

**ANNUAL PROCUREMENT PLAN
TESDA DEVELOPMENT INSTITUTE
CY 2013**

Article	Description	Unit	Unit	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total	Amount
			Price	Qty	Amt.	Qty	Amt.	Qty	Amt.	Qty	Amt.	Qty	
TDI OFFICE SUPPLIES AND MATERIALS													
Ink Cartridge	HP Laserjet 12A	each	2,922.40	2	5,844.80	2	5,844.80	3	8,767.20	3	8,767.20	10	29,224.00
Ink Cartridge	HP Black Ink Cartridge (21) C9351A	each	627.12	6	3,762.72	12	7,525.44	12	7,525.44	12	7,525.44	42	26,339.04
Ink Cartridge	HP Tri-color ink cartridge (22) C9352G	each	722.80	6	4,336.80	18	13,010.40	18	13,010.40	18	13,010.40	60	43,368.00
Ink Cartridge	HP Laserjet Toner Cartridge CE285A	each	2,707.12	2	5,414.24	2	5,414.24	3	8,121.36	3	8,121.36	10	27,071.20
Printer	Printer	piece	10,000.00	1	10,000.00							1	10,000.00
Paper	Bond-paper, premium grade, A4, 80 gsm	ream	111.00	20	2,220.00	50	5,550.00	50	5,550.00	50	5,550.00	170	18,870.00
Paper	Bond-paper, letter head, premium grade, A4	ream	690.00	1	690.00			1	690.00			2	1,380.00
Pads	Pad Paper, ruled, 90 sheets/pad	pad	18.20	10	182.00			10	182.00			20	364.00
Paper	Photo, size A3	pack	40.00	10	400.00			10	400.00			20	800.00
Paper	Photo, size A4	each	12.50	25	312.50			25	312.50			50	625.00
Paper	Easel sheet, white, 50s	roll	275.00	2	550.00			2	550.00			4	1,100.00
Paper	Stick-Rite, Laserjet/Inkjet Sticker paper-CD label	piece	2.00	100	200.00	100	200.00	100	200.00	100	200.00	400	800.00
Paper	Construction paper, A4 size, assorted color	piece	1.30	30	39.00			30	39.00			60	78.00
Paper	Specialty paper, renaissance laid paper (Eliit), 100 gsm, short	piece	1.30	250	325.00			250	325.00			500	650.00
Divider tab with ears	Divider tab with ears, 5 assorted color/set	set	16.50	90	1,485.00	210	3,465.00	210	3,465.00	210	3,465.00	720	11,880.00
Newspaper	1year subscription of newspaper(Philippine Daily Inquirer)	each	20.00	64	1,280.00	65	1,300.00	66	1,320.00	65	1,300.00	260	5,200.00
Film	Laminating Film, A4, 125mic x 225x 310mm, LF 225310-A, 100pcs/box	box	840.00	1	840.00	1	840.00	1	840.00	1	840.00	4	3,360.00
Ink Film	Ink film, KX-FA57E/KX-FA57A, Genuine Panasonic replacement film, 216mm x 70mm (prints about 210 A4 sized pages)	piece	320.00	4	1,280.00	4	1,280.00	4	1,280.00	4	1,280.00	16	5,120.00
Transparency Film	for OHP/PPC, 210 mm x 297 mm (A-4), 100s/box	box	166.40	3	499.20			3	499.20			6	998.40
CD-R	CD-R 700MB, 80min, individual casing	piece	9.88	90	889.20	90	889.20	90	889.20	90	889.20	360	3,556.80
CD-RW	CD-RW 850MB, high speed, 80 min., 4x-12x CD drivers, sony brand, individual casing	piece	16.62	30	498.60	30	498.60	30	498.60	30	498.60	120	1,994.40
DVD-R	DVD-R 16x speed, 4.7 GB capacity, 120 minutes recording time, individual casing, Sony brand	piece	12.22	30	366.60			30	366.60			60	733.20
DVD-RW	DVD-RW, 4x speed, 4.7 GB capacity, individual casing, sony brand	piece	20.26	30	607.80			30	607.80			60	1,215.60
Paper Pads	Note pad, 3x3, stick on, 100 sheets/pad assorted colors	pad	34.32	5	171.60			5	171.60			10	343.20
Paper Pads	Note pad, 3x4, stick on, 100 sheets/pad assorted colors	pad	57.20	5	286.00			5	286.00			10	572.00
Paper Pads	Notebook, Stenographer, spiral, 40 leaves,55 gsm	each	7.70	15	115.50			15	115.50			30	231.00
Paper Fastener	Non-rust metal or plastic, holds 25mm thick file, with prongs, 50 sets/box	box	72.68	3	218.04	3	218.04	3	218.04	3	218.04	12	872.16
Paper Clip	Clip, gem type, jumbo, vinyl/plastic coated, 100pcs./box	box	13.00	10	130.00			10	130.00			20	260.00
Paper Clips	Clip, gem type, 32mm, vinyl/plastic coated, 100pcs./box	box	7.80	10	78.00			10	78.00			20	156.00
Paper Clips	Clip, Bulldog (3"), Prince brand	each	7.02	15	105.30			15	105.30			30	210.60
Envelope	Documentary, golden kraft,150gsm,(10"x15"), 500s/box	box	545.48	1	545.48							1	545.48
Envelope	Documentary, golden kraft,150gsm,(229mmx324mm), A4 size, 500s/box	box	436.80	1	436.80							1	436.80

