

*Account 11/27/14
Funds*

ANNUAL PROCUREMENT PLAN FOR 2015

Office : Legislative- Executive Development Advisory Council Secretariat
 Staff/Project : LEDAC Secretariat
 Source of Fund : LEDAC Funds

GENERAL DESCRIPTION (PROJECT/ACTIVITY)	QUANTITY/ SIZE	ESTIMATED BUDGET (in PHP)			MODE OF PROCUREMENT	SCHEDULE OF ACTIVITIES											
		MOOE	CAPITAL OUTLAY	TOTAL		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Repair and Maintenance of Motor Vehicle including replacement of parts, supplies and materials	Job	30,000.00		30,000.00	Small Value Proc. (Sec. 53.9)			X			X					X	
Printing of LEDAC Annual Report	Job	27,000.00		27,000.00	Small Value Proc. (Sec. 53.9)												X
LEDAC Secretariat/TWG planning/assessment	Job	60,000.00		60,000.00	Lease of Venue (Sec. 53.1))					X							X
Acquisition of Branded LCD Projector			27,000.00	27,000.00	PUBLIC BIDDING			X									
Subscription services		17,000.00		17,000.00	Direct Contracting (Sec. 50)	X	X	X	X	X	X	X	X	X	X	X	X
Pre-paid cellphone load		12,000.00		12,000.00	Shopping (Sec. 52)	X	X	X	X	X	X	X	X	X	X	X	X
				-													
				-													
				-													
				-													
Common-Use Supplies and Equipment (see attached APP-CSE)		90,782.66		90,782.66													
Grand Total (LEDAC Secretariat : LEDAC Funds)				263,782.66													


We hereby warrant that the total amount reflected in this APP has been included in or is within our approved budget for the year.

Prepared by:

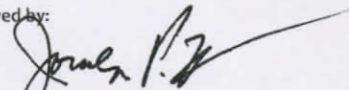

 RIA L. ROBLES
 Property/Supply Officer

Date Prepared: 24 November 2014

Certified Funds Available /
 Certified Appropriate Funds Available:


 Ms. VIRGINIA S. ATENTA
 Budget Officer

Approved by:


 DR. JOCELYN P. REYES
 Head of Office/Agency

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

Office : Legislative- Executive Development Advisory Council Secretariat
Staff/Project : LEDAC Secretariat
Source of Fund : LEDAC Funds

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	1			1	1			1	1			1	1				1	4	15.39	61.56
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1			1	1			1	1			1	1				1	4	14.46	57.84
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	1			1	1			1	1			1	1				1	4	71.76	287.04
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
104. INK CARTRIDGE, HP CD887AA(HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart	1		1	2		1		1	1			1	2				1	6	332.80	1,996.80
105. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart	1		1	2		1		1	1			1	2				1	6	328.64	1,971.84
225. TONER CARTRIDGE, HP Q2612A, black, for HP LaserJet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer	cart	1		1	2		1		1	1			1	2				1	6	2,992.40	17,954.40
415. MOUSE, optical, USB connection type	piece	1			1	1			1	1			1	1				1	4	144.04	576.16
COMMON OFFICE SUPPLIES																					
1. ACETATE, gauge #3, 50m in length	roll	1			1				0	1			1					0	2	621.92	1,243.84
2. AIR FRESHENER, 280ml/can	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	6	24	81.12	1,946.88
3. ALCOHOL, 70%, ethyl	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	6	24	37.26	894.24
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	6	24	111.49	2,675.76
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	6	24	117.78	2,826.72
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	1	3	12	37.44	449.28
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	1	3	12	41.60	499.20
14. CLIP, backfold, 19mm, 12s/box	box	1			1				0	2			2					0	3	7.28	21.84
15. CLIP, backfold, 25mm, 12s/box	box	1			1				0	2			2					0	3	10.92	32.76
18. CLIP, bulldog, 73mm (3")	piece	1			1				0	2			2					0	3	8.32	24.96

