

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

AGENCY CODE/UACS:

350340057405

AGENCY NAME:

Casiguran Water District

ORGANIZATION TYPE:

GOVERNMENT OWNED AND CONTROLLED CORP

REGION:

V

ADDRESS:

L. Hapa/St. Central Casiguran Sorsogon

CONTACT PERSON:

RALPH LOUIE H. RAFAE

DESIGNATION:

SR. CORPORATE ACCOUNTANT

EMAIL:

casiguranwd1988@gmail.com

CONTACT NUMBER:

09172095367

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. 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).

2. All information must be provided accurately.

3. 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 Mirosoft 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.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adaq0>

5. 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 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

6. 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	-	Toilet Deodorizer	100g	pc	100			100	0.00				0	0.00				0	0.00				0	0.00	100	0.00	0.00
2	-	Dishwashing foam with scrubber	100mmx10mm	pc	24			24	0.00				0	0.00				0	0.00				0	0.00	24	0.00	0.00
3	-	Brush with handle		pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
4	-	Fabric Conditioner	690ml	Gal	34			34	0.00				0	0.00				0	0.00				0	0.00	34	0.00	0.00
5	-	Table Napkin		Pack	12			12	0.00				0	0.00				0	0.00				0	0.00	12	0.00	0.00
6	-	Scrub pad		Pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
7	-	Feather Duster		Pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
8	-	Cleaning Towel		Pc	12			12	0.00				0	0.00				0	0.00				0	0.00	12	0.00	0.00
9	-	Doormat		Pc	12			12	0.00				0	0.00				0	0.00				0	0.00	12	0.00	0.00
10	-	Mousepad		Pc	5			5	0.00				0	0.00				0	0.00				0	0.00	5	0.00	0.00
11	-	Arch File Folder		Pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
12	-	Pentel Pen (felt tip pen)		Pc	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
13	-	Styro Board		Pc	3			3	0.00				0	0.00				0	0.00				0	0.00	3	0.00	0.00
14	-	Bread Toaster		Pc	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
15	-	Cup and Saucer (doz)		Doz	2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
16	-	Casserole Set		Set	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
17	-	Cleaning Brush and Brush with Handle		Pc	12			12	0.00				0	0.00				0	0.00				0	0.00	12	0.00	0.00
18	-	Mop		Pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
19	-	Toilet Brush		Pc	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
20	-	Plunger		Pc	3			3	0.00				0	0.00				0	0.00				0	0.00	3	0.00	0.00
21	-	Pail		Pc	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
22	-	Faucet		Pc	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
23	-	Cotton		Pc	3			3	0.00				0	0.00				0	0.00				0	0.00	3	0.00	0.00
24	-	Bandage Gauze		Pc	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
25	-	Medical tape		Pc	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
26	-	Bioflu Tab			40			40	0.00				0	0.00				0	0.00				0	0.00	40	0.00	0.00
27	-	Biogesic tab			40			40	0.00				0	0.00				0	0.00				0	0.00	40	0.00	0.00
28	-	Necozep Tab			40			40	0.00				0	0.00				0	0.00				0	0.00	40	0.00	0.00
29	-	Immodium Tab			40			40	0.00				0	0.00				0	0.00				0	0.00	40	0.00	0.00
30	-	Cotton		pack	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
31	-	Bandage Gauze		pack	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
32	-	Medical tape		pack	20			20	0.00				0	0.00				0	0.00				0	0.00	20	0.00	0.00
33	51263139	Metoprolol		pack	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
34	-	Office Table		Pc	5			5	0.00				0	0.00				0	0.00				0	0.00	5	0.00	0.00
35	-	High Back Chair (office Chair)		Pc	8			8	0.00				0	0.00				0	0.00				0	0.00	8	0.00	0.00
36	-	Genna Cloth (flag, 5 colors)			5			5	0.00				0	0.00				0	0.00				0	0.00	5	0.00	0.00
37	-	Curtain		Pc	23			23	0.00				0	0.00				0	0.00				0	0.00	23	0.00	0.00
38	-	Down Light Bulb 12 Watts		Pc	20			20	0.00				0	0.00				0	0.00				0	0.00	20	0.00	0.00
39	-	Down Light Bulb 8 Watts		Pc	30			30	0.00				0	0.00				0	0.00				0	0.00	30	0.00	0.00
40	-	Camera Lense Wide		Pc	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
41	-	Camera Battery		Pc	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
42	-	Binder Clip 1"		Box	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