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Envelope	Expanding, A4 size, 100 pieces/box	box	585.52	1	585.52				1	585.52			2	1,171.04
Envelope	Envelop kit, Expanding, plastic, with rubber strap, long bond paper size/documents, assorted colors	each	41.24	50	2,062.00	210	8,660.40	210	8,660.40	210	8,660.40	680	28,043.20	
Data Folder	75mm x 230mm x 380mm, 2.5mm thickness, with finger ring and clear pocket for labels	each	62.18	15	932.70				15	932.70			30	1,865.40
Data File Box	125mm x 230mm x 400mm, with closed ends, 3.0mm thickness, with finger ring	each	61.36	6	368.16				6	368.16			12	736.32
Folder	Folder, tagboard, A4 size, 100pcs./pack	pack	208.00	3	624.00				3	624.00			6	1,248.00
Folder	Morocco/fancy for A4 size paper/documents, 50pcs/bundle	bundle	282.36	3	847.08								3	847.08
Folder	Clear plastic folder, A4 size, 50 pieces/pack	pack	180.63	3	541.89								3	541.89
Folder	TDI folder with logo	each	44.00	250	11,000.00				250	11,000.00			500	22,000.00
Binder	3 ring, D type, A4 size, 347 mm x 290 mm with insert clear view pocket on front, back & spine for label	each	109.20	20	2,184.00				30	3,276.00			50	5,460.00
Marker	Fluorescent, asstd. colors, 3 colors/set	set	36.92	6	221.52				6	221.52			12	443.04
Sign Pen	High tech pen, black, pentel brand	each	39.50	6	237.00	6	237.00	6	237.00	6	237.00	24	948.00	
Marking Pen	Marker, for whiteboard, asstd. colors	each	12.27	15	184.05	15	184.05	15	184.05	15	184.05	60	736.20	
Marking Pen	Marker, permanent, bullet tip, non-toxic, asstd. color	each	12.25	15	183.75	15	183.75	15	183.75	15	183.75	60	735.00	
Pencil	Lead with eraser, Mongol#2, 12pcs/box	box	20.80	12	249.60	20	416.00	20	416.00	20	416.00	72	1,497.60	
Pencil Sharpeners	Pencil Sharpener, manual, single, cutter -head, one-hole guide	peice	171.60	1	171.60								1	171.60
Eraser	Eraser for blackboard, 19 mm (3/4) thickness of felt	each	11.94	3	35.82	3	35.82	3	35.82	3	35.82	12	143.28	
Ballpoint Pen	TDI ballpen, black, with logo	each	25.00	90	2,250.00	210	5,250.00	210	5,250.00	210	5,250.00	720	18,000.00	
ID Lace	TDI ID lace, color blue, with logo	each	20.00	100	2,000.00	150	3,000.00	150	3,000.00	150	3,000.00	550	11,000.00	
Battery	Size AA, alkaline, 2 pcs/packet, energizer	packet	26.52	10	265.20	10	265.20	10	265.20	10	265.20	40	1,060.80	
Battery	Size AAA, alkaline, 2 pcs/packet, energizer	packet	15.59	10	155.90	10	155.90	10	155.90	10	155.90	40	623.60	
Battery	9V, brand energizer	each	80.00	12	960.00	12	960.00	12	960.00	12	960.00	48	3,840.00	
Staple Remover	Twin jaws, UK brand	each	6.25	5	31.25				5	31.25			10	62.50
Staple Wire	Standard, 5000/box	box	22.34	5	111.70	5	111.70	5	111.70	5	111.70	20	446.80	
Stapler	Standard type	peice	122.72	1	122.72								1	122.72
Tape Dispenser	Heavy duty, table top	piece	40.23	1	40.23								1	40.23
Masking Tape	Tape, masking, 24mm width, 50m	roll	45.76	6	274.56				6	274.56			12	549.12
Masking Tape	Tape, masking, 48mm width, 50m	roll	91.31	6	547.86				6	547.86			12	1,095.72
Transparent Tape	Tape, transparent, 48mm width, 50m	roll	30.11	6	180.66				6	180.66			12	361.32
Packaging Tape	Packaging Tape, 48mm width, 50m	roll	30.99	3	92.97				3	92.97			6	185.94
Transparent Tape	Tape, transparent, 24mm width, 50m	roll	15.08	6	90.48				6	90.48			12	180.96
Electrical Tape	Tape, electrical	roll	19.24	3	57.72								3	57.72
Log Books	Record book, 500 pages, w/ "official record book printing, 55gsm	book	91.50	3	274.50								3	274.50
Log Books	Record book, 300 pages, w/ "official record book printing, 55gsm	book	57.20	3	171.60								3	171.60

