

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-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.as-phlgoas.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 want 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://forms.as-phlgoas.gov.ph> (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-phlgoas.gov.ph, or visit the PS-DBM website (www.ps-phlgoas.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Notes: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: VII - Cebu
 Address: 3F LBF Bldg., Osmena Blvd. Cor. J. Lorente St. Cebu City, Cebu 6000

Agency Code/UAACS: 160040300007
 Organization Type: National Government Agency (NGA)

Contact Person: Lyka C. Arceo
 Position: Administrative Officer V
 E-mail: nlrc.rabvii.cebua@gmail.com
 Telephone/Mobile Nos: 0322535529

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	-	BOND PAPER, Legal, Pink	ream	0	0	7	7	1,631.00	0	0	7	7	1,631.00	0	0	7	7	1,631.00	0	0	7	7	1,631.00	28	233.00	6,524.00				
2	-	BOND PAPER, Legal, Sube. 16 or 56 GSM	ream	0	0	20	20	3,250.00	0	0	20	20	3,250.00	0	0	20	20	3,250.00	0	0	20	20	3,250.00	80	162.50	13,000.00				
3	-	BOND PAPER, Letter, Sube. 18 or 63 GSM	ream	0	0	5	5	1,100.00	0	0	5	5	1,100.00	0	0	5	5	1,100.00	0	0	5	5	1,100.00	20	220.00	4,400.00				
4	-	BOND PAPER, Legal, Sube. 28 or 100 GSM	ream	0	0	2	2	657.50	0	0	2	2	657.50	0	0	2	2	657.50	0	0	2	2	657.50	8	328.75	2,630.00				
5	-	BOND PAPER, Legal, Yellow	ream	0	0	7	7	1,617.00	0	0	7	7	1,617.00	0	0	7	7	1,617.00	0	0	7	7	1,617.00	28	231.00	6,468.00				
6	-	Cleaning Brush with Plastic Bristles	piece	0	0	3	3	96.00	0	0	0	0	0.00	0	0	3	3	96.00	0	0	0	0	0.00	6	32.00	192.00				
7	-	CORRECTION TAPE, refill Smooton	piece	0	0	30	30	855.00	0	0	30	30	855.00	0	0	30	30	855.00	0	0	30	30	855.00	120	28.50	3,420.00				
8	-	ENVELOPE, Documentary, Legal, Brown	piece	0	0	50	50	85.00	0	0	50	50	85.00	0	0	50	50	85.00	0	0	50	50	85.00	200	1.70	340.00				
9	-	ENVELOPE, Documentary, Letter, Brown	piece	0	0	20	20	46.00	0	0	20	20	46.00	0	0	20	20	46.00	0	0	20	20	46.00	80	2.30	184.00				
10	-	Liquid Eraser	bottle	0	0	1	1	30.00	0	0	1	1	30.00	0	0	1	1	30.00	0	0	1	1	30.00	4	30.00	120.00				
11	-	FASTENER, Metal 8"	box	0	0	3	3	495.00	0	0	1	1	135.00	0	0	1	1	135.00	0	0	1	1	135.00	6	135.00	810.00				
12	-	File Maker Pro Rack - 2 Divider Racks	piece	0	0	2	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00				
