

ANNUAL PROCUREMENT PROGRAM 2013
Office of The Director General-TESDA Board Secretariat

Item No.	Article	Description	Unit	Unit	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		TOTAL	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Total Qty.	AMOUNT
I	MANAGEMENT CONFERENCE													
	Organization and management of TESDA Board Conferences and Meetings	paper bond, premium grade 210 mm x 297 mm (A-4) 70 gsm	215.00	ream	40	8600.00	40	8600.00	40	8600.00	40	8600.00	160	34,400.00
		Folder with TESDA logo, A4	25.00	pc	140	3500.00	140	3500.00	140	3500.00	140	3500.00	560	14,000.00
		Paper, farchment A-4	630.00	ream	1	630.00			1	630.00			2	1,260.00
		Fastener, for paper 51mm capacity plastic, 50/box, apple brand	78.75	box	20	1570.00	20	1570.00	20	1570.00	20	1570.00	80	6,300.00
		Battery, 1.5 volts size AA 2pcs/pack eveready	41.50	pack	4	166.00			4	166.00			8	332.00
		Battery LR03 (GD) 28, AAA/1.5 volts 2 pcs/pack, eveready	40.33	pack	4	161.32	4	161.32	4	161.32	4	161.32	16	645.28
		Ballpoint pen, balck	8.00	pc	24	192.00			24	192.00			48	384.00
		Ballpoint pen, red	8.00	pc	24	192.00			24	192.00			48	384.00
		Ballpoint pen, blue	8.00	pc	24	192.00			24	192.00			48	384.00
		Pencil, lead with eraser, mongol brand	35.00	dz	24	840.00			24	840.00			48	1,680.00
	Professional Services	Honoraria per meeting/pax				240000.00		240000.00		240000.00		240000.00		960,000.00
	Traveling expenses (local)	Provision of Staff development program												50,000.00
	traveling expenses (foreing)	Provision of Executive/staff dev. Program												100,000.00
	Training (local)/catering services	Provision of Staff development program												600,000.00
	SUB-TOTAL													1,769,769.28
II.	ADVERTISING EXPENSES													
	Publication of Approved Training Regulations													
	U.P. Law Gazette	sharing fee for one year publication	20.00	title										800.00
	PiStar	publication per column (for two days) for one year	200,000.00					200,000.00				200,000.00		600,000.00
	SUB-TOTAL													600,800.00
III.	Supplies and Materials													
1	Air Freshener	aerosol type,280 ml/can, Glade Brand	114.40	can	3	343.20	3	343.20	3	343.20	3	343.20	12	1,378.80
2	Alcohol	rubbing,500ml.,70% isopropyl, Cleene brand	36.15	bottle	2	72.30	2	72.30	2	72.30	2	72.30	8	289.20
3	Bathroom soap	regular size 70 gms, safeguard	8.95	piece	8	71.60	8	71.60	8	71.60	8	71.60	32	286.40
4	Cleanser	powder, 350 gm. pouch	30.00	can	1	30.00	1	30.00	1	30.00	1	30.00	4	120.00
5	Clips	backfold, 25mm, 12 pcs per box, Prince brand	8.25	box	4	33.00	4	33.00	4	33.00	2	16.50	14	115.50
6	Clips	backfold, 50mm, 12 pcs per box, Prince brand	45.65	box	4	182.60	4	182.60	4	182.60	2	91.30	14	639.10
7	Clips	backfold, 19mm, 12 pcs per box, Prince brand	8.65	box	3	25.95	3	25.95	2	17.30	2	17.30	10	86.50