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Rubber Band	350 grams/box	box	118.23	1	118.23							1	118.23
Ring Binder	Black color, 11mm x 1.12 m, plastic, 10 pieces/bundle	bundle	54.59	10	545.90	15	818.85	15	818.85	15	818.85	55	3,002.45
Ring Binder	Black color, 16mm x 1.12 m, plastic, 10 pieces/bundle	bundle	98.79	10	987.90	15	1,481.85	15	1,481.85	15	1,481.85	55	5,433.45
Ring Binder	Black color, 22mm x 1.12 m, plastic, 10 pieces/bundle	bundle	148.19	10	1,481.90	15	2,222.85	15	2,222.85	15	2,222.85	55	8,150.45
Ring Binder	Black color, 28mm x 1.12 m, plastic, 10 pieces/bundle	bundle	227.23	10	2,272.30	10	2,272.30	10	2,272.30	10	2,272.30	40	9,089.20
Correction Fluid	Water base, white opaque, 15 ml.	btl.	12.04	3	36.12			3	36.12			6	72.24
Glue	All purpose	jar	45.45	2	90.90							2	90.90
Stamp Pad Ink	Violet, 50 ml, with applicator	btl.	21.84	1	21.84			1	21.84			2	43.68
Stamp Pad	Felt pad, 70 mm x. 100 mm	each	30.04	1	30.04			1	30.04			2	60.08
Multipurpose paper	Cartolina, White, bristol board, 572mm x 724mm, 100gsm, 20 sheets/bundle	bundle	45.24	1	45.24			1	45.24			2	90.48
Multipurpose paper	Cartolina, Assorted colors, 572mm x 724mm, 100gsm, 20 sheets/bundle	bundle	70.72	1	70.72			1	70.72			2	141.44
Illustration Board	Double face, 762mm x 1016mm, double face	each	39.00	5	195.00							5	195.00
Index card	Ruled both sides, 5 x 8, 500s/pack	pack	128.96	1	128.96							1	128.96
Index tab	Transparent, self adhesive, assorted colors	box	52.00	10	520.00							10	520.00
Reference Materials	Books, Dictionary		40,000.00										40,000.00
Multimedia Projector	Multimedia projector, DLP display	piece	20,000.00	1	20,000.00							1	20,000.00
Anti-Virus	Soft-Kaspersky	each	3,600.00	2	7,200.00							2	7,200.00
Computer Mouse	Mouse, Optical, USB connection type	each	155.22	2	310.44							2	310.44
Flash Drive	16GB	piece	2,200.00	2	4,400.00							2	4,400.00
Keyboard	Computer keyboard	each	500.00	2	1,000.00							2	1,000.00
Microwave Oven	Brand: Standard	piece	5,000.00									1	5,000.00
Amplifier	For training conference room	piece	7,000.00	1	7,000.00							1	7,000.00
Microphone	Wireless Microphone	piece	1,000.00	2	2,000.00							2	2,000.00
Microphone Stand	For training conference room	piece	1,000.00	2	2,000.00							2	2,000.00
TV	Colored, Sony	piece	12,000.00	1	12,000.00							1	12,000.00
Decorative/Ornamental/Indoor/ Outdoor Plants	Assorted decorative/ornamental/indoor/outdoor plants	piece	3,000.00										3,000.00
China Ware	Any brand, assorted	piece	1,000.00										1,000.00
Silver Ware	Any brand, assorted	piece	1,000.00										1,000.00
Glass Ware	Any brand, assorted	piece	1,000.00										1,000.00
Scouring powder/liquid	Joy dishwashing liquid	each	30.00	6	180.00	6	180.00	6	180.00	6	180.00	24	720.00
Scouring pad	140mm x 220mm, green, 5 pcs/pack	pack	132.79	3	398.37	3	398.37	3	398.37	3	398.37	12	1,593.48
Handwash	Liquid soap, jergens, anti-bacterial	each	125.00	6	750.00	12	1,500.00	12	1,500.00	12	1,500.00	42	5,250.00
Detergent Powder	All purpose, 500 gms.	pouch	22.88	6	137.28	6	137.28	6	137.28	6	137.28	24	549.12
Toilet Bowl & Urinal cleaner	Bactericidal, 900ml per bottle	btl.	70.75	2	141.50	2	141.50	2	141.50	2	141.50	8	566.00

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Toilet tissue	Toilet tissue paper, 2 ply sheets per roll, 12 rolls/pckg	pack	72.80	9	655.20	12	873.60	12	873.60	12	873.60	45	3,276.00
Air Freshener	Glade Scented Gel 200G, Lavander	each	129.75	9	1,167.75	15	1,946.25	15	499.00	15	1,946.25	54	7,006.50
Rags	Rags, all cotton, assorted colors, kl	kilo	46.80	1	46.80			1	46.80			2	93.60
Household Disinfectants	Disinfectant spray, aerosol type,	can	177.16	2	354.32	2	354.32	2	354.32	2	354.32	8	1,417.28
Alcohol	Rubbing, 70% Isoprophyl 500ml.	btl.	36.40	3	109.20	5	182.00	5	182.00	5	182.00	18	655.20
GRAND TOTAL													458,190.24