

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

AGENCY CODE/UA/CSE: 16004
 AGENCY NAME: NATIONAL LABOR RELATIONS COMMISSION
 ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY(NGA)
 REGION: RAJVI - CEBU
 ADDRESS: CEBU CITY

CONTACT PERSON: PETER JAYSON S. PADRID
 DESIGNATION: LAA / ACTING ADMINISTRATIVE OFFICER V
 EMAIL: nrc.rabvi.ceb@gmail.com
 CONTACT NUMBER: (032)2535529

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.

REMINERS:

- 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.pe-philsps.gov.ph).
- All information must be provided accurately.
- 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 (writing 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 adding. 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.gle/5d8t8t8t8t8t8t8t>
- 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 appce.helpdesk@ps-philsps.gov.ph, or visit the PS-DBM website (www.pe-philsps.gov.ph) for the guide on how to fill-out the APP-CSE.
- 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 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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
1	-	Record Book, 500 pages	No.85,7.75"x12.5"				3	3	1,950.00				3	3	1,950.00				3	3	1,950.00	12	690.00	7,800.00
2	-	Ball Point Fine Pen Black 0.7mm Retractable				45	45	299.70				45	45	299.70				45	45	299.70	180	6.66	1,198.80	
3	-	Ball Point Fine Pen Blue 0.7mm Retractable				30	30	199.80				30	30	199.80				30	30	199.80	120	6.66	799.20	
4	-	Ball Point Fine Pen Red 0.7mm Retractable				8	8	53.28				8	8	53.28				8	8	53.28	32	6.66	213.12	
5	-	BOND PAPER, A4, Subst. 20 or 70 GSM				3	3	660.00				3	3	660.00				3	3	660.00	12	220.00	2,640.00	
6	-	BOND PAPER, Legal, Pink				9	9	2,277.00				9	9	2,277.00				9	9	2,277.00	36	253.00	9,108.00	
7	-	BOND PAPER, Legal, Subst. 16 or 56 GSM				15	15	2,541.00				15	15	2,541.00				15	15	2,541.00	60	169.40	10,164.00	
8	-	BOND PAPER, Legal, Subst. 18 or 63 GSM				90	90	20,641.50				90	90	20,641.50				90	90	20,641.50	360	229.35	82,566.00	
9	-	BOND PAPER, 14", Subst. 20 or 70 GSM				3	3	789.45				3	3	789.45				3	3	789.45	12	263.15	3,157.80	
10	-	BOND PAPER, Legal, Subst. 20 or 70 GSM				5	5	1,145.30				5	5	1,145.30				5	5	1,145.30	20	229.06	4,581.20	
11	-	BOND PAPER, Letter, Subst. 20 or 70 GSM				3	3	572.88				3	3	572.88				3	3	572.88	12	180.96	2,291.52	
12	-	CORRECTION TAPE, refill Scameta				30	30	1,023.00				30	30	1,023.00				30	30	1,023.00	120	34.10	4,092.00	
13	-	COTTON RAG, Round				36	36	108.00				36	36	108.00				36	36	108.00	144	3.00	432.00	
14	-	ERASER, liquid				1	1	18.59				1	1	18.59				1	1	18.59	4	18.59	74.36	
15	-	INK, Brother BT3000 Cyan				15	15	7,095.00				15	15	7,095.00				15	15	7,095.00	30	473.00	14,190.00	
16	-	INK, Brother BT3000 Magenta				15	15	7,095.00				15	15	7,095.00				15	15	7,095.00	30	473.00	14,190.00	
17	-	INK, Brother BT3000 Yellow				15	15	7,095.00				15	15	7,095.00				15	15	7,095.00	30	473.00	14,190.00	
18	-	INK, Brother BT3000 Black				30	30	14,190.00				30	30	14,190.00				30	30	14,190.00	120	473.00	56,760.00	
19	-	INK, HP GT32 Cyan				1	1	385.00				1	1	385.00				1	1	385.00	4	385.00	1,540.00	
20	-	INK, HP GT32 Magenta				1	1	385.00				1	1	385.00				1	1	385.00	4	385.00	1,540.00	
21	-	INK, HP GT32 Yellow				1	1	385.00				1	1	385.00				1	1	385.00	4	385.00	1,540.00	
22	-	INK, HP GT32 Black				5	5	1,925.00				5	5	1,925.00				5	5	1,925.00	20	385.00	7,700.00	
23	-	INK, Epson T16641				2	2	770.00				2	2	770.00				2	2	770.00	8	385.00	3,080.00	
24	-	INK, Numbering Machine(Black)				1	1	231.00				1	1	231.00				1	1	231.00	4	231.00	924.00	
25	-	INK, Numbering Machine(Red)				3	3	693.00				3	3	693.00				3	3	693.00	12	231.00	2,772.00	
26	-	Manila Paper				20	20	120.00				20	20	120.00				20	20	120.00	80	6.00	480.00	
27	-	Multi-Purpose Cleaner				2	2	484.00				2	2	484.00				2	2	484.00	8	242.00	1,936.00	
28	-	Muratic acid				2	2	547.00				2	2	547.00				2	2	547.00	8	273.50	2,188.00	
29	-	Numbering Machine, 6 digits, Heavy Duty				2	2	1,980.00				2	2	1,980.00				2	2	1,980.00	4	990.00	3,960.00	
30	-	PAPER, Yellow Pad				2	2	70.00				2	2	70.00				2	2	70.00	8	35.00	280.00	
31	-	PENCIL, lead, with eraser				8	8	56.00				8	8	56.00				8	8	56.00	32	7.00	224.00	
32	-	RIBBON CART, EPSON CL35015316 (#8750), Black				5	5	875.00				5	5	875.00				5	5	875.00	20	178.00	3,560.00	
33	-	RUBBER BAND, No. 16				1	1	35.00				1	1	35.00				1	1	35.00	4	35.00	140.00	
34	-	TAPE, Double sided, 24mm				5	5	150.00				5	5	150.00				5	5	150.00	20	30.00	600.00	
35	-	Zonox				3	3	675.00				3	3	675.00				3	3	675.00	12	225.00	2,700.00	
36	-	Trash Can				2	2	443.52				2	2	443.52				2	2	443.52	8	221.76	1,774.08	
37	-	Fastener Metal	8"			9	9	1,188.00				9	9	1,188.00				9	9	1,188.00	36	132.00	4,752.00	
38	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
39	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
40	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
41	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
42	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
43	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
44	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
45	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	
46	-					0	0	0.00				0	0	0.00				0	0	0.00	0	0.00	0.00	

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or function)</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-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

