

ANNUAL PROCUREMENT PLAN FOR 2017

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 replacement of parts, supplies and materials		2,500.00		2,500.00	Small Value Proc. (Sec. 53.9)	X												
Purchase of coffee maker		3,000.00		3,000.00	Shopping (Sec. 52)		X											
Purchase of cups and saucers		2,000.00		2,000.00	Shopping (Sec. 52)		X											
Printing of LEDAC Folder		15,000.00		15,000.00	Small Value Proc. (Sec. 53.9)	X												
Printing of LEDAC Annual Report		25,000.00		25,000.00	Small Value Proc. (Sec. 53.9)													X
Subscription services		7,300.00		7,300.00	Direct Contracting (Sec. 50)	X	X	X	X	X	X	X	X	X	X	X	X	X
Pre-paid mobile/ce phone load		24,000.00		24,000.00	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)		88,084.18		88,084.18														
Grand Total (LEDAC Secretariat : LEDAC Funds)		167,884.18		167,884.18														

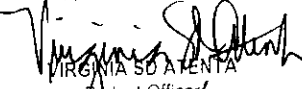
We hereby warrant that the total amount reflected in this APP has been included in or is within our approved budget for the year.

Prepared by

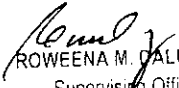

RIAL ROBLES
Supervising EDS

Date Prepared: **NOV. 29, 2016**

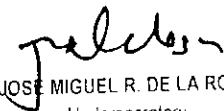
Certified Funds Available /
Certified Appropriate Funds Available:


VIRGINIA S. ARENTA
Budget Officer

Recommending Approval.


ROWEENA M. DALUSONG
Supervising Officer

Approved.


JOSE MIGUEL R. DE LA ROSA
Undersecretary

ENVELOPE, documentary, for legal size, 500s/box	box									1					1	507.40	507.40		
ENVELOPE, expanding, kraft, legal size, 100s/box	box															621.71	621.71		
ENVELOPE, mailing white, 500s/box	box				1						1				2	134.04	268.08		
ENVELOPE, mailing white with window, 500s	box															171.48	171.48		
EXTERNAL HARD DRIVE 1TB	unit														2	3,092.96	6,185.92		
ERASER, felt, for blackboard/whiteboard	piece															9.86	9.86		
FASTENER, for paper, metal, 50 sets/box	box														4	57.09	228.36		
FILE ORGANIZER, legal	piece															4	82.87	331.48	
FILE FOLDER, A4, for 216mm x 297mm (A4 size) documents, white board, 210mm x 210mm leaf size (min), 65mm x 12mm Tab Size, 90 gsm, 100mm (min) thickness, five (5) colors per set	set					24										72	12.48	868.68	
FILE FOLDER, LEGAL, for 216mm x 330mm (legal size) documents, white board, 330mm x 226mm leaf size, 65mm x 12mm Tab Size, 90 GSM, 100mm (min) thickness, five(5) colors per set	set					12										36	16.64	599.04	
FLASH DRIVE, 8G	piece							6								6	210.08	1260.48	
FLUOR, pressboard, plain, legal, 100s/box	pack																935.98	935.98	
FLUOR, tagboard, legal size, 100s/box	pack															1	299.98	299.98	
FLUOR, tagboard, A4 size, 100s/box	pack															1	259.36	259.36	
FLUOR, translucent, A4 size, 50s/box	bundle															2	234.00	468.00	
FLUOR, translucent, legal size, 50s/box	bundle															2	234.00	468.00	
FLUOR, translucent, type-A4 size, 50s/box	pack															2	166.40	332.80	
FLUOR, translucent, type-A4 size, 50s/box	pack															2	182.00	364.00	
FLUOR, translucent, type-legal size, 50s/box	pack															2	48.88	97.76	
GLUE, adhesive, 100 grams jar	jar																139.34	139.34	
INDEX CARDS 5 1/2 x 8 1/2 ruled both sides	pack																50.84	813.64	
INDEX CARDS 5 1/2 x 8 1/2 unruled both sides	pack																50.84	813.64	
INDEX CARDS 5 1/2 x 8 1/2 unruled both sides, assorted colors	box															4	50.84	813.64	
MARKER, grease, 10, 3 colors/set	set															4	35.55	142.20	
MARKER, whiteboard, bullet type, blue	piece															5	11.80	59.00	
MARKER, whiteboard, bullet type, red	piece															5	11.80	59.00	
MARKER, permanent, bullet type, black	piece															5	9.65	48.25	
MARKER, permanent, bullet type, red	piece															5	9.65	48.25	
NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece															6	10.40	62.40	
NOTE PAD, 7 1/2"x7 1/2", 100 sheets/pad	pad															4	31.20	124.80	
NOTE PAD, 7 1/2"x7 1/2", 100 sheets/pad	pad															4	40.54	162.16	
NOTE PAD, 7 1/2"x7 1/2", 100 sheets/pad	pad															4	54.06	216.24	
NOTE PAD, 7 1/2"x7 1/2", 100 sheets/pad	pad															4	105.83	423.32	
PAPER, copy, 216mm x 297mm (A4), 80gsm	ream															5	132.02	660.10	
PAPER, copy, 216mm x 330mm (legal), 80gsm	ream															5	88.40	442.00	
PAPER, COPY, BINDER, A4 size, 80 gsm, 100 sheets/box	box															1			
PAPER, COPY, binder type, 32mm, 100s/box	box															4	6.76	27.04	
PAPER, COPY, binder type, 48mm, 100s/box	box															4	13.52	54.08	
PAPER, COPY, binder type, 48mm, 100s/box	box															2	19.62	78.48	
PENCIL, each, w/eraser, one (1) dozen per box	case															8	24.96	199.68	
PUSH PIN, flat head type, assorted colors, 100s/case	case															4	86.85	347.40	
RECORD BOOK, 500 pages, Smythse sewn	book															3	5	150.80	1508.00
RUBBER BANDER, PLASTIC 25mm 10 pcs per bundle	bundle															5	5	256.70	2568.70
RUBBER BANDER, PLASTIC 32mm 10 pcs per bundle	bundle															5	5	291.03	2910.30
RUBBER BANDER, PLASTIC 50mm 10 pcs per bundle	bundle															5	5	13.88	13.88
ROLLER, plastic, 30mm	piece															1			
SCISSOR, black	piece															4	44.01	176.04	
SCISSOR, blue	piece															4	44.01	176.04	