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Total Qty.	AMOUNT
8	Clips	backfold, 32mm, 12 pcs per box, Prince brand	19.65	box	3	58.95	3	58.95	2	39.30	2	39.30	10	196.50
9	Clips	paper, Gem type, jumbo, vinyl coated, 50mm long, 100s/box, Prince Brand	30.00	box	2	60.00	1	30.00	2	60.00	1	30.00	6	180.00
10	Clips	paper, Gem type, size 1, vinyl coated, 100s/box, Prince brand	20.00	box	2	40.00	2	40.00	2	40.00	2	40.00	8	160.00
11	Clips	double/binder, 19mm (3/4"), 12 pcs per box, UK Brand	7.00	box	2	14.00	2	14.00	2	14.00	2	14.00	8	56.00
12	Clips	double/binder, 32mm(1-1/4"), 12 pcs. per box, UK Brand	16.00	box	2	32.00	2	32.00	2	32.00	2	32.00	8	128.00
13	Compact Disc Rewritable	high speed, 700MB/80 min. capacity, 4x - 12x CD drivers, slim case, Sky brand	26.95	piece	30	808.50	20	539.00	30	808.50	20	539.00	100	2,695.00
14	Compact Disc Recordable	minimum of 650MB, 70min, running time, Sky brand	10.80	piece	30	324.00	20	216.00	30	324.00	20	216.00	100	1,080.00
15	CD Drive Cleaner	multimedia lens cleaner for CD, DVD, CD-RW and others, dry system, safe and effective cleaning for audio and computer CD heads and lenses	71.65	each	1	71.65	0	0.00	1	71.65	0	0.00	2	143.30
16	Correction Fluid	water base, white opaque, 20ml., Retouch Brand	12.00	bottle	2	24.00	2	24.00	2	24.00	2	24.00	8	96.00
17	Data folder	with finger ring and clear plastic pockets for labels, 76mm x 229mm x 381mm (3"x9"x15"), Files Brand	70.00	piece	5	350.00	5	350.00	5	350.00	5	350.00	20	1,400.00
18	Detergent powder	480 gms preferably Ariel brand	29.95	pouch	5	149.75	3	89.85	3	89.85	3	89.85	14	419.30
19	Detergent bar	preferably Tide brand	20.00	bar	2	40.00	2	40.00	2	40.00	2	40.00	8	160.00
20	Envelope	documentary, golden kraft, minimum of 150 gms., 254mm x 381mm (10"x15"), 500s/box	624.00	box	1	624.00	1	624.00	1	624.00	1	624.00	4	2,496.00
21	Envelope	expanding, kraft board, for legal size papers/documents, 100 pcs/box	514.80	box	2	1029.60	0	0.00	2	1029.60	0	0.00	4	2,496.00
22	Envelope	mailing, white, ordinary, 102mm x 241mm (4-1/8" x 9-1/2"), 70gsm., 500s/box	149.75	box		0.00	1	149.75	0	0.00	0	0.00	1	149.75
23	Envelope	documentary, kraft, minimum of gms., 229mm x 305mm (9"x12"), 500s/box	624.00	box	1	624.00	1	624.00	1	624.00	1	624.00	4	2,496.00
24	Envelope	mailing, white, with TESDA seal	2000.00	box	1	2000.00		0.00		0.00		0.00	1	2,000.00
25	Eraser	blackboard, 19mm.(3/4") thick felt, Excellent brand	7.30	each	1	7.30	0	0.00	1	7.30	0	0.00	2	14.60
26	Eraser	rubber, soft, pencil/draft writing, approx 60mm x 20mm x 10mm, EL-20 Brand	5.10	each	2	10.20	0	0.00	2	10.20	0	0.00	4	20.30
27	Flash Drive	4GB capacity, USB 2.0 plug and play, Transcend Jetflash, complete with standard accessories	2500.00	piece		0.00	2	5000.00	0	0.00	0	0.00	2	5,000.00
28	Folder	pressboard, plain, for legal size papers/documents, 100 pcs/box	625.35	box	1	625.35	0	0.00	1	625.35	0	0.00	2	1,250.70
