ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/AUACS: 160040300003

AGENCY NAME: National Labor Relations Commission-Regional Arbitration Branch III

ORGANIZATION TYPE: Attached Agency

REGION: Region III - Central Luzon

ADDRESS: Ascorp Bldg., Dolores City of San Fernando, Pampanga

CONTACT PERSON: DABU, FE Q.

DESIGNATION: SUPPLY OFFICER I

EMAIL: dabu_fe@yahoo.com.ph

CONTACT NUMBER: 9296988430

INTRODUCTION: Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No.	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1					QUARTER 2					QUARTER 3					QUARTER 4							
			Jan	Feb	Mar	Qty	Amount	Apr	May	Jun	Qty	Amount	Jul	Aug	Sept	Qty	Amount	Oct	Nov	Dec	Qty	Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	Printer	Brother	0	0	0	0	0.00	0	0	1	1	14,000.00	0	0	0	0	0.00	0	0	1	1	14,000.00	2	14,000.00	₱28,000.00
2	Ballpen	Fine, ordinary	0	0	0	0	0.00	0	0	50	50	500.00	0	0	0	0	0.00	0	0	50	50	500.00	100	10.00	₱1,000.00
3	Pencil	ordinary with eraser	0	0	0	0	0.00	0	0	12	12	120.00	0	0	0	0	0.00	0	0	12	12	120.00	24	10.00	₱240.00
4	Desk File Organizer	3 Layer Tray	0	0	0	0	0.00	0	0	2	2	920.00	0	0	0	0	0.00	0	0	2	2	920.00	4	460.00	₱1,840.00
5	Ink Refill	Canon, Black	0	0	0	0	0.00	0	0	10	10	5,500.00	0	0	0	0	0.00	0	0	10	10	5,500.00	20	550.00	₱11,000.00
6	Ink Refill	Canon, yellow	0	0	0	0	0.00	0	0	10	10	4,750.00	0	0	0	0	0.00	0	0	10	10	4,750.00	20	475.00	₱9,500.00
7	Ink Refill	Canon, Magenta	0	0	0	0	0.00	0	0	10	10	4,750.00	0	0	0	0	0.00	0	0	10	10	4,750.00	20	475.00	₱9,500.00
8	Ink Refill	Canon, Cyan	0	0	0	0	0.00	0	0	10	10	4,750.00	0	0	0	0	0.00	0	0	10	10	4,750.00	20	475.00	₱9,500.00
9	Ink Refill	Epson, Black	0	0	0	0	0.00	0	0	10	10	2,750.00	0	0	0	0	0.00	0	0	10	10	2,750.00	20	275.00	₱5,500.00
10	Ink Refill	Epson, Yellow	0	0	0	0	0.00	0	0	10	10	2,600.00	0	0	0	0	0.00	0	0	10	10	2,600.00	20	260.00	₱5,200.00
11	Ink Refill	Epson, Magenta	0	0	0	0	0.00	0	0	10	10	2,600.00	0	0	0	0	0.00	0	0	10	10	2,600.00	20	260.00	₱5,200.00
12	Ink Refill	Epson, Cyan	0	0	0	0	0.00	0	0	10	10	2,600.00	0	0	0	0	0.00	0	0	10	10	2,600.00	20	260.00	₱5,200.00
13	Ink Cartridge	Canon G1010, Black	0	0	0	0	0.00	0	0	2	2	4,000.00	0	0	0	0	0.00	0	0	2	2	4,000.00	4	2,000.00	₱8,000.00
14	Ink Refill	Numbering machine ink	0	0	0	0	0.00	0	0	10	10	800.00	0	0	0	0	0.00	0	0	10	10	800.00	20	80.00	₱1,600.00
15	Paper pad	Yellow paper, ruled long	0	0	0	0	0.00	0	0	5	5	110.00	0	0	0	0	0.00	0	0	5	5	110.00	10	22.00	₱220.00
16	Computer Table	Table	0	0	0	0	0.00	0	0	1	1	4,500.00	0	0	0	0	0.00	0	0	1	1	4,500.00	2	4,500.00	₱9,000.00
17	Dater stamp	Stamp	0	0	0	0	0.00	0	0	2	2	400.00	0	0	0	0	0.00	0	0	2	2	400.00	4	200.00	₱800.00
18	Return Card	Vellum board, 14cm x 10.8 cm	0	0	0	0	0.00	0	0	4500	4500	7,875.00	0	0	0	0	0.00	0	0	4500	4500	7,875.00	9000	1.75	₱15,750.00
19	Duct Tape	48 mm	0	0	0	0	0.00	0	0	2	2	400.00	0	0	0	0	0.00	0	0	2	2	400.00	4	200.00	₱800.00
20	Keyboard Cleaner	Brush	0	0	0	0	0.00	0	0	3	3	300.00	0	0	0	0	0.00	0	0	3	3	300.00	6	100.00	₱600.00
21	Aircon Cleaner	Brush	0	0	0	0	0.00	0	0	1	1	150.00	0	0	0	0	0.00	0	0	1	1	150.00	2	150.00	₱300.00
22	Blood Pressure Apparatus	Digital Monitor, Rechargeable	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	2,000.00	1	2,000.00	₱2,000.00
23	Ladder	A-type Aluminum, 5-8 steps	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	3,000.00	1	3,000.00	₱3,000.00
24	Aircon outlet	1 gang switch	0	0	0	0	0.00	0	0	10	10	2,000.00	0	0	0	0	0.00	0	0	10	10	2,000.00	20	200.00	₱4,000.00
25	Electrical extension cord	3 gang	0	0	0	0	0.00	0	0	5	5	3,000.00	0	0	0	0	0.00	0	0	5	5	3,000.00	10	600.00	₱6,000.00

A. TOTAL	₱143,750.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	₱14,375.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	₱1,500.00
D. GRAND TOTAL (A + B+ C)	₱159,625.00

FE Q. DABU
SUPPLY OFFICER I
Property/Supply Officer

HANNAH GEM B. BAUTISTA/JONALYN V. DEPENULAC
ACCOUNTANT/BUDGET OFFICER I
Accountant/Budget Officer

RODERICK Q. ALMEDA
EXECUTIVE LABOR ARBITER
Head of Office/Agency

Date Prepared: 7/29/2025 14:04:54