

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

AGENCY CODE/UAICS: 350340147841

AGENCY NAME: KAPATAGAN WATER DISTRICT

ORGANIZATION TYPE: GOCC

REGION: 10

ADDRESS: PUEBLOS ST., POB., KAPATAGAN, LANA O DEL NORTE

CONTACT PERSON: RAUL P. CARREON, JR.

DESIGNATION: ASA-C/DESIGNATE PROPERTY/SUPPLY OFFICER

EMAIL: trasher.jay@outlook.com

CONTACT NUMBER: 917307237

- 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.
- REMEMINDERS:**
- 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/adeu0>
 - 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.
 - 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	-	Bond paper Short		reams	5		5	1,090.00					0	0.00	4					0	0.00	9	218.00	1,962.00					
2	-	Brother Ink Black		bottles	2	2	2	2,994.00		2	2	2	6	2,994.00	2	2	2	6	2,994.00	2	2	4	1,996.00	22	499.00	10,978.00			
3	-	Brother Ink Yellow		bottles	2	2	2	6	3,030.00		2	2	2	6	3,030.00	2	2	2	6	3,030.00	2	2	4	2,020.00	22	505.00	11,110.00		
4	-	Brother Ink Cyan		bottles	2	2	2	6	3,030.00		2	2	2	6	3,030.00	2	2	2	6	3,030.00	2	2	4	2,020.00	22	505.00	11,110.00		
5	-	Brother Ink Magenta		bottles	2	2	2	6	3,030.00		2	2	2	6	3,030.00	2	2	2	6	3,030.00	2	2	4	2,020.00	22	505.00	11,110.00		
6	-	Columnar 4columns		books	1	1	1	3	465.00		1	1	1	3	465.00	1	1	1	3	465.00	1	1	1	3	465.00	12	155.00	1,860.00	
7	-	Columnar 8columns		books	2	2	2	6	1,200.00		1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	15	200.00	3,000.00	
8	-	Epson Ink 001 Black		bottles			2	2	1,090.00				2	2	1,090.00				2	2	1,090.00			6	545.00	3,270.00			
9	-	Epson Ink 001 Magenta		bottles			2	2	1,090.00				2	2	1,090.00				2	2	1,090.00			6	545.00	3,270.00			
10	-	Epson Ink 001 Cyan		bottles			2	2	1,090.00				2	2	1,090.00				2	2	1,090.00			6	545.00	3,270.00			
11	-	Epson Ink 001 Yellow		bottles			2	2	1,090.00				2	2	1,090.00				2	2	1,090.00			6	545.00	3,270.00			
12	-	Laptop Battery		pcs		1	1	4,000.00					0	0.00			1	1	4,000.00				0	0.00	2	4,000.00	8,000.00		
13	-	Computer Mouse		pcs	2	2	2	6	3,000.00		2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	1	3	1,500.00	21	500.00	10,500.00		
14	-	Mouse Pad		pcs			2	2	100.00				2	2	100.00				2	2	100.00			8	50.00	400.00			
15	-	Moroccan Board A4		set			24	24	1,200.00					0	0.00				0	0.00			0	0.00	24	50.00	1,200.00		
16	-	News Print Long		reams		25	25	3,500.00				25	25	3,500.00			25	25	3,500.00				0	0.00	76	140.00	10,640.00		
17	44103127	Photocopier Toner		tubes		4	4	14,000.00					0	0.00			4	4	14,000.00				0	0.00	8	3,500.00	28,000.00		
18	-	Plastic Envelope Long		pcs		100	100	1,196.00				100	100	1,196.00			60	60	717.60				0	0.00	260	11.96	3,109.60		
19	-	Plastic Envelope Short		pcs		8	8	72.00					0	0.00				0	0.00				0	0.00	8	9.00	72.00		
20	-	Plastic crate		pcs		12	12	6,000.00				12	12	6,000.00				0	0.00				0	0.00	24	500.00	12,000.00		
21	-	Ribbon Cartridge FX2175		pcs	2	2	2	6	3,000.00		2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	2	6	3,000.00	24	500.00	12,000.00	