43	-	Binder Clip 1/2"		Box	12			12	0.00				0	0.00				0	0.00				0	0.00	12	0.00	0.00
44	-	Binder Clip 2"		Box	4			4	0.00				0	0.00				0	0.00				0	0.00	4	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	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)																											
45	-	Highlighter Pen		Box	3			3	0.00				0	0.00				0	0.00				0	0.00	3	0.00	0.00
46	-	Steel Tape Measure 8M		Pc	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
47	-	Hard Hat White		Pc	11			11	0.00				0	0.00				0	0.00				0	0.00	11	0.00	0.00
48	-	Hard Hat Yellow		Pc	2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
49	-	Video Graphic and Processor		Set	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
50	-	Tool Box Set		Set	1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
51	-	Pay slip		Box	4			4	0.00				0	0.00				0	0.00				0	0.00	4	0.00	0.00
52	-	AF 51		pad	500			500	0.00				0	0.00				0	0.00				0	0.00	500	0.00	0.00
53	-	Checkbook		Booklet	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
54	-	Thermal Paper for Meter Readers		Box	6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
55	-	Pipe Dies Ridgid 3"			2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
56	-	Pipe Dies Ridgid 2"			2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
57	-	Pipe Dies Ridgid 1"			2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
58	-	Pipe Dies Ridgid 1/2"			2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
59	-	Pipe Locator Equipment			1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
60	-	Pipe Wrench 14"			2			2	0.00				0	0.00				0	0.00				0	0.00	2	0.00	0.00
61	-	Pipe Wrench 12"			6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
62	-	Pipe Wrench 10"			6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
63	-	Pipe Wrench 8"			6			6	0.00				0	0.00				0	0.00				0	0.00	6	0.00	0.00
64	-	Electric Pipe Threader			1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
65	-	Shovel			10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
66	-	Test Pump			1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
67	-	Leak Detector			1			1	0.00				0	0.00				0	0.00				0	0.00	1	0.00	0.00
68	-	Shoe Lace		pairs	40			40	0.00				0	0.00				0	0.00				0	0.00	40	0.00	0.00
69	-	Brown Envelope Long		Pcs	120			120	0.00				0	0.00				0	0.00				0	0.00	120	0.00	0.00
70	-	Brown Envelope Short		Pcs	80			80	0.00				0	0.00				0	0.00				0	0.00	80	0.00	0.00
71	-	Plastic Folder Long		Pcs	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
72	-	Plastic Folder Short		Pcs	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
73	-	Paper Folder Long		Pcs	80			80	0.00				0	0.00				0	0.00				0	0.00	80	0.00	0.00
74	-	Paper Folder Short		Pcs	60			60	0.00				0	0.00				0	0.00				0	0.00	60	0.00	0.00
75	-	Folder Moroco Long		Pcs	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
76	-	Interior 3x3		Pc	9			9	0.00				0	0.00				0	0.00				0	0.00	9	0.00	0.00
77	-	Tire 2.50 x 18		Pc	30			30	0.00				0	0.00				0	0.00				0	0.00	30	0.00	0.00
78	-	Tire 3.00 x 18		Pc	30			30	0.00				0	0.00				0	0.00				0	0.00	30	0.00	0.00
79	-	Tire 2.75 x 17		Pc	30			30	0.00				0	0.00				0	0.00				0	0.00	30	0.00	0.00
80	-	Motor Oil		Pc	16			16	0.00				0	0.00				0	0.00				0	0.00	16	0.00	0.00
81	-	2T oil		Pc	15			15	0.00				0	0.00				0	0.00				0	0.00	15	0.00	0.00
82	-	Break Shoe		Pc	10			10	0.00				0	0.00				0	0.00				0	0.00	10	0.00	0.00
83	-	Bearing Sets		Set	36			36	0.00				0	0.00				0	0.00				0	0.00	36	0.00	0.00
84	-	Sprocket sets		Set	5			5	0.00				0	0.00				0	0.00				0	0.00	5	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
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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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
A. TOTAL																										P	-	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										P	-	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										P	-	
D. GRAND TOTAL (A + B+ C)																										P	-	
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:

ROBERTO D. LACZA

Property/Supply Officer

Date Prepared: _____

JULY 31, 2024

Certified Funds Available / Certified Appropriate Funds Available:

RALPH LOUIE H. RAFER

Accountant / Budget Officer

Approved by:

ENGR. EDUARDO P. TEJADA

Head of Office/Agency