.00
38	-	Arch File Folder, Horizontal file, long		pcs	50			50	6,500.00	30			30	3,900.00	50			50	6,500.00	30			30	3,900.00	160	130.00	20,800.00
39	-	Sticky Note Adhesive ("Sign Here"), 100's/pack		pack	25			25	1,500.00	20			20	1,200.00	25			25	1,500.00	20			20	1,200.00	90	60.00	5,400.00
40	-	Clear Book refill long (10 pcs)		pack	25			25	750.00	25			25	750.00	25			25	750.00	25			25	750.00	100	30.00	3,000.00
41	-	Correction Tape, 5mm		pcs	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	25			25	1,375.00	100	55.00	5,500.00
42	-	Cutter Blade (small) 10pcs /tube		tube	10			10	380.00	10			10	380.00	10			10	380.00	10			10	380.00	40	38.00	1,520.00
43	-	Office Paper cutter (A3, A4, A5, B4, B5)		unit	1			1	1,200.00	1			1	1,200.00	1			1	1,200.00	1			1	1,200.00	4	1,200.00	4,800.00
44	-	Wooden Clipboard 22.3cmx35.5cm		pcs	10			10	850.00	6			6	510.00	6			6	510.00	6			6	510.00	28	85.00	2,380.00
45	-	Flash Drive 128gb		pcs	6			6	9,000.00	2			2	3,000.00	6			6	9,000.00	2			2	3,000.00	16	1,500.00	24,000.00
46	-	Computer Keyboard USB type		pcs	4			4	2,600.00	4			4	2,600.00	2			2	1,300.00	2			2	1,300.00	12	650.00	7,800.00
47	-	Office Table		unit	2			2	20,000.00	2			2	20,000.00	2			2	20,000.00	2			2	20,000.00	8	10,000.00	80,000.00
48	-	Wireless Wifi Adapter																									