29	Folder	file tagboard equivalent, 14 points, for legal size paper 100 pcs/package	243.70	pack	1	243.70	0	0.00	1	243.70	0	0.00	2	487.40
30	Folder	file tagboard equivalent, A4 size paper/document 0.36mm (14 pts) thickness, 100 pcs/package	252.75	pkg	1	252.75	1	252.75	1	252.75	0	0.00	3	758.25
31	Folder	clear plastic, L-type, 210 mm x 297 mm, A4 size 50 pcs/pack	195.75	pack	1	195.75	1	195.75	1	195.75	1	195.75	4	783.00

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Total Qty.	AMOUNT
32	Folder	clear plastic, L-type, 216 mm x 330 mm, legal size 50 pcs/pack	188.25	pack	1	188.25	0	0.00	0	0.00	0	0.00	1	188.25
33	Folder	morocco/fancy, with plastic grip, assorted colors, for legal size papers/documents, 50 pcs./package	223.60	pkg	1	223.60	1	223.60	1	223.60	1	223.60	4	894.40
34	Folder	Archfile, Black	115.00	piece	100	11500.00			100	11500.00			200	23,000.00
35	Furniture Cleaner	aerosol type, multi-purpose, 330ml/can, Pledge brand	120.00	can	4	480.00	4	480.00	4	480.00	4	480.00	16	1,920.00
36	Garden Supplies	Fertilizer, soil	600.00	pkg	2	1200.00	0	0.00	2	1200.00	0	0.00	4	2,400.00
37	Glue	all purpose, in jar w/ applicator, 300 grams, Livins brand	50.00	jar	2	100.00		0.00	2	100.00		0.00	4	200.00
38	Index Tab	self-adhesive, assorted colors, 5 sets/box, Kleerview brand	50.00	box	1	50.00	1	50.00	1	50.00	1	50.00	4	200.00
39	Ink	HP inkjet print no. 21 black	988.00	piece	5	4940.00	5	4940.00	5	4940.00	5	4940.00	20	19,760.00
40	Ink	HP inkjet print no. 22 colored	1236.00	piece	3	3708.00	3	3708.00	3	3708.00	3	3708.00	12	14,832.00
41	Ink, fax machine	HP Office jet ink no. 901, colored for fax machine	1150.00	piece	2	2300.00	2	2300.00	2	2300.00	2	2300.00	8	9,200.00
42	Ink, fax machine	HP Office jet ink no. 901, black for fax machine	1250.00	piece	2	2500.00	2	2500.00	2	2500.00	2	2500.00	8	10,000.00
43	Insecticide	Aerosol type, 500ml (420g)/can, Raid Germkill/Max brand	160.00	can	2	320.00	2	320.00	2	320.00	2	320.00	8	1,280.00
44	Ink	HP ink cartridge, no. 940, black	988.00	piece	3	2964.00	3	2964.00	3	2964.00	3	2964.00	12	11,856.00
45	Ink	HP Ink Cartridge, no. 940 yellow	1650.00	piece	3	4950.00	3	4950.00	3	4950.00	3	4950.00	12	19,800.00
46	Ink	HP Ink Cartridge, no. 940 magenta	1650.00	piece	3	4950.00	3	4950.00	3	4950.00	3	4950.00	12	19,800.00
47	Ink	HP Ink Cartridge, no. 940 Cyan	1650.00	piece	3	4950.00	3	4950.00	3	4950.00	3	4950.00	12	19,800.00
48	Ink	HP Laserjet Print cartridge #CE505A/05A	4200.00	cartridge	3	12600.00		0.00	3	12600.00		0.00	6	25,200.00
49	Laser Copy	Alpine brand, A4, pink	190.00	ream	2	380.00	0	0.00	1	190.00	0	0.00	3	570.00
50	Laser Copy	Alpine brand, A4, yellow	190.00	ream	2	380.00	0	0.00	1	190.00	0	0.00	3	570.00
51	Laser Copy	Alpine brand, A4, blue	190.00	ream	2	380.00	0	0.00	1	190.00	0	0.00	3	570.00
