

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.

Introduction:
 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.philbens.gov.ph).
 2.0 All information provided in this form shall be accurate. Additional rows for other items may be inserted if necessary.
 3.0 The list of items indicated in the UNSPSC tab of this form. Otherwise, the item that will insert will not be accounted. (Please copy the file and paste it your browser)
 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://monitors/psdbm>
 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 9927-8478245 (Globe) or 0918-2954426 (Smart), or email address: marketing@ps-dbm.philbens.gov.ph, or visit the PS-DBM website (www.ps-dbm.philbens.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Agency Code (UACS): _____
 Occupation Type: _____
 Agency Code (UACS): 15-004-030011
 Occupation Type: _____
 Contact Person: LEGIL C. AGAC - AC
 Position: SUPPLY OFFICER I
 Email: legilc.agac@psdbm.philbens.gov.ph
 Telephone/Mobile No: 9927098830

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: REGION XI - DAVAO CITY
 Address: 3RD FLOOR PICHAY-GUERRINO STS. DAVAO CITY

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	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	AMOUNT			
1	47130000	Chemicals and industrial supplies					0	0.00				0	0.00					0	0.00			0	0.00			0.00
2		Disinfectant Spray	GAL	2	2	2	6	3,000.00	2	2	2	6	3,000.00	2	2	2	6	3,000.00	24	500.00		24	12,000.00			
3		Liquid Hand Soap	GAL	1	1	1	3	1,500.00	1	1	1	3	1,500.00	0	0	0	0	0.00	2	1,500.00		2	3,000.00			
4		MUNISC AS2	LITER	3	3	3	9	240.00	3	3	3	9	240.00	0	0	0	0	0.00	6	80.00		6	480.00			
5	39121700	Electronic hardware and supplies					0	0.00				0	0.00					0	0.00			0	0.00			0.00
6		Battery Packs	PACKS	5	5	5	15	1,200.00	5	5	5	15	1,200.00	6	6	6	18	1,200.00	12	200.00		12	2,400.00			
7		Fluorescent Tube 40watts bulb	PC	30	30	30	90	4,500.00	30	30	30	90	4,500.00	30	30	30	90	4,500.00	60	150.00		60	9,000.00			
8		Fluorescent Tube 60watts housing	PC	12	12	12	36	1,800.00	12	12	12	36	1,800.00	0	0	0	0	0.00	12	150.00		12	1,800.00			
9		Fluorescent Tube 20watts bulb	PC	6	6	6	18	600.00	6	6	6	18	600.00	0	0	0	0	0.00	6	100.00		6	600.00			
10	44120000	Office supplies					0	0.00				0	0.00					0	0.00			0	0.00			0.00
11		PUSH CART	PC	1	1	1	3	3,000.00	1	1	1	3	3,000.00	0	0	0	0	0.00	1	3,000.00		1	3,000.00			
12		Embossing Expanding Brown Long	BOX	10	10	10	30	10,000.00	10	10	10	30	10,000.00	0	0	0	0	0.00	20	1,000.00		20	20,000.00			
13		Embossing Metal Box	BOX	12	12	12	36	1,200.00	12	12	12	36	1,200.00	0	0	0	0	0.00	12	100.00		12	1,200.00			
14		Embossing Metal 1.3m	BOX	10	10	10	30	1,500.00	10	10	10	30	1,500.00	0	0	0	0	0.00	10	150.00		10	1,500.00			
15		Folder Expanding Green Long	PC	300	300	300	900	4,500.00	300	300	300	900	4,500.00	300	300	300	900	4,500.00	1200	15.00		1200	18,000.00			
16		Folder Expanding Yellow Long	PC	100	100	100	300	1,500.00	100	100	100	300	1,500.00	100	100	100	300	1,500.00	400	10.00		400	4,000.00			
17		Folder Expanding Violet Long	PC	50	50	50	150	600.00	50	50	50	150	600.00	50	50	50	150	600.00	200	15.00		200	3,000.00			
18		Folder Cream Long	PC	300	300	300	900	4,500.00	300	300	300	900	4,500.00	300	300	300	900	4,500.00	1200	15.00		1200	18,000.00			
19		Folder Brown Long	PC	200	200	200	600	2,400.00	200	200	200	600	2,400.00	100	100	100	300	1,200.00	800	6.00		800	4,800.00			
20		Folder Brown Short	PC	20	20	20	60	180.00	20	20	20	60	180.00	20	20	20	60	180.00	90	5.00		90	450.00			
21		Glue Pen Tube 50ML	BOX	1	1	1	3	300.00	1	1	1	3	300.00	1	1	1	3	300.00	3	300.00		3	900.00			
22		Index Card Box 500	PC	7	7	7	21	1,050.00	7	7	7	21	1,050.00	0	0	0	0	0.00	7	150.00		7	1,050.00			
23		Index Card Ruled 500 (50)	PC	10	10	10	30	300.00	10	10	10	30	300.00	0	0	0	0	0.00	20	50.00		20	1,000.00			
24		ink for numbering machine	BOX	2	2	2	6	300.00	2	2	2	6	300.00	0	0	0	0	0.00	2	300.00		2	600.00			
25		Paper Bond Colored - Yellow Long Sub20	REAM	2	2	2	6	500.00	2	2	2	6	500.00	0	0	0	0	0.00	2	250.00		2	500.00			
26		Paper Bond Colored - Green Short Sub20	REAM	1	1	1	3	250.00	1	1	1	3	250.00	0	0	0	0	0.00	1	250.00		1	250.00			
27		Paper Bond Colored - Pink Short Sub20	REAM	3	3	3	9	750.00	3	3	3	9	750.00	0	0	0	0	0.00	3	250.00		3	750.00			
28		Paper Bond Long Sub16	REAM	30	10	10	50	11,000.00	10	10	10	30	6,600.00	10	10	10	30	6,600.00	100	270.00		100	27,000.00			
29		Paper Bond Short Sub20	REAM	20	20	20	60	4,000.00	20	20	20	60	4,000.00	0	0	0	0	0.00	20	200.00		20	4,000.00			
30		Paper Cap Box (50)	PC	5	5	5	15	1,500.00	5	5	5	15	1,500.00	5	5	5	15	1,500.00	60	70.00		60	4,200.00			
31		Record book 50pages (veto #65)	PC	3	3	3	9	1,500.00	3	3	3	9	1,500.00	0	0	0	0	0.00	6	500.00		6	3,000.00			
32		Thumb tag	BOX	2	2	2	6	60.00	2	2	2	6	60.00	0	0	0	0	0.00	2	30.00		2	60.00			
33	2411503	Plastic bags					0	0.00				0	0.00					0	0.00			0	0.00			0.00
34		Plastic Sack	PC	30	30	30	90	1,500.00	30	30	30	90	1,500.00	30	30	30	90	1,500.00	120	50.00		120	6,000.00			

