

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - 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 correct 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-ohlaees.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 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 link: <https://www.psbm.gov.ph> (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 [apsc.helpdesk@ps-philgeps.gov.ph](mailto:apsc.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 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
 Region: NORTH ANTIPOLO  
 Address: BENLUR BLDO, 1184 QUEZON AVENUE BRGY. PALIGSAHAN D.C.

Agency Code/CIACS: N-037  
 Organization Type: NATIONAL GOVERNMENT

Contact Person: MAEY ANN S. JUSTIA  
 Position: Administrative Officer V  
 E-mail: admgenad@gmail.com  
 Telephone/Mobile No:

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Prior 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			
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)</b>																										
1		Cartolina, White	piece	2	2	1	5	25.00	2	2	1	5	25.00	2	2	1	5	25.00	2	2	1	5	25.00	20	5.00	100.00
2		Envelope catalogue	pcs	1000	1000	1000	3000	4,800.00	1000	1000	1000	3000	4,800.00	1000	500	500	2000	3,200.00	1000	500	500	2000	3,200.00	10000	1.60	16,000.00
3		Folder, pressboard Long, green	pcs	100	100	100	300	10,500.00	100	100	100	300	10,500.00	100	100	100	300	10,500.00	100	100	100	300	10,500.00	1200	35.00	42,000.00
4		Folder, pressboard Long, maroon	pcs	40	40	40	120	4,200.00	40	40	40	120	4,200.00	40	40	40	120	4,200.00	40	50	50	140	4,900.00	500	35.00	17,500.00
5		ID clip holder (PLASTIC/METAL), 100 pcs. Per pack	pack	1	1	1	3	570.00	1	1	1	3	570.00	1	1	1	3	570.00	1	1	1	3	570.00	12	190.00	2,280.00
6		ink for numbering machine	lit	10	10	10	30	2,805.00	10	10	10	30	2,805.00	10	10	10	30	2,805.00	10	10	10	30	2,805.00	120	93.50	11,220.00
7		ink for HP 662 Black	cart	10	10	10	30	15,000.00	10	10	10	30	15,000.00	10	10	10	30	15,000.00	10	10	10	30	15,000.00	120	500.00	60,000.00
8		ink for HP 662 Colored	cart	5	5	5	15	7,500.00	5	5	5	15	7,500.00	5	5	5	15	7,500.00	10	10	10	30	15,000.00	75	500.00	37,500.00
9		HP 07530752 BLACK & COLORED	cart	10	10	10	30	9,000.00	10	10	10	30	9,000.00	10	10	10	30	9,000.00	10	10	10	30	9,000.00	120	300.00	36,000.00
10		Envelope Making with NLRC - letterhead and Sublice	cart	5	5	5	15	17,250.00	5	5	5	15	17,250.00	5	5	5	15	17,250.00	5	5	5	15	17,250.00	60	1,150.00	69,000.00
11		Paper, Multicopy Long with NLRC Letterhead and Sublice	lit	5	5	5	15	12,300.00	5	5	5	15	12,300.00	5	5	5	15	12,300.00	10	10	10	30	24,600.00	75	820.00	61,500.00
12		Paper, Multicopy Short with NLRC Letterhead and Sublice	lit	5	5	5	15	10,950.00	5	5	5	15	10,950.00	5	5	5	15	10,950.00	20	20	10	50	35,900.00	100	730.00	73,000.00
13		Paper, multicopy, CCLOR (blue and yellow) 8 1/2x11 long	ream	10	5	5	20	10,400.00	10	5	5	20	10,400.00	10	5	5	20	10,400.00	10	5	5	20	10,400.00	60	520.00	41,670.00
14		Paper, multicopy, yellow, legal 8 1/2x11	ream	2	2	2	6	1,500.00	2	2	2	6	1,500.00	2	2	2	6	1,500.00	2	2	2	6	1,500.00	24	250.00	6,000.00
15		Paper, multicopy, LDCOR (blue and yellow) 8 1/2x11 short	ream	4	4	4	12	6,240.00	4	4	4	12	6,240.00	4	4	4	12	6,240.00	4	4	4	12	6,240.00	48	520.00	24,960.00
16		Paper, multicopy, short 8 1/2x11	ream	100	100	50	250	37,500.00	50	50	50	150	22,500.00	50	50	50	150	22,500.00	50	50	50	150	22,500.00	700	150.00	105,000.00
17		Paper, Specialty, short, for loyalty and certificate	pack	10	10	10	30	1,200.00	10	10	10	30	1,200.00	10	10	10	30	1,200.00	10	10	10	30	1,200.00	120	40.00	4,800.00
18		Paper, Specialty short (MUNAMA)	pack	5	5	5	15	810.00	5	5	5	15	810.00	5	5	5	15	810.00	5	5	5	15	810.00	60	54.00	3,240.00
19		Paper, long Work Board for Appointment	pack	5	5	5	15	600.00	5	5	5	15	600.00	5	5	5	15	600.00	5	5	5	15	600.00	60	40.00	2,400.00
20		Penite with applicator	pack	30	30	30	90	3,780.00	20	20	20	60	2,520.00	20	20	20	60	2,520.00	20	20	20	60	2,520.00	270	42.00	11,340.00
21		Plastic sack, 50 kg, 21 x 36"	pack	200	200	200	600	27,450.00	200	200	100	500	22,875.00	150	150	150	450	20,567.50	150	150	150	450	20,567.50	2000	45.75	91,500.00
22		Time card (Valent), 100 pcs. Per pack	jar	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12	150.00	1,800.00
23		Numbering Machine	pcs	5	5	5	15	2,025.00	5	5	5	15	2,025.00	5	5	5	15	2,025.00	5	5	5	15	2,025.00	60	135.00	8,100.00
24		Staple Wire 26/E	box	20	20	20	60	2,370.00	20	20	20	60	2,370.00	20	20	20	60	2,370.00	20	20	20	60	2,370.00	240	39.50	9,480.00
25								0					0					0					0	0	135.00	0.00
26								0					0					0					0	0	135.00	0.00
27								0					0					0					0	0	135.00	0.00
28								0					0					0					0	0	0.00	0.00
29								0					0					0					0	0	0.00	0.00
30								0					0					0					0	0	0.00	0.00
31								0					0					0					0	0	0.00	0.00
32								0					0					0					0	0	0.00	0.00
33								0					0					0					0	0	0.00	0.00
34								0					0					0					0	0	0.00	0.00
35								0					0					0					0	0	0.00	0.00
36								0					0					0					0	0	0.00	0.00
37								0					0					0					0	0	0.00	0.00
38								0					0					0					0	0	0.00	0.00
39								0					0					0					0	0	0.00	0.00
40								0					0					0					0	0	0.00	0.00
41								0					0					0					0	0	0.00	0.00
42								0					0					0					0	0	0.00	0.00
43								0					0					0					0	0	0.00	0.00

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
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
<b>A. TOTAL</b>																									736,730.00	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																									73,673.00	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																										
<b>D. GRAND TOTAL (A + B + C)</b>																									809,952.00	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																										
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:

*Mary Ann S. Jastia*  
 MARY ANN S. JASTIA  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

*Karl Walter E. Balatay/Daisee A. Tismo*  
 KARL WALTER E. BALATAY/DAISEE A. TISMO  
 Accountant / Budget Officer

Approved by:

*Julia Cecily C. Sostito*  
 JULIA CECILY C. SOSTITO  
 Head of Office/Agency

Date Prepared: 07-23-23