

ANNUAL PROCUREMENT PLAN FOR 2016

Office : Legislative-Executive Development Advisory Council

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	Job																	
replacement of parts, supplies and materials		26,000.00		26,000.00	Small Value Proc. (Sec. 53.9)			X			X						X	
Printing of LEDAC Annual Report	Job	25,000.00		25,000.00	Small Value Proc. (Sec. 53.9)													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	X
Pre-paid mobile/cellphone load		30,000.00		30,000.00	Shopping (Sec. 52)	X	X	X	X	X	X	X	X	X	X	X	X	X
Common-Use Supplies and Equipment (see attached APP-CSE)		87,998.74		87,998.74														
Grand Total (LEDAC Secretariat : LEDAC Funds)				185,998.74														

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

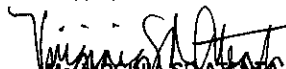
Prepared by:


RIAL L. ROBLES
Supervising EDS

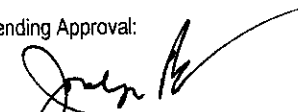
Date Prepared:

Pod 12-4-15


Certified Funds Available /
Certified Appropriate Funds Available:


Ms. VIRGINIA S. ATENTA
Budget Officer

Recommending Approval:


DIR. JOCELYN P. REYES
Supervising Official, LEDAC Secretariat

Approved:


NESTOR R. MIJARES IV
Deputy Director-General

**ANNUAL PROCUREMENT PLAN FOR 2016
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																				
BATTERY, size AA, alkaline, 2 pcs./packet	packet				0	1			1				0	1			1	2	17.14	34.28
BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0	1			1				0	1			1	2	15.03	30.06
BATTERY, size D, alkaline, 2 pcs./packet	packet				0	1			1				0	1			1	2	76.44	152.88
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
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				0				1							1	1	3	2,971.28	8,913.84
MOUSE, optical, USB connection type	piece	1			1	1							1	1			1	4	137.28	549.12
COMMON OFFICE SUPPLIES																				
AIR FRESHENER, 280ml/can	can																			
ALCOHOL, 70%, ethyl	bottle		5		5				5				5			5		20	81.12	1,622.40
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	3			3	3			3	3			3	3			3	12	37.44	449.28
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	3			3	3			3	3			3	3			3	12	41.60	499.20
CLIP, backfold, 19mm, 125/box	box			3	3				0				0	3			3	6	7.28	43.68
CLIP, backfold, 25mm, 125/box	box			3	3				0				0	3			3	6	16.64	99.84
CLIP, backfold, 50mm, 125/box	piece			3	3				0				0	3			3	6	43.68	262.08
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	5			5				0	5			5				0	10	41.08	410.80
ENVELOPE, documentary, A4, 500s/box	box				0			1	1				0				0	1	381.54	381.54
ENVELOPE, documentary, for legal size, 500s/box	box				0				0				0				0	1	507.40	507.40
ENVELOPE, expanding, kraft, legal size, 100s/box	box	1			1				0	1			1				0	2	621.71	1,243.42
ENVELOPE, mailing white, 500s/box	box				0				0	1			1				0	1	131.96	131.96
ENVELOPE, mailing white with window, 500s	box				0				0	1			1				0	1	195.36	195.36
ENVELOPE, documentary, A4, 500s/box	box				0				0	1			1				0	1	403.52	403.52
ERASER, felt, for blackboard/whiteboard	piece	1			1				0	1			1				0	1	9.86	19.72
FASTENER, for paper, metal, 50 sets/box	box	1			1				0	1			1				0	2	57.09	114.18
FILE ORGANIZER, Legal	piece	3			3				0				0		1	1	0	2	82.87	248.61
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	24				24	24			0	72	12.48	898.56
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			24	24			24	24				10	10			0	58	16.64	965.12