22	-	Ribbon Cartridge LQ310		pcs	2	2	2	6	2,400.00		2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	24	400.00	9,600.00	
23	-	Ribbon Cartridge LX310		pcs	2	2	2	6	2,400.00		2	2	2	6	2,400.00	2	2	2	6	2,400.00	2	2	2	6	2,400.00	24	400.00	9,600.00	
24	-	Steel Cabinet		pcs			2	2	40,000.00				2	2	40,000.00				3	3	60,000.00				0	0.00	7	20,000.00	140,000.00
25	-	Rubber Stamp		pcs		8	8	3,200.00					0	0.00				0	0.00				0	0.00	8	400.00	3,200.00		
26	-	Sack big		pcs		24	24	1,200.00					0	0.00			24	24	1,200.00				0	0.00	48	50.00	2,400.00		
27	-	Sign Pen Refill		pcs		50	50	1,000.00				22	22	440.00				0	0.00				0	0.00	72	20.00	1,440.00		
28	-	SSD for Laptop		pcs		1	1	4,000.00					0	0.00				1	1	4,000.00				0	0.00	2	4,000.00	8,000.00	
29	-	USB hub 4ports		pcs		1	1	800.00				1	1	800.00			1	1	800.00				0	0.00	3	800.00	2,400.00		
30	-	Thermal Paper 80mm		rolls			0	0.00			1000	1000	23,000.00				0	0.00				0	0.00	1000	23.00	23,000.00			
31	-	White Board Eraser		pcs		1	1	50.00				1	1	50.00				0	0.00				0	0.00	2	50.00	100.00		
32	-	Printer INK - Epson BK 003		bottles	1	1	1	2	700.00		1	1	2	700.00	1	1	1	2	700.00	1	1	1	2	700.00	7	350.00	2,450.00		
33	-	Printer INK - Epson C 003		bottles	1	1	1	2	700.00		1	1	2	700.00	1	1	1	2	700.00	1	1	1	2	700.00	7	350.00	2,450.00		
34	-	Printer INK - Epson M 003		bottles	1	1	1	2	700.00		1	1	2	700.00	1	1	1	2	700.00	1	1	1	2	700.00	7	350.00	2,450.00		
35	-	Printer INK - Epson Y 003		bottles	1	1	1	2	700.00		1	1	2	700.00	1	1	1	2	700.00	1	1	1	2	700.00	7	350.00	2,450.00		
36	-	Printer		pcs		2	2	40,000.00				2	2	40,000.00				2	2	40,000.00				2	2	40,000.00	8	20,000.00	160,000.00
37	-	Printer LX 300+		pcs			0	0.00			1	1	15,000.00			1	1	15,000.00				0	0.00	2	15,000.00	30,000.00			
38	-	Plastic Folding Table		pcs			0	0.00					0	0.00			2	2	5,000.00				0	0.00	2	2,500.00	5,000.00		
39	-	Money bag		pcs	2		2	1,000.00					0	0.00				0	0.00				0	0.00	2	500.00	1,000.00		
40	-	Umbrella		pcs	2		2	800.00					0	0.00				0	0.00				0	0.00	2	400.00	800.00		
41	-	CCTV		set			0	0.00			1	1	20,000.00				0	0.00				0	0.00	1	20,000.00	20,000.00			
42	-	Printer FX2175		pcs			0	0.00		1			1	30,000.00				0	0.00				0	0.00	1	30,000.00	30,000.00		
43	-	Hosting WEB Server		package	2		2	24,000.00					0	0.00				0	0.00				0	0.00	2	12,000.00	24,000.00		
44	-	Auto TEXT (API)		package	1		1	10,000.00					0	0.00				0	0.00				0	0.00	1	10,000.00	10,000.00		
45	-	Rubber Band		kilos		6	6	2,040.00					0	0.00				0	0.00				0	0.00	6	340.00	2,040.00		
46	-	Paper Racks		pcs		6	6	3,000.00					0	0.00				0	0.00				0	0.00	6	500.00	3,000.00		
47	-	Thermal Printer		pcs			0	0.00		4			4	20,000.00				0	0.00				0	0.00	4	5,000.00	20,000.00		
48	-	Cellphone		pcs			0	0.00		5			5	50,000.00				0	0.00				0	0.00	5	10,000.00	50,000.00		
49	-	FX 2175 Cartridge		pcs		4	4	2,000.00					0	0.00				0	0.00				0	0.00	4	500.00	2,000.00		

