

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

Instructions:

- 1.0 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.
- 2.0 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 form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philzeas.gov.ph).
- 3.0 All information must be provided accurately.
- 4.0 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. *(Please copy the link and paste in your browser)*
- 5.0 Kindly upload the self 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.in/houid>
- 5.0 For further assistance or 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-philzeas.gov.ph, or visit the PS-DBM website (www.ps-philzeas.gov.ph) for the guide on how to fill-out the APP-CSE Form.

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

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: TUGUEGARAO CITY
 Address: #18 DALAMINA PAPPASALO REGIONAL GOVERNMENT CENTER TUGUEGARAO CITY, CAGAYAN VALLEY

Agency Code/UACS: N037
 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

Contact Person: ALFIE B. TABORICO
 Position: ADMINISTRATIVE OFFICER I
 E-mail: alfie.taborico@nrc.com
 Telephone/Mobile Nos: (076) 3773379

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Apr	May	June	Q2	Q3	Q4	Q4	Q4	Q4					
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
		Ink Refill Colored	bottle	25			20	1,750.00				20	1,400.00			10	700.00	75	70.00	5,250.00
		Ink Refill Black	bottle	30			30	2,100.00				30	2,100.00			10	700.00	100	70.00	7,000.00
		Index card Blue Sulf	pack	5			2	250.00		2		3	150.00			0	0.00	10	50.00	500.00
		Numbering machine	piece	1			1	3,500.00				0	0.00			0	0.00	1	3,500.00	3,500.00
		Record Book 500 pages (dribound)	piece	5			5	2,250.00				0	0.00			3	1,350.00	8	450.00	3,600.00
		Ink, Numbering machine	bottle	5			5	900.00		2		2	360.00			1	180.00	10	180.00	1,800.00
		Plastic Sack	piece	10			10	200.00				10	200.00			5	100.00	30	20.00	600.00
		DVD ReWritable	piece	10			10	500.00				0	0.00			5	250.00	15	50.00	750.00
		Green Folder, legal (Overbound)	piece	50			50	1,000.00				50	1,000.00			0	0.00	125	20.00	2,500.00
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: PHP 250,000.00 Two hundred fifty thousand pesos only																				

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: 
 ALFIE B. TABORICO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 MARJORIE SO REYNO, JONATHAN G. ASA
 Accountant / Budget Officer

Approved by: 
 CLARISSA BELTRAN-LERIDOS
 Head of Office/Agency

Date Prepared: _____