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

AGENCY CODE/LUCS:	160040012	CONTACT PERSON:	KATRINA MARGA C. DUCANES
AGENCY NAME:	NATIONAL LABOR RELATIONS COMMISSION RAB XII	DESIGNATION:	ADMINISTRATIVE AIDE VI/ACTING SUPPLY
ORGANIZATION TYPE:		EMAIL:	katrinaducanes@gmail.com
REGION:	XII	CONTACT NUMBER:	(083) 823-4343
ADDRESS:	3ND FLOOR, JYC BUILDING, CORNER ANELLANO-ALDEGUER ST., ZONE III, KORONADAL		

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).

2. All information must be provided accurately.

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 Microsoft Excel 2013 or higher). Copy the descriptions, right click then PASTE All VALUES in the dedicated column of the form 'Item Description'. You may also use the 'List of Items - 2' then press 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 beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the final 100 if necessary.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://forms.gle/[illegible]

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-295-4425 (Smart) or 0962-8250109 (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

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

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price	Total Amount for the year
					Jan.	Feb.	Mar	Q1	qty amount	Apr.	May	June	Q2	qty amount	July	Aug	Sept	Q3	qty amount	Oct.	Nov	Dec	Q4	qty amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
1	-	PORTABLE DOCUMENT SCANNER	USB power; plug and scan; high-resolution outputs in color & white and other us	piece		2		2	45,000.00				0	0.00				0	0.00				0	0.00	2	22,500.00	45,000.00
2	-	STEEL CABINET	Vertical; 4 drawers; gray	piece		3		3	31,200.00				0	0.00				0	0.00				0	0.00	3	10,400.00	31,200.00
3	-	PRINTER	Print, Scan, Copy; Colored and Black/White; Wireless	piece		2		2	30,000.00				0	0.00				0	0.00				0	0.00	2	15,000.00	30,000.00
4	-	PVC VERTICAL BLINDS	Customs sized	sq ft		200		200	80,000.00				0	0.00				0	0.00				0	0.00	200	400.00	80,000.00
5	-	[illegible] TIME CLOCK	Finger print time attendance	piece		2		2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
6	-	WOODEN GAVEL SET	Gavel: [illegible] & Lunch	piece		3		3	12,000.00				0	0.00				0	0.00				0	0.00	3	4,000.00	12,000.00
7	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
8	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
9	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
10	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
11	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
12	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
13	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
14	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
15	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
16	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
17	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
18	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
19	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
20	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
21	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
22	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
23	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
24	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
25	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
26	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC	Item Description	Specification (Input specific feature or composition of the item such as dimension, color, or function)	Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price	Total Amount for the year
					Jan	Feb	Mar	Q1	in amount	April	May	June	Q2	in amount	July	Aug	Sept	Q3	in amount	Oct	Nov	Dec	Q4	in amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
47	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
48	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
49	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
50	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
51	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
52	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
53	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
54	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
55	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
56	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
57	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
58	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
59	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
60	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
61	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
62	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
63	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
64	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
65	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
66	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
67	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
68	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
69	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
70	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
71	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
72	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
73	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
74	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
75	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
76	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
77	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
78	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
79	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
80	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
81	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
82	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
83	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
84	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
85	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
86	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
87	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
88	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
89	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
90	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
91	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
92	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
93	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
94	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
95	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
96	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
97	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
98	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
99	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
100	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00

No.	UNSPSC	Item Description	Specification *(Input specific features or composition of the item such as dimensions, color, or functions)*	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											

A. TOTAL		₱ [illegible]
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ [illegible]
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱
D. GRAND TOTAL (A + B+ C)		₱ [illegible]
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:

[illegible]
Property/Supply Officer

Date Prepared: JULY 30, 2024

Certified Funds Available / Certified Appropriate Funds Available:

[illegible]
Accountant / Budget Officer

Approved by:

[illegible]
Head of Office/Agency