

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items
Supplemental No. 1

AGENCY CODE/UA/C: A197 CONTACT PERSON: LAUREN S. INES
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 ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY (NGA) EMAIL: INESLAUREN.LCCC@GMAIL.COM
 REGION: NCR CONTACT NUMBER: 833538494
 ADDRESS: 1557 JP LAUREL ST. MALACANANG, SAN MIGUEL, MANILA

INTRODUCTION:
REMINERS:

- 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.
- 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 - I' 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://forms.glist/14900>
 - For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8235199 (Smart), or email 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.

No.	UNSPSC	Item Description	Specifications (Input specific features or composition of the item such as dimensions, etc.)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year			
					Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Item: Please indicate price of items)																						
1	-			unit	2				99,800.00				0	0.00				0	0.00	2	49,900.00	99,800.00
2	-		Airconditioning unit, 2.5HP	unit	1				49,000.00				0	0.00				0	0.00	1	49,000.00	49,000.00
3	-		Smart Television	unit	1				35,000.00				0	0.00				0	0.00	1	35,000.00	35,000.00
4	-		Other Office Supplies and Materials	lot	1				30,000.00	1			1	30,000.00	1			1	30,000.00	4	30,000.00	120,000.00
A. TOTAL																						
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						
D. GRAND TOTAL (A + B + C)																						
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: LAUREN S. INES Property/Supply Officer
 Approved by: ROBERT E.A. BORJE Head of Office/Agency

Certified Funds Available / Certified Appropriate Funds Available:
 Accountant / Budget Officer: KEITH ANGELA DE LEON