

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														

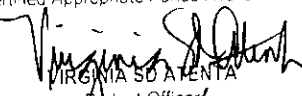
We hereby warrant that the total amount reflected in this APP has been included in or is within our approved budget for the year.

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

ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

Office : Legis'ative Executive Development Advisory Council Secretariat
Staff/Project : LEDAC Secretariat
Source of Fund : LEDAC Funds


Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of November 9, 2016	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
BATTERIES, size AA, alkaline, 2000mAh/box	packet				2											2	17.42	34.84
BATTERIES, size AAA, alkaline, 1200mAh/box	packet				2											2	15.03	30.06
BATTERIES, size D, alkaline, 12000mAh/box	packet															2	76.44	152.88
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
INK CARTRIDGE, HP 205 (cyan), for HP LaserJet printer, 1000 pages (est.)	cart															4	3,971.28	15,885.12
INK CARTRIDGE, HP 205 (magenta), for HP LaserJet printer, 1000 pages (est.)	cart															4	3,971.28	15,885.12
INK CARTRIDGE, HP 205 (yellow), for HP LaserJet printer, 1000 pages (est.)	cart															4	3,971.28	15,885.12
COMMON OFFICE SUPPLIES																		
ALUMINUM	roll																624.00	624.00
ARITHMETIC CALCULATOR, basic, 12 digit display	cart		3			3			3						3	12	83.20	998.40
A4 COPY PAPER (50 sheets)	box		6			6			6						6	24	43.14	1,035.36
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	piece	3			3				3						3	12	37.44	449.28
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	piece	3			3				3						3	12	41.60	499.20
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	box			4				4							4	6	7.28	43.68
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	box			4			4								4	6	15.08	90.48
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	piece	4			4				4						4	16	20.68	330.88
CLIPBOARD, A4 size, for letter size documents, ref. an e, plastic cover, size (min) of cover 303mm(L) x 240mm(W) and 0.8mm thickness, assorted colors (black, blue, red, yellow), number of sheets of paper in pocket, with twenty (20) clear transparent plastic pockets	piece	4			4				4						4	16	20.68	330.88
CORRECTION TAPE, reusable, usable length of 6 meters (min), 5mm width	pair		5						5							10	41.08	410.80
DATA FILE BOX, made of chipboard, with closed ends	piece		4							4						8	69.73	557.84
ENVELOPE, documentary, A4, 500s/box	box							1								1	381.54	381.54

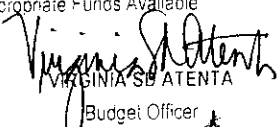
Computer Supplies															
Ink Cartridge Canon PG 705, black, for PIXMA P200	cart	2				2					2		8	405.00	3,240.00
Ink Cartridge Canon CL 706, tri-color, for PIXMA P200	cart	1				1					1		4	480.00	1,920.00
C. TOTAL (A + B):															88,084.18
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)															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

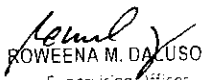
*Other categories that are not indicated herein


** 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

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

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