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

AGENCY CODE/UACS:		CONTACT PERSON:	TERESITA ESTHER A. CANTO
AGENCY NAME:	NATIONAL LABOR RELATIONS COMMISSION	DESIGNATION:	ADMINISTRATIVE OFFICER V
ORGANIZATION TYPE:	GOVERNMENT AGENCY	EMAIL:	nlrcrab6@yahoo.com
REGION:	RAB VI BACOLOD	CONTACT NUMBER:	(034) 707 1380 / 0923 925 1626
ADDRESS:	Level 2 East 2 Cor. Diola St. & Circumferential Rd., Brgy. Villamonte, Bacolod City, Negros		

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 - 1' tab of this file then type the desired product in the search bar (working only for Mirosoft 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/qdeo0

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-295-1426 (Smart) or 0962-8255199 (Smart), or email appcseJhelpdesk@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 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)																										
1	-	Expanded Folder Green	Legal size hard expanding folder green	piece	50	0	0	50	1,000.00	50	0	0	50	1,000.00	50	0	0	50	1,000.00	50	0	0	50	1,000.00	200	20.00	4,000.00
2	-	Fastener	Steel fastener long	box	2	0	0	2	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	50.00	100.00
3	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
4	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
5	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
6	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
7	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
8	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
9	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
10	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
11	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
12	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
13	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
14	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
15	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
16	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
17	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
18	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
19	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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

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)																										
46	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
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	-																									

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		P	4,100.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	410.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	4,510.00
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:

TERESITA ESTHER A. CANTO
ADMINISTRAITVE OFFICER V
Property/Supply Officer

Date Prepared:_____

Certified Funds Available / Certified Appropriate Funds Available:

JOYCE ANNE D. ADORIO
ADMINISTRATIVE OFFICER II / BUDGET OFFICER II
Accountant / Budget Officer

Approved by:

MA. TERESA LAGAMINO DADELA
Executive Director
Head of Office Agency