

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

APP-CSE 2025 FORM - Other Items

AGENCY C 16-004-0300011

LEGAL C AGAC - AC

INTRODUCTION:

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

AGENCY NATIONAL LABOR RELATIONS COMMISSION

Supply Officer 1

REMINDERS:

1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed used in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-phillips.gov.ph).

ORGANIZ NATIONAL GOVERNMENT AGENCY

2. All information must be provided accurately.

REGION: REGION XI

9957068820

ADDRESS MAGALLANES CORNER QUIRINO AVE., DAVAO CITY

3. To fill-out, find the item in the List of Items - 1' tab of this file then type the desired product in the search bar (working only for M). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the Specification column provided first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows if necessary.

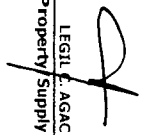
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link:

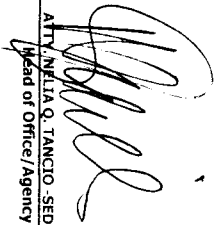
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile number 0962-8255199 (Smart), or email appcse.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the APP-CSE

No.	UNSPSC	Item Description	Specification (Input specific features or	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year							
					Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT		Oct	Nov	Dec	Q4 AMOUNT			
1	-	INK, EPSON C131T00V100 (003), Black	BOTTLE	3	3	3	9	2,880.00	3	3	3	9	2,880.00	3	3	3	9	2,880.00	3	3	3	9	2,880.00	36
2	-	INK, EPSON C131T00V100 (003), Cyan	BOTTLE	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	12
3	-	INK, EPSON C131T00V100 (003), Magenta	BOTTLE	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	12
4	-	INK, EPSON C131T00V100 (003), Yellow	BOTTLE	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	1	1	1	3	960.00	12
5	-	CANON PIXMA G1-790BK INK BOTTLE BLACK	BOTTLE	1	1	1	3	1,350.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	12
6	-	BROTHER TONER TN-2380	PKT	3	3	3	9	24,300.00	3	3	3	9	24,300.00	3	3	3	9	24,300.00	3	3	3	9	24,300.00	36
7	4-HE-07	NUMBERING MACHINE	PKT	1	1	1	2	1,700.00				0	0.00				0	0.00				0	0.00	2
8	-	DOCUMENT STORAGE CARTON BOX	PKT	6	6	6	30	0.00	12	12	12	36	0.00	12	12	12	36	0.00	12	12	12	36	0.00	138
9	-	METAL FASTENER (SILVER) 7CM	BOX	2	2	2	6	450.00				0	0.00				0	0.00				0	0.00	6
10	-	FOLDER, PRESSBOARD (GREEN) LONG	PKT	100	100	100	300	5,400.00	100	100	100	300	5,400.00	100	100	100	300	5,400.00	100	100	100	300	5,400.00	1200
11	-	FOLDER, PRESSBOARD (YELLOW) LONG	PKT	30	30	30	90	1,620.00	30	30	30	90	1,620.00	30	30	30	90	1,620.00	30	30	30	90	1,620.00	360
12	-	FOLDER, PRESSBOARD (VIOLET) LONG	PKT	20	20	20	60	1,080.00	20	20	20	60	1,080.00	20	20	20	60	1,080.00	20	20	20	60	1,080.00	240
13	-	FOLDER, WHITE LONG	PKT	100	100	100	300	3,600.00	100	100	100	300	3,600.00	100	100	100	300	3,600.00	100	100	100	300	3,600.00	1200
14	-	INDEX CARD RULED 5x8 (100PCS/PCK)	PCK	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12
15	-	INK REFILL FOR NUMBERING MACHINE	BOTTLE	1	1	1	3	300.00				0	0.00				0	0.00				0	0.00	3
16	-	BOND, COLORED SUB 20 (YELLOW) LONG	REAM	1	1	1	1	300.00	1	1	1	1	300.00	1	1	1	1	300.00	1	1	1	1	300.00	4
17	-	BOND, COLORED SUB 20 (PINK) LONG	REAM	2	2	2	2	600.00	2	2	2	2	600.00	2	2	2	2	600.00	2	2	2	2	600.00	8
18	-	BOND, COLORED SUB 20 (BLUE) LONG	REAM	1	1	1	1	300.00				0	0.00				0	0.00				0	0.00	1
19	-	BOND, COLORED SUB 20 (GREEN) LONG	REAM	1	1	1	1	300.00				0	0.00				0	0.00				0	0.00	1
20	-	BOND, COLORED SUB 20 (GREEN) SHORT	REAM	1	1	1	1	300.00	1	1	1	1	300.00	1	1	1	1	300.00	1	1	1	1	300.00	4
21	-	DISPOSABLE PAPER CUP, 8OZ (50S/PCK)	PCK	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	60

22	DISPOSABLE PLASTIC CUP, 8OZ (505/PCK)	PCK	15	15	15	45	4,500.00	15	15	15	45	4,500.00	15	15	15	45	4,500.00	180
23	LAMINATED SACK	PIECE	10	10	10	30	900.00	10	10	10	30	900.00	10	10	10	30	900.00	120
24	SOLID STATE DRIVE (SSD) SATA 2.5 INCH , 500 GB	PIECE	1	1	1	3	7,500.00	1	1	1	3	7,500.00				0	0.00	6
25	RAM DDR4 8GB, 2400 GHZ	PIECE	1	1	1	3	7,500.00	1	1	1	3	7,500.00				0	0.00	6
26	RAM DDR3 8GB, 1600 GHZ	PIECE	1	1	1	3	6,000.00	1	1	1	3	6,000.00				0	0.00	6
27	HARD DRIVE (HDD) SATA, 500GB	PIECE	1	1	1	3	6,000.00	1	1	1	3	6,000.00				0	0.00	6
28	LED FLOURESCENT, 18W (WITH HOUSING)	SET	4	4	4	12	8,400.00	4	4	4	12	8,400.00	4	4	4	12	8,400.00	48
30	LED FLOURESCENT, 9W (WITH HOUSING)	SET	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12
32	BATTERY, 9VOLTS	PIECE	1	1	1	3	600.00	1	1	1	3	600.00	1	1	1	3	600.00	12
33	PLASTIC BAGS, LARGE (1005/PCK)	PCK	1	1	1	2	240.00	1	1	1	2	240.00	1	1	1	2	240.00	6
34	GLUE PEN TUBE	PIECE	5	5	5	15	300.00	5	5	5	15	300.00	5	5	5	15	300.00	60
<b>A. TOTAL</b>																		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																		
<b>D. GRAND TOTAL (A + B + C)</b>																		
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																		
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:  Legit E. AGAC - AC Property/Supply Officer

Approved by:  ATTY. NELLA Q. TANCIO-SEDILLO Head of Office/Agency

Certified Funds Available / Certified Appropriate Funds Available: DENNIS M. ANDO Accountant / Budget Officer

Date Prepared: \_\_\_\_\_