ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - Other Items

AGENCY CODE/UACS:	No. 37	CONTACT PERSON:	FLORENCE B. LABRADOR	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.
AGENCY NAME:	NLRC RAB XIII	DESIGNATION:	ADMINISTRATIVE OFFICER I/ SUPPLY OFFICER I	REMINDERS:	1. The APP-CSE 2026 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).
ORGANIZATION TYPE:	NATIONAL GOVERNMENT AGENCY	EMAIL:	lufflo1@yahoo.com		2. All information must be provided accurately.
REGION:	13	CONTACT NUMBER:	9486080147		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 description, right click then PASTE AS 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 first 100 if necessary.
ADDRESS:	2/F VETERANS BANK BUILDING,J.C. AQUINO AVE, BUTUAN CITY				4. Upload the APP-CSE 2026 Form - Other Items through the Google Forms Link: https://forms.gle/LJ4ZJ4ZMZ2
					5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2894436 (Smart) or 0962-8233199 (Smart), or email approm.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 2026 must be submitted on or before August 31, 2025

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or function)	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)																											
1	-	Toner	Ineo 205i			2		2	6,876.00	1			1	3,438.00	1			1	3,438.00	1			1	3,438.00	5	3,438.00	17,190.00
2	-	Ink	dp-H20w			6		6	2,700.00				0	0.00	4			4	1,800.00				0	0.00	10	450.00	4,500.00
3	-	Correction Pen	Metal Tip			2		2	1,560.00				0	0.00	1			1	780.00	1			1	780.00	4	780.00	3,120.00
4	-	Paper Fastener	Short, Plastic			20		20	900.00	10			10	450.00	10			10	450.00	10			10	450.00	50	45.00	2,250.00
5	-	Ink ,Epson	6641			20		20	6,500.00	15			15	4,875.00	15			15	4,875.00	15			15	4,875.00	65	325.00	21,125.00
6	-	Ink,Epson	6642			10		10	3,250.00	10			10	3,250.00	10			10	3,250.00	10			10	3,250.00	40	325.00	13,000.00
7	-	Flourescent	9w,led			25		25	7,000.00	25			25	7,000.00				0	0.00				0	0.00	50	280.00	14,000.00
8	-	Bulb	18w			10		10	1,750.00				0	0.00	5			5	875.00				0	0.00	15	175.00	2,625.00
9	-	Sign Pen	o4			1		1	1,080.00				0	0.00	1			1	1,080.00				0	0.00	2	1,080.00	2,160.00
10	-	ink, Epson	003 Magenta			5		2	650.00				0	0.00	2			2	650.00	1			1	325.00	5	325.00	1,625.00
11	-	Ink, Epson	003 Black			10		5	1,625.00				0	0.00	3			3	975.00	2			2	650.00	10	325.00	3,250.00
12	-	Ink, Epson	003 Cyan			5		2	650.00				0	0.00	2			2	650.00	1			1	325.00	5	325.00	1,625.00
13	-	Ink, Epson	003 Yellow			5		2	650.00				0	0.00	2			2	650.00	1			1	325.00	5	325.00	1,625.00
14	-	Folder, Long	Expanded, Green			20		20	360.00				0	0.00				0	0.00				0	0.00	20	18.00	360.00
15	-	Duct Tape	2 inches			2		2	170.00				0	0.00				0	0.00	2			2	170.00	4	85.00	340.00
16	-	Book paper	Short, subs 20			50		50	10,500.00	25			25	5,250.00	50			50	10,500.00				0	0.00	125	210.00	26,250.00
17	-	Book paper	A4, subs 20			5		5	1,050.00				0	0.00	5			5	1,050.00				0	0.00	10	210.00	2,100.00
18	-	Metal ink	Black, for numbering machine			2		2	360.00				0	0.00	2			2	180.00				0	0.00	4	180.00	720.00
19	-	Numbering Machine	Automatic,7 digits			1		1	450.00				0	0.00				0	0.00				0	0.00	1	450.00	750.00
20	-	Electrical Tape	1 inch			2		2	0.00				0	0.00	2			2	0.00				0	0.00	4	0.00	40.00
21	-	PVC Cover	A4			1		1	800.00				0	0.00				0	0.00				0	0.00	1	800.00	800.00
22	-	PVC Cover	Short			2		2	1,600.00				0	0.00	1			1	800.00				0	0.00	3	800.00	2,400.00

A. TOTAL		₱	123,940.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	12,394.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	136,646.00
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:

FLORENCE B. LABRADOR
Supply Officer I
Property/Supply Officer

Date Prepared: 26-Aug-25

Certified Funds Available / Certified Appropriate Funds Available:

ALMYRAD. RODRIGUEZ
Budget Officer I
Accountant / Budget Officer

Approved by:

ARNOLD C. CARSINA
Executive Labor Arbiter
Head of Office/ Agency