

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

AGENCY CODE/UACS:	13-001-14-00013	CONTACT PERSON:	MS. LIGAYA E. UBALDE	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.											
AGENCY NAME:	VALENZUELA MEDICAL CENTER	DESIGNATION:	Head, BAC/Procurement Section	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 ( <a href="http://www.ps-philips.gov.ph">www.ps-philips.gov.ph</a> ). 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: <a href="https://shorturl.at/adeQ">https://shorturl.at/adeQ</a> 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 <a href="mailto:appcse.helpdesk@ps-philips.gov.ph">appcse.helpdesk@ps-philips.gov.ph</a> , or visit the PS-DBM website ( <a href="http://www.ps-philips.gov.ph">www.ps-philips.gov.ph</a> ) 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											
ORGANIZATION TYPE:	Government Agency	EMAIL:	ligaya_ubalde2000@yahoo.com	CONTACT NUMBER:												
REGION:	NCR	CONTACT NUMBER:	8294-4625	INTRODUCTORY NOTES:												
ADDRESS:	No. 1 Padrigal St. Karuhatan, Valenzuela City	REMARKS:														

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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			
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	-	Cloud Computing Services						0	0.00				0	0.00				0	0.00		0	0.00	0.00				
2	-	Self Inking Stamp	personalized	piece	22	15		37	28,490.00				0	0.00	10			10	7,700.00			0	0.00	770.00	36,190.00		
3	-	Stamp Pad Ink, green	with applicator	bottle	2			2	61.04				0	0.00				0	0.00		0	0.00	2	31.52	63.04		
4	-	Magnetic Whiteboard	3x ft. (90 x 120cm), aluminum frame, plywood	piece	4			4	8,000.00				0	0.00				0	0.00		0	0.00	4	2,000.00	8,000.00		
5	-	Stamp Pad Ink, green	self inking	piece	2			2	1,400.00				0	0.00				0	0.00		0	0.00	2	700.00	1,400.00		
6	-	Laser Toner	toner	cart.	4			4	12,000.00	4			4	12,000.00	4			4	12,000.00	4	4	12,000.00	16	3,000.00	48,000.00		
7	-	Cork Board	60cm x 90cm	piece	1			1	40.00				0	0.00				0	0.00		0	0.00	1	400.00	400.00		
8	-	Document Mesh Tray	3 later metal	piece	4			4	2,000.00				0	0.00				0	0.00		0	0.00	4	500.00	2,000.00		
9	-	Cork Board	aluminum frame 60 x 120cm	piece	4	4		8	8,000.00				0	0.00				0	0.00		0	0.00	8	1,000.00	8,000.00		
10	-	Carolina, Blue	one color, 10 pcs/pack	pack	3			3	360.00				0	0.00				0	0.00		0	0.00	3	120.00	360.00		
11	-	Battery, Dry Cell AA	2pcs. Per pack	pack	2			2	40.98				0	0.00				0	0.00		0	0.00	2	20.49	40.98		
12	-	Cork Board	36 x 18 medium	Unit	4			4	5,200.00				0	0.00	1			1	1,320.00			0	0.00	5	1,320.00	6,600.00	
13	-	Paper Trimmer	table top	unit	1			1	9,297.60				0	0.00				0	0.00		0	0.00	1	9,297.60	9,297.60		
14	-	Clipboard	plastic board, metal clip A4 size	piece	80	10	10	100	10,000.00	10	10	10	30	3,000.00	10	10	10	30	3,000.00	10	10	10	30	3,000.00	190	100.00	19,000.00
15	-	Rubber Stamp	wood	piece	7	1		8	240.00				1	1	30.00			0	0.00		0	0.00	9	30.00	270.00		
16	-	Self Inking Stamp	small text	piece	4			4	3,696.00				0	0.00	4			4	3,696.00			0	0.00	8	924.00	7,392.00	
