

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

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 form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-ahloass.gov.ph).
- 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://laborulat/hoas8> (Please copy the link and paste in your browser)
- 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 appcse.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 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: Regional Arbitration Branch VIII
 Address: Three Marbella St., Tacloban City

Agency Code/UACS: 8001773306999
 Organization Type: National Government Agency

Contact Person: KRISHIA NORIMEL B. NAPUTO
 Position: Administrative Officer /Supply Officer I
 E-mail: krishianorimel@nlrc.com
 Telephone/Mobile Nos: 053-832-0116


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	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)																											
1	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
2	-	Correction Pen	pc			1	1	30.00				0	0.00				1	1	30.00			1	1	30.00	3	30.00	90.00
3	-	Duct Tape (48mmx25mm)	roll				0	0.00			1	1	85.00				2	2	170.00			1	1	85.00	4	85.00	340.00
4	-	Epson 001, Ink, Black	ltd			4	4	1,000.00			3	3	750.00				4	4	1,000.00			3	3	750.00	14	250.00	3,500.00
5	-	Epson 001, Ink, Colored (Magenta, Cyan, Yellow)	set			2	2	1,500.00			0	0	0.00				0	0	0.00			2	2	1,500.00	4	750.00	3,000.00
6	-	Epson T77400 Ink, Black	ltd			1	1	500.00			0	0	0.00				0	0	0.00			1	1	500.00	2	500.00	1,000.00
7	-	Bond Paper, Legal Bond 16	ream				0	0.00			1	1	110.00				0	0	0.00			0	0	0.00	1	110.00	110.00
8	-	Official Record Book	pc			1	1	150.00			0	0	0.00				0	0	0.00			1	1	150.00	2	150.00	300.00
9	-	Office Paper Fastener, Double Lock	box			5	5	100.00			0	0	0.00				0	0	0.00			5	5	100.00	10	100.00	200.00
10	-	Paper Fastener, Plastic 8 1/2" (70mm)	box			1	1	120.00			0	0	0.00				0	0	0.00			1	1	120.00	2	120.00	240.00
11	-	Pen Holder w/ Pen	pc			0	0	0.00			0	0	0.00				0	0	0.00			5	5	240.00	5	48.00	240.00
12	-	Sign Pen, Green 0.5mm	pc			5	5	75.00			3	3	45.00	0	3	0	3	45.00	0	5	0	5	75.00	16	15.00	240.00	
13	-	Toner, Gestetner (HP 2014)	cartridge			0	0	0.00			0	0	0.00				0	0	0.00			0	0	0.00	0	1,500.00	0.00
14	-	Albatross (12pcs/pack)	pack			2	2	600.00			0	0	0.00				0	0	0.00			2	2	600.00	4	300.00	1,200.00
15	-	Car Accessories	set				0	0.00			1	1	2,000.00				0	0	0.00			0	0	0.00	1	2,000.00	2,000.00
16	-	Chlorine	lko			1	1	200.00			0	0	0.00				0	0	0.00			1	1	200.00	2	200.00	400.00
17	-	Carpentry Tools & Equipment	set				0	0.00			1	1	1,000.00				0	0	0.00			0	0	0.00	1	1,000.00	1,000.00
18	-	Dishwashing Liquid 250ml	ltd			1	1	150.00			0	0	0.00				0	0	0.00			1	1	150.00	2	150.00	300.00
19	-	Glass Cleaner	ltd			1	1	150.00			0	0	0.00				0	0	0.00			1	1	150.00	2	150.00	300.00
20	-	Glass Wiper	pc			1	1	400.00				0	0.00				0	0	0.00			0	0	0.00	1	400.00	400.00
21	-	Heavy Duty Sponge	pc			5	5	250.00			2	2	100.00				5	5	250.00			3	3	150.00	15	50.00	750.00
22	-	Kitchenwares	set				0	0.00			1	1	1,000.00				0	0	0.00			0	0	0.00	1	1,000.00	1,000.00
23	-	Laundry Brush	pc			2	2	50.00				0	0.00				2	2	50.00			0	0	0.00	4	25.00	100.00
24	-	Microfiber Duster	pc			1	1	200.00				0	0.00				1	1	200.00			0	0	0.00	2	200.00	400.00
25	-	Multi-Surface Cleaner	ltd			1	1	200.00			0	0	0.00				0	0	0.00			1	1	200.00	2	200.00	400.00
26	-	Muratic Acid	ltd			1	1	200.00				0	0.00				0	0	0.00			0	0	0.00	1	200.00	200.00
27	-	Office Clock	pc			1	1	150.00				0	0.00				0	0	0.00			0	0	0.00	1	150.00	150.00
28	-	Pel, Big	pc			1	1	200.00				0	0.00				0	0	0.00			1	1	200.00	2	200.00	400.00
29	-	Paste, solid w/ applicator	pc			1	1	65.00				0	0.00				0	0	0.00			0	0	0.00	1	65.00	65.00
30	-	Polo Shirt	pc			21	21	7,350.00			0	0	0.00				0	0	0.00			0	0	0.00	21	350.00	7,350.00
31	-	Self-Inking Stamps	pc			3	3	1,350.00			0	0	0.00				0	0	0.00			3	3	1,350.00	6	450.00	2,700.00
32	-	Self-Inking Stamp Ink	ltd			2	2	200.00			0	0	0.00				0	0	0.00			2	2	200.00	4	100.00	400.00
33	-	Spray Bottle, Plastic 500ml	ltd			1	1	50.00			0	0	0.00				0	0	0.00			1	1	50.00	2	50.00	100.00
34	-	Thumb Tacks	box				0	0.00			1	1	20.00				0	0	0.00			0	0	0.00	1	20.00	20.00

