

**ANNUAL PROCUREMENT PLAN FOR 2018
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 January 24, 2018	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							
BATTERY size AA alkaline 2 pcs /packet	packet		2		2				0	0	2			2				0	0	4	19 50	78 00	
BATTERY size AAA alkaline 2 pcs /packet	packet		2		2				0	0	2			2				0	0	4	18 46	73 84	
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	car	1			1			1	3104		1			1			1	3104 4		1	3104 4	12 417 60	
MOUSE, optical, USB connection type	piece	1			1				0	0				0				0	0	1	127 80	127 80	
COMMON OFFICE SUPPLIES																							
AIR FRESHENER aerosol, 280ml/150g/min	can		3		3				0	0				3				0	0	6	85 28	511 68	
ALCOHOL 70% ethyl	bottle		6		6			5	239 1					6				5	239 1	22	47 82	1,052 04	
CLIPBOOK, A4 SIZE for 210mm x 297mm (A4 size) documents, refillable, plastic overall size (mm) 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	110 2	3			3			3	110 16	3		36 72	440 64	
CLIPBOOK, LEGAL SIZE for 216mm x 330mm (legal size) documents, refillable, plastic overall size (mm) 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	116 7	3			3			3	116 73	3		38 91	466 92	
CLIP backfold 19mm 12s/box	box			6	6			5	37 85					5			5	37 85		5	7 57	158 97	
CLIP backfold 25mm 12s/box	box			5	5			5	67					5			5	67		5	13 40	268 00	
CLIP backfold 32mm 12s/box	piece	5			5				95 6					5			5	95 6		5	19 12	382 40	
CORRECTION TAPE, disposable, usable length of 6 meters, (mm) 5mm width	pair	5			5				0	0	5			5			5	87 8		0	0	175 60	
DATA FILE BOX made of chipboard, with closed ends	piece		4		4				0	0				4			4	279 12		0	0	558 24	

