

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

APP-CSE 2025 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter nos. 2011-6 and 2011-8-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPHILGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Remarks:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPHILGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/abqo>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPHILGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPHILGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through the mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [appsaleshelpdesk@ps-philgeps.gov.ph](mailto:appsaleshelpdesk@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.

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
 Region: 8TH DIVISION  
 Address: 3F CINCULOGAN SQUARE BLDG  
 MASTERSON AVE., CAGAYAN DE C

Agency Code/UNCS:  
 Organization Type:

Contact Person:  
 Position:  
 Email:  
 Telephone/Mobile Nos.:

JOSEPHINE T. LIM  
 ADMIN. OFFICER IV / ACTING SUPV  
 2025589864@nra.gov.ph  
 09171989584

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																				
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																				
12191601-AL-6B4	ALCOHOL, 80% SW, 500 mL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
12191601-AL-6B3	ALCOHOL, 80%, 1 Gallon	3	0	0	3	1,071.27	0	0	3	1,071.27	0	0	3	1,071.27	0	0	3	3	1,071.27	3
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																				
6012113-GR-PW1	CLEARBOOK, A4 size	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012113-GR-PW2	CLEARBOOK, Legal size	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012133-RR-PW1	ERASER, plastic/rubber	10	0	0	10	82.60	0	0	10	82.60	0	0	10	82.60	0	0	10	10	82.60	40
6012132-SP-GR1	SIGN PEN, Extra Fine Tip, Black	20	0	0	20	444.00	0	0	20	444.00	0	0	20	444.00	0	0	20	20	444.00	60
6012132-SP-GR4	SIGN PEN, Fine Tip, Black	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012132-SP-GR7	SIGN PEN, Medium Tip, Black	20	0	0	20	1,144.00	0	0	20	1,144.00	0	0	20	1,144.00	0	0	20	20	1,144.00	80
6012132-SP-GR2	SIGN PEN, Extra Fine Tip, Blue	20	0	0	20	444.00	0	0	20	444.00	0	0	20	444.00	0	0	20	20	444.00	80
6012132-SP-GR5	SIGN PEN, Fine Tip, Blue	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012132-SP-GR8	SIGN PEN, Medium Tip, Blue	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012132-SP-GR3	SIGN PEN, Extra Fine Tip, Red	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012132-SP-GR6	SIGN PEN, Fine Tip, Red	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012132-SP-GR9	SIGN PEN, Medium Tip, Red	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
6012134-RR-PW1	WRAPPING PAPER	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																				
4613131-3C-GR3	DOCUMENT CAMERA	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
4611135-9-RR-PW1	MULTIMEDIA PROJECTOR	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																				
26111202-RR-PW2	BATTERY, dry cell, size AA	10	0	0	10	204.90	0	0	10	204.90	0	0	10	204.90	0	0	10	10	204.90	40
26111202-RR-PW1	BATTERY, dry cell, size AAA	10	0	0	10	183.40	0	0	10	183.40	0	0	10	183.40	0	0	10	10	183.40	40







Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
			Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug				Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount
			0	0	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0.00
135	14111507-PP-001 PAPER, MULTIPURPOSE A4	ream	30	0	0	30	4,132.20	30	0	0	30	4,132.20	30	0	0	30	4,132.20	0	0	0	0	0.00	90	137.74	12,394.60
136	14111507-PP-002 PAPER, MULTIPURPOSE LEGAL	ream	120	0	0	120	19,069.20	120	0	0	120	19,069.20	120	0	0	120	19,069.20	0	0	0	0	0.00	360	158.91	57,207.60
137	14111511-PP-001 PAD PAPER, ruled	pad	5	0	0	5	174.10	5	0	0	5	174.10	5	0	0	5	174.10	0	0	0	0	0.00	15	34.82	523.30
138	14111503-PP-001 PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	154.21	0.00
139	14111511-HE-001 RECORD BOOK, 300 PAGES	book	10	0	0	10	917.00	10	0	0	10	917.00	10	0	0	10	917.00	0	0	0	0	0.00	30	91.70	2,751.00
140	14111511-HE-002 RECORD BOOK, 500 PAGES	book	10	0	0	10	1,245.60	10	0	0	10	1,245.60	10	0	0	10	1,245.60	0	0	0	0	0.00	30	124.56	3,736.80
141	14111704-T-004 TISSEU, JANTEROLADO PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.80	0.00
142	14111704-T-002 TOILET TISSUE PAPER, 2 PLY	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	99.64	0.00
143	531262-PS-001 HAND SANITIZER	bottle	10	0	0	10	850.80	10	0	0	10	850.80	0	0	0	0	0.00	0	0	0	0	0.00	20	85.08	1,701.60
144	10191595-N-001 INSECTICIDE	can	3	0	0	3	418.08	3	0	0	3	418.08	3	0	0	3	418.08	0	0	0	0	0.00	9	139.36	1,254.24
145	9501524-PA-001 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (PA 5194 and its IRR)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00
1	44103105-PP-005 DRUM CARTRIDGE, BROTHER DR-2455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00
2	44103105-CA-004 INK CARTRIDGE, CANON CL-794, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00
3	44103105-CA-002 INK CARTRIDGE, CANON CL-511, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00
4	44103105-CA-004 INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00
5	44103105-CA-002 INK CARTRIDGE, CANON PG-510, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
6	44103105-EP-017 INK CARTRIDGE, EPSON C131664100 (76541), Black	cart	2	0	0	2	463.80	2	0	0	2	463.80	0	0	0	0	0.00	0	0	0	0	0.00	4	231.90	927.60
7	44103105-EP-017 INK CARTRIDGE, EPSON C131664200 (76542), Cyan	cart	2	0	0	2	484.40	2	0	0	2	484.40	0	0	0	0	0.00	0	0	0	0	0.00	4	242.20	968.80
8	44103105-EP-017 INK CARTRIDGE, EPSON C131664300 (76543), Magenta	cart	2	0	0	2	484.40	2	0	0	2	484.40	0	0	0	0	0.00	0	0	0	0	0.00	4	242.20	968.80
9	44103105-EP-017 INK CARTRIDGE, EPSON C131664400 (76544), Yellow	cart	2	0	0	2	484.40	2	0	0	2	484.40	0	0	0	0	0.00	0	0	0	0	0.00	4	242.20	968.80
10	44103105-PP-040 INK CARTRIDGE, HP C8924AA (HP924), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	853.80	0.00
11	44103105-PP-040 INK CARTRIDGE, HP C8924AA (HP924), Tri-color	cart	5	0	0	5	5,241.60	5	0	0	5	5,241.60	0	0	0	0	0.00	0	0	0	0	0.00	10	1,047.28	10,472.80
12	44103105-PP-040 INK CARTRIDGE, HP C8924AA (HP924), Tri-color	cart	3	0	0	3	2,730.00	3	0	0	3	2,730.00	0	0	0	0	0.00	0	0	0	0	0.00	6	910.00	5,460.00
13	44103105-PP-017 INK CARTRIDGE, HP C8931AA (HP921), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00
14	44103105-PP-017 INK CARTRIDGE, HP C8940AA (HP920), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	800.88	0.00
15	44103105-PP-017 INK CARTRIDGE, HP C8940AA (HP920), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00
16	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.66	0.00
17	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.66	0.00
18	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.66	0.00
19	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.66	0.00
20	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00
21	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00
22	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,068.00	0.00
23	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80	0.00
24	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
25	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
26	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
27	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
28	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
29	44103105-PP-017 INK CARTRIDGE, HP C8973AA (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00







Item & Specifications	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
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
46 80141505-75-064 MULTIPURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
47 80141505-75-065 SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
48 80141505-75-066 PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
49 80141505-75-067 VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
50 80141505-75-068 TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
51 80141505-75-069 PICKUP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
52 80141505-75-060 ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
53 80141505-75-061 ASSEMBLED OWNER-TYPE REP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
50 80141505-75-062 ASSEMBLED PASSENGER JERNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
51 80141505-75-063 MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
52 80141505-75-064 BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
53 80141505-75-065 MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>A. TOTAL</b>																								
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																								470,765.77
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																								47,076.58
<b>D. GRAND TOTAL (A + B + C)</b>																								517,842.35


**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:

  
 JOSEPHINE T. LIM  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 CORAZON P. HERNANDEZ  
 Accountant / Budget Officer

Approved by:

  
 RESDON COMISIONER  
 Head of Office/Agency

Date Prepared: 7/17/24