# ANNUAL PROCUREMENT PLAN - COMMOM-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://shorturl.at/hvs58 *(Please copy the link and paste in your*

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/Offic: NATIONAL LABORE RELATIONS COMMISSION RAB XII
Region: XII
Address: 2ND FLOOR, JYC BUILDING, CORNER ARELLANO-ALDEGUER ST., ZONE III, KORONADAL CITY, SOUTH COTABATO

Agency Code/UACS: 30659
Organization Type:

Contact Person: KATRINA MARGA C. DUCANES
Position: ADMINISTRATIVE AIDE VI/ ACTING SUPP
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| 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 | - | BALLPEN | PIECE | | 5 | | 5 | 4,200.00 | | | | 0 | 0.00 | | 5 | | 5 | 4,200.00 | | | | 0 | 0.00 | 10 | 840.00 | 8,400.00 |
| 2 | 31201505 | DOUBLE SIDED TAPE | ROLL | | 3 | | 3 | 120.00 | | | | 0 | 0.00 | | 3 | | 3 | 120.00 | | | | 0 | 0.00 | 6 | 40.00 | 240.00 |
| 3 | - | BLEACHING SOLUTION | BOTTLE | | 5 | | 5 | 250.00 | | | | 0 | 0.00 | | 5 | | 5 | 250.00 | | | | 0 | 0.00 | 10 | 50.00 | 500.00 |
| 4 | - | UNINTERRUPTIBLE POWER SUPPLY | UNIT | | 5 | | 5 | 9,500.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 5 | 1,900.00 | 9,500.00 |
| 5 | - | WHITE BOARD | PIECE | | 3 | | 3 | 1,500.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3 | 500.00 | 1,500.00 |
| 6 | - | DISHWASHING LIQUID | BOTTLE | | 10 | | 10 | 600.00 | | | | 0 | 0.00 | | 10 | | 10 | 600.00 | | | | 0 | 0.00 | 20 | 60.00 | 1,200.00 |
| 7 | - | STEEL FILING CABINET | PIECE | | 3 | | 3 | 24,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3 | 8,000.00 | 24,000.00 |
| 8 | - | EXTENSION CORD | PIECE | | 3 | | 3 | 1,800.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3 | 600.00 | 1,800.00 |
| 9 | - | BOND PAPER | REAM | | 20 | | 20 | 4,000.00 | | | | 0 | 0.00 | | 20 | | 20 | 4,000.00 | | | | 0 | 0.00 | 40 | 200.00 | 8,000.00 |
| 10 | - | PUSH PIN | PACK | | 5 | | 5 | 173.00 | | | | 0 | 0.00 | | 5 | | 5 | 173.00 | | | | 0 | 0.00 | 10 | 35.00 | 350.00 |
| 11 | - | DOOR MAT | PACK | | 5 | | 5 | 494.50 | | | | 0 | 0.00 | | 5 | | 5 | 494.50 | | | | 0 | 0.00 | 10 | 98.90 | 989.00 |
| 12 | - | OFFICE CHAIR | PIECE | | 3 | | 3 | 10,300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 3 | 3,500.00 | 10,300.00 |
| 13 | - | AUTOMATIVE BATTERIES | PIECE | | 1 | | 1 | 4,300.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 1 | 4,300.00 | 4,300.00 |
| 14 | - | MOBILE PHONE | UNIT | | 2 | | 2 | 2,000.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | | | | 0 | 0.00 | 2 | 1,000.00 | 2,000.00 |

| | | |
|---|---|---|
| **A. TOTAL** | | ₱ 73,479.00 |
| **B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)** | | ₱ 7,347.90 |
| **C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)** | | ₱ - |
| **D. GRAND TOTAL (A + B+ C)** | | ₱ 80,826.90 |
| **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:**

KATRINA MARGA C. DUCANES
**Property/Supply Officer**

**Certified Funds Available / Certified Appropriate Funds Available:**

LEO DOMINIC A. PADUA
**Accountant / Budget Officer**

**Approved by:**

ATTY. JOCELYN A. VASALLO
**Head of Office/ Agency**

**Date Prepared:**