

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

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.
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.
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.
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, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Department/Bureau/Office: OVERSEAS WORKERS WELFARE ADMINISTRATION
Region: NCR
Address: OWWA CENTER BUILDING 7TH ST. COR. FB HARRISON ST. PASAY CITY

Agency Code/UA/CIS: N-043
Organization Type: NGA

Contact Person: NIMFA C. UNICA
Position: OIC-PPRD
E-mail: procurement@owwa.gov.ph
Telephone/Mobile Nos: 8833-0113


Table with columns: No., UNSPSC Code, Item Description, Unit of Measure, and Monthly Quantity Requirement (Jan-Dec), Total Quantity for the year, Price Catalogue, Total Amount for the year. Includes items like Battery, Bristol Board, Correction Fluid, etc.

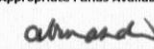
| No. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue | Total Amount for the year |
|-----|-------------|---|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|------|-----------|------|-----|------|------|------------|-----|-----|-----|------|------------|------|----------|------------|--|-----------------------------|-----------------|---------------------------|
| | | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | | | | | |
| 38 | - | INK, HP415 AIO Tank, G752 (001), MOH55AA, Magenta | cart | 2 | 2 | 2 | 6 | 1,620.00 | 2 | 2 | 2 | 6 | 1,620.00 | 0 | 0 | 6 | 6 | 1,620.00 | 2 | 2 | 2 | 6 | 1,620.00 | 24 | 270.00 | 6,480.00 | | | | |
| 39 | - | INK, HP415 AIO Tank, G752 (001), MOH56AA, Yellow | cart | 2 | 2 | 2 | 6 | 1,620.00 | 2 | 2 | 2 | 6 | 1,620.00 | 0 | 0 | 6 | 6 | 1,620.00 | 2 | 2 | 2 | 6 | 1,620.00 | 24 | 270.00 | 6,480.00 | | | | |
| 40 | - | INK, CANON FDMA G4010, G1-790, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 300.00 | 0.00 | | | | |
| 41 | - | INK, CANON FDMA G4010, G1-790, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 290.00 | 0.00 | | | | |
| 42 | - | INK, CANON FDMA G4010, G1-790, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 290.00 | 0.00 | | | | |
| 43 | - | INK, CANON FDMA G4010, G1-790, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 290.00 | 0.00 | | | | |
| 44 | - | INK, EPSON WORKFORCE WF-3721, C13T349190, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,660.00 | 0.00 | | | | |
| 45 | - | INK, EPSON WORKFORCE WF-3721, C13T349290, Cyan | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,000.00 | 0.00 | | | | |
| 46 | - | INK, EPSON WORKFORCE WF-3721, C13T349390, Magenta | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,000.00 | 0.00 | | | | |
| 47 | - | INK, EPSON WORKFORCE WF-3721, C13T349490, Yellow | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,000.00 | 0.00 | | | | |
| 48 | - | TONER, HP M033dw, 30A, Black | cart | 2 | 2 | 2 | 6 | 20,100.00 | 2 | 2 | 2 | 6 | 20,100.00 | 0 | 0 | 6 | 6 | 20,100.00 | 2 | 2 | 2 | 6 | 20,100.00 | 24 | 3,350.00 | 80,400.00 | | | | |
| 49 | - | INK, EPSON T289, Black | cart | 0 | 0 | 0 | 0 | 0.00 | 2 | 2 | 2 | 6 | 4,860.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 810.00 | 4,860.00 | | | | |
| 50 | - | INK, EPSON T290, Tri-Color | cart | 0 | 0 | 0 | 0 | 0.00 | 2 | 2 | 2 | 6 | 4,080.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 680.00 | 4,080.00 | | | | |
| 51 | - | TONER, HP CF279A (HP79A), Black | cart | 2 | 4 | 4 | 10 | 30,000.00 | 2 | 4 | 4 | 10 | 30,000.00 | 0 | 0 | 10 | 10 | 30,000.00 | 4 | 4 | 2 | 10 | 30,000.00 | 40 | 3,000.00 | 120,000.00 | | | | |
| 52 | - | TONER, HP W2040A, (416A), Black | cart | 3 | 3 | 2 | 8 | 35,600.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 8 | 4,450.00 | 35,600.00 | | | | |
| 53 | - | TONER, HP W2041A, (416A), Cyan | cart | 2 | 2 | 2 | 6 | 26,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 4,450.00 | 26,700.00 | | | | |
| 54 | - | TONER, HP W2042A, (416A), Yellow | cart | 2 | 2 | 2 | 6 | 26,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 4,450.00 | 26,700.00 | | | | |
| 55 | - | TONER, HP W2043A, (416A), Magenta | cart | 2 | 2 | 2 | 6 | 26,700.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 6 | 4,450.00 | 26,700.00 | | | | |
| 56 | - | INK, CANON D6770, CL1751, Black | cart | 2 | 2 | 1 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 0 | 0 | 5 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 20 | 625.00 | 12,500.00 | | | | |
| 57 | - | INK, CANON D6770, CL1751, Cyan | cart | 2 | 2 | 1 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 0 | 0 | 5 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 20 | 625.00 | 12,500.00 | | | | |
| 58 | - | INK, CANON D6770, CL1751, Magenta | cart | 2 | 2 | 1 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 0 | 0 | 5 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 20 | 625.00 | 12,500.00 | | | | |
| 59 | - | INK, CANON D6770, CL1751, Yellow | cart | 2 | 2 | 1 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 0 | 0 | 5 | 5 | 3,125.00 | 2 | 2 | 1 | 5 | 3,125.00 | 20 | 625.00 | 12,500.00 | | | | |
| 60 | - | INK, CANON D6770 CL1750, BLACK | cart | 2 | 4 | 4 | 10 | 6,250.00 | 2 | 4 | 4 | 10 | 6,250.00 | 0 | 0 | 10 | 10 | 6,250.00 | 2 | 4 | 4 | 10 | 6,250.00 | 40 | 625.00 | 25,000.00 | | | | |
| 61 | - | TONER, HP (W1107A), 107A | cart | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 2,600.00 | 0.00 | | | | |
| 62 | - | RIBBON CART, EPSON S015A39/S015A34 LQ-310 | cart | 8 | 8 | 8 | 24 | 6,240.00 | 8 | 8 | 8 | 24 | 6,240.00 | 0 | 0 | 24 | 24 | 6,240.00 | 8 | 8 | 8 | 24 | 6,240.00 | 96 | 260.00 | 24,960.00 | | | | |
| 63 | - | PVC COVER, A4 200mic, size: 210mm x 297mm | ream | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 30 | 30 | 36,000.00 | 10 | 10 | 10 | 30 | 36,000.00 | 60 | 1,200.00 | 72,000.00 | | | | |
| 64 | - | LAMINATING FILM, A4 125mic, size: 220 x 306mm | ream | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 10 | 10 | 13,000.00 | 0 | 10 | 0 | 10 | 13,000.00 | 20 | 1,300.00 | 26,000.00 | | | | |
| 65 | - | PAPER DIVIDER A4, COLORED 50sets/ream | ream | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 100 | 100 | 130,000.00 | 30 | 40 | 30 | 100 | 130,000.00 | 200 | 1,300.00 | 260,000.00 | | | | |
| 66 | - | PAPER DIVIDER LONG, COLORED 50sets/ream | ream | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 100 | 100 | 150,000.00 | 30 | 40 | 30 | 100 | 150,000.00 | 200 | 1,500.00 | 300,000.00 | | | | |
| 67 | - | SACKS 26" X 40" | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 1500 | 1500 | 18,000.00 | 500 | 500 | 500 | 1500 | 18,000.00 | 3000 | 12.00 | 36,000.00 | | | | |
| 68 | - | PLASTIC BAG 20" X 30" | piece | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 500 | 500 | 1,500.00 | 100 | 200 | 200 | 500 | 1,500.00 | 1000 | 3.00 | 3,000.00 | | | | |
| 69 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 70 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 71 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 72 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 73 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 74 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 75 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 76 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 77 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 78 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 79 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 80 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 81 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 82 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 83 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 84 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 85 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 86 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |
| 87 | - | | | | | | | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | 0.00 | 0 | 0.00 | 0.00 | | | | | |