ENVELOPE, documentary A4 500s/box	box			1	1	408.14			1	1	408.1		1		1	408.14	1			1	408.14	4	408.14	1,632.56	
ENVELOPE, documentary, for legal size 500s/box	box				0	-		1	1	518.1			0	0	1			1	518.08	2	518.08			1,036.16	
ENVELOPE, expanding kraft, legal size 100s/box	box	1			1	642.15			0	0			1	1	642.15			0	0	2	642.15			1,284.30	
EXTERNAL HARD DRIVE 1TB	unit			2	2	6,063.20			0	0			0	0				0	0	2	3,031.60			6,063.20	
FASTENER, for paper, metal 50 sets/box	box	1			1	57.09			1	1	57.09			1	1	57.09		1	1	57.09	4	57.09			228.36
FILE ORGANIZER, Legal	piece			4	4	282.68			0	0					0	0		1	1	57.09	4	57.09			228.36
FILE TAB DIVIDER, A4 for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(mm) 65mm x 12mm Tab Size, 153 GSM 0.22mm (min) thickness, five (5) colors per set	set			75	75	936.00			75	75	936		75		75	936	75			75	936	300	12.48		3,744.00
FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 221mm Leaf size, 68mm x 15mm Tab size, 153 GSM 0.22mm (min) thickness, five(5) colors per set	set			20	20	332.80			20	20	332.8		20		20	332.8				0	0	60	16.64		998.40
FLASH DRIVE 8G	piece				0	-	5		5	1258			0	0				0	0	5	251.68			1,258.40	
FOLDER, pressboard, plain, legal, 100s/box	pack	1			1	746.72			0	0			0	0				0	0	1	746.72			746.72	
FOLDER, tagboard, legal size, 100s/box	pack				0	-			0	0			1	1	200.37			0	0	1	200.37			200.37	
FOLDER, tagboard, A4 size, 100s/box	pack				0	-			0	0			1	1	179.28			0	0	1	179.28			179.28	
FOLDER, morocco/fancy A4 size, 50s/pack	bundle				0	-		2	2	497.1			0	0				0	0	2	248.56			497.12	
FOLDER, morocco/fancy Legal size, 50s/pack	bundle				0	-			0	0			2	2	582.4			0	0	2	291.20			582.40	
FOLDER, clear plastic L-type A4 size, 50s/pack	pack				0	-			0	0			2	2	342.16			0	0	2	171.08			342.16	
FOLDER, clear plastic L-type legal size, 50s/pack	pack				0	-			0	0			0	0			2	2	427.44	2	213.72			427.44	
GLUE, all purpose, 300 grams min	jar	1			1	44.18			0	0			1	1	44.18			0	0	2	44.18			88.36	
INDEX TAB, self-adhesive 5 set/box, assorted colors	box		10		10	516.70		5	5	258.4		5	5	258.35		5	5	258.35	25	51.67				1,251.75	
MARKER, fluorescent, 3 colors/set	set			5	5	177.75			0	0			5	5	177.75			0	0	10	35.55			355.50	
MARKING PEN, whiteboard, black	piece				0	-	3		3	30.84			0	0			3	3	30.84	6	10.28			61.68	
MARKING PEN, whiteboard, red	piece				0	-	3		3	30.84			0	0			3	3	30.84	6	10.28			61.68	
MARKER, permanent, bullet type, black	piece			3	3	28.95			0	0			3	3	28.95			0	0	6	9.65			57.90	
MARKER, permanent, bullet type, red	piece			3	3	28.95			0	0			3	3	28.95			0	0	6	9.65			57.90	
NOTE BOOK, stenographers, 40 leaves, ruled both sides	piece	6			6	72.24	6		6	72.24	6		6	72.24	6		6	72.24	24	12.04				288.96	
NOTE PAD (2"x3") 100 sheets/pad	pad	5			5	156.00	6		6	187.2	5		5	156	5		5	156	21	31.20				655.20	
NOTE PAD (3"x3") 100 sheets/pad	pad	5			5	213.10	5		5	213.1	5		5	213.1	5		5	213.1	20	42.62				852.40	
NOTE PAD (3"x4") 100 sheets/pad	pad	5			5	286.00	5		5	286	5		5	286	5		5	286	20	57.20				1,144.00	
PAPER, multicolor 210mm x 297mm(A4) 80gsm	ream		10	10	20	2,461.80		5	5	10	1231		10	10	20	2,461.8		5	5	10	1,230.9	60	123.09	7,385.40	
PAPER, multicolor 216mm x 330 mm legal 80gsm	ream				0	-		5	5	10	1411	4		4	8	1,128.9	4		4	8	1,128.9	26	141.11	3,666.86	
PARCHMENT PAPER, A4 size, 80 gsm, 130sheets/pack	box				0	-		1	1	91.52			0	0			1	1	91.52	2	91.52			183.04	
PAPER CLIP, gem type, 33mm, 100s/box	box	4			4	26.56			0	0			4	4	26.56			0	0	8	6.64			53.12	
PAPER CLIP, gem type, 50mm, 100s/box	box	4			4	54.00			0	0			4	4	54			0	0	8	13.50			108.00	
PENCIL, lead, w/eraser One(1) dozen per box	box		2		2	39.24			0	0			0	0			2	2	39.24	4	19.62			78.48	
RING BINDER, PLASTIC 32mm 10 pcs per bundle	bundle				0	-		5	5	1284			5	5	1284.4			0	0	10	256.87			2,568.70	

