

APP-CSE 2023 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS SUPPLEMENTAL NO. 1

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:

- 1.0 The APP-CSE 2024 form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the forms used is in other than the prescribed format w/
- 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. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 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: <https://shorturl.at/hos58>
- 5.0 For further assistance of 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 appcsehelpdesk@ps-phillips.go

Department/Bureau/Office: CLIMATE CHANGE COMMISSION

Region: NCR

Address: 6th Floor, First Residences Building, 1567

J.P. Laurel St., Malabang Compound, San Miguel, Manila

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Agency Code/UAACS: A197

Organization Type: National Government Agency (NGA)

Contact Person: Laarni S. Ines

Position: Administrative Officer III

E-mail: laarni.ines@cc.gov.ph

Telephone/Mobile: 8353-8994

No.	UNSPSC Code	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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)																											
		Push cart, 300kg capacity	piece	0	0	0	0	0,00	0	0	0	0	0	0,00	0	0	0,00	2	0	0	2	20,000.00	2	10,000.00	20,000.00		
		Barcode printer	piece	0	0	0	0	0,00	0	0	0	0	0	0,00	0	0	0,00	1	0	0	1	40,000.00	1	40,000.00	40,000.00		
		Vacuum cleaner	piece	0	0	0	0	0,00	0	0	0	0	0	0,00	0	0	0,00	1	0	0	1	10,000.00	1	10,000.00	10,000.00		
		Other office supplies and materials	lot	0	0	0	0	0,00	0	0	0	0	0	0,00	0	0	0,00	0	0	0	6	0	6	600,000.00	1	100,000.00	100,000.00
A. TOTAL																170,000.00											
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																17,000.00											
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																P											
D. GRAND TOTAL (A + B + C)																187,000.00											
E. APPROVED BUDGET BY THE AGENCY HEAD																P											
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:



LAARNI S. INES

Property/Supply Officer

Approved by:



ROBERT E. A. BORJE

Head of Office/Agency

Date Prepared:

OCT 08 2024