52	Laser Copy	Alpine brand, A4, black	190.00	ream	2	380.00	0	0.00	1	190.00	0	0.00	3	570.00
53	Liquid hand Soap	Wish Peach Passion Moisturizing Hand wash, 500ml	150.00	bottle	1	150.00	1	150.00	1	150.00	1	150.00	4	600.00
54	Marker	fluorescent, assorted colors, 3 colors/set, Stabilo Brand	89.35	set	2	178.70	2	178.70	2	178.70	2	178.70	8	714.80
55	Marking Pen	for whiteboard, non-toxic, black, Stabilo Brand	25.90	each	5	129.50	3	77.70	3	77.70	3	77.70	14	362.60
56	Marking Pen	for whiteboard, non-toxic, red, Stabilo Brand	25.90	each	5	129.50	3	77.70	3	77.70	3	77.70	14	362.60
57	Marking Pen	for whiteboard, non-toxic, blue, Stabilo Brand	25.90	each	5	129.50	3	77.70	3	77.70	3	77.70	14	362.60
58	Marking Pen	felt tip, medium pt., permanent black, Pentel brand	30.00	each	5	150.00	2	60.00	3	90.00	2	60.00	12	360.00
59	Marking Pen	felt tip, medium pt., permanent blue, Pentel brand	30.00	each	5	150.00	2	60.00	3	90.00	2	60.00	12	360.00
60	Marking Pen	felt tip, medium pt., permanent red, Pentel brand	30.00	each	5	150.00	2	60.00	3	90.00	2	60.00	12	360.00
61	Note Pad	76mm x 76mm, (3" x 3"), 3M brand	18.00	pad	10	180.00	10	180.00	10	180.00	10	180.00	40	720.00
71	Note Pad	102mm x 152mm, (4" x 6"), 100 sheets per pad, assorted colors, 3M brand	18.00	pad	10	180.00	10	180.00	10	180.00	10	180.00	40	720.00
72	Paper	bond, Premium Grade, 216mmx 330mm (8 1/2" x 13"), legal, 70 gsm.	215.00	ream	1	215.00	0	0.00	1	215.00	0	0.00	2	430.00

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Total Qty.	TOTAL AMOUNT
73	Push Pins	hammer head type, assorted colors, 100's/box, Prince brand	15.00	box	2	30.00	2	30.00	2	30.00	2	30.00	8	120.00
74	Rags	cotton, approx. 203 mm (8") in diameter	30.00	kilo	5	150.00	5	150.00	5	150.00	5	150.00	20	600.00
75	Record Book	300 pages, non-blot, 215mm x 275mm, 55 gms, smythe sewn, with "Official Record Book" printing	70.40	book	3	211.20	2	140.80	3	211.20	2	140.80	10	704.00
76	Record Book	500 pages, non-blot, 215mm x 275mm, 55 gms, smythe sewn, with "Official Record Book" printing	93.60	book	3	280.80	1	93.60	3	280.80	1	93.60	8	748.80
77	Ring Binder	12mm x 1.12M (1/2" x 44M"), plastic, assorted colors	6.00	each	50	300.00	50	300.00	50	300.00	50	300.00	200	1,200.00
78	Ring Binder	19mm x 1.12M (3/4" x 44M"), plastic, assorted colors	9.00	each	50	450.00	50	450.00	50	450.00	50	450.00	200	1,800.00
79	Ring Binder	24mm x 1.12M (1" x 44M"), plastic, assorted colors	15.00	each	50	750.00	50	750.00	50	750.00	50	750.00	200	3,000.00
80	Ring Binder	45mm x1.12mm (2"x4") plastic	34.00	each	50	1700.00	50	1700.00	50	1700.00	50	1700.00	200	6,800.00
81	Rubber band	# 18, 400gms./box, MO Brand	99.75	box	1	99.75	0	0.00	1	99.75	0	0.00	2	199.50
82	Ruler	plastic 305mm (12"), Prince Brand	5.00	each	0	0.00	1	5.00	1	5.00	0	0.00	2	10.00
83	Ruler	plastic 457mm (18"), Prince Brand	15.00	each	1	15.00	0	0.00	1	15.00	0	0.00	2	30.00
