

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/AIACS: **160040300008**
 AGENCY NAME: **NATIONAL LABOR RELATIONS COMMISSION-REGIONAL ARBITRATION BRANCH VIII**
 ORGANIZATION TYPE: **Attached Agency**
 REGION: **Region VIII - Eastern Visayas**
 ADDRESS: **BRGY. 1 AND 4 TRECE MARTIRES STREET, DOLE COMPOUND, TACLOBAN CITY, LEYTE**
 CONTACT PERSON: **NAPUTO, KRISHIA NORIMEL B.**
 DESIGNATION: **ADMINISTRATIVE OFFICER IV**
 EMAIL: **rab@nlrbac@gmail.com**
 CONTACT NUMBER: **9752850257**

INTRODUCTION:

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

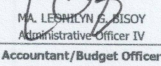
With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

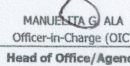
Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	Digital Cameras Webcam, 1080P Full HD	unit	Jan	0	0	0.00	Apr	0	0	0.00	Jul	0	1	2,272.00	Oct	0	0	0.00	1	2,272.00	P2,272.00
		Feb	0	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
2	Catalog or Clasp Envelopes Brown, Documentary, Legal Size	piece	Jan	0	0	0.00	Apr	0	25	225.00	Jul	0	0	0.00	Oct	0	0	0.00	25	9.00	P225.00
		Feb	0	May			25	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
3	Storage drive or input device components microSDXC Cards	piece	Jan	0	1	318.00	Apr	0	0	0.00	Jul	0	1	318.00	Oct	0	0	0.00	2	318.00	P636.00
		Feb	1	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
4	File storage boxes or organizers Plastic, High impact resistant, 6 spinners, Snap lock, 12DL	box	Jan	0	2	1,820.00	Apr	0	1	910.00	Jul	0	0	0.00	Oct	0	2	1,820.00	5	910.00	P4,550.00
		Feb	2	May			1	Aug			0	Nov			2						
		Mar	0	Jun			0	Sep			0	Dec			0						
5	Correction pens Quick Dry	piece	Jan	0	0	0.00	Apr	0	1	11.00	Jul	0	0	0.00	Oct	0	0	0.00	1	11.00	P11.00
		Feb	0	May			1	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
6	Catalog or clasp envelopes With Elastic band, Kraft, Legal Size	piece	Jan	0	4	56.00	Apr	0	4	56.00	Jul	0	4	56.00	Oct	0	4	56.00	16	14.00	P224.00
		Feb	4	May			4	Aug			4	Nov			4						
		Mar	0	Jun			0	Sep			0	Dec			0						
7	Rollerball pens Gel pen, 0.5mm	piece	Jan	0	3	33.00	Apr	0	3	33.00	Jul	0	3	33.00	Oct	0	3	33.00	12	11.00	P132.00
		Feb	3	May			3	Aug			3	Nov			3						
		Mar	0	Jun			0	Sep			0	Dec			0						
8	Ink or stamp pads Ink for Numbering Machine	bottle	Jan	0	1	90.00	Apr	0	0	0.00	Jul	0	1	90.00	Oct	0	0	0.00	2	90.00	P180.00
		Feb	1	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
9	Log books or pads 500 pages, 8x11 inches	piece	Jan	0	1	182.00	Apr	0	0	0.00	Jul	0	1	182.00	Oct	0	0	0.00	2	182.00	P364.00
		Feb	1	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
10	Wall clocks	piece	Jan	0	0	0.00	Apr	0	1	227.00	Jul	0	0	0.00	Oct	0	0	0.00	1	227.00	P227.00
		Feb	0	May			1	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
11	Multipurpose paper Colored (Yellow, Pink, Blue), substance 16	ream	Jan	0	2	408.00	Apr	0	2	408.00	Jul	0	2	408.00	Oct	0	2	408.00	8	204.00	P1,632.00
		Feb	2	May			2	Aug			2	Nov			2						
		Mar	0	Jun			0	Sep			0	Dec			0						
12	Multipurpose paper 8.5x11 inches, 70gsm	ream	Jan	0	1	182.00	Apr	0	0	0.00	Jul	0	1	182.00	Oct	0	0	0.00	2	182.00	P364.00
		Feb	1	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
13	Rollerball pens Sign Pen, 0.5mm, green	piece	Jan	0	3	54.00	Apr	0	3	54.00	Jul	0	3	54.00	Oct	0	3	54.00	12	18.00	P216.00
		Feb	3	May			3	Aug			3	Nov			3						
		Mar	0	Jun			0	Sep			0	Dec			0						
14	Rollerball pens Refill, 1.0mm, water-based	piece	Jan	0	2	108.00	Apr	0	1	54.00	Jul	0	1	54.00	Oct	0	2	108.00	6	54.00	P324.00
		Feb	2	May			1	Aug			1	Nov			2						
		Mar	0	Jun			0	Sep			0	Dec			0						
15	Self-inking stamp Attachment to	piece	Jan	0	0	0.00	Apr	0	0	0.00	Jul	0	2	636.00	Oct	0	0	0.00	2	318.00	P636.00
		Feb	0	May			0	Aug			2	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
16	Self-inking stamp Paid	piece	Jan	0	0	0.00	Apr	0	0	0.00	Jul	0	2	636.00	Oct	0	0	0.00	2	318.00	P636.00
		Feb	0	May			0	Aug			2	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
17	Self-inking stamp Received	piece	Jan	0	1	318.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	1	318.00	2	318.00	P636.00
		Feb	1	May			0	Aug			0	Nov			1						
		Mar	0	Jun			0	Sep			0	Dec			0						
18	Self-inking stamp Released	piece	Jan	0	0	0.00	Apr	0	0	0.00	Jul	0	1	318.00	Oct	0	0	0.00	1	318.00	P318.00
		Feb	0	May			0	Aug			1	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
19	Self-inking stamp Certified True Copy	piece	Jan	0	0	0.00	Apr	0	1	318.00	Jul	0	0	0.00	Oct	0	0	0.00	1	318.00	P318.00
		Feb	0	May			1	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						


