

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

AGENCY CODE/UACS: 350340079701

AGENCY NAME: Metro Baguio Water District

ORGANIZATION TYPE: Government Owned and Controlled Corporation

REGION: CAR

ADDRESS: Corner Taft and Actividad Eco. Street Zone 4 Baguio Abra

CONTACT PERSON: MOJLIN B. BALACORO

DESIGNATION: Division Manager, ADMIN.

EMAIL: mojin_b_balacoro@yahoo.com.ph

CONTACT NUMBER: (074) 6146268

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.

REMARKS: 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-philpsps.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/dnag6>

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 0903-8355199 (Smart), or email appcse@ps-philpsps.gov.ph, or visit the PS-DBM website (www.ps-philpsps.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 (Input specific features or composition of the item such as dimension, color, or function)	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	4121804	Cleaning pails or buckets	16 Liters	PCS	0	4	0	4	640.00	0	0	0	0	0.00	0	2	0	2	320.00	0	2	0	2	320.00	8	180.00	1,280.00				
2	44121904	Ink refills	Continuous Ink refill for Brother Printer (BT5000-C)	bot	0	0	2	2	800.00	1	1	0	2	800.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	10	450.00	4,500.00				
3	44121904	Ink refills	Continuous Ink refill for Brother Printer (BT5000-M)	bot	0	0	2	2	800.00	1	1	0	2	800.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	10	450.00	4,500.00				
4	44121904	Ink refills	Continuous Ink refill for Brother Printer (BT5000-Y)	bot	0	0	2	2	800.00	1	1	0	2	800.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	10	450.00	4,500.00				
5	44121904	Ink refills	Continuous Ink refill for Brother Printer (D60-BLACK)	bot	0	0	2	2	800.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	11	450.00	4,950.00				
6	44121904	Ink refills	Continuous Ink Refill (EPSON 003-BLACK)	bot	0	0	2	2	830.00	0	0	1	3	845.00	1	1	1	3	845.00	1	1	1	3	845.00	11	215.00	2,465.00				
7	44121904	Ink refills	Continuous Ink Refill (EPSON 003-C)	bot	0	0	2	2	830.00	0	0	2	2	830.00	1	1	1	3	845.00	1	1	1	3	845.00	10	215.00	2,150.00				
8	44121904	Ink refills	Continuous Ink Refill (EPSON 003-M)	bot	0	0	2	2	830.00	0	0	2	2	830.00	1	1	1	3	845.00	1	1	1	3	845.00	10	215.00	2,150.00				
9	44121904	Ink refills	Continuous Ink Refill (EPSON 003-Y)	bot	0	0	2	2	830.00	0	0	0	0	0.00	1	1	1	3	845.00	1	1	1	3	845.00	6	215.00	1,290.00				
10	2412002	Plastic bottles	500ml with blue cap, use for donation	PCS	2000	3000	12800	18400	130,400.00	6200	6000	2175	17575	105,435.00	5000	5000	5000	15000	90,000.00	5000	5000	5000	15000	90,000.00	63975	8.89	2,955,825.00				
11	1411818	Thermal Paper	57mm x 50mm 55GSM, use for meter reading device	role	85	74	155	314	9,420.00	105	86	93	284	8,526.00	100	100	100	300	9,000.00	100	100	100	300	9,000.00	1196	30.00	35,840.00				
12	40101903	Humidifiers	16 Liters	unit	0	0	0	0	0.00	0	0	1	1	7,725.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,725.00	7,725.00				
13	40151310	Water pumps	Dimensions 50.5 x 39 x 42cm	unit	0	0	1	1	26,790.00	1	0	0	1	26,790.00	0	0	0	0	0.00	0	0	0	0	0.00	2	26,790.00	53,580.00				
14	44121604	Stamps	Stamp for service invoice	PCS	0	0	0	0	0.00	0	12	0	12	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	1,500.00	18,000.00				
15	56101504	Chairs	Swivel chair	PCS	0	0	0	0	0.00	5	0	0	5	26,190.00	0	0	0	0	0.00	0	0	0	0	0.00	5	7,230.00	26,190.00				
16	56101504	Chairs	High chairs	PCS	0	0	4	4	20,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,130.00	20,520.00				
17	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
18	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
19	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
20	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
21	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
22	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
23	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
24	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
25	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
26	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
27	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
28	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
29	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
30	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
31	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
32	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
33	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
34	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
35	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
36	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
37	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
38	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
39	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
40	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
41	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
42	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
43	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
44	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
45	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00				

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or function)	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)																												
47								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
48								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
49								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
50								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
51								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
52								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
53								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
54								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
55								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
56								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
57								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
58								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
59								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
60								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
61								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
62								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
63								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
64								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
65								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
66								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
67								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
68								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
69								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
70								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
71								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
72								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
73								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
74								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
75								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
76								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
77								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
78								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
79								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
80								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
81								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
82								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
83								0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
84								0	0.00				0	0.00				0	0.00				0	0.00	0	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	

No.	UNSPSC	Item Description	Specification <i>(Input specific features or components 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-DSM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																															
A. TOTAL																												\$	600,700.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																												\$	60,070.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																												\$	-		
D. GRAND TOTAL (A + B + C)																												\$	660,770.00		
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: 
MOBY S. BALORO
Property/Supply Officer

Date Prepared: June 19, 2024

Certified Funds Available / Certified Appropriate Funds Available: 
HENSHITA N. BALORO
Accountant / Budget Officer

Approved by: 
ESTELITA POCHON - SAUNDERS
Head of Office/Agency