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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)																											
50	-	LX300+ Cartridge		pcs		4		4	1,600.00		4		4	1,600.00			0	0.00			0	0.00	8	400.00	3,200.00		
51	57030400	Personal Protective Equipment		pcs	12		12	4,800.00						0	0.00			0	0.00			0	0.00	12	480.00	4,800.00	
52	-	Epson Ink 664 Black		bottles		1	1	350.00						0	0.00		1	1	350.00			0	0.00	2	350.00	700.00	
53	-	Epson Ink 664 Cyan		bottles		1	1	350.00						0	0.00		1	1	350.00			0	0.00	2	350.00	700.00	
54	-	Epson Ink 664 Magenta		bottles		1	1	350.00						0	0.00		1	1	350.00			0	0.00	2	350.00	700.00	
55	-	Epson Ink 664 Yellow		bottles		1	1	350.00						0	0.00		1	1	350.00			0	0.00	2	350.00	700.00	
56	-	512gb SSD		pcs		1	1	2,500.00						0	0.00		1	1	2,500.00			1	1	2,500.00	3	7,500.00	
57	-	Scanner Duplex		pc				0	0.00					0	0.00				0	0.00		1	1	30,000.00	1	30,000.00	
58	-	Laminator		pc				0	0.00					0	0.00				0	0.00		1	1	7,000.00	1	7,000.00	
59	-	Screen Projector		pc				0	0.00					0	0.00				0	0.00		1	1	8,000.00	1	8,000.00	
60	-	PVC Paper Package		set	1		1	3,500.00						0	0.00				0	0.00			0	0.00	1	3,500.00	
61	-	Pigment Ink		bottles	1		1	1,500.00						0	0.00				0	0.00			0	0.00	1	1,500.00	
62	-	Window Blinds		set	7		7	28,000.00						0	0.00				0	0.00			0	0.00	7	4,000.00	
63	-	LED Bulb		pcs	12		12	6,000.00						0	0.00				0	0.00			0	0.00	12	500.00	
64	-	Two Way Radio		pcs			0	0.00			5	5	30,000.00						0	0.00		5	5	20,000.00	10	4,000.00	
65	-	Visitor's Chair		pcs	2		2	6,000.00						0	0.00				0	0.00			0	0.00	2	3,000.00	
66	-	Center Table		pc	1		1	5,000.00						0	0.00				0	0.00			0	0.00	1	5,000.00	
67	-	Executive Chairs		pcs	6		6	30,000.00						0	0.00				0	0.00			0	0.00	6	5,000.00	
68	-	Meeting Table		pc	1		1	20,000.00						0	0.00				0	0.00			0	0.00	1	20,000.00	
69	-	Computer Table		pcs	2		2	5,000.00						0	0.00				0	0.00			0	0.00	2	2,500.00	
70	-	Extension Cord, 4m 10 A		set	1		1	300.00						0	0.00				0	0.00			0	0.00	1	300.00	
71	44101808	Scientific Calculator		pc		1	1	1,500.00						0	0.00				0	0.00			0	0.00	1	1,500.00	
72	-	Yellow Pad		packs		2	3	300.00						0	0.00				0	0.00			0	0.00	3	100.00	
73	-	Ruler(Straight Edge)		pc		3	3	2,940.00						0	0.00				0	0.00			0	0.00	3	980.00	
74	-	Pencil Sharpener		pcs		2	2	100.00						0	0.00				0	0.00			0	0.00	2	50.00	
75	-	Mechanical Pencil(0.3mm)		pc		1	1	165.00						0	0.00				0	0.00			0	0.00	1	165.00	
