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

AGENCY CODE/UACS:

AGENCY NAME: NATIONAL LABOR RELATIONS COMMISSION-CAR

ORGANIZATION TYPE:

REGION: BENGUET

ADDRESS: No. 17, Private Road, Magsaysay Avenue, Baguio City

CONTACT PERSON: DENNIS D. TOMILAS

DESIGNATION: Administrative Officer I

EMAIL: nlrcdennis@gmail.com

CONTACT NUMBER: (074) 443-8380, Mobile Number 0917-685-8854

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 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/ebm0

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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

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	-	PAPER, Bondpaper short 80 gsm		reams	1			1	230.00				0	0.00				0	0.00				0	0.00	1	230.00		230.00
2	-	PAPER, Bondpaper pink legal, subs 18		reams	1			1	210.00				0	0.00				0	0.00				0	0.00	1	210.00		210.00
3	-	PAPER, Bondpaper, 8.4 x 14, s20, 80gsm		reams	1			1	285.00				0	0.00				0	0.00				0	0.00	1	285.00		285.00
4	-	PAPER, Bondpaper 8.5 x 11, 80gsm		reams	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00		300.00
5	-	PAPER, Bondpaper 8.5 x 11, 200gsm		reams	1			1	500.00				0	0.00				0	0.00				0	0.00	1	500.00		500.00
6	-	PAPER, Groundwood, Legal		reams	1			1	180.00				0	0.00				0	0.00				0	0.00	1	180.00		180.00
7	-	PHOTOPAPER, A4 Photopaper, 10 pcs/pck		pcks	1			1	100.00				0	0.00	1			1	100.00				0	0.00	2	100.00		200.00
8	-	SPECIALTY PAPER, A4 10pcs/pack		pcks	1			1	100.00				0	0.00	1			1	100.00				0	0.00	2	100.00		200.00
9	-	A4 Sticker Paper Paper		reams	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00		300.00
10	-			box				0	0.00				0	0.00				0	0.00				0	0.00	0	300.00		0.00
11	-	BALLPEN, Black		pcs	50			50	500.00				0	0.00				0	0.00				0	0.00	50	10.00		500.00
12	-	BALLPEN, Blue		pcs	50			50	500.00				0	0.00				0	0.00				0	0.00	50	10.00		500.00
13	-	BALLPEN, Red		pcs	10			10	100.00				0	0.00				0	0.00				0	0.00	10	10.00		100.00
14	-	PEN, Signpen Gel, .07, Black		pcs	1			1	110.00				0	0.00				0	0.00				0	0.00	1	110.00		110.00
15	-	PEN, Signpen Gel, .07, Blue		pcs	1			1	110.00				0	0.00				0	0.00				0	0.00	1	110.00		110.00
16	-	PEN, Signpen , Gtech .03, black		pcs	1			1	75.00				0	0.00				0	0.00				0	0.00	1	75.00		75.00
17	-	PEN, Signpen , Gtech .03, blue		pcs	1			1	75.00				0	0.00				0	0.00				0	0.00	1	75.00		75.00
18	-	TAPE, Duct tape, grey 48mm		pcs	1			1	75.00				0	0.00				0	0.00				0	0.00	1	75.00		75.00
19	-	FASTENER, Plastic Fastener 50s/box		box	2			2	60.00				0	0.00				0	0.00				0	0.00	2	30.00		60.00
20	-	PIN, Push pin, Hammer Head		box	1			1	35.00				0	0.00				0	0.00				0	0.00	1	35.00		35.00
21	-	SELF-INKING PAD, NO. 60, Un -Uik		pcs	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00		350.00
22	-	SELF-INKING PAD, NO. 50, Un -Uik		pcs	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00		300.00
23	-	SELF-INKING PAD, NO. 40, Un -inked		pcs	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00		300.00
24	-	SELF-INKING PAD, NO. 30, Un inked		pcs	1			1	230.00				0	0.00				0	0.00				0	0.00	1	230.00		230.00
25	-	ARTLINE INK, Magenta		bot	1			1	100.00				0	0.00				0	0.00				0	0.00	1	100.00		100.00
