

APP-CSE 2026 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Introduction:

Reminders:

- The APP-CSE forms must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the forms used is other than the prescribed format which is downloadable from the mPhGEPS and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photos of the items.
- The unit/quantity, add, or remove any items or items on this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/yvztaUbnWwms84CF>
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhGEPS account.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8235199 (Smart), or email appcas.helpdesk@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
Region: IAS VI - CEBU
Address: 3F LBF BLDG. OSMENA BLVD. COR. J. LLORDE
CEBU CITY, 6000

Agency Code/UACS: 16004
Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

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Item #	Item Description	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Unit Price as of May 14, 2025	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 JANUARY	April	May	June	Q2	Q2 FEBRUARY	July	Aug	Sept	Q3	Q3 MARCH	Oct	Nov	Dec	Q4	Q4 DECEMBER								
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																														
ALCOHOL OR ACETONE BASED ANTISEPTICS																														
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 ml.	bottle	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	0	0	0.00	0	55.62	0.00
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	14	14	5,674.30	0	0	14	14	5,674.30	0	0	14	14	5,674.30	0	0	14	14	5,674.30	56	362.45	20,297.20				
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																														
3	60121413-CB-P01	CLEARBOOK, A4 size	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	0	0	0.00	0	35.32	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	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	0	0	0.00	0	38.23	0.00
5	60121524-ER-P01	ERASER, plastic/rubber	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	0	0	0.00	0	9.34	0.00
6	60121524-SP-G01	SEGN PEN, Extra Fine Tip, Black	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	0	0	0.00	0	27.11	0.00
7	60121524-SP-G02	SEGN PEN, Extra Fine Tip, Blue	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	0	0	0.00	0	27.11	0.00
8	60121524-SP-G03	SEGN PEN, Extra Fine Tip, Red	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	0	0	0.00	0	27.11	0.00
9	60121524-SP-G04	SEGN PEN, Fine Tip, Black	piece	0	0	80	80	2,472.80	0	0	80	80	2,472.80	0	0	80	80	2,472.80	0	0	80	80	2,472.80	320	36.91	9,891.20				
10	60121524-SP-G05	SEGN PEN, Fine Tip, Blue	piece	0	0	65	65	2,009.15	0	0	65	65	2,009.15	0	0	65	65	2,009.15	0	0	65	65	2,009.15	260	36.91	6,036.80				
11	60121524-SP-G06	SEGN PEN, Fine Tip, Red	piece	0	0	27	27	834.57	0	0	27	27	834.57	0	0	27	27	834.57	0	0	27	27	834.57	108	36.91	3,338.28				
12	60121524-SP-G07	SEGN PEN, Medium Tip, Black	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	0	0	0.00	0	63.62	0.00
13	60121524-SP-G08	SEGN PEN, Medium Tip, Blue	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	0	0	0.00	0	63.62	0.00
14	60121524-SP-G09	SEGN PEN, Medium Tip, Red	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	0	0	0.00	0	63.62	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	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	0	0	0.00	0	163.62	0.00
IMAGING AND VISUAL EQUIPMENT AND SUPPLIES																														
16	45121517-DO-C02	DOCUMENT CAMERA	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	0	0	0.00	0	23,977.95	0.00
17	45113609-MH-P01	MULTIMEDIA PROJECTOR	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	0	0	0.00	0	14,836.82	0.00
BATTERIES AND CELLS AND ACCESSORIES																														
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	8	8	166.40	0	0	8	8	166.40	0	0	8	8	166.40	0	0	8	8	166.40	32	36.80	645.44				
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	2	2	37.22	0	0	2	2	37.22	0	0	2	2	37.22	0	0	2	2	37.22	8	18.61	148.88				
CLEANING EQUIPMENT AND SUPPLIES																														
20	47131812-AF-A01	AIR FRESHENER	can	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	0	0	0.00	0	126.67	0.00
21	47131604-BR-S01	BROOM (Walla Tambo)	piece	0	0	1	1	126.67	0	0	1	1	126.67	0	0	1	1	126.67	0	0	1	1	126.67	4	126.67	506.68				
22	47131604-BR-T01	BROOM (Walla Ting-ting)	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	0	0	0.00	0	26.36	0.00
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	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	0	0	0.00	0	42.22	0.00
24	47131805-CL-P01	CLEANER, Scouring Powder	can	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	0	0	0.00	0	42.22	0.00
25	47131811-DE-002	DETERGENT BAR	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	0	0	0.00	0	9.46	0.00
26	47131811-DE-P03	DETERGENT POWDER, all purpose	pouch	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	0	0	0.00	0	54.88	0.00
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	0	7	7	993.86	0	0	7	7	993.86	0	0	7	7	993.86	0	0	7	7	993.86	21	141.96	2,981.56				
28	47131601-DU-P01	DUST PAN	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	0	0	0.00	0	47.58	0.00
29	47131802-FW-P02	FLOOR WAX, paste type, red	can	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	0	0	0.00	0	314.41	0.00
30	47131830-FC-A01	FURNITURE CLEANER	can	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	0	0	0.00	0	143.51	0.00
31	73101612-HS-L01	HAND SOAP, liquid, 500ml.	bottle	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	0	0	0.00	0	43.68	0.00
32	47121804-MP-001	MOP BUCKET	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	0	0	0.00	0	2,322.32	0.00
33	47131501-RG-C01	RAGS	bundle	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	0	0	0.00	0	78.11	0.00