17	-	Self Inking Stamp	Big text	piece	4			4	4,800.00				0	0.00	4			4	4,800.00			0	0.00	8	1,200.00	9,600.00	
18	-	White Board	36 x 18 medium	piece	2			2	1,776.32				0	0.00				0	0.00		0	0.00	2	888.16	1,776.32		
19	-	Foldable/Portable Trolley	push cart	piece	1			1	815.00				0	0.00				0	0.00		0	0.00	1	815.00	815.00		
20	-	Storage Box	transparent storage box with 155 liters capacity	piece	5			5	244.75	5			5	244.75	5			5	244.75	5		5	244.75	20	48.95	979.00	
21	-	Certified True Copy self inking stamp	personalized	piece	2			2	3,000.00				0	0.00				0	0.00		0	0.00	2	1,500.00	3,000.00		
22	-	Self Inking Stamp	large, haevy duty	piece	4			4	3,220.00				0	0.00				0	0.00		0	0.00	4	805.00	3,220.00		
23	-	White Board	Big	piece	1			1	1,000.00				0	0.00				0	0.00		0	0.00	1	1,000.00	1,000.00		
24	-	Ink, EPSON 14150	black	bottle	1	1	2	975.00	1			1	487.50	1		1	2	975.00	1	1	487.50	6	487.50	2,925.00			
25	-	Ink, EPSON 14150	yellow	bottle	1			1	314.50				0	0.00				0	0.00	1	1	314.50	2	314.50	629.00		
26	-	Ink, EPSON 14150	magenta	bottle	1			1	314.50				0	0.00				0	0.00	1	1	314.50	2	314.50	629.00		
27	-	Ink, EPSON 14150	cyan	bottle	1			1	314.50				0	0.00				0	0.00	1	1	314.50	2	314.50	629.00		
28	-	Book binding, registry book	book	piece	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
29	-	Paper Hand Towel	paper	roll	15			15	3,000.00	15			15	3,000.00	15			15	3,000.00	15		15	3,000.00	60	200.00	12,000.00	
30	-	Ballpen	black	piece	678	292	306	1276	19,140.00	483	361	356	1200	18,000.00	552	286	362	1200	18,000.00	477	297	321	1095	16,425.00	4771	15.00	71,565.00
31	-	Ballpen	blue	piece	519	229	234	982	14,730.00	320	304	239	863	12,945.00	386	208	307	901	13,515.00	311	242	239	783	11,745.00	3529	15.00	52,935.00
32	-	Ballpen	red	piece	378	118	122	618	9,270.00	183	210	120	513	7,695.00	241	118	181	540	8,100.00	169	119	121	409	6,135.00	2080	15.00	31,200.00
33	-	Ballpen	green	piece	72	31	30	133	1,995.00	38	48	32	118	1,770.00	46	31	40	117	1,755.00	38	32	28	98	1,470.00	466	15.00	6,990.00
34	-	Carbon Film, A4	black	box	20	2	3	25	5,525.00	3	2	1	6	1,326.00	6	1	3	10	2,210.00	2	2	1	5	1,105.00	46	221.00	10,166.00
35	-	Folder, pressboard	A4 size	piece	452	116	126	694	9,022.00	187	112	147	446	5,798.00	385	125	111	621	8,073.00	177	101	83	361	4,693.00	2122	13.00	27,586.00
36	-	Magazine File Box	large	piece	144	13	27	184	15,624.00	62	34	14	110	9,460.00	102	14	32	148	12,728.00	55	17	13	85	7,310.00	527	86.00	45,322.00
37	-	Paper, Multi purpose A3	80gsm, white	ream	56	49	56	161	67,459.00	50	55	51	156	65,364.00	66	50	51	167	69,973.00	45	51	46	142	59,498.00	626	419.00	262,294.00
38	-	Sign Pen, Green	liquid/gel ink, 0.5mm needle type	piece	64	18	15	97	3,357.17	45	19	20	84	2,907.24	44	48	16	108	3,737.88	15	19	15	49	1,695.89	338	34.62	11,698.18
39	-	Tape Dispenser	heavy duty, 2-inch width, packaging tape	piece	25	1	4	30	9,000.00	2	1	3	6	1,800.00	13	2	4	19	5,700.00	0	4	3	7	2,100.00	62	300.00	18,600.00
40	-	Ink Tank Printer	black	bottle	3			3	3,000.00	3			3	3,000.00	3			3	3,000.00	3			3	3,000.00	12	1,000.00	12,000.00
41	-	Ink Tank Printer	cyan	bottle	2			2																			