26	-	NUMBERING MACHINE		unit	1			1	230.00				0	0.00				0	0.00				0	0.00	1	230.00		230.00
27	-			pcs	0			0	0.00				0	0.00				0	0.00				0	0.00	0	25.00		0.00
28	-			pcs	0			0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
29	-	FOLDER, Morocco Folder, long w/ slide		pcs	5			5	100.00				0	0.00				0	0.00				0	0.00	5	20.00		100.00
30	-	FOLDER, Morocco Folder, A4 w/ Slide		pcs	3			3	75.00				0	0.00				0	0.00				0	0.00	3	15.00		75.00
31	-	CALENDAR PLANNER 2026		pcs	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00		700.00
32	-	RULER, Metal Ruler		pcs	1			1	230.00				0	0.00				0	0.00				0	0.00	1	230.00		230.00
33	-	EPSON INK L3210, 003 black		bots	1	1	1	3	780.00	1	1	1	3	780.00	1	1	1	3	780.00	1	1	1	3	780.00	12	260.00		3,120.00
34	-	EPSON INK L3210, 003 yellow		bots	1			1	290.00	1			1	290.00	1			1	290.00	1			1	290.00	4	290.00		1,160.00
35	-	EPSON INK L3210, 003 Magenta		bots	1			1	290.00	1			1	290.00	1			1	290.00	1			1	290.00	4	290.00		1,160.00
36	-	EPSON INK L3210, 003 Cyan		bots	1			1	290.00	1			1	290.00	1			1	290.00	1			1	290.00	4	290.00		1,160.00
37	-	BROTHER INK BT 5000,Magenta		bots	1			1	400.00	1			1	400.00	1			1	400.00	1		1	3	800.00	5	400.00		2,000.00
38	-	BROTHER INK BT 5000,cyan		bots	1			1	400.00	1			1	400.00	1			1	400.00	1		1	3	800.00	5	400.00		2,000.00
39	-	BROTHER INK BT 5000, yellow		bots	1			1	450.00	1			1	450.00	1			1	450.00	1		1	3	900.00	5	450.00		2,250.00
40	-	BROTHER INK BT D60, Black		bots	1			1	400.00	1			1	400.00	1			1	400.00	1		1	3	800.00	5	400.00		2,000.00
41	-	DEVELOPER, TN136, INEO 164		bots	0	0	0	0	0.00	1	0	0	1	4,500.00		0	0	0	0.00	1	0	0	1	4,500.00	2	4,500.00		9,000.00
42	-	TONER, INBO 164		bots				0	0.00				0	0.00				0	0.00	1			1	3,200.00	1	3,200.00		3,200.00
43	-			set				0	0.00			0	0	0.00		0		0	0.00	0			0	0.00	0	750.00		0.00
44	-			bots				0	0.00				0	0.00				0	0.00				0	0.00	0			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)																													
45	-			bots				0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
46	-			bots				0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
47	-			bot				0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
48	-	SIGNATURE PAD		unit	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00		2,000.00
49	-	WIRELESS ROUTER		unit	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00		5,000.00
50	-	DATA CABINET		unit	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1	7,500.00		7,500.00
51	-	WIRELESS MICROPHONE		unit	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00		1,500.00
52	-	EXTERNAL SSD 2TB		unit	1			1	3,000.00				0	0.00				0	0.00				0	0.00	1	3,000.00		3,000.00
53	-	FLATBED SCANNER EPSON		unit	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1	7,500.00		7,500.00
54	-	CMOS BATTERY 2032		pcs	1			1	60.00	1			1	60.00	1			1	60.00	1			1	60.00	4	60.00		240.00
55	-	DIGITAL TESTER		unit	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00		1,500.00
56	-	COMPUTER MONITOR 22 inches		unit				0	0.00				0	0.00	1			1	4,500.00				0	0.00	1	4,500.00		4,500.00
57	-	PRINTERS EPSON PRINTER		unit				0	0.00				0	0.00	1			1	7,500.00				0	0.00	1	7,500.00		7,500.00
58	-	UPS/POWER SUPPLY 1000VA		unit				0	0.00	1			1	4,500.00				0	0.00				0	0.00	1	4,500.00		4,500.00
