

**ANNUAL PROCUREMENT PLAN FOR 2013**  
**For Common-Use Supplies and Equipment (PS-DBM)**

Form 1: APP-CSE

Office/Staff: **LEGISLATIVE-EXECUTIVE DEVELOPMENT ADVISORY COUNCIL**  
 Fund Source: **LEDAC FUNDS**

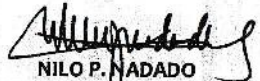
Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																
1. INK CARTRIDGE, HP 51645A (HP 45)	cart					9								4	1,216.86	4,867.44
2. INK CARTRIDGE, HP C6615DA (HP 15)	cart					7								2	1,149.54	2,299.08
3. INK CARTRIDGE, HP C6625A (HP 17)	cart					7								2	1,250.52	2,501.04
4. TONER CARTRIDGE, HP Q2612A	cart					4								4	2,866.20	11,464.80
<b>COMMON OFFICE SUPPLIES</b>																
1. AUDIO CASSETTE TAPE, 90min. recording time	piece					20								40	16.12	644.80
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box					7								2	675.86	1,351.72
36. FOLDER, tagboard, A4 size, 100s/box	pack					7								4	253.76	1,015.04
53. MARKER, fluorescent, 3 colors/set	set					12								12	41.60	499.20
57. MARKER, permanent, black	piece					12								24	13.50	324.00
58. MARKER, permanent, blue	piece					12								24	13.50	324.00
59. MARKER, permanent, red	piece					12								24	13.50	324.00
61. NOTE BOOK, stenographer's, 40 leaves	piece					10								24	7.49	179.76
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream					50								100	139.32	13,932.00
84. RECORD BOOK, 300 pages, Smyth sewn	book					5								10	50.44	504.40
85. RECORD BOOK, 500 pages, Smyth sewn	book					5								10	88.40	884.00
96. SIGN PEN, black	piece					24								48	41.48	1,991.04
97. SIGN PEN, blue	piece					12								24	41.48	995.52
98. SIGN PEN, red	piece					12								24	41.48	995.52
101. STAPLE WIRE, standard, #35	box					10								20	25.98	519.60
103. TAPE, masking, 24mm, 50 meters length	roll					10								20	41.60	832.00
105. TAPE, transparent, 24mm, 50 meters	roll					10								20	10.87	217.40
<b>LEGAL SIZE PAPER</b>																
1. PAPER, multicopy, legal, for laser printing	ream					10								10	119.22	1,192.20
<b>OTHER CONSUMABLES</b>																
35. INK CARTRIDGE, HP CB335WA(HP74), black, 4.5 ml	cart					3								6	628.32	3,769.92
37. INK CARTRIDGE, HP CB337WA (HP75), tricolor, 3.5 ml	cart					3								6	722.16	4,332.96
152. TONER CARTRIDGE, HP CE505A, black	cart					2								4	3,590.40	14,361.60

\*\*\*GRAND TOTAL: ..... 70,323.04


35,161.52

35,161.52

Prepared by:

  
**NILO P. NADADO**  
 Property Custodian

Approved:

  
**DR. JOCELYN P. REYES**  
 Head of Office/Staff/Unit

Date Prepared: 15 October 2012