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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			
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
47	-	Fetal Death Certificate	form	pad	30			30	5,000.00				0	0.00	30			30	5,000.00			0	0.00	60	300.00	18,000.00	
48	-	Green Card	form	piece	70000			70000	140,000.00				0	0.00	70000			70000	140,000.00			0	0.00	140000	2.00	280,000.00	
49	-	Muslim Attachment	form	pad	3			3	780.00				0	0.00	3			3	780.00			0	0.00	6	260.00	1,560.00	
50	-	Registry Book	book	piece	5			5	12,200.00				0	0.00				0	0.00			0	0.00	5	2,440.00	12,200.00	
51	14111827	Death Certificate	form	pad	100			100	30,000.00				0	0.00	100			100	30,000.00			0	0.00	200	300.00	60,000.00	
52	-	Service Record	form	piece	600			600	19,200.00				0	0.00				0	0.00			0	0.00	600	32.00	19,200.00	
53	-	Leave Record	form	piece	1200			1200	38,400.00				0	0.00				0	0.00			0	0.00	1200	32.00	38,400.00	
54	-	Tarpaulin	banner	piece	5			5	1,250.00				0	0.00				0	0.00			0	0.00	5	250.00	1,250.00	
55	-	ID Neck Strap	neck strap	piece	1500			1500	75,000.00				0	0.00				0	0.00			0	0.00	1500	50.00	75,000.00	
56	-	Laminator Sheet	A4 size, 100 sheets/box	box	1			1	1,000.00				0	0.00				0	0.00			0	0.00	1	1,000.00	1,000.00	
57	-	Columnar Pad	16 column	pad	5			5	0.00				0	0.00				0	0.00			0	0.00	5	0.00	0.00	
58	-	Desk File Organizer	5 layer wire mesh	piece	2			2	2,240.00	2			2	2,240.00	2			2	2,240.00	2		2	2,240.00	8	1,120.00	8,960.00	
59	-	CD-R		piece	50			50	500.00				0	0.00				0	0.00			0	0.00	50	10.00	500.00	
60	-	Plastic	2x3, 100's/pack	pack	5	5	5	15	130.95	5	5	5	15	130.95	5	5	5	15	130.95	5	5	5	15	130.95	60	8.73	523.80
61	-	Plastic	3x5, 100's/pack	pack	5	5	5	15	60.45	5	5	5	15	60.45	5	5	5	15	60.45	5	5	5	15	60.45	60	4.03	241.80
62	-	Plastic	10x14, 100's/pack	pack	5	5	5	15	11.10	5	5	5	15	11.10	5	5	5	15	11.10	5	5	5	15	11.10	60	0.74	44.40
63	-	Plastic	6x10, 100's/pack	pack	5	5	5	15	6.00	5	5	5	15	6.00	5	5	5	15	6.00	5	5	5	15	6.00	60	0.40	24.00
64	-	Plastic	8x11, 100's/pack	pack	5	5	5	15	11.25	5	5	5	15	11.25	5	5	5	15	11.25	5	5	5	15	11.25	60	0.75	45.00
65	-	Index Card, Ruled	size: 5x8 115gsm	pack	10			10	500.00				0	0.00	10			10	500.00			0	0.00	20	50.00	1,000.00	
66	-	Stamp Pad Ink, red	50ml	bottle	1			1	50.00	1			1	50.00	1			1	50.00	1		1	50.00	4	50.00	200.00	
67	-	UTP Network cable	CAT 6	box	12			12	114,000.00				0	0.00	12			12	114,000.00			0	0.00	24	9,500.00	228,000.00	
68	-	Modular Plug	RJ 45 connector	piece	250			250	3,750.00				0	0.00	250			250	3,750.00			0	0.00	500	15.00	7,500.00	
69	-	Coupler	RJ 45, network cable extender plug joiner	piece	12			12	720.00				0	0.00	12			12	720.00			0	0.00	24	60.00	1,440.00	
70	-	Coupler	RJ 45, network splitter cable extender plug	piece	1			1	60.00				0	0.00	1			1	60.00			0	0.00	2	60.00	120.00	
71	-	Microsoft Office, volume license		licenses	204			204	612,000.00				0	0.00				0	0.00			0	0.00	204	3,000.00	612,000.00	
72	-	Anti Virus, End Point Security		licenses	500	500		500	1,750,000.00				0	0.00				0	0.00			0	0.00	500	3,500.00	1,750,000.00	
73	-	EPSON 001	black	bottle	3	3		3	10,140.00	3	3		3	10,140.00	3	3		3	10,140.00	3	3		3	10,140.00	12	3,380.00	40,560.00
74	-	EPSON 001	cyan	bottle	3	3		3	2,790.00	3	3		3	2,790.00	3	3		3	2,790.00	3	3		3	2,790.00	12	930.00	11,160.00
75	-	EPSON 001	yellow	bottle	3	3		3	3,426.00	3	3		3	3,426.00	3	3		3	3,426.00	3	3		3	3,426.00	12	1,142.00	13,704.00
76	-	EPSON 001	magenta	bottle	3	3		3	9,000.00	3	3		3	9,000.00	3	3		3	9,000.00	3	3		3	9,000.00	12	3,000.00	36,000.00
77	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
78	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
79	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
80	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
81	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
82	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
83	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
84	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
85	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
86	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
87	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
88	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
89	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
90	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
91	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
92	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
93	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
94	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
95	-							0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00	0.00		
96	-							0	0.00			0	0.00			0											

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<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																								
<b>A. TOTAL</b>																							P	4,381,605.12
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																							P	438,160.51
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																							P	-
<b>D. GRAND TOTAL (A + B + C)</b>																							P	4,819,765.63
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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:

MS. LIGAYA E. UBALE  
Property/Supply Officer

RAYMUND JOE B. MAGJANA / RUFINA F. VADIL  
Accountant / Budget Officer

ESTELA E. JAVIER, MD, FPOGS, FPSMS  
Head of Office/Agency

Date Prepared: July 4, 2024