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

AGENCY CODE/UACS:	160040300005	**CONTACT PERSON:**	Jenwalyn M. Salomon
AGENCY NAME:	National Labor Relations Commission Regional Arbitration Branch V	**DESIGNATION:**	Administrative Officer I/ Supply Officer I
ORGANIZATION TYPE:	NGA	**EMAIL:**	Bongjenyell_salomon@yahoo.com
REGION:	V-Bicol	**CONTACT NUMBER:**	0929-579-3733
ADDRESS:	2/F Tyler's Bldg. Brgy. 32 Tinago, Rizal St. Legazpi City		

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://forms.gle/xLwWeQ
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	-	Toner Resolution Brand HP CB45A	Black	cartridge	0	1	0	1	2,000.00	0	0	0	0	0.00	0	1	0	1	2,000.00	0	0	0	0	0.00	2	2,000.00	4,000.00
2	-	Toner Resolution Brand HP CF283A	Black	cartridge	0	5	0	5	10,000.00	0	0	0	0	0.00	0	5	0	5	10,000.00	0	0	0	0	0.00	10	2,000.00	20,000.00
3	-	Epson Printer Ink L3110 /L5290 black #003	Black	bottle	3	2	2	7	2,100.00	2	3	0	7	2,100.00	2	3	2	7	2,100.00	2	2	3	7	2,100.00	28	300.00	8,400.00
4	-	Epson Printer Ink L3110/ L5290 cyan #003	Cyan	bottle	2	2	1	5	1,500.00	0	0	0	0	0.00	2	2	1	5	1,500.00	0	0	0	0	0.00	10	300.00	3,000.00
5	-	Epson Printer Ink L3110/ L5290 magenta #003	Magenta	bottle	2	2	1	5	1,500.00	0	0	0	0	0.00	2	2	1	5	1,500.00	0	0	0	0	0.00	10	300.00	3,000.00
6	-	Epson Printer Ink L3110 / L5290yellow #003	Yellow	bottle	2	2	1	5	1,500.00	0	0	0	0	0.00	2	2	1	5	1,500.00	0	0	0	0	0.00	10	300.00	3,000.00
7	-	HP Printer Ink # GT-52 Black	Black	bottle	3	2	0	5	1,500.00	3	2	0	5	1,500.00	3	2	0	5	1,500.00	3	2	0	5	1,500.00	20	300.00	6,000.00
8	-	HP Printer Ink # GT-53Cyan	Cyan	bottle	0	2	0	2	600.00	0	0	0	0	0.00	0	2	0	2	600.00	0	0	0	0	0.00	4	300.00	1,200.00
9	-	HP Printer Ink # GT-53 Magenta	Magenta	bottle	0	2	0	2	600.00	0	0	0	0	0.00	0	2	0	2	600.00	0	0	0	0	0.00	4	300.00	1,200.00
10	-	HP Printer Ink # GT-53 Yellow	Yellow	bottle	0	2	0	2	600.00	0	0	0	0	0.00	0	2	0	2	600.00	0	0	0	0	0.00	4	300.00	1,200.00
11	-	Brother Ink BT D60BK	Black 100ml	bottle	0	1	0	1	300.00	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00
12	-	Brother Ink BT5000C	Cyan 48ml	bottle	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
13	-	Brother Ink BT5000Y	Yellow 48ml	bottle	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
14	-	Brother Ink BT5000M	Magenta 48ml	bottle	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
15	-	HP Print Head Black	X4E75AA Black	piece	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	1,000.00	4	300.00	2,000.00
16	-	HP Printhead Tri-color	M0H50AA & M0H51AA	piece	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	2	1,000.00	4	300.00	2,000.00
17	-	Epson Printhead L3110 black/tri-color	Black & Tri-Color	piece	2	0	0	2	5,000.00	0	0	0	0	0.00	0	2	0	2	5,000.00	0	0	0	0	0.00	4	2,500.00	10,000.00
18	-	Numbering machine ink	black 40ml	bottle	2	0	0	2	283.50	0	0	0	0	0.00	2	0	0	2	283.50	0	0	0	0	0.00	4	138.75	567.00
19	-	RISO - Seine Forms Naga and Legazpi	Bond Paper long back-to-back	reams	5	5	0	10	6,500.00	0	0	0	0	0.00	5	0	5	10	6,500.00	0	0	0	0	0.00	20	650.00	13,000.00
20	-	RISO- Complaint Forms Local and OFW (SRAB V-RAB V)	Bond Paper long	reams	5	5	0	10	3,500.00	0	0	0	0	0.00	5	1	0	10	3,500.00	0	0	0	0	0.00	20	350.00	7,000.00
21	-	RISO- Certificate of Mailing (RAB V-SRAB V)	Bond Paper long	reams	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	700.00	4	350.00	1,400.00