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Price Challenge	Total Quantity for the Year	Total Amount for the Year									
				Jan	Feb	Mar	Q1 amount	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 amount				
35	31410000	Seal					0	0.00					0	0.00				0	0.00			0	0.00	0.00			
36		Dry Seal	PC	1		1	2	4,000.00																	2,000.00	12,000.00	
37	43211000	Computer accessories					0	0.00																	0	0.00	0.00
38		Keyboard & Mouse USB type	SET				0	0.00																	0	500.00	0.00
39		CMOS Battery CR2032	PC	2			2	100.00																	0	50.00	100.00
40		Internal Drive 500 340GB	PC				0	0.00																	0	2,500.00	0.00
41		Harddisk Seagate 500GB	PC				0	0.00																	0	2,500.00	0.00
42		Memory 8GB	PC				0	0.00																	0	3,500.00	0.00
43		UPS	PC				0	0.00																	0	500.00	0.00
44		AVR	PC				0	0.00																	0	2,000.00	0.00
45		LAPTOP HARD DRIVE	PC				0	0.00																	0	2,000.00	0.00
46	44103105	Ink cartridges					0	0.00																	0	300.00	0.00
47		Epson Ink 13150 Cyan	BOT				0	0.00																	0	300.00	0.00
48		Epson Ink 13150 Yellow	BOT				0	0.00																	0	300.00	0.00
49		Epson Ink 13150 Magenta	BOT				0	0.00																	0	300.00	0.00
50		Epson Ink 13150 Black	BOT	6		6	12	3,600.00																	6	300.00	1,800.00
51		Canon Fuser 24K for G1010 Black	BOT				0	0.00																	0	300.00	0.00
52		Canon Fuser 24K for G1010 Cyan	BOT				0	0.00																	0	300.00	0.00
53		Canon Fuser 24K for G1010 Magenta	BOT				0	0.00																	0	300.00	0.00
54		Canon Fuser 24K for G1010 Yellow	BOT				0	0.00																	0	300.00	0.00
55	44103127	Photocopier toner					0	0.00																	0	0.00	0.00
56		Bleeker Toner 2300	PC	3	3	3	9	16,200.00																	3	1,800.00	54,000.00
57		Toner for Canon MFC 32	PC	1	1	2	2	16,000.00																	1	8,000.00	16,000.00
58		Drum 66 for Canon MFC 32	PC	1	0	1	1	11,110.05																	0	11,110.05	11,110.05
59							0	0.00																	0	0.00	0.00
60							0	0.00																	0	0.00	0.00
61							0	0.00																	0	0.00	0.00
62							0	0.00																	0	0.00	0.00
63							0	0.00																	0	0.00	0.00
64							0	0.00																	0	0.00	0.00
65							0	0.00																	0	0.00	0.00
66							0	0.00																	0	0.00	0.00
67							0	0.00																	0	0.00	0.00
68							0	0.00																	0	0.00	0.00
69							0	0.00																	0	0.00	0.00
70							0	0.00																	0	0.00	0.00
71							0	0.00																	0	0.00	0.00
72							0	0.00																	0	0.00	0.00
73							0	0.00																	0	0.00	0.00
74							0	0.00																	0	0.00	0.00
75							0	0.00																	0	0.00	0.00
76							0	0.00																	0	0.00	0.00
77							0	0.00																	0	0.00	0.00
78							0	0.00																	0	0.00	0.00
79							0	0.00																	0	0.00	0.00
80							0	0.00																	0	0.00	0.00
81							0	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
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	307,050.08									
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																P	30,705.01									
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																P										
D. GRAND TOTAL (A + B + C)																P	337,755.09									
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: _____
 Date Prepared: _____

Certified Funds Available / Certified Appropriate Funds Available:
 DENNIS H. ANDO
 Accountant / Budget Officer

Approved by:
 NEAL J. GAGLIARDI
 Head of Office/Agency