22. COLUMNAR NOTEBOOK, 12 cols	piece	6																6	20.80	124.80
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	5																10	12.05	120.50
28. ENVELOPE, documentary (10"x15"), 500s/box	box	1																1	507.40	507.40
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1																2	600.88	1,201.76
30. ENVELOPE, mailing white, 500s/box	box	1																1	139.36	139.36
31. ENVELOPE, mailing white with window, 500s	box	1																1	195.36	195.36
34. ENVELOPE, documentary, A4, 500s/box	box	1																1	403.52	403.52
35. ERASER, felt, for blackboard/whiteboard	piece	1																2	9.86	19.72
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set			24	24													24	10.92	262.08
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set			12	12													12	16.64	199.68
40. FOLDER, pressboard, plain, legal, 100s/box	pack	1																1	935.89	935.89
41. FOLDER, tagboard, legal size, 100s/box	pack	1																1	273.52	273.52
42. FOLDER, tagboard, A4 size, 100s/box	pack	1																1	243.82	243.82
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1																1	234.00	234.00
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1																1	154.96	154.96
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1																1	175.76	175.76
47. GLUE, all purpose, 300 grams min.	jar	1																1	47.82	47.82
50. INDEX CARD, 5" x 8", ruled both sides, 500s/pack	pack	1																1	139.34	139.34
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	1																1	49.40	49.40
53. INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1																1	50.84	50.84
60. MARKER, fluorescent, 3 colors/set	set	2			2	2												8	32.95	263.60
61. MARKING PEN, whiteboard, bullet type, black	piece			5	5													10	12.27	122.70
63. MARKING PEN, whiteboard, bullet type, red	piece			5	5													10	12.27	122.70
64. MARKER, permanent, bullet type, black	piece			5	5													10	12.15	121.50
66. MARKER, permanent, bullet type, red	piece			5	5													10	12.15	121.50
70. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	8.84	212.16
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad	1			1	1			1	1			1	1			1	4	38.15	152.60
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad	1			1	1			1	1			1	1			1	4	53.96	215.84
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad	1			1	1			1	1			1	1			1	4	98.78	395.12
74. NOTE PAD, (2"x3"), 100 sheets/pad	pad	1			1	1			1	1			1	1			1	4	31.18	124.72
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	5	5	5	15	4	4	4	12	5	5	5	15	4	4	4	12	54	116.62	6,297.48
82. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	2			2				0				0				0	2	17.47	34.94
85. PARCHMENT PAPER, A4 size, 80 gsm, 100sheets/pack	ream	1			1				0				0				0	1	88.40	88.40
86. PAPER FASTENER, for paper, metal, 50 sets/box	box	1			1				0				0				0	1	65.50	65.50
87. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1			1				0	1			1				0	2	13.52	27.04
88. PAPER CLIP, gem type, 32mm, 100s/box	box	1			1				0	1			1				0	2	6.12	12.24
89. PENCIL, lead, w/eraser, one(1) dozen per box	box	3			3				0	2			2				0	5	19.62	98.10
92. PUSH PIN, flat head type, assorted colors, 100s/case	case	2			2				0	2			2				0	4	19.08	76.32
94. RECORD BOOK, 500 pages, Smythe sewn	book	3			3				0				0				0	3	86.85	260.55
111. RULER, plastic, 300mm	piece	1			1				0				0				0	1	2.08	2.08
116. SIGN PEN, black	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	44.01	2,112.48
117. SIGN PEN, blue	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	44.01	528.12

