

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

AGENCY CODE/LUMS: 3504020409  
 AGENCY NAME: LEITE METROPOLITAN WATER DISTRICT  
 ORGANIZATION TYPE: GOCC  
 REGION: REGION VIII  
 ADDRESS: BRGR, 74 NULVA-TULA, TACLOBAN CITY

CONTACT PERSON: GERUNDO N. CLABIA  
 DESIGNATION: HEAD, ADMINISTRATIVE SERVICES  
 CONTACT NUMBER: 0262.071.2059  
 EMAIL: gerundoc@wtda.com

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.  
 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-philips.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 (looking only for "Month/End 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" to find the item. If it is necessary to report the details of the product, you may type 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 are 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://forms.gle/3Kt3L3K3K3K3K3K3>  
 5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0919-2954456 (Smart) or 0962-8255199 (Smart), or email: appcse@philsps.gov.ph.  
 6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024.

No.	UNSPSC	Item Description	Specification (Print specific details of the item such as dimensions, color, or factory)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year
					Jan	Feb	Mar	Q1	Tot. Amount	April	May	June	Q2	Q3	Q4	Tot. Amount			
1	44120000	Office supplies	BALPEN, BLACK	120	6	144	1,120.00											1,120.00	
2	44120000	Office supplies	BALPEN, BLUE	40	3	43	344.00											344.00	
3	44120000	Office supplies	BALPEN, RED	3	3	3	24.00											48.00	
4	44120000	Office supplies	BINDING RING/COBS plastic, 10mm	4	4	4	13.64											13.64	
5	44120000	Office supplies	BINDING RING/COBS plastic, 12mm	4	4	4	18.84											18.84	
6	44120000	Office supplies	BINDING RING/COBS plastic, 14mm	5	5	5	25.30											25.30	
7	44120000	Office supplies	BINDING RING/COBS plastic, 16mm	5	5	5	28.33											28.33	
8	45121600	Camera Accessories	Canon Battery Pack, LP-E17, 2x, 1040 mAh (Li-Ion)	1	1	1	3,000.00											3,000.00	
9	44120000	Office supplies	CARTRIDGE FILM, Legal, Blue	2	2	2	540.00											540.00	
10	44120000	Office supplies	DECOORITER, Tonic, 100 g	169	169	169	12,600.00											12,600.00	
11	41111917	Digital Testers	Digital Multimeter Tester	1	1	1	1,000.00											1,000.00	
12	47131610	Dishwashing Products	Dishwashing Liquid, 250ml	4	4	4	240.00											240.00	
13	47131610	Dishwashing Products	Dishwashing Paste --, 400g	54	54	54	4,536.00											4,536.00	
14	47131610	Dishwashing Products	Dishwashing Paste, 400g	14	14	14	840.00											840.00	
15	44120000	Office supplies	Douglas Sided Taper, 48mm	5	5	5	480.00											480.00	
16	44103105	Ink Cartridges	EPSON L1110 INK, #003, BLACK	12	5	18	7,560.00											7,560.00	
17	44103105	Ink Cartridges	EPSON L1110 INK, #003, CYAN	8	2	11	4,620.00											4,620.00	
18	44103105	Ink Cartridges	EPSON L1110 INK, #003, MAGENTA	2	2	11	4,620.00											4,620.00	
19	44103105	Ink Cartridges	EPSON L1110 INK, #003, YELLOW	8	2	11	4,620.00											4,620.00	
20	44103105	Ink Cartridges	EPSON Ink Bottle Black (001)	8	8	8	4,200.00											4,200.00	