SIGN PEN, red	piece	4	4	4	4	4	4	4	4	4	4	4	4	4	48	44.01	2,112.48	
STAMP PAD INK, violet, 50ml	bottle														2	22.88	45.76	
STAMP PAD, fe 1 page, min 60mm x 100mm	piece														2	27.66	55.32	
STAPLE WIRE, (#26/6) standard, 5000 pcs/box	box			2											4	18.92	75.68	
STAPLE WIRE, HEAVY DUTY, 23/3	box		2												4	30.42	121.68	
TAPE, masking, 20mm, 50 meters length	roll			1		1									4	55.12	220.48	
TAPE, transparent, 20mm, 50 meters	roll		3		3			3							12	17.37	208.44	
TAPE, packaging, 48mm, 50 meters length	roll					1			1						4	33.28	133.12	
TOILET TISSUE, 2-ply/5pack	pack	3			3				3						12	75.57	906.84	
COMMON OFFICE DEVICES																	9.19	9.19
BLADE, heavy duty cutter, 10 pcs/box	pack														1	19.76	19.76	
CALLER, office	piece								0						1	15.53	15.53	
SCISSORS, (5")	pair														2	82.16	164.32	
STAPLER, heavy duty, standard	piece														3	17.68	53.04	
STAPLER, REAMER, 30 type	piece	3																
COMMON OFFICE EQUIPMENT																	142.36	142.36
WALL MOUNTED, 15" x 11" x 1.5" (15" x 11" x 1.5" desktop, display, 12" depth, two-way power source)	unit																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Equipment and Accessories																	700.00	700.00
Printer (color, 11" x 17" (11" x 17" large page) standard, for Brother FAX2844)	cart														1	700.00	700.00	
Office Supplies																	270.00	540.00
Battery, size AA, Rechargeable, 200/pack	pack	3													2	270.00	540.00	
Battery, size AAA, Rechargeable, 200/pack	pack	2													2	270.00	540.00	
RULER, 3 ring, 1/2 inch, A4, 11mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	2	2	2	2	2	2	2	2	2	2	2	2	2	24	111.49	2,675.76	
RULER, 3 ring, 1/2 inch, A4, 11mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	2	2	2	2	2	2	2	2	2	2	2	2	2	24	117.78	2,826.72	
Car Freshener	can	2			2				2						8	150.00	1,200.00	
Charger for AA & AAA rechargeable batteries	pc														1	556.00	556.00	
Colored paper, A4 80gsm, color blue 500pcs per ream	ream														1	400.00	400.00	
Colored paper, A4 80gsm, color green 500pcs per ream	ream														1	400.00	400.00	
Colored paper, A4 80gsm, color yellow 500pcs per ream	ream														10	400.00	4,000.00	
Recal, A4, (100 pcs/pack)	pack				5				5						14	110.00	1,540.00	
Glossy photo paper, A4, 50g	pack				7				7						1	50.00	50.00	
FASTE, Water washable	bottle					2			2				2		8	130.00	1,040.00	
TAG, plane (A4)	pack	2													20	30.00	600.00	
STICKER PAPER, 80gsm, A4	pack	10													20	40.00	800.00	
SPECIALTY BOARD, 230 gsm, A4	pack	10				10									40	30.00	1,200.00	
SPECIALTY PAPER, 150 gsm, A4	pack	10				10							3		12	116.00	1,392.00	
SIGN HERE, tab/marker	pack	3				3				3								

Computer Supplies															
Ink Cartridge Canon PG 705, black, for PIXMA P200	cart	2				2					2		8	405.00	3,240.00
Ink Cartridge Canon CL 706, tri-color, for PIXMA P200	cart	1				1					1		4	480.00	1,920.00
C. TOTAL (A + B):															88,084.18
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)															8,808.42
E. APPROVED BUDGET BY THE AGENCY HEAD															96,892.60
In Figures and Words:															
F. MONTHLY CASH REQUIREMENTS (In Pesos)															
Available at Procurement Service Stores															62,163.70
Available at PS but regularly purchased from other sources															24,920.48
TOTAL MONTHLY CASH REQUIREMENTS															88,084.18

*Other categories that are not indicated herein

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

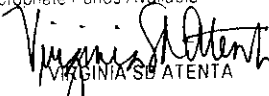
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by

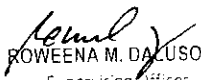

RIAL ROBLES
 Supervising EDS

Date Prepared: **Nov. 29, 2016**

Certified Funds Available /
 Certified Appropriate Funds Available


VIRGINIA S. ATENTA
 Budget Officer

Recommending Approval:


ROWEENA M. DALUSONG
 Supervising Officer

Approved


JOSE MIGUEL R. DE LA ROSA
 Undersecretary