13	-	Floor Scrub Brush with Long Handle	piece	0	0	3	3	300.00	0	0	0	0	0.00	0	0	3	3	300.00	0	0	0	0	0.00	6	100.00	600.00				
14	-	FOLDER, white, Long	piece	0	0	15	15	45.00	0	0	15	15	45.00	0	0	15	15	45.00	0	0	15	15	45.00	60	3.00	180.00				
15	-	Glass Cleaner	bottle	0	0	2	2	400.00	0	0	1	1	200.00	0	0	2	2	400.00	0	0	1	1	200.00	6	200.00	1,200.00				
16	-	Index Card 1/2	pack	0	0	5	5	175.00	0	0	5	5	175.00	0	0	5	5	175.00	0	0	5	5	175.00	20	35.00	700.00				
17	-	Index Card Wood Box	piece	0	0	1	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00				
18	-	INK, Brother BT3000 Cyan	bottle	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	36	368.00	13,248.00				
19	-	INK, Brother BT3000 Magenta	bottle	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	36	368.00	13,248.00				
20	-	INK, Brother BT3000 Yellow	bottle	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	0	0	9	9	3,312.00	36	368.00	13,248.00				
21	-	INK, Brother BTD60 Black	bottle	0	0	14	14	5,236.00	0	0	14	14	5,236.00	0	0	14	14	5,236.00	0	0	14	14	5,236.00	56	374.00	20,944.00				
22	-	Ink, Epson T-6641 Black	bottle	0	0	2	2	520.00	0	0	2	2	520.00	0	0	2	2	520.00	0	0	1	1	260.00	7	260.00	1,820.00				
23	-	Ink, Epson T-6641 Cyan	bottle	0	0	1	1	275.00	0	0	0	0	0.00	0	0	1	1	275.00	0	0	0	0	0.00	2	275.00	550.00				
24	-	Ink, Epson T-6641 Magenta	bottle	0	0	1	1	275.00	0	0	0	0	0.00	0	0	1	1	275.00	0	0	0	0	0.00	2	275.00	550.00				
25	-	Ink, Epson T-6641 Yellow	bottle	0	0	1	1	275.00	0	0	0	0	0.00	0	0	1	1	275.00	0	0	0	0	0.00	2	275.00	550.00				
26	-	INK, HP GT52 Cyan	bottle	0	0	3	3	870.00	0	0	1	1	290.00	0	0	2	2	580.00	0	0	1	1	290.00	7	290.00	2,030.00				
27	-	INK, HP GT52 Magenta	bottle	0	0	3	3	870.00	0	0	1	1	290.00	0	0	2	2	580.00	0	0	1	1	290.00	7	290.00	2,030.00				
28	-	INK, HP GT52 Yellow	bottle	0	0	3	3	870.00	0	0	1	1	290.00	0	0	2	2	580.00	0	0	1	1	290.00	7	290.00	2,030.00				
29	-	INK, HP GT53 Black	bottle	0	0	10	10	2,750.00	0	0	9	9	2,475.00	0	0	3	3	825.00	0	0	3	3	825.00	25	275.00	6,875.00				
30	-	INK, Marker Refill, Black	bottle	0	0	2	2	196.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	98.00	196.00				
31	-	INK, Numbering Machine(Black)	bottle	0	0	2	2	393.00	0	0	1	1	196.50	0	0	0	0	0.00	0	0	1	1	196.50	4	196.50	786.00				
32	-	INK, Numbering Machine(Red)	bottle	0	0	8	8	1,572.00	0	0	1	1	196.50	0	0	7	7	1,375.50	0	0	2	2	393.00	18	196.50	3,537.00				