21	44103105	Ink Cartridges	EPSON Ink Bottle Cyan (001)	8	8	8	3,360.00											3,360.00	
22	44103105	Ink Cartridges	EPSON Ink Bottle Magenta (001)	8	8	8	3,360.00											3,360.00	
23	44103105	Ink Cartridges	EPSON Ink Bottle Yellow (001)	8	8	8	3,360.00											3,360.00	
24	44121904	Ink Refills	EPSON INK Refill # 008, Black	3	3	6	7,200.00											7,200.00	
25	44121904	Ink Refills	EPSON INK Refill # 009, Cyan	2	2	4	4,800.00											4,800.00	
26	44121904	Ink Refills	EPSON INK Refill # 008, Magenta	2	2	4	4,800.00											4,800.00	
27	44121904	Ink Refills	EPSON INK Refill # 009, Yellow	2	2	4	4,800.00											4,800.00	
28	44120000	Office supplies	EASER, white	2	2	2	16.00											16.00	
29	43111609	Universal serial bus hubs or connectors	External Hard Drive 550, 1TB	2	2	2	60,000.00											60,000.00	
30	42131713	Surgical seshion or surgical masks	FACE MASK	12	12	24	1,440.00											1,440.00	
31	44120000	Office supplies	FASTENER, Plastic	4	4	4	200.00											200.00	
32	43111609	Universal serial bus hubs or connectors	FLASH DRIVE, 64GB, Dual w/ Type C ..	1	1	1	1,000.00											1,000.00	
33	44120000	Office supplies	Glass Stick (Pen)	4	4	4	168.00											168.00	
34	44120000	Office supplies	Glass Stick, Big, (for glass pen)	5	5	5	75.00											75.00	
35	53131608	Soaps	HAND SOAP, Bar, Anti-Bacterial, 175g	54	54	54	3,240.00											3,240.00	
36	44120000	Office supplies	INDEX, RAINBOW-COLOR, "post-it" style	10	2	12	660.00											660.00	
37	44103105	Ink Cartridges	INK CART, EPSON C13T03Y100 (001), Black	15	15	16	8,640.00											8,640.00	
38	44103105	Ink Cartridges	INK CART, EPSON C13T03Y200 (001), Cyan	13	13	13	5,460.00											5,460.00	
39	44103105	Ink Cartridges	INK CART, EPSON C13T03Y300 (001), Magenta	13	13	13	5,460.00											5,460.00	
40	44103105	Ink Cartridges	INK CART, EPSON C13T03Y400 (001), Yellow	13	13	13	5,460.00											5,460.00	
41	44103105	Ink Cartridges	INK CARTRIDGE, # Black for "Epson" WF-C5790	2	2	2	7,600.00											7,600.00	
42	44103105	Ink Cartridges	INK CARTRIDGE, # Cyan for "Epson" WF-C5790	2	2	2	7,600.00											7,600.00	
43	44103105	Ink Cartridges	INK CARTRIDGE, # Magenta for "Epson" WF-C5790	2	2	2	7,600.00											7,600.00	
44	44103105	Ink Cartridges	INK CARTRIDGE, # Yellow for "Epson" WF-C5790	2	2	2	7,600.00											7,600.00	
45	44120000	Office supplies	MAGIC TAPE, width: 24mm (1.51cm)	5	1	6	2,100.00											2,100.00	
46	43111609	Universal serial bus hubs or connectors	Memory Card, Transcend, 128 gb	1	1	1	2,000.00											2,000.00	
47	47121500	Cleaning and janitorial carts and accessories	NONHARD, Heavy duty	12	12	12	3,240.00											3,240.00	
48	47121500	Cleaning and janitorial carts and accessories	NONFIELD, made of rayon	12	12	12	1,250.00											1,250.00	
49	44120000	Office supplies	PAPER, FASTENER, plastic (100 pcs./box)	2	2	2	80.00											80.00	
50	44120000	Office supplies	Paper Tray, 2 layers, 8.5" x 13"	5	5	5	2,500.00											2,500.00	
51	44120000	Office supplies	PAPER, A3, 80gsm	1	1	1	630.00											630.00	
52	44120000	Office supplies	PAPER, A3, 80gsm	2	2	2	1,260.00											1,260.00	

