

**ANNUAL PROCUREMENT PLAN FOR CY-2012**

OFFICE/STAFF : LEDAC

Mode of Procurement : Agency to Agency (PS-DBM)

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																		
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																		
1. INK CARTRIDGE, HP 51645A (HP 45)	cart					2								2		4	1,216.86	4,867.44
2. INK CARTRIDGE, HP C6615DA (HP 15)	cart					1								1		2	1,149.54	2,299.08
3. INK CARTRIDGE, HP C6625A (HP 17)	cart					1								1		2	1,250.52	2,501.04
4. TONER CARTRIDGE,HP Q2612A	cart					2								2		4	2,866.20	11,464.80
<b>COMMON OFFICE SUPPLIES</b>																		
5. AUDIO CASSETTE TAPE, 90min. recording time	piece					20								20		40	16.12	644.80
6. ENVELOPE, expanding, kraft, legal size, 100s/box	box					1								1		2	675.86	1,351.72
7. FOLDER, tagboard, A4 size, 100s/box	pack					5								5		10	253.76	2,537.60
8. MARKER, fluorescent, 3 colors/set	set					3								3		6	41.60	249.60
9. NOTE BOOK, stenographer's, 40 leaves	piece					12								12		24	7.49	179.76
10. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream					50								50		100	139.32	13,932.00
11.PAPER FASTENER, for paper, metal, 50 sets/box	box					10								10		20	82.04	1,640.80
12. PAPER CLIP, gem type, 32mm, 100s/box	box					12								12		24	8.84	212.16
13. RECORD BOOK, 300 pages, Smyth sewn	book					6								6		12	50.44	605.28
14. RECORD BOOK, 500 pages, Smyth sewn	book					3								3		6	88.40	530.40
15. SIGN PEN, black	piece					24								24		48	41.48	1,991.04
16. SIGN PEN, blue	piece					12								12		24	41.48	995.52
17. STAPLE WIRE, standard, #35	box					10								10		20	25.98	519.60
18. TAPE, masking, 24mm, 50 meters length	roll					12								12		24	41.60	998.40
19. TAPE, masking, 48mm, 50 meters length	roll					6								6		12	83.82	1,005.84
20. TAPE, transparent, 24mm, 50 meters	roll					12								12		24	10.87	260.88
21. TAPE, transparent, 48mm, 50 meters	roll					6								6		12	20.38	244.56
<b>LEGAL SIZE PAPER</b>																		
1. PAPER, multicopy, legal, for laser printing	ream					10								10		20	174.72	3,494.40
<b>OTHER CONSUMABLES</b>																		
1. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml	cart					3								3		6	628.32	3,769.92
2. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart					1								1		2	1,232.16	2,464.32
3. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart					3								3		6	722.16	4,332.96
4. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart					1								1		2	1,365.78	2,731.56

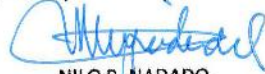
**ANNUAL PROCUREMENT PLAN FOR CY-2012**

OFFICE/STAFF : LEDAC

Mode of Procurement : Negotiated Lease of Property (for rental of venue and accomodation)

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
NOT AVAILABLE AT PS-DBM															0	-	
1. LEDAC Secretarial Planning and Assessment	job					17									17	8,000.00	136,000.00

Prepared By:



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Approved By:



DIR JOCELYN P. REYES

Head of Office/Staff/Unit