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/hoss8 *(Please copy the link and paste in your browser)*
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/Office: NATIONAL LABOR RELATIONS COMMISSION-REGIONAL ARBITRATION BRANCH V
Region: V-BICOL
Address: 3/F TYLER'S BLDG. RIZAL ST., BRGY. 32 TINAGO LEGAZPI CITY

Agency Code/UACS:
Organization Type: NGA

Contact Person: JENEALYN M. SALOMON
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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	-	First Aid Kit	bag/pack	2	0	0	2	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,000.00	6,000.00
2	-	Wheels for Isuzu Crosswind	piece	0	0	0	0	0.00	0	1	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
3	-	Epson Printer Ink L3110 /L5290 black #003	bottle	2	1	2	5	1,400.00	2	1	1	4	1,120.00	2	2	1	5	1,400.00	1	2	1	4	1,120.00	18	280.00	5,040.00
4	-	Epson Printer Ink L3110/ L5290 cyan #003	bottle	1	1	2	4	1,160.00	1	0	1	2	580.00	1	1	1	3	870.00	1	0	1	2	580.00	11	290.00	3,190.00
5	-	Epson Printer Ink L3110/ L5290 magenta #003	bottle	1	1	2	4	1,160.00	1	0	1	2	580.00	1	1	1	3	870.00	1	0	1	2	580.00	11	290.00	3,190.00
6	-	Epson Printer Ink L3110 / L5290yellow #003	bottle	1	1	2	4	1,160.00	1	0	1	2	580.00	1	1	1	3	870.00	1	0	1	2	580.00	11	290.00	3,190.00
7	-	HP Printer Ink # GT-52 Black	bottle	2	0	2	4	1,120.00	2	0	1	3	840.00	1	2	1	4	1,120.00	2	1	1	4	1,120.00	15	280.00	4,200.00
8	-	HP Printer Ink # GT-53Cyan	bottle	1	1	1	3	870.00	0	0	0	0	0.00	1	1	1	3	870.00	0	0	0	0	0.00	6	290.00	1,740.00
9	-	HP Printer Ink # GT-53 Magenta	bottle	1	1	1	3	870.00	0	0	0	0	0.00	1	1	1	3	870.00	0	0	0	0	0.00	6	290.00	1,740.00
10	-	HP Printer Ink # GT-53 Yellow	bottle	1	1	1	3	870.00	0	0	0	0	0.00	1	1	1	3	870.00	0	0	0	0	0.00	6	290.00	1,740.00
11	-	HP Print Head Black	box	0	2	0	2	1,200.00	0	0	0	0	0.00	0	1	0	1	600.00	0	0	0	0	0.00	3	600.00	1,800.00
12	-	HP Printhead Tri-color	box	0	2	0	2	1,200.00	0	0	0	0	0.00	0	1	0	1	600.00	0	0	0	0	0.00	3	600.00	1,800.00
13	-	Epson Printhead L3110 black/tri-color	piece	0	0	1	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	600.00	2	600.00	1,200.00
14	-	Automatic Numbering Machine	piece	0	1	0	1	800.00	0	0	1	1	800.00	0	0	0	0	0.00	1	0	0	1	800.00	3	800.00	2,400.00
15	-	Numbering machine ink	btl	1	1	1	3	380.25	0	0	0	0	0.00	1	1	1	3	380.25	0	0	0	0	0.00	6	126.75	760.50
16	-	RISO - Sena Forms Naga and Legazpi	ream	1	1	1	3	1,200.00	1	0	1	2	800.00	1	1	1	3	1,200.00	1	0	1	2	800.00	10	400.00	4,000.00
17	-	RISO- Complaint Forms Local and OFW (SRAB V-RAB V)	ream	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12	400.00	4,800.00
18	-	STAMPS - name, Receive, Release etc.	piece	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	150.00	1,800.00
19	-	Ballpen Black	piece	5	4	3	12	84.00	2	3	2	7	49.00	5	4	3	12	84.00	2	4	2	8	56.00	39	7.00	273.00
20	-	Ballpen Blue	piece	5	4	3	12	84.00	2	5	3	10	70.00	5	4	3	12	84.00	2	5	3	10	70.00	44	7.00	308.00
21	-	Correction Fluuid	btl	2	0	0	2	76.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	76.00	4	38.00	152.00
22	-	Envelope Plastice Expanding Transparent Long	piece	1	2	2	5	280.00	3	0	0	3	168.00	0	0	0	0	0.00	1	2	2	5	280.00	13	56.00	728.00
23	-	Folder Expanding Long Assorted Color	piece	15	15	15	45	1,080.00	5	5	5	15	360.00	15	15	15	45	1,080.00	5	5	5	15	360.00	120	24.00	2,880.00
24	-	Time Card/ DTR Amano/Paper	pack	1	1	1	3	391.10	1	0	1	2	260.73	1	1	1	3	391.10	0	1	1	2	260.73	10	130.37	1,303.67
25	-	Rubber Dater Stamp	piece	2	0	0	2	113.50	1	1	0	2	113.50	0	0	0	0	0.00	1	0	0	1	56.75	5	56.75	283.75
26	-	Ledger - 2 Column	piece	0	1	1	2	57.50	0	0	0	0	0.00	1	1	0	2	57.50	0	0	0	0	0.00	4	28.75	115.00
27	-	Journal	piece	1	1	0	2	53.50	0	0	0	0	0.00	0	1	0	1	26.75	0	1	0	1	26.75	4	26.75	107.00
28	-	AVR 750w	piece	1	1	1	3	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1	1	3	2,250.00	6	750.00	4,500.00
29	-	Receptacles	piece	2	0	0	2	178.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	89.00	3	89.00	267.00
30	-	Electrical tape 18mm	roll	1	0	0	1	75.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	75.00	75.00
31	-	Special Paper for Loyalty & Certificates a4/long	pack	1	2	0	3	354.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	118.00	354.00
32	-	Executive Chair Leather	piece	0	1	0	1	9,999.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,999.00	9,999.00
33	-	Client chairs with Arm / Visitors Chair	piece	0	0	1	1	1,750.00	0	0	1	1	1,750.00	0	0	1	1	1,750.00	1	0	1	2	3,500.00	5	1,750.00	8,750.00
34	-	Assorted Colored Bond Paper	ream	0	1	0	1	280.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	280.00	2	280.00	560.00
35	-	Biometric Fingerprint Attendance	piece	0	1	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,000.00	10,000.00