RULER plastic, 300mm	piece	1			1	15.48				0	0				0	0				0	0	1	15.48	15.48	
SIGN PEN black	piece	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	48	34.61	1,661.28	
SIGN PEN blue	piece	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	48	34.61	1,661.28	
SIGN PEN red	piece	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	4	4	4	12	415.32	48	34.61	1,661.28	
STAMP PAD INK, violet, 50mL	bottle	1			1	24.63				0	0	1			1	24.63				0	0	2	24.63	49.26	
STAMP PAD felt pad, min 60mm x 100mm	piece	1			1	27.66				0	0	1			1	27.66				0	0	2	27.66	55.32	
STAPLE WIRE, (26/6)standard, 5000 pcs/box	box			2	2	37.84				0	0			2	2	37.84				0	0	2	27.66	55.32	
STAPLE WIRE HEAVY DUTY, 23/13	box		2		2	41.36				0	0			2	2	41.36				0	0	4	18.92	75.68	
TAPE, masking, 24mm, 50 meters length	roll			1	1	55.12		1		1	55.12			1	1	55.12				1	1	55.12	4	55.12	220.48
TAPE, transparent, 24mm, 50 meters	roll		3		3	32.76	3			3	32.76	3			3	32.76				3	3	32.76	12	10.92	131.04
TAPE, packaging, 48mm, 50 meters length	roll		1		1	27.96		1		1	27.96		1		1	27.96		1		1	1	27.96	4	27.96	111.84
TOILET TISSUE, 12 rolls/pack	pack	5			5	338.00	5			5	338	5			5	338	5			5	338	20	67.60	1,352.00	
COMMON OFFICE DEVICES																									
BLADE, heavy duty cutter, 10 pcs /pack	pack			1	1	9.83				0	0				0	0				0	0	1	9.83	9.83	
CUTTER knife	piece			2	2	39.52				0	0				0	0				0	0	2	19.76	39.52	
SCISSORS, (8")	pair			1	1	13.73				0	0		0		0	0				0	0	1	13.73	13.73	
STAPLER, heavy duty, standard	piece	2			2	154.32				0	0	1			1	82.16				0	0	3	82.16	246.48	
STAPLE REMOVER, plier type	piece	3			3	65.52				0	0				0	0				0	0	3	21.84	65.52	
COMMON OFFICE EQUIPMENT																									
CALCULATOR, compact electronic, LCD, desktop, display 12 digits, two-way power source	unit				0			1		1	135.2				0	0				0	0	1	135.20	135.20	
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 3200 (Toner Cartridge 1,200 pages) Standard for Brother Fax/F37	cart	1			1	700.00				0	0	1			1	700	0			0	0	2	700.00	1,400.00	
Office Supplies																									
Batteries, size AA, Rechargeable, 2pc/pack	pack	2			2	540.00				0	0				0	0				0	0	2	270.00	540.00	
Batteries, size AAA, Rechargeable, 2pc/pack	pack	2			2	540.00				0	0				0	0				0	0	2	270.00	540.00	
BINDER, 3 ring, D type, A4, 64mm(2.5"), with insert clear view pocket on front, back and spine for labels	pair	2	2	2	6	668.94	2	2	2	6	668.94	2	2	2	6	668.94	2	2	2	6	668.94	24	111.49	1,675.76	
BINDER, 3 ring, D type, legal, 64MM(2.5"), with insert clear view pocket on front, back and spine for labels	pair	2	2	2	6	706.68	2	2	2	6	706.68	2	2	2	6	706.68	2	2	2	6	706.68	24	117.78	2,826.72	
Charger for AA & AAA rechargeable batteries	pc.	1			1	400.00				0	0				0	0				0	0	5	150.00	600.00	
Color 2 paper, A4 80gsm, color blue 500pcs per ream	ream	1			1	400.00	1			1	400				0	0				0	0	2	400.00	800.00	

Glossy photo paper, A4, 50s	pack			3	5	550.00				0	0	5			5	550				0	0	10	110.00	1,100.00	
RAG, pranela cloth	pack	2			2	260.00	2			2	260	2			2	260	2			2	260	8	130.00	1,040.00	
STICKER PAPER, 80gsm, A4	pack	10			10	300.00		10		10	300		10		10	300	10			10	300	40	30.00	1,200.00	
SPECIALTY BOARD, 230 gsm, A4	pack	10			10	400.00				0	0	10			10	400				0	0	20	40.00	800.00	
SPECIALTY PAPER, 150 gsm, A4	pack	10			10	300.00	10			10	300	10			10	300	10			10	300	40	30.00	1,200.00	
SIGN HERE, tab/marker	pack	3			3	348.00	3			3	348	3			3	348	3			3	348	12	116.00	1,392.00	
INDEX CARD, 5" x 8" ruled both sides,	pack	3			3	450.00	4			4	600	4			4	600	4			4	600	15	150.00	2,250.00	
PUSH PIN, flat head type, assorted colors, 100s/case	pack	5			5	150.00	5			5	150	5			5	150	5			5	150	20	30.00	600.00	
C. TOTAL (A + B):																									
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							-	91,001.49	
F. MONTHLY CASH REQUIREMENTS (In Pesos)																									
F.1 Available at Procurement Service Stores					20,366.65					14,709.91					16,332.29					11,355.30					62,764.15
F.2 Other Items not available at PS but regularly purchased from other sources					7,013.62					4,033.62					5,283.62					3,633.62					19,964.48
TOTAL MONTHLY CASH REQUIREMENTS					27,380.27					18,743.53					21,615.91					14,988.92					82,728.63

*Other categories that are not indicated herein

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

9,126.76

6,247.84

7,205.30

4,996.31

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.

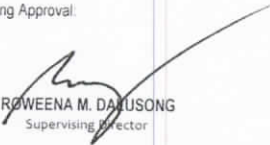
Prepared by:


JENNYLYN U. VALENCIA-RODRIGUEZ
 Supervising EDS

Certified Funds Available /
 Certified Appropriate Funds Available:


JOSEPH T. LALOG
 OIC Budget Officer

Recommending Approval:


ROWEENA M. DALUSONG
 Supervising Director

Approved:


JOSE MIGUEL R. DE LA ROSA
 Undersecretary

Date Prepared: February 13, 2018

CERTIFIED PHOTOCOPY
sent to the office
MARIA THERESA B. NACO
 Administrative Officer IV