

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-philgeps.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://shareurl.at/has8> (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 [apccse.helpdesk@ps-philgeps.gov.ph](mailto:apccse.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-7th Division  
 Region: VII  
 Address: 5th Floor, General Avenue  
6000 Cebu City

Agency Code/UACS: NO CODE  
 Organization Type: NATIONAL GOVERNMENT AGENCY (NSA)

Contact Person: NENDELL HANZ L. ABELLA  
 Position: Approving Officer/Commissioner  
 E-mail: nlh\_govpsdbm@yahoo.com  
 Telephone/Mobile Nos: 32233537


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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	44121704	Sell point pens	piece	100			100	2,400.00	100			100	2,400.00	100			100	2,400.00	100			100	2,400.00	400	24.00	9,600.00
2	44122027	Expandable file folders	piece	250			250	8,750.00				0	0.00				0	0.00				0	0.00	250	35.00	8,750.00
3	1410000	Paper materials	piece	1500			1500	3,000.00				0	0.00				0	0.00				0	0.00	1500	2.00	3,000.00
4	51381701	Acetaminophen or paracetamol	piece	30			30	124.50				0	0.00	30			30	124.50				0	0.00	60	4.15	249.00
5	44123101	Rubber bands	box	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
6	43233404	Compact disc CD or DVD or sound card software	piece	20			20	1,600.00				0	0.00				0	0.00				0	0.00	20	80.00	1,600.00
7	44121904	Ink refills	bottle	20			20	8,000.00				0	0.00	20			20	8,000.00				0	0.00	40	400.00	16,000.00
8	44121904	Ink refills	bottle	25			25	12,500.00				0	0.00	25			25	12,500.00				0	0.00	50	300.00	25,000.00
9	40101701	Air conditioners	piece	1			1	40,000.00				0	0.00				0	0.00				0	0.00	1	40,000.00	40,000.00
10	47131810	Dishwashing products	gallon	8			8	1,464.00				0	0.00				0	0.00				0	0.00	8	183.00	1,464.00
<b>A. TOTAL</b>																						P		<b>106,663.00</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						P		<b>10,666.30</b>		
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)</b>																						P		<b>-</b>		
<b>D. GRAND TOTAL (A + B + C)</b>																						P		<b>117,329.30</b>		
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																										
<b>In Figures and Words:</b>																										

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:

  
 RANIE MARILYN A. CAPARINO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 GINA P. YLANAN  
 Accountant / Budget Officer

Approved by:

  
 NENDELL HANZ L. ABELLA  
 Head of Office/Agency

Date Prepared: 08-01-23