ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/(UACS):		CONTACT PERSON:	JUNAR N. OLFERDO
AGENCY NAME:	NATIONAL LABOR RELATIONS COMMISSION	DESIGNATION:	Administrative Officer I / Supply Officer I
ORGANIZATION TYPE:	Government	EMAIL:	nlrc_ro51@yahoo.com
REGION:	I	CONTACT NUMBER:	(072) 607 8362 / 63
ADDRESS:	2/F, DSWA Bldg., Gov. Luna cor. Gov. Ortega Sts. San Fernando City, La Union		

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. The APP-CSE 2025 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).
2. All information must be provided accurately.
3. To fill-out, find the item in the 'List of Items - I' 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.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/cwlwO
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2054428 (Smart) or 0962-4255199 (Smart), or email appcse.bnl@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 2025 must be submitted on or before July 31, 2024

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	44121704	Ball point pens	black	piece	12	12	12	36	864.00	12	12	12	36	864.00	12	12	12	36	864.00	12	12	12	36	864.00	144	24.00	3,456.00
2	44122011	Folders	white, for Legal size doc.	piece	200	200	200	600	1,800.00	200	200	200	600	1,800.00	200	200	200	600	1,800.00	200	200	200	600	1,800.00	2400	6.00	14,400.00
3	44122012	Folders	red, for Legal size doc.	piece	12	12	12	36	342.00	12	12	12	36	342.00	12	12	12	36	342.00	12	12	12	36	342.00	144	9.50	1,368.00
4	44122013	Folders	expanding, green, for Legal size doc.	piece	12	12	12	36	522.00	12	12	12	36	522.00	12	12	12	36	522.00	12	12	12	36	522.00	144	14.50	2,088.00
5	44121804	Ink refills	Brother, BTD60, 108ml, black	bottle	3	0	3	6	1,560.00	3	0	3	6	1,560.00	3	0	3	6	1,560.00	3	0	3	6	1,560.00	48	260.00	6,240.00
6	44121804	Ink refills	Brother, BT5000c, 40.8ml, cyan	bottle	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	8	260.00	2,080.00
7	44121804	Ink refills	Brother, BT5000m, 40.8ml, magenta	bottle	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	8	260.00	2,080.00
8	44121804	Ink refills	Brother, BT5000y, 40.8ml, yellow	bottle	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	1	0	1	3	780.00	8	260.00	2,080.00
9	44121804	Ink refills	Epson 003, 70ml., black	bottle	4	4	4	12	3,684.00	4	4	4	12	3,684.00	4	4	4	12	3,684.00	4	4	4	12	3,684.00	48	307.00	14,736.00
10	44121804	Ink refills	Epson 003, 70ml., cyan	bottle	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	24	325.00	7,800.00
11	44121804	Ink refills	Epson 003, 70ml., magenta	bottle	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	24	325.00	7,800.00
12	44121804	Ink refills	Epson 003, 70ml., yellow	bottle	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	2	2	2	6	1,950.00	24	325.00	7,800.00
13	44121804	Ink refills	universal, 100ml., black	bottle	3	3	3	9	630.00	3	3	3	9	630.00	3	3	3	9	630.00	3	3	3	9	630.00	36	70.00	2,520.00
14	44121804	Ink refills	universal, 100ml., cyan	bottle	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	16	70.00	1,120.00
15	44121804	Ink refills	universal, 100ml., magenta	bottle	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	16	70.00	1,120.00
16	44121804	Ink refills	universal, 100ml., yellow	bottle	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	2	0	2	4	280.00	16	70.00	1,120.00
17	44122002	Calenders	International Executive Planner	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	793.00	2	396.50	793.00
18	31201600	Adhesives	Multi-purpose glue, white, 130g	bottle	4	4	4	12	864.00	4	4	4	12	864.00	4	4	4	12	864.00	4	4	4	12	864.00	48	72.00	3,456.00
19	43000000	Printing and Photographic and Audio and Visual Equipment and Supplies	Printer, Epson L3250	unit	1	0	0	1	13,796.00	0	0	0	0	0.00	1	0	0	1	13,796.00	0	0	0	0	0.00	2	13,796.00	27,592.00
20	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
21	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
22	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
23	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
24	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
25	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
26	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

CamScanner

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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)																											
47	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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

No.	UNSPSC	Item Description	Specification *(Input specific features or composition of the item such as dimensions, color, or functions)*	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)																											

A. TOTAL		₱ 111,760.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 11,176.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱
D. GRAND TOTAL (A + B+ C)		₱ 130,048.80
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:

JUNALYN CUPEDO
Property Supply Officer

Date Prepared: 29 July 2024

Certified Funds Available / Certified Appropriate Funds Available:

HELSAM JOYCE T. GARCIA / AUGUSTO [illegible]
Accountant / Budget Officer

Approved by:

ROY ALBERT M. CABARDO
Head of Office/Agency

CamScanner