Handwritten notes and signatures on the left side of the page, including a signature and the text "for the year 2025".

No.	UNSPSC	Item Description	Specification (Print specific features or category of item such as dimensions, color, etc.)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year				
					Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
53	44120000	Office supplies	Paper, Photo, A4	9				9	756.00											9	81.00	756.00	
54	44120000	Office supplies	Paper, Standard, A4 (for light printer)	30				30	1,980.00											30	66.00	1,980.00	
55	44120000	Office supplies	PHOTO PAPER	2				2	60.00											2	30.00	60.00	
56	45121624	Photography light reflector	Photography Reflector	1				1	1,000.00											1	1,000.00	1,000.00	
57	46181504	Protective gloves	PREMIUM LATEX GLOVES (100 per box)	1				2	312.00											3	156.00	468.00	
58	44120000	Office supplies	PVC BINDING COVER, 200 Microns Acetate A4	30				30	160.20											30	5.34	160.20	
59	44120000	Office supplies	PVC BINDING COVER, 200 Microns Acetate, Lunge	30				30	178.20											30	5.94	178.20	
60	44120000	Office supplies	PVC Card Sheet, Gloss Finish, A4 Size	1				1	1,500.00											1	1,500.00	1,500.00	
61	44120000	Office supplies	RULER, BAND, Small	12				12	420.00											12	35.00	420.00	
62	44120000	Office supplies	RULER, Metal, 1 meter	1				1	250.00											1	250.00	250.00	
63	44120000	Office supplies	STICKER PEN, 0.5mm, Blue	20				10	220.00											10	22.00	220.00	
64	44120000	Office supplies	STICKER PEN, 0.5mm, Blue	6				6	174.00											6	29.00	174.00	
65	44120000	Office supplies	STICKER PEN, 0.5mm, Red	6				6	168.00											6	28.00	168.00	
66	44120000	Office supplies	STICKER PEN, 0.7mm, Black	20				10	200.00											10	20.00	200.00	
67	44120000	Office supplies	STICKER PEN, 0.7mm, Blue	6				6	168.00											6	28.00	168.00	
68	44120000	Office supplies	STICKER PEN, 0.7mm, Red	6				6	168.00											6	28.00	168.00	
69	44120000	Office supplies	STICKER PEN, 0.5mm, Black	120				120	4,200.00											120	35.00	4,200.00	
70	44120000	Office supplies	STICKER PEN, 0.5mm, Blue	96				96	3,260.00											96	33.96	3,260.00	
71	44120000	Office supplies	STICKER PEN, 0.5mm, Blue (35)	12				12	360.00											12	30.00	360.00	
72	44120000	Office supplies	STICKER PEN, 0.5mm, Red	32				32	1,120.00											32	35.00	1,120.00	
73	44120000	Office supplies	STICKER PEN, 1.0mm, Black	42				60	9,000.00											60	150.00	9,000.00	
74	44120000	Office supplies	STICKER PEN, black, gel, 0.5 TP	12				12	360.00											12	30.00	360.00	
75	44120000	Office supplies	STICKER PEN, Green, liquid ink, gel, 0.5mm needle tip	3				3	63.00											3	21.00	63.00	
76	44120000	Office supplies	STICKER PEN, Liquid color/ink, Black, 1.0mm	1				1	225.00											1	225.00	225.00	
77	44120000	Office supplies	Staple Wire, Bronze	4				4	264.00											4	66.00	264.00	
78	44120000	Office supplies	STICKER PAPER, (44) for light printer	4				4	264.00											4	66.00	264.00	
79	44111515	File storage boxes or organizers	STORAGE BOX, PLASTIC	1				1	8,000.00											1	8,000.00	8,000.00	
80	44120000	Office supplies	Tape, Double-Sided, 24 mm	14				14	600.00											14	45.00	630.00	
81	44120000	Office supplies	Tape, Double-Sided, 48 mm	14				14	1,120.00											14	80.00	1,120.00	
82	44120000	Office supplies	TAPE, Magic, 24mm	1				1	200.00											1	200.00	200.00	
83	44120000	Office supplies	TAPE, Magic, 24mm (355)	2				2	710.00											2	355.00	710.00	
84	43211609	Universal serial bus hubs or converters	Universal Memory Card Reader, All in 1 USB 3.0	1				1	1,000.00											1	1,000.00	1,000.00	
85	44102955	Computer or office equipment cleaning kit	WD-40	3				9	2,376.00											9	264.00	2,376.00	
86	44120000	Office supplies	Windex Specialty Board, Pale Green, 8.5 x 11", Gem 90	5				5	750.00											5	150.00	750.00	
87	44120000	Office supplies	Windex Specialty Board, White, 8.5 x 11", Gem 90	5				5	750.00											5	150.00	750.00	
88				0				0	0.00											0	0.00	0.00	
89				0				0	0.00											0	0.00	0.00	
90				0				0	0.00											0	0.00	0.00	
91				0				0	0.00											0	0.00	0.00	
92				0				0	0.00											0	0.00	0.00	
93				0				0	0.00											0	0.00	0.00	
94				0				0	0.00											0	0.00	0.00	
95				0				0	0.00											0	0.00	0.00	
96				0				0	0.00											0	0.00	0.00	
97				0				0	0.00											0	0.00	0.00	
98				0				0	0.00											0	0.00	0.00	
99				0				0	0.00											0	0.00	0.00	
100				0				0	0.00											0	0.00	0.00	
A. TOTAL																						291,505.13	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						29,150.51	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable)																							
D. GRAND TOTAL (A + B + C)																							320,655.64
E. APPROVED BUDGET BY THE AGENCY HEAD																							

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:  RONALD A. VELASQUEZ  
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:  RAULINE CONRTO  
 Head of Office/Agency

Date Prepared: 