20 Self-inking stamp Employees Names	piece	Jan 0	1	318.00	Apr 0	0	0.00	Jul 0	1	318.00	Oct 0	0	0.00	2	318.00	P636.00
		Feb 1			May 0			Aug 1			Nov 0					
		Mar 0			Jun 0			Sep 0			Dec 0					
21 Double sided tape 24mm	roll	Jan 0	2	64.00	Apr 0	0	0.00	Jul 0	2	64.00	Oct 0	0	0.00	4	32.00	P128.00
		Feb 2			May 0			Aug 2			Nov 0					
		Mar 0			Jun 0			Sep 0			Dec 0					
22 Tape Duct, 48mm	roll	Jan 0	2	110.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	2	110.00	4	55.00	P220.00
		Feb 2			May 0			Aug 0			Nov 2					
		Mar 0			Jun 0			Sep 0			Dec 0					
23 Ink refills Epson 003 Ink, black	bottle	Jan 0	5	900.00	Apr 0	4	720.00	Jul 0	4	720.00	Oct 0	5	900.00	18	180.00	P3,240.00
		Feb 5			May 4			Aug 4			Nov 5					
		Mar 0			Jun 0			Sep 0			Dec 0					
24 Ink refills Epson 003 Ink-Magenta, Cyan, Yellow	set	Jan 0	2	1,080.00	Apr 0	2	1,080.00	Jul 0	2	1,080.00	Oct 0	2	1,080.00	8	540.00	P4,320.00
		Feb 2			May 2			Aug 2			Nov 2					
		Mar 0			Jun 0			Sep 0			Dec 0					
25 Ink refills Brother BT60 Ink, Black	bottle	Jan 0	5	1,800.00	Apr 0	5	1,800.00	Jul 0	5	1,800.00	Oct 0	5	1,800.00	20	360.00	P7,200.00
		Feb 5			May 5			Aug 5			Nov 5					
		Mar 0			Jun 0			Sep 0			Dec 0					
A. TOTAL																P29,645.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																P2,964.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																P0.00
D. GRAND TOTAL (A + B + C)																P32,609.50

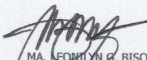

KRISHIA NONABEL B. NAPUTO
Administrative Officer IV
Property/Supply Officer


MA. LESHLYN S. BISOY
Administrative Officer IV
Accountant/Budget Officer


MANUENTA G. ALA
Officer-in-Charge (OIC)
Head of Office/Agency

20	Electrical Systems and Lighting and Componen	piece	Jan	0	0	0.00	Apr	0	1	1,365.00	Jul	0	0	0.00	Oct	0	0	0.00	1	1,365.00	P1,365.00	
		Feb	0	0	0.00	May	1	1	1,365.00	Aug	0	0	0.00	Nov	0	0	0.00	0				
		Mar	0	0	0.00	Jun	0	0	0.00	Sep	0	0	0.00	Dec	0	0	0.00	0				
21		Jan			0	0.00	Apr			0	0.00	Jul			0	0.00	Oct			0	0.00	P0.00
		Feb			0	0.00	May			0	0.00	Aug			0	0.00	Nov			0	0.00	
		Mar			0	0.00	Jun			0	0.00	Sep			0	0.00	Dec			0	0.00	
22		Jan			0	0.00	Apr			0	0.00	Jul			0	0.00	Oct			0	0.00	P0.00
		Feb			0	0.00	May			0	0.00	Aug			0	0.00	Nov			0	0.00	
		Mar			0	0.00	Jun			0	0.00	Sep			0	0.00	Dec			0	0.00	
23		Jan			0	0.00	Apr			0	0.00	Jul			0	0.00	Oct			0	0.00	P0.00
		Feb			0	0.00	May			0	0.00	Aug			0	0.00	Nov			0	0.00	
		Mar			0	0.00	Jun			0	0.00	Sep			0	0.00	Dec			0	0.00	
24		Jan			0	0.00	Apr			0	0.00	Jul			0	0.00	Oct			0	0.00	P0.00
		Feb			0	0.00	May			0	0.00	Aug			0	0.00	Nov			0	0.00	
		Mar			0	0.00	Jun			0	0.00	Sep			0	0.00	Dec			0	0.00	
25		Jan			0	0.00	Apr			0	0.00	Jul			0	0.00	Oct			0	0.00	P0.00
		Feb			0	0.00	May			0	0.00	Aug			0	0.00	Nov			0	0.00	
		Mar			0	0.00	Jun			0	0.00	Sep			0	0.00	Dec			0	0.00	
A. TOTAL																				P42,870.00		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P4,287.00		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																				P0.00		
D. GRAND TOTAL (A + B + C)																				P47,157.00		


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