ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026FORM - 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.ps-philgeps.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 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** https://shortuil.at/hos58 *(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-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 Form.**

Note: The APP-CSE for FY 2026 must be submitted on or before 31 August 2025.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
Region: REGIONAL ARBITRATION BRANCH-IX & Sub-RAB-IX
Address: EFT REALTY BUILDING S BULAHAN DRIVE, SAN JOSE ROAD, BALIWASAN, ZAMBOANGA CITY

Agency Code/UACS: N037
Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: BLITZ KRIEG S. INSONG
Position: Administrative Officer I (Supply Officer)
E-mail : blitzinsong@gmail.com
Telephone/Mobile Nos: 0917-140-7331

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	-	FOLDER, LONG BLUE	PCS	125	125	0	250	3,750.00	125	120	0	245	3,675.00	125	0	120	245	3,675.00	100	100	0	200	3,000.00	940	15.00	14,100.00
2		INK CARTRIDGE, EPSON C13T664100 (T6641), Black	BOT	4	5	5	14	4,900.00	4	5	5	15	5,250.00	5	4	5	14	4,900.00	4	4	4	12	4,200.00	55	350.00	19,250.00
		INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	BOT	2	2	2	6	2,100.00	2	2	2	6	2,100.00	2	2	2	6	2,100.00	2	2	2	6	2,100.00	24	350.00	8,400.00
2	-	INK EPSON BLACK 003	BOT	8	10	10	28	9,800.00	8	10	10	28	9,800.00	10	8	8	26	9,100.00	8	8	8	24	8,400.00	106	350.00	37,100.00
3	-	INK EPSON CYAN 003	BOT	3	3	2	8	2,800.00	3	3	2	8	2,800.00	3	2	3	8	2,800.00	2	3	3	8	2,800.00	32	350.00	11,200.00
4	-	INK EPSON MAGENTA 003	BOT	3	3	2	8	2,800.00	3	3	2	8	2,800.00	3	2	3	8	2,800.00	2	3	3	8	2,800.00	32	350.00	11,200.00
5	-	INK EPSON YELLOW 003	BOT	3	3	2	8	2,800.00	3	3	2	8	2,800.00	3	2	3	8	2,800.00	2	3	3	8	2,800.00	32	350.00	11,200.00
6		INK BROTHER BLACK BT D60	BOT	1	0	1	2	700.00	1	0	1	2	700.00	1	0	1	2	700.00	1	0	1	2	700.00	8	350.00	2,800.00
7		INK BROTHER CYAN BTD00	BOT	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	4	350.00	1,400.00
8	-	INK BROTHER MAGENTA BT5000	BOT	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	4	350.00	1,400.00
9	-	INK BROTHER YELLOW BT5000	BOT	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	0	1	0	1	350.00	4	350.00	1,400.00
		DISWASHING PASTE	BOT	3	3	3	9	900.00	3	3	3	9	900.00	3	3	3	9	900.00	3	3	3	9	900.00	36	100.00	3,600.00
		LED BULB 15 WATTS	PCS	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24	180.00	4,320.00
		NUMBERING MACHINE INK	BOT	1	0	0	1	300.00	0	1	0	1	300.00	0	1	0	1	300.00	0	1	0	1	300.00	4	300.00	1,200.00
		TRASHBAG SMALL	ROLL	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	24	30.00	720.00
10	-	KYOCERA TONER TK-1175	TON	0	1	0	1	7,410.00	0	1	0	1	7,410.00	0	1	0	1	7,410.00	0	1	0	1	7,410.00	4	7,410.00	29,640.00

A. TOTAL		₱	158,930.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	15,893.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	174,823.00
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:

BLITZ KRIEG S. INSONG
Administrative Officer I/Supply Officer

Date Prepared: August 28, 2025

Certified Funds Available / Certified Appropriate Funds Available:

MA. ADELINE P. DEL ROSARIO / MILDRED C. CLEMENIA
Accountant / Budget Officer

Approved by:

LIZANILLA J. AMARGA
Head of Office/Agency