22	-	STAMPS - name, Receive, Release etc.	Official	piece	0	5	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	5	1,250.00	10	250.00	2,500.00
23	-	Ballpen Black	Ordinary 0.5	piece	5	2	3	12	84.00	0	0	0	0	0.00	5	2	3	12	84.00	0	0	0	0	0.00	24	7.00	168.00
24	-	Ballpen Blue	Ordinary 0.5	piece	5	2	3	12	84.00	0	0	0	0	0.00	5	2	3	12	84.00	0	0	0	0	0.00	24	7.00	168.00
25	-	Correction Fluuid	15ml	bil	0	2	0	2	36.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18.00	36.00
26	-	Envelope Plastic Expanding Transparent Long	Thick	piece	0	5	0	5	325.00	0	0	0	0	0.00	5	0	0	5	325.00	0	0	0	0	0.00	10	65.00	650.00
27	-	Folder Expanding Long Assorted Color	Orange, Violet, Blue, Red, Pink, Yellow	piece	20	20	10	50	1,500.00	10	10	0	20	600.00	10	20	0	30	900.00	10	10	10	30	900.00	130	30.00	3,900.00
28	-	Time Card/ DTR Amano/Paper	pack of 100s	pack	2	0	0	2	298.00	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	298.00	4	149.00	596.00
29	-	Rubber Dater Stamp	year 2026 onwards	piece	3	0	0	3	114.00	0	0	0	0	0.00	0	3	0	3	114.00	0	0	0	0	0.00	6	38.00	228.00
30	-	Ledger - 2 Column	Columnar Book	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	150.00	0	0	0	0	0.00	2	75.00	150.00
31	-	Journal	80s	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	104.00	0	0	0	0	0.00	2	52.00	104.00
32	-	AVR 1000w	for computers and televisions	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	2	3,500.00	0	0	0	0	0.00	2	1,750.00	3,500.00
33	-	Receptacles	4 1/4"	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	196.00	0	0	0	0	0.00	2	98.00	196.00
34	-	Electrical tape 18mm	Black 18mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	112.01	0	0	0	0	0.00	1	112.01	112.01
35	-	Special Paper for Loyalty & Certificates	A4 and Long Size	pack	0	0	0	0	0.00	0	2	0	2	112.00	0	0	0	0	0.00	0	0	0	0	0.00	2	56.00	112.00
36	-	Executive Chair	Leather	unit	0	2	1	3	13,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,500.00	13,000.00
37	-	Client chairs with writing board	wood or plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,700.00	0.00
38	-	Assorted Colored Bond Paper	A4 and Long size	pack	0	0	0	0	0.00	1	1	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
39	-	Biometric Fingerprint Attendance	Multi-purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,000.00	0.00
40	-	Wallclock Big	Office wallclock	piece	0	0	0	0	0.00	4	0	0	4	2,152.00	0	0	0	0	0.00	0	0	0	0	0.00	4	538.00	2,152.00
41	-	Steel Desk: Organizer	3-layers	piece	0	0	0	0	0.00	0	2	0	2	618.00	0	0	0	0	0.00	2	0	0	2	618.00	4	309.00	1,236.00
42	-	Trash Can	Indoor with pedal	piece	0	2	0	2	976.00	0	2	0	2	976.00	0	3	0	3	1,464.00	0	0	0	0	0.00	7	488.00	3,416.00
43	-	Cork Board 2x3/ 2/4	Wood with Frame	piece	0	2	0	2	1,407.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	703.53	1,407.06
44	-	Wheels for Isuzu Crosswind	Isuzu Tire 205x65R15	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,000.00	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		₱	126,341.85
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	12,634.19
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	138,976.04
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:

JENEALYN M. SALOMON
Property/Supply

Date Prepared: 8/28/25

Certified Funds Available / Certified Appropriate Funds Available:

AGNES B. MALDO
ACTING ACCOUNTANT

LYSSA M. BANOTAN

Approved by:

CHERRY P. SARMIENTO
Executive Labor Arbiter