

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

AGENCY CODE/UACS: 150340033717
 AGENCY NAME: SANTA MARIA WATER DISTRICT
 ORGANIZATION TYPE: GOCC
 REGION: III
 ADDRESS: 302 J.P. Rizal St. Poblacion, Santa Maria Bulacan

CONTACT PERSON: Maria Lourdes V. German
 DESIGNATION: Designated Procurement Assistant
 EMAIL: procurement@smwdbulacan.gov.ph
 CONTACT NUMBER: (044)-915-3238

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-phillips.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 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.
 4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/cadocw>
 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 address helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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 JANUARY	April	May	June	Q2	Q2 JANUARY	July	Aug				Sept	Q3	Q3 JANUARY	Oct	Nov	Dec	Q4	Q4 JANUARY
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	INK CYAN LC3617C		PC	5	0	0	5	3,000.00	0	0	5	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	600.00	6,000.00
2	-	INK BLACK EPSON ECO TANK 003		BTL	30	0	0	30	12,000.00	0	0	30	30	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	60	400.00	24,000.00
3	-	INK BLACK GT53		PC	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,250.00	1,250.00
4	-	INK BLACK LC3617BK		PC	7	0	0	7	4,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	700.00	4,900.00
5	-	INK CYAN EPSON ECO TANK 003		BTL	6	0	0	6	2,400.00	0	0	6	6	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	12	400.00	4,800.00
6	-	INK CYAN GT52		PC	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
7	-	INK MAGENTA EPSON ECO TANK 003		BTL	6	0	0	6	2,400.00	0	0	6	6	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	12	400.00	4,800.00
8	-	INK MAGENTA GT52		PC	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
9	-	INK MAGENTA LC3617M		PC	5	0	0	5	3,000.00	0	0	5	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	600.00	6,000.00
10	-	INK YELLOW EPSON ECO TANK 003		BTL	6	0	0	6	2,400.00	0	0	6	6	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	12	400.00	4,800.00
11	-	INK YELLOW GT52		PC	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
12	-	INK YELLOW LC3617Y		PC	5	0	0	5	3,000.00	0	0	5	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	600.00	6,000.00
13	-	INK BLACK 001		BTL	9	0	0	9	2,700.00	0	0	9	9	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	18	300.00	5,400.00
14	-	INK CYAN 001		BTL	9	0	0	9	2,700.00	0	0	9	9	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	9	300.00	2,700.00
15	-	INK MAGENTA 001		BTL	9	0	0	9	2,700.00	0	0	9	9	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	9	300.00	2,700.00
16	-	INK YELLOW 001		BTL	9	0	0	9	2,700.00	0	0	9	9	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	9	300.00	2,700.00
17	-	INK BLACK BT500BK		BTL	1	0	0	1	400.00	0	0	1	1	400.00	0	0	0	0	0.00	0	0	0	0	0.00	2	400.00	800.00
18	-	INK CYAN BT500C		BTL	2	0	0	2	800.00	0	0	2	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
19	-	INK MAGENTA BT500M		BTL	2	0	0	2	800.00	0	0	2	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
