

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

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.

- Remarks:**
- 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-dbm.gov.ph).
 - 2.0 All information must be provided accurately.
 - 3.0 To fill-out, cover 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 <http://www.ps-dbm.gov.ph> (Please copy the file and paste it your browser).
 - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 8927-8478245 (Global) or 0918-2954428 (Smart), or email procurement@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.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.

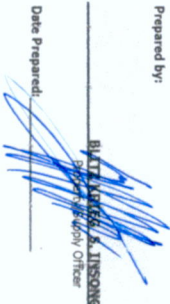
Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: REGIONAL LABOR RELATIONS BRANCH IX & SA-RALIX
 Address: 8F7 REALTY BUILDING 8 BELMONT DRIVE
 SAN JOSE ROAD, BELMONT, ZAMBOMBA CITY

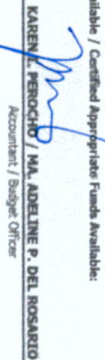
Agency Code/UNCS: 16000300009
 Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: BLITZ LOPEZ S. JINSONG
 Position: Administrative Officer I (Supply Officer)
 E-mail: blitzlopez@nlrc.gov.ph
 Telephone/Facsimile Nos.: 0917-4407331

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Challenge	Total Amount for the year													
				Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4					
1		BALLEN	PCS	12	0	12	24	24	90	90	0	12	0	12	120.00	0	12	0	12	120.00	12	0	12	24	75	750.00	330	10.00	3,300.00		
2		FOLDER, LONG BLUE	PCS	30	30	30	0	0	0	0	0	0	0	0	0.00	25	25	25	75	750.00	25	25	25	75	0	0.00	0	0.00	0.00		
3							0	0	0	0	0	0	0	0	0.00											0	0.00	0	0.00	0.00	
4							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
5							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
6							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
7							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
8							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
9							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
10							0	0	0	0	0	0	0	0	0.00												0	0.00	0	0.00	0.00
A. TOTAL																															4,020.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																															402.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																															-
D. GRAND TOTAL (A + B + C)																															4,422.00
E. APPROVED BUDGET BY THE AGENCY HEAD																															

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: 
 Blitza Lopez S. Jinsong
 Administrative Officer

Certified Funds Available / Certified Appropriate Funds Available:

 Karen L. Penchoy / MA. ADELINE P. DEL ROSARIO
 Accountant / Budget Officer

Approved by: 
 Hon. LIZANTILLA J. AMARIO
 Head of Office/Agency