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	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
35	-	Toilet Brush	pc			2	2	170.00				0	0.00			0	0	0.00			2	2	170.00	4	85.00	340.00				
36	-	AVR	unit				0	0.00			0	0	0.00			0	0	0.00				0	0.00	0	2,500.00	0.00				
37	-	Battery, Generator	unit				0	0.00			0	0	0.00			0	0	0.00				0	0.00	0	2,500.00	0.00				
38	-	Bladder Tank	unit				0	0.00			0	0	0.00			0	0	0.00				0	0.00	0	3,500.00	0.00				
39	-	Office Table	pc				0	0.00			0	0	0.00								0	0	0.00	0	8,000.00	0.00				
40	-	Computer Table	pc				0	0.00			0	0	0.00								0	0	0.00	0	15,000.00	0.00				
41	-	Computer Monitor	unit			1	1	7,500.00	0			0	0.00			0	0	0.00			0	0	0.00	1	7,500.00	7,500.00				
42	-	Labor Code of the Phils by Anucena Vol. 1&2 Latest Edition	pc			1	1	2,500.00				0	0.00									0	0.00	1	2,500.00	2,500.00				
43	-	Labor Code of the Phils by Chan-Robles Vol.3	pc				0	0.00			1	1	2,500.00									0	0.00	1	2,500.00	2,500.00				
44	-	Labor Laws of the Phils by Chan-Robles	pc				0	0.00				0	0.00			1	1	2,500.00			0	0	0.00	1	2,500.00	2,500.00				
45	-	Laptop Computer Battery	unit				0	0.00			0	0	0.00								0	0	0.00	0	3,000.00	0.00				
46	-	USB Wi-Fi Dongle	pc			1	1	350.00				0	0.00			1	1	350.00				0	0.00	2	350.00	700.00				
47	-	Water Pump 3/4	unit				0	0.00			1	1	3,000.00									0	0.00	1	3,000.00	3,000.00				
48	-	Water Tank	unit				0	0.00				0	0.00			1	1	1,500.00				0	0.00	1	1,500.00	1,500.00				
49	-	Window Blinds	pc			2	2	600.00			0	0	0.00			0	0	0.00			0	0	0.00	2	300.00	600.00				
50	-	Flower Pots w/ plants (Indoor, Outdoor)	set			2	2	0.00				0	0.00			2	2	0.00				0	0.00	4	0.00	0.00				
51	-	Vault	unit				0	0.00			1	1	0.00									0	0.00	1	0.00	0.00				
52	-	Fuel, Oil and Lubricants					0	0.00				0	0.00			1	1	30,000.00				0	0.00	1	30,000.00	30,000.00				
53	-	Fidelity Bond & Insurances					0	0.00			1	1	0.00			1	1	0.00			3	3	0.00	5	0.00	0.00				
54	-	First Aid Kit & Equipment				1	1	2,000.00				0	0.00								0	0	0.00	1	2,000.00	2,000.00				
55	-	Renovation of NLRC Building					0	0.00			1	1	0.00									0	0.00	1	0.00	0.00				
56	-	Accountable Forms					0	0.00			1	1	20,000.00									0	0.00	1	20,000.00	20,000.00				
57	-	CPU	unit			1	1	10,000.00				0	0.00			1	1	10,000.00				0	0.00	2	10,000.00	20,000.00				
58	-						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	0.00				
60	-						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	0.00				
62	-						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	0.00				
64	-						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	0.00				
66	-						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	0.00				
68	-						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	0.00				
70	-						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	0.00				
72	-						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	0.00				
74	-						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	0.00				
76	-						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	0.00				
78	-						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	0.00				
80	-						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	0.00				

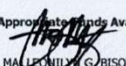
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
82	-						0	0.00				0	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
A. TOTAL																							P	122,035.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	12,203.50		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-		
D. GRAND TOTAL (A + B + C)																							P	134,238.50		
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.

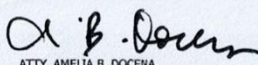
Prepared by:


 KRISHNA M. NAPOLITANO
 Administrative Officer I / Supply Officer I
 Property / Supply Officer

Certified Funds Available / Certified Approprate Funds Available:


 MA. LEONILDA G. BISOY
 Administrative Officer II / Accountant-Designate
 Accountant / Budget Officer

Approved by:


 ATTY. AMELIA B. DOCENA
 Executive Labor Arbitrer
 Head of Office/Agency

Date Prepared: 07/28/2023