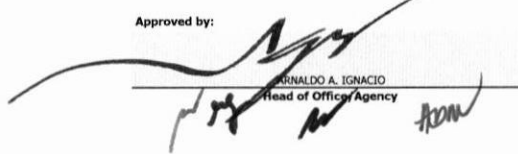
| No. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement | | | | | | | | | | | | | | | | | | Total Quantity for the year | Price Catalogue | Total Amount for the year | | |
|-----|-------------|------------------|-----------------|------------------------------|-----|-----|----|-----------|-------|-----|------|----|-----------|------|-----|------|----|-----------|-----|-----|-----|-----------------------------|-----------------|---------------------------|------|-----------|
| | | | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | | | | Q4 | Q4 AMOUNT |
| 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 |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|--|
| A. TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | 2,652,790.00 | |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | | | | 265,279.00 | |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | - | |
| D. GRAND TOTAL (A + B + C) | | | | | | | | | | | | | | | | | | | | | | | | | | 2,918,069.00 | |
| E. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In Figures and Words: | TWO MILLION NINE HUNDRED EIGHTEEN THOUSAND SIXTY-NINE PESOS ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | |

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:

 NILDA C. UNICA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 ARDREN B. MASDO
 Accountant / Budget Officer

Approved by:

 ARNALDO A. IGNACIO
 Head of Office/Agency

Date Prepared: 9-4-24