76	-	Cutter(Big)		pcs		1	1	80.00						0	0.00				0	0.00			0	0.00	1	80.00	
77	-	Drawing Case(Plastic Tube)		tubes		2	2	1,400.00						0	0.00				0	0.00			0	0.00	2	700.00	
78	-	Drawing Set		set		1	1	250.00						0	0.00				0	0.00			0	0.00	1	250.00	
79	-	Plastic T-Square		pcs		1	1	500.00						0	0.00				0	0.00			0	0.00	1	500.00	
80	-	Desk Fan		pc		1	1	5,000.00						0	0.00				0	0.00			0	0.00	1	5,000.00	
81	40101609	Ceiling Fan		pcs			0	0.00						0	0.00	3		3	15,000.00			0	0.00	3	5,000.00		
82	-	Hanging Cabinet		sets			0	0.00						0	0.00				0	0.00	1		1	5,000.00	1	5,000.00	
83	-	Proxe Gas		cylinder	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	1	1	1	3	3,600.00	12	1,200.00	
84	-	Gas Stove		set	1		1	2,500.00						0	0.00	1		1	2,500.00			0	0.00	2	2,500.00		
85	-	Mop		pcs		2	2	1,000.00				2	2	1,000.00			2	2	1,000.00			0	0.00	6	500.00		
86	-	Dishwashing Soap		pcs	6		6	300.00						0	0.00				0	0.00			0	0.00	6	50.00	
87	-	Cleaning Brush		pcs	6		6	300.00						0	0.00				0	0.00			0	0.00	6	50.00	
88	-	Office Curtains		set	2		2	1,000.00						0	0.00				0	0.00			0	0.00	2	500.00	
89	-	Table Cloth		pcs	2		2	50.00						0	0.00				0	0.00			0	0.00	2	25.00	
90	-	Plates		dozens	2		2	100.00						0	0.00				0	0.00			0	0.00	2	50.00	
91	-	Fork and Spoon		dozens	2		2	1,000.00						0	0.00				0	0.00			0	0.00	2	500.00	
92	-	Serving Spoons		set	2		2	200.00	2			2	200.00						0	0.00			0	0.00	4	100.00	
93	-	Teaspoon		pcs	2		2	200.00	2			2	200.00						0	0.00			0	0.00	4	100.00	
94	-	Cup and Saucer		set	1		1	2,000.00						0	0.00				0	0.00			0	0.00	1	2,000.00	
95	-	Plastic Ware		set	2		2	1,000.00						0	0.00				0	0.00			0	0.00	2	500.00	
96	-	Serving Dish		set	2		2	1,000.00						0	0.00				0	0.00			0	0.00	2	500.00	
97	-	Racks for Plates		pc	1		1	2,500.00						0	0.00				0	0.00			0	0.00	1	2,500.00	
98	-						0	0.00						0	0.00				0	0.00			0	0.00	0	0.00	
99	-						0	0.00						0	0.00				0	0.00			0	0.00	0	0.00	
100	-						0	0.00						0	0.00				0	0.00			0	0.00	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
A. TOTAL																						P	990,796.60
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	99,079.66
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-
D. GRAND TOTAL (A + B+ C)																						P	1,089,876.26
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:

PAUL P. CARREON, JR.
Property/Supply Officer

SUSAN P. EMOT
Accountant / Budget Officer

CLAIR GREENE U. ELLIOTT
Head of Office/ Agency

Date Prepared: 07/25/2024