FOLDER, pressboard, plain, legal, 100s/box	pack	1																0	6	234.00	1,404.00	
FOLDER, tagboard, legal size, 100s/box	pack																		0	1	935.98	935.98
FOLDER, tagboard, A4 size, 100s/box	pack																		0	1	299.98	299.98
FOLDER, morocco/fancy, A4 size, 50s/pack	bundle																		0	1	259.36	259.36
FOLDER, clear, plastic, L-type, A4 size, 50s/pack	pack																		0	1	234.00	234.00
FOLDER, clear plastic, L-type, legal size, 50s/pack	pack																		0	1	166.40	166.40
GLUE, all purpose, 300 grams min.	jar	1																	0	1	182.00	182.00
INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1																	0	2	48.88	97.76
MARKER, fluorescent, 3 colors/set	set	3																	0	2	50.84	101.68
MARKING PEN, whiteboard, bullet type, black	piece																		0	6	35.55	213.30
MARKING PEN, whiteboard, bullet type, red	piece																		0	10	11.80	118.00
MARKER, permanent, bullet type, black	piece																		0	6	11.80	70.80
MARKER, permanent, bullet type, red	piece																		0	10	9.65	96.50
NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	6																	0	10	9.65	96.50
NOTE PAD, (3"x3"), 100 sheets/pad	pad	4																	6	24	10.30	247.20
NOTE PAD, (3"x4"), 100 sheets/pad	pad	4																	4	16	38.38	614.08
NOTE PAD, (2"x3"), 100 sheets/pad	pad	4																	4	16	54.06	864.96
PAPER, multicolor, 210mm x 297mm(A4), 80gsm	ream																		5	10	31.20	499.20
PAPER, multicolor, 216mm x 330 mm, legal, 80gsm	ream																		5	10	105.35	4,635.40
PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad																		5	10	132.02	4,752.72
PARCHMENT PAPER, A4 size, 80 gsm, 100sheets/pack	ream																		0	2	18.26	36.52
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	2																	0	1	92.04	92.04
PAPER CLIP, gem type, 32mm, 100s/box	box	2																	0	2	13.52	54.08
PENCIL, lead, w/eraser, one(1) dozen per box	box	1																	0	2	6.76	27.04
RECORD BOOK, 500 pages, Smythe sewn	book																		0	1	19.62	39.24
RULER, plastic, 300mm	piece	5																	0	2	86.85	173.70
SIGN PEN, black	piece	4																	0	5	15.60	78.00
SIGN PEN, blue	piece	4																	0	12	44.01	2,112.48
SIGN PEN, red	piece	3																	0	12	44.01	2,112.48
STAMP PAD INK, violet, 50ml	bottle	1																	0	3	44.01	1,584.36
STAMP PAD, felt pad, min 60mm x 100mm	piece	1																	0	1	22.88	22.88
STAPLE WIRE, (26/6) standard, 5000 pcs/box	box	3																	0	1	27.66	27.66
STAPLE WIRE, HEAVY DUTY, 23/13, 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																	0	3	18.92	113.52
TAPE, masking, 24mm, 50 meters length	roll																		3	3	30.42	121.68
TAPE, transparent, 24mm, 50 meters	roll	3																	3	3	55.12	551.20
TAPE, packaging, 48mm, 50 meters length	roll																		2	2	17.37	208.44
TOILET TISSUE, 12 rolls/pack	pack	6																	2	8	33.28	266.24
																			6	24	75.57	1,813.68
COMMON OFFICE DEVICES																						
BLADE, heavy duty cutter, 10 pcs./pack	pack																		2	2		
CUTTER knife	piece																		0	2	7.85	31.40
PUNCHER, heavy duty	piece																		0	2	19.43	38.86
SCISSORS, (6")	pair																		0	1	114.28	228.56
SHARPENER, single cutterhead	piece																		0	2	15.53	31.06
STAMPING/DATING Machine self-inking stamp	piece	1																	0	1	187.20	187.20
STAPLER, heavy duty, standard	piece	1																	0	1	478.38	478.38
STAPLE REMOVER, plier type	piece	4																	0	2	92.23	184.46
TAPE DISPENSER, heavy duty, for 24mm(1")	piece																		0	4	17.36	69.44
																			0	1	47.72	47.72