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
33	-	Mechanical Pencil Leads 0.5	pack	0	0	2	2	156.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	78.00	156.00
34	-	Metal Document Stopper	piece	0	0	3	3	273.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	91.00	273.00
35	-	Mousepad	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	8	8	760.00	0	0	8	8	760.00	16	95.00	1,520.00
36	-	Multi-Purpose Cleaner	can	0	0	5	5	975.00	0	0	5	5	975.00	0	0	5	5	975.00	0	0	5	5	975.00	20	195.00	3,900.00
37	-	Muriatic acid	gallon	0	0	3	3	1,016.25	0	0	3	3	1,016.25	0	0	3	3	1,016.25	0	0	2	2	677.50	11	338.75	3,726.25
38	-	Numbering Machine, 6 digits, Heavy Duty	piece	0	0	3	3	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,500.00	4,500.00
39	-	PAPER, Yellow Pad	pad	0	0	3	3	30.00	0	0	2	2	20.00	0	0	2	2	20.00	0	0	2	2	20.00	9	10.00	90.00
40	-	RECORD BOOK, 500 pages, No.85, 7.75"x12.5"	book	0	0	10	10	4,650.00	0	0	5	5	2,325.00	0	0	5	5	2,325.00	0	0	5	5	2,325.00	25	465.00	11,625.00
41	-	RUBBER BAND, No. 16	box	0	0	3	3	105.00	0	0	0	0	0.00	0	0	2	2	70.00	0	0	0	0	0.00	5	35.00	175.00
42	-	TAPE, Duct, 48mm	roll	0	0	2	2	190.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	95.00	190.00
43	-	TAPE, Masking, 24mm	roll	0	0	5	5	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	30.00	150.00
44	-	Toilet Brush	piece	0	0	3	3	150.00	0	0	0	0	0.00	0	0	3	3	150.00	0	0	0	0	0.00	6	50.00	300.00
45	-	TRASHBAG, 22x24"	pack	0	0	4	4	240.00	0	0	4	4	240.00	0	0	4	4	240.00	0	0	4	4	240.00	16	60.00	960.00
46	-	TRASHBAG, 18x20"	pack	0	0	10	10	500.00	0	0	8	8	400.00	0	0	8	8	400.00	0	0	10	10	500.00	36	50.00	1,800.00
47	-	Yellow Pad	pad	0	0	3	3	30.00	0	0	2	2	20.00	0	0	2	2	20.00	0	0	2	2	20.00	9	10.00	90.00
48	-	Zonox / Witeox	gallon	0	0	4	4	624.00	0	0	3	3	468.00	0	0	4	4	624.00	0	0	3	3	468.00	14	156.00	2,184.00
49	-	Rags Microfiber	piece	0	0	6	6	172.26	0	0	6	6	172.26	0	0	6	6	172.26	0	0	6	6	172.26	24	28.71	689.04
50	-	Money Counting Machine	unit	0	0	1	1	9,995.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,995.00	9,995.00
51	-	Bubb Receipts	piece	0	0	6	6	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	40.00	240.00
52	-	USB Hub 3.0 (7 ports)	piece	0	0	6	6	5,994.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	999.00	5,994.00
53	-	Anti-Virus	unit	0	0	1	1	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	750.00	750.00
54	-	Microsoft Office (Latest Version)	unit	0	0	1	1	14,999.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14,999.00	14,999.00
55	-	Warm White 15 Watts	piece	0	0	2	2	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	250.00	500.00
56	-	Daylight Bulb 12 watts	piece	0	0	5	5	995.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	199.00	995.00
57	-	Multiple Socket Extension Wire (6 Gang w/ USB Port)	piece	0	0	2	2	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	600.00	1,200.00
58	-	Emergency Light (High Powered)	unit	0	0	3	3	4,362.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,454.00	4,362.00
59	-	Air Conditioning Unit 2hp Inverter	unit	0	0	1	1	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	35,000.00	35,000.00
60	-	Executive Chair	piece	0	0	2	2	17,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,550.00	17,100.00
61	-	Clerical Table	piece	0	0	2	2	9,060.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,530.00	9,060.00
62	-	4-Layer Lateral Filing Cabinet (with Roll Out Drawer)	piece	0	0	2	2	23,450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	11,725.00	23,450.00
63	-	Clerical Chair with Armrest	piece	0	0	5	5	25,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,150.00	25,750.00
64	-	Gauze Pad/Bandage	piece	0	0	0	0	0.00	0	0	1	1	100.00	0	0	0	0	0.00	0	0	0	0	0.00	1	100.00	100.00
65	-	Plaster (Adhesive)	piece	0	0	0	0	0.00	0	0	1	1	38.00	0	0	0	0	0.00	0	0	0	0	0.00	1	38.00	38.00
66	-	BP Monitor	unit	0	0	0	0	0.00	0	0	1	1	3,799.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,799.00	3,799.00
67	-	Cotton Balls	pack	0	0	0	0	0.00	0	0	1	1	39.00	0	0	0	0	0.00	0	0	0	0	0.00	1	39.00	39.00
68	-	Plain NSS	bottle	0	0	0	0	0.00	0	0	1	1	133.75	0	0	0	0	0.00	0	0	0	0	0.00	1	133.75	133.75
69	-	Photocopier	unit	0	0	1	1	42,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,000.00	42,000.00
70	-							0.00					0.00					0.00					0.00	0	0.00	0.00
71	-							0.00					0.00					0.00					0.00	0	0.00	0.00
72	-							0.00					0.00					0.00					0.00	0	0.00	0.00
73	-							0.00					0.00					0.00					0.00	0	0.00	0.00
74	-							0.00					0.00					0.00					0.00	0	0.00	0.00
75	-							0.00					0.00					0.00					0.00	0	0.00	0.00
76	-							0.00					0.00					0.00					0.00	0	0.00	0.00

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
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

A. TOTAL		P	381,043.04
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	38,104.30
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	388,147.34
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	SIX HUNDRED FIFTY THOUSAND PESOS ONLY		

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:

 MARTIN S. CONTING
 Property/Supply Officer
 Date Prepared: August 03, 2023

Certified Funds Available / Certified Appropriate Funds Available:

 JAYLORBY LICAYAN
 Accountant / Budget Officer

Approved by:

 EMILLIANO C. TIONGCO, JR.
 Head of Office/Agency