59	-	UPS/POWER SUPPLY 2000VA		unit				0	0.00				0	0.00	1			1	7,500.00				0	0.00	1	7,500.00		7,500.00
60	-	CHECK PRINTER		unit	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00		5,000.00
61	-			unit				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
62	-	HEAD PHONE W/ MICROPHONE SET		units	1			1	750.00				0	0.00				0	0.00				0	0.00	1	750.00		750.00
63	-	WEBCAM		unit	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00		2,000.00
64	-	EXECUTIVE CHAIR, Highback		unit	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00		5,000.00
65	-	STEEL CABINET		unit				0	0.00				0	0.00	1			1	7,000.00				0	0.00	1	7,000.00		7,000.00
66	-	STEEL SHELVES Slotted Angle Bar Frame		unit				0	0.00	1			1	10,000.00				0	0.00				0	0.00	1	10,000.00		10,000.00
67	-	CCTV HDD		sec	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1	7,500.00		7,500.00
68	-	CLERICAL TABLES 1 INCH MARINE PLY 40L X30H X24W		unit	1			1	7,000.00				0	0.00				0	0.00				0	0.00	1	7,000.00		7,000.00
69	-	SIDE TABLES W/ DRAWERS		unit	1			1	4,500.00				0	0.00				0	0.00				0	0.00	1	4,500.00		4,500.00
70	-	CHAMOIS WIPE		pcs	3			3	300.00				0	0.00	3			3	300.00				0	0.00	10	100.00		1,000.00
71	-	DISHWASHING PASTE		pcs	1		1	2	150.00	1			1	75.00	1		1	2	150.00	1		1	2	150.00	7	75.00		525.00
72	-	ZONROX BLEACH 3.5 Liters		pcs	1			1	160.00	1			1	160.00	1			1	160.00	1			1	160.00	4	160.00		640.00
73	-	MURIATIC ACID 3.5 Liters		gal	1			1	180.00				0	0.00	1			1	180.00				0	0.00	2	180.00		360.00
74	-	TOILET DEODORANT		gal	2			2	100.00	2			2	100.00	2			2	100.00	2			2	100.00	8	50.00		400.00
75	-	TOILET BOWL PLUNGER		pc	2			2	100.00				0	0.00				0	0.00				0	0.00	2	100.00		200.00
76	-	MOP HANDLE		pc	1			1	250.00				0	0.00				0	0.00				0	0.00	1	250.00		250.00
77	-	TOILET BRUSH W/ HANDLE		pcs	1			1	100.00				0	0.00				0	0.00				0	0.00	1	100.00		100.00
78	-	FLOOR BRUSH W/ HANDLE		pcs	1			1	100.00				0	0.00				0	0.00				0	0.00	1	100.00		100.00
79	-			pcs				0	0.00				0	0.00				0	0.00				0	0.00	0	0.00		0.00
80	-	HANDGLOVES		set				0	0.00	1			1	100.00	1			1	100.00	1			1	100.00	3	100.00		300.00
81	-	PARANELLA CLOTH		pcks	1			1	100.00	1			1	100.00	1			1	100.00	1			1	100.00	4	100.00		400.00
82	-	LIQUID HANDSOAP		bots	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0	0.00		0.00
83	-	WALL CLOCK		units	1			1	500.00				0	0.00				0	0.00				0	0.00	1	500.00		500.00
84	-	SURGICAL MASK		box	1			1	250.00				0	0.00				0	0.00				0	0.00	1	250.00		250.00
85	-	MEDICINE		met	2			2	200.00				0	0.00				0	0.00				0	0.00	2	100.00		200.00
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

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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		₱	140,065.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	14,006.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	154,071.50
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:

DENNIS D. TOMILAS
Administrative Officer I

Property/Supply Officer

Date Prepared: July 29, 2024

Certified Funds Available / Certified Appropriate Funds Available:

QUINCY ANN C. LUNGA-AP
Administrative Officer II

Accountant / Budget Officer

Approved by:

ATTY. RAYMUNDO M. CRUZO
EXECUTIVE LABOR ARBITER

Head of Office/Agency