118. SIGN PEN, red	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	44.01	528.12
119. STAMP PAD INK, violet, 50ml	bottle	1			1				0				0				0	1	20.80	20.80
120. STAMP PAD, felt pad, min 60mm x 100mm	piece	1			1				0				0				0	1	20.80	20.80
121. STAPLE WIRE, (26/16) standard, 5000 pcs/box	box	1			1	1			1	1			1	1			1	4	23.80	95.20
123. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box	1			1	1			1	1			1	1			1	4	30.68	122.72
126. TAPE, masking, 24mm, 50 meters length	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	53.04	636.48
128. TAPE, transparent, 24mm, 50 meters	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	17.37	208.44
130. TAPE, packaging, 48mm, 50 meters length	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	33.28	399.36
133. TOILET TISSUE, 12 rolls/pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	75.57	1,813.68
COMMON OFFICE DEVICES																				
1. BLADE, heavy duty cutter, 10 pcs./pack	pack			1	1				0				0				0	1	7.75	7.75
2. CUTTER, heavy duty	piece			1	1				0				0				0	1	21.84	21.84
5. PUNCHER, heavy duty	piece			1	1				0				0				0	1	103.98	103.98
6. SCISSORS, (6")	pair			2	2				0				0				0	2	15.53	31.06
7. SHARPENER, single cutterhead	piece			1	1				0				0				0	1	176.80	176.80
8. STAMPING DATER, self-inking stamp	piece	1			1				0				0				0	1	478.38	478.38
9. STAPLER, heavy duty, standard	piece	1			1				0				0				0	1	108.66	108.66
10. STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece	1			1				0				0				0	1	1,059.76	1,059.76
11. STAPLE REMOVER, plier type	piece	1			1				0				0				0	1	17.44	17.44
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1			1				0				0				0	1	33.28	33.28
COMMON JANITORIAL SUPPLIES																				
18. RAG, COTTON, (7") in diameter, assorted colors	kilo	1			1				0	1			1				0	2	43.68	87.36
LEGAL SIZE PAPER																				
5. PAPER, multicopy, legal, for laser printing	ream	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	131.06	1,572.72
COMMON OFFICE EQUIPMENT																				
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	1			1				0				0				0	1	148.72	148.72

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
Office Equipment and Accessories																					
Toner Cartridge TN 2260 (Toner Cartridge 1,200 pages) standard, for Brother Fax-2840	cart	1																		700.00	1,400.00
Office Supplies																					
Sign here tab/marker	pack	1			1	1														116.00	464.00
Glossy photo paper, A4, 50s	pack			10	10															110.00	2,200.00
Battery, size AA, Rechargeable, 2pc/pack	pack	2			2															270.00	540.00
Battery, size AAA, Rechargeable, 2pc/pack	pack	2			2															270.00	540.00
Charger for AA & AAA rechargeable batteries	pc.	1			1															556.00	556.00
Decal, A4, (100 pcs/pack)	pack			5	5															320.00	3,200.00
Computer Supplies																					
Ink Cartridge Canon PG 705, black, for PIXMA P200	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24		405.00	9,720.00
Ink Cartridge Canon CL 706, tri-color, for PIXMA P200	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12		480.00	5,760.00
C. TOTAL (A + B):																				82,529.69	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				8,252.97	
E. APPROVED BUDGET BY THE AGENCY HEAD																				90,782.66	
In Figures and Words:																					
F. MONTHLY CASH REQUIREMENTS (in Pesos)																					
F.1 Available at Procurement Service Stores				22,513.25					9,967.29				15,701.86						9,967.29		58,149.69
F.2 Other items not available at PS but regularly purchased from other sources				9,022.00					3,986.00				7,386.00						3,986.00		24,380.00
TOTAL MONTHLY CASH REQUIREMENTS				31,535.25					13,953.29				23,087.86						13,953.29		82,529.69

*Other categories that are not indicated herein

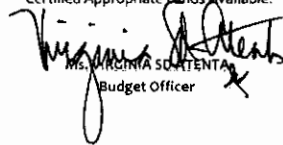
**Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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.

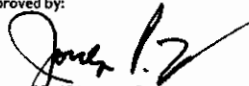
Prepared by:


R. L. ROBLES
 Property/Supply Officer
 Date Prepared: 24 November 2014

Certified Funds Available /
 Certified Appropriate Funds Available:


Ms. VIRGINIA SORRENTINO
 Budget Officer

Approved by:


DR. JOCELYN P. REYES
 Head of Office/Agency