20	-	INK YELLOW BT000Y		BTL	2	0	0	2	800.00	0	0	2	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
21	-	STAMP PAD INK BLACK		BTL	2	0	0	2	500.00	0	0	2	2	500.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
22	-	PERMANENT MARKER INK REFILL		BTL	2	0	0	2	110.00	0	0	2	2	110.00	0	0	0	0	0.00	0	0	0	0	0.00	4	55.00	220.00
23	-	RIBBON CARTRIDGE (LQ1010) S015634		BTL	1	0	0	1	135.00	0	0	1	1	135.00	0	0	0	0	0.00	0	0	0	0	0.00	2	135.00	270.00
24	-	RIBBON CARTRIDGE (LQ1010) S015634		PC	25	0	0	25	4,625.00	0	0	24	24	4,440.00	0	0	0	0	0.00	0	0	0	0	0.00	49	185.00	9,065.00
25	-	RIBBON PRINTER REFILL		ROLL	251	0	0	251	8,785.00	0	0	251	251	8,785.00	0	0	0	0	0.00	0	0	0	0	0.00	502	35.00	17,570.00
26	-	STAMP PAD INK RED		BTL	3	0	0	3	165.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	55.00	165.00
27	-	ADJUSTABLE FOLDER LONG		PC	268	0	0	268	5,360.00	0	0	267	267	5,340.00	0	0	0	0	0.00	0	0	0	0	0.00	535	30.00	16,700.00
27	-	FOLDER LONG COLORED		PC	6	0	0	6	108.00	0	0	5	5	90.00	0	0	0	0	0.00	0	0	0	0	0.00	11	18.00	198.00
28	-	BALLPEN BLACK		PC	735	0	0	735	4,410.00	0	0	734	734	4,404.00	0	0	0	0	0.00	0	0	0	0	0.00	1469	6.00	8,814.00
29	-	BALLPEN BLUE		PC	121	0	0	121	726.00	0	0	121	121	726.00	0	0	0	0	0.00	0	0	0	0	0.00	242	6.00	1,452.00
30	-	BALLPEN HOLDER		PC	12	0	0	12	858.00	0	0	12	12	858.00	0	0	0	0	0.00	0	0	0	0	0.00	24	71.50	1,716.00
31	-	BALLPEN RED		PC	195	0	0	195	1,170.00	0	0	194	194	1,164.00	0	0	0	0	0.00	0	0	0	0	0.00	389	6.00	2,334.00
32	-	BROWN ENVELOPE LONG		PC	262	0	0	262	1,441.00	0	0	261	261	1,433.50	0	0	0	0	0.00	0	0	0	0	0.00	523	5.50	2,874.50
33	-	BROWN ENVELOPE SHORT		PC	133	0	0	133	665.00	0	0	132	132	660.00	0	0	0	0	0.00	0	0	0	0	0.00	265	5.00	1,325.00
34	-	FLEET CARD HOLDER		PC	35	0	0	35	700.00	0	0	35	35	700.00	0	0	0	0	0.00	0	0	0	0	0.00	70	30.00	2,100.00
35	-	CLEARBOOK (FIXED)		PC	19	0	0	19	3,705.00	0	0	18	18	3,510.00	0	0	0	0	0.00	0	0	0	0	0.00	37	195.00	7,215.00
36	-	CLEARBOOK SPIRAL		PC	5	0	0	5	228.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	45.75	228.75
37	-	CLIP BOARD LONG		PC	12	0	0	12	660.00	0	0	12	12	660.00	0	0	0	0	0.00	0	0	0	0	0.00	24	55.00	1,320.00
38	-	CLIP FOLDER LONG		PC	8	0	0	8	600.00	0	0	7	7	525.00	0	0	0	0	0.00	0	0	0	0	0.00	15	75.00	1,125.00
39	-	CORK BOARD		PC	1	0	0	1	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	400.00	400.00
40	-	DATER STAMP		PC	5	0	0	5	1,050.00	0	0	5	5	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	10	210.00	2,100.00
41	-	DATER STAMP SELF INKING		PC	11	0	0	11	16,500.00	0	0	11	11	16,500.00	0	0	0	0	0.00	0	0	0	0	0.00	22	1,500.00	33,000.00
42	-	SELF INKING STAMP		PC	11	0	0	11	5,500.00	0	0	10	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	21	900.00	18,900.00
43	-	FILE BOX		PC	150	0	0	150	37,500.00	0	0	150	150	37,500.00	0	0	0	0	0.00	0	0	0	0	0.00	300	250.00	75,000.00
44	-	FOLDER LONG		PC	174	0	0	174	1,131.00	0	0	174	174	1,131.00	0	0	0	0	0.00	0	0	0	0	0.00	348	6.50	2,262.00
45	-	FOLDER SHORT		PC	67	0	0	67	402.00	0	0	67	67	402.00	0	0	0	0	0.00	0	0	0	0	0.00	134	6.00	804.00
46	-	INVENTORY TAG		PC	75	0	0	75	750.00	0	0	75	75	750.00	0	0	0	0	0.00								