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			
36	-	Wallclock Big	piece	0	0	0	0	0.00	0	0	1	1	850.00	0	0	0	0	0.00	0	0	0	0	0.00	1	850.00	850.00
37	-	Steel Desk Organizer 3-Layer	piece	0	0	1	1	749.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	1	2	1,498.00	3	749.00	2,247.00
38	-	Trash Can	piece	0	0	0	0	0.00	1	2	3	6	1,308.00	0	0	0	0	0.00	1	0	0	1	218.00	7	218.00	1,526.00
39	-	Cork Board 2x3/ 2/4	piece	0	0	0	0	0.00	1	0	0	1	1,500.00	0	0	0	0	0.00	1	0	0	1	1,500.00	2	1,500.00	3,000.00
40		Toner Resolution Brand HP CB45A	cart	0	0	1	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
41		Toner Resolution Brand HP CB45A	cart	1	2	1	4	8,000.00	1	2	0	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	13	2,000.00	26,000.00

A. TOTAL		₱ 129,868.92
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 12,986.89
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 142,855.81
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:

JENEALYN M SALOMON
Property/Supply Officer

Date Prepared: 7/28/2023

Certified Funds Available / Certified Appropriate Funds Available:

AGNES B. MALDO-BACOTOC / IDA IRMINA L. ROSERO
Accountant / Budget Officer

Approved by:

JESUS ORLANDO M. QUIÑONES
Head of Office/Agency