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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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
50	-	Empty Water Container 20 Lt. or 5 gallons		bottle	20			20	4,000.00	12			12	2,400.00	20			20	4,000.00	12			12	2,400.00	64	200.00	12,800.00
51	-	LED computer Monitor 24"		unit	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	4	4,000.00	16,000.00
52	-	Mouse Pad		pcs	10			10	2,000.00				0	0.00	10			10	2,000.00				0	0.00	20	200.00	4,000.00
53	-	Scented Gel		pcs	20			20	7,000.00				0	0.00				0	0.00				0	0.00	20	350.00	7,000.00
54	-	Sign Pen, Hi-techpoint VS Black (12pcs/box)		box	12			12	2,220.00				0	0.00	12			12	2,220.00				0	0.00	24	185.00	4,440.00
55	-	Sign Pen, Hi-techpoint VS Blue (12pcs/box)		box	10			10	1,850.00				0	0.00	10			10	1,850.00				0	0.00	20	185.00	3,700.00
56	-	Sign Pen, Hi-techpoint VS Red (12pcs/box)		box	5			5	925.00				0	0.00	5			5	925.00				0	0.00	10	185.00	1,850.00
57	-	Stapler Heavy Duty (Big)		pcs	10			10	4,500.00				0	0.00	10			10	4,500.00				0	0.00	20	450.00	9,000.00
58	-	Double Sided Tape, 10mts/roll (1"wide)		pcs	10			10	1,200.00	10			10	1,200.00	10			10	1,200.00	10			10	1,200.00	40	120.00	4,800.00
59	-	Original Highlighter (Green)		pcs	10			10	450.00				0	0.00				0	0.00				0	0.00	10	45.00	450.00
60	-	Original Highlighter (Blue)		pcs	10			10	450.00				0	0.00				0	0.00				0	0.00	10	45.00	450.00
61	-	Original Highlighter (yellow)		pcs	10			10	450.00				0	0.00				0	0.00				0	0.00	10	45.00	450.00
62	-	Paper Fastener (Metal)		box	30			30	3,000.00	10			10	1,000.00	20			20	2,000.00	20			20	2,000.00	80	100.00	8,000.00
63	-	Calculator MS-20B		pcs	4			4	2,400.00	2			2	1,200.00	2			2	1,200.00	4			4	2,400.00	12	600.00	7,200.00
64	-	Sofa Set		unit	2			2	30,000.00	2			2	30,000.00	2			2	30,000.00	2			2	30,000.00	8	15,000.00	120,000.00
65	-	Curtain Set (gray, metallic green)		set	12			12	6,720.00	12			12	6,720.00	12			12	6,720.00	12			12	6,720.00	48	560.00	26,880.00
66	-	Wool 120x 230 (Pink)		pcs	12			12	3,600.00				0	0.00				0	0.00				0	0.00	12	300.00	3,600.00
67	-	Wool 120x 230 (black)		pcs	12			12	3,600.00				0	0.00				0	0.00				0	0.00	12	300.00	3,600.00
68	-	Wool 120x 230 (gray)		pcs	12			12	3,600.00				0	0.00				0	0.00				0	0.00	12	300.00	3,600.00
69	-	Mop with Squeezer Handle		pcs	12			12	4,800.00	6			6	2,400.00	12			12	4,800.00	6			6	2,400.00	36	400.00	14,400.00
70	-	Paper towel		pcs	40			40	3,800.00	25			25	2,375.00	25			25	3,800.00	40			40	3,800.00	130	95.00	12,350.00
71	-	Desk Organizer (4-layer)		pcs	6			6	3,000.00	2			2	1,000.00	6			6	3,000.00	2			2	1,000.00	16	500.00	8,000.00
72	-	Hydraulic Chair H (black)		unit	1			1	6,000.00				0	0.00				0	0.00				0	0.00	1	6,000.00	6,000.00
73	-	Books	150 titles	copies	150			150	999,900.00				0	0.00				0	0.00				0	0.00	150	6,666.00	999,900.00
74	-	THHN wire #14		roll	2			2	8,000.00				0	0.00	2			2	8,000.00				0	0.00	4	4,000.00	16,000.00
75	-	LED fluorescent lamp assembly	4ft, 24 watts	pcs	15			15	7,200.00				0	0.00	15			15	7,200.00	5			5	2,400.00	35	480.00	16,800.00
76	-	Rechargeable Fan		unit	2			2	4,500.00				0	0.00	2			2	4,500.00				0	0.00	4	2,250.00	9,000.00
77	-	Floor Polisher	heavy duty	unit	1			1	35,000.00				0	0.00	1			1	35,000.00				0	0.00	2	35,000.00	70,000.00
78	-	Door Knob	heavy duty	pcs	15			15	30,000.00				0	0.00	10			10	20,000.00	15			15	30,000.00	40	2,000.00	80,000.00
79	-	Alcohol sprayer		bottle	10			10	1,000.00				0	0.00	10			10	1,000.00	10			10	1,000.00	30	100.00	3,000.00
80	-	Garbage Bin (Big)		pcs	3			3	1,500.00				0	0.00	3			3	1,500.00	3			3	1,500.00	9	500.00	4,500.00
81	-	Glass wiper with Foam (Long)		pcs	12			12	4,200.00				0	0.00	12			12	4,200.00	12			12	4,200.00	36	350.00	12,600.00
82	-	Mosquito killer spray, 400 grams		bottle	24			24	7,200.00				0	0.00	12			12	3,600.00	24			24	7,200.00	60	300.00	18,000.00
83	-	Pail (Big)		pcs	10			10	3,900.00				0	0.00	10			10	2,900.00	5			5	1,250.00	25	250.00	6,250.00
84	-	Water Deepener		pcs	24			24	2,880.00				0	0.00	12			12	1,440.00	12			12	1,440.00	48	120.00	5,760.00
85	-	Air Conditioning Unit, Window type, 2hp		unit	2			2	90,000.00	1			1	45,000.00	1			1	45,000.00	1			1	45,000.00	5	45,000.00	225,000.00
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
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

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					Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
A. TOTAL																					P	3,184,530.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	318,453.00	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					P	-	
D. GRAND TOTAL (A + B+ C)																					P	3,502,983.00	
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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

LYNDRE G. BAYOTAS
Property/Supply Officer

ROSEYRICK JOHN D. ELLOREG
Accountant / Budget Officer

ENGR. HERSHIL B. CONTRERVIDA
Head of Office/Agency

Date Prepared: July 27, 2024