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)																						
63	-	SIGN PEN REFILL		PC	87	0	0	87	1,740.00	0	0	86	86	1,720.00	0	0	0	0	0.00	0	0	0	0	0.00	373	30.00	3,460.00
64	-	STAPLER WITH REMOVER		PC	41	0	0	41	19,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	41	480.00	19,880.00
65	-	GLUE		BTL	6	0	0	6	792.00	0	0	5	5	660.00	0	0	0	0	0.00	0	0	0	0	0.00	11	132.00	1,452.00
66	-	PACKAGING TAPE		PC	15	0	0	15	825.00	0	0	14	14	770.00	0	0	0	0	0.00	0	0	0	0	0.00	29	55.00	1,595.00
67	-	DIFFUSER		PC	1	0	0	1	4,679.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,679.00	4,679.00
68	-	CUSTOMIZED POUCH BAG		PC	2400	0	0	2400	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2400	15.00	36,000.00
69	-	OIL FOR DIFFUSER		PC	10	0	0	10	7,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	760.00	7,600.00
70	-	DETERGENT POWDER		PKGS	54	0	0	54	7,128.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	54	132.00	7,128.00
71	-	DIPPER		PC	5	0	0	5	225.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	45.00	225.00
72	-	DISINFECTANT		GAL	24	0	0	24	4,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	170.00	4,080.00
73	-	FEATHER DUSTER		PC	4	0	0	4	220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	55.00	220.00
74	-	WATER BASED OIL		BTL	12	0	0	12	13,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	1,100.00	13,200.00
75	-	POCKET SIZE TISSUE		PC	2400	0	0	2400	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2400	10.00	24,000.00
76	-	MICRO FIBER CLOTH		PC	20	0	0	20	295.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	14.75	295.00
77	-	MICROFIBRE EXTENDABLE DUSTER CLEANER		PC	1	0	0	1	128.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	128.00	128.00
78	-	MURIATIC ACID		BTL	576	0	0	576	82,368.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	576	143.00	82,368.00
79	-	PAIL PLASTIC		PC	5	0	0	5	425.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	85.00	425.00
80	-	PUSH BRUSH WOOD		PC	55	0	0	55	6,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	55	116.00	6,380.00
81	-	RUST REMOVER		CAN	7	0	0	7	3,220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	460.00	3,220.00
82	-	SACK		PC	234	0	0	234	2,106.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	234	9.00	2,106.00
83	-	SCRATCH REMOVER		PC	4	0	0	4	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	450.00	1,800.00
84	42132205	SURGICAL GLOVES		PC	410	0	0	410	2,050.00	0	0	410	410	2,050.00	0	0	0	0	0.00	0	0	0	0	0.00	820	5.00	4,100.00
85	-	SURGICAL MASK		PC	65	0	0	65	91.00	0	0	65	65	91.00	0	0	0	0	0.00	0	0	0	0	0.00	130	1.40	182.00
86	-	TOILET DEODORIZER		PC	216	0	0	216	46,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	216	215.00	46,440.00
87	-	TOOTHBRUSH		PC	2400	0	0	2400	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2400	15.00	36,000.00
88	53131502	TOOTHPASTE		PC	2400	0	0	2400	108,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2400	45.00	108,000.00
89	-	BINCARD		PC	500	0	0	500	3,500.00	0	0	500	500	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	7.00	7,000.00
90	-	CONT FORM 13 X 9 1/2 2PLY		BOX	3	0	0	3	16,500.00	0	0	3	3	16,500.00	0	0	0	0	0.00	0	0	0	0	0.00	6	5,500.00	33,000.00
91	-	CONT FORM 9 1/2 X 6 1/2 1 PLY BLUE		BOX	2	0	0	2	14,000.00	0	0	2	2	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,000.00	28,000.00
92	-	CONT FORM 9 1/2 X 6 1/2 1 PLY GREEN		BOX	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
93	-	CONT FORM 9 1/2 X 6 1/2 1 PLY WHITE		BOX	5	0	0	5	15,000.00	0	0	5	5	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	3,000.00	30,000.00
94	-	CONT FORM 9 1/2 X 6 1/2 2PLY		BOX	6	0	0	6	36,000.00	0	0	6	6	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	6,000.00	72,000.00
95	-	CONT FORM 9 1/2 X 6 1/2 3PLY		BOX	12	0	0	12	42,000.00	0	0	11	11	38,500.00	0	0	0	0	0.00	0	0	0	0	0.00	23	8,500.00	86,500.00
96	-	DISBURSEMENT VOUCHER		PAD	50	0	0	50	8,500.00	0	0	50	50	8,500.00	0	0	0	0	0.00	0	0	0	0	0.00	100	170.00	17,000.00
97	-	INSPECTION & ACCEPTANCE REPORT		PAD	15	0	0	15	4,500.00	0	0	15	15	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	30	300.00	9,000.00
98	-	INTER-OFFICE MEMO		REAM	1	0	0	1	1,210.00	0	0	1	1	1,210.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,210.00	2,420.00
99	-	LEAVECARD		PC	15	0	0	15	450.00	0	0	15	15	450.00	0	0	0	0	0.00	0	0	0	0	0.00	30	30.00	900.00
100	-	LETTERHEAD LONG		REAM	43	0	0	43	40,850.00	0	0	43	43	40,850.00	0	0	0	0	0.00	0	0	0	0	0.00	86	950.00	81,700.00
A. TOTAL																								P		1,100,912.25	
B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)																								P		110,065.13	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		-	
D. GRAND TOTAL (A + B + C)																								P		1,210,977.38	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								P		1,210,977.38	

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:

SGD.
MARK LACKEE D.J. PORCUNILLA
Property/Supply Officer

SGD.
RAQUEL D. ANTONIO
Accountant / Budget Officer

SGD.
ENGR. CARLOS N. SANTOS JR.
Head of Office/Agency

Date Prepared: _____