84	Scissors	size 15cm (6"), heavy duty	30.00	pair	3	90.00	0	0.00	0	0.00	0	0.00	3	90.00
85	Sign Pen	high tech pen, black, PILOT brand	50.00	each	10	500.00	10	500.00	10	500.00	10	500.00	40	2,000.00
86	Sign Pen	high tech pen, blue, PILOT brand	50.00	each	10	500.00	10	500.00	10	500.00	10	500.00	40	2,000.00
87	Stamp Pad	felt pad, 70mm x 100mm, Joy Brand	30.00	each	1	30.00	0	0.00	1	30.00	0	0.00	2	60.00
88	Stamp Pad Ink	violet, 50 ml, with applicator, Eveready brand	30.00	bottle	1	30.00	1	30.00	1	30.00	1	30.00	4	120.00
89	Staple Wire, heavy duty	No. 23x8(5x16 inch) Etona brand	38.00	box	5	190.00	4	152.00	3	114.00	2	76.00	14	532.00
90	Staple Wire, heavy duty	23x13 (1/2 inch), Etona brand	60.00	box	5	300.00	4	240.00	3	180.00	2	120.00	14	840.00
91	Staple Wire, heavy duty	23/15 (9x16 inch), Etona brand	80.00	box	5	400.00	4	320.00	3	240.00	2	160.00	14	1,120.00
92	Staple Wire	No. 10-1M, 1000s./box, Max Brand	36.00	each	1	36.00	1	36.00	1	36.00	1	36.00	4	144.00
93	Staple Wire Remover	twin jaws, Prince Brand	10.00	each	2	20.00	0	0.00	2	20.00	0	0.00	4	40.00
94	Stapler	heavy duty, Sirich brand	150.00	each	2	300.00	0	0.00	2	300.00	0	0.00	4	600.00
95	Tape	electrical, 19mm. X 16 M, assorted colors, Armak brand	30.00	roll	1	30.00	1	30.00	1	30.00	1	30.00	4	120.00
96	Tape	masking, 48mm (2") width, usable length of 50M, Shurtape brand	60.00	roll	3	180.00	1	60.00	2	120.00	1	60.00	7	420.00
97	Tape	masking, 24mm (1") width, usable length of 50M, Shurtape brand	35.00	roll	3	105.00	1	35.00	2	70.00	1	35.00	7	245.00
98	Tape	transparent, 24mm (1") width, usable length of 50M, Shurtape brand	20.00	roll	3	60.00	2	40.00	2	40.00	2	40.00	9	180.00
99	Tape	transparent, 48mm (2") width, usable length of 50M, Shurtape brand	30.00	roll	3	90.00	2	60.00	2	60.00	2	60.00	9	270.00
100	Tape	packaging, 48mm width, approx. 50M length	20.00	roll	1	20.00	1	20.00	2	40.00	2	40.00	6	120.00
101	Tape Dispenser	heavy Duty for 24mm(1") width transparent tape, Prince brand	50.45	each	0	0.00	1	50.45		0.00	0	0.00	1	50.45
102	Tissue	toilet, 250 twin-ply sheets, 12 rolls/ pack White Dove brand	80.00	pkg	5	400.00	5	400.00	5	400.00	5	400.00	20	1,600.00
103	Tissue	facial, Kleenex Brand	25.00	box	2	50.00	2	50.00	2	50.00	2	50.00	8	200.00
104	Transparency Film	A4 size, 100s/box, Superfax brand	250.00	box	2	500.00	2	500.00	2	500.00	2	500.00	8	2,000.00
	• communication													
	Globe													60,000.00

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Total Qty.	AMOUNT
	PLDT													24,000.00
	Reproduction of documents													12,000.00
	SUB-TOTAL													339,508.43
IV.	Subscription Expenses													
1	The Philippine Daily Inquirer	subscription for one year (Mondays to Fridays)	18.00	pc.	60	1,080.00	60	1,080.00	60	1,080.00	60	1,080.00	240	4,320.00
2	The Philippine Star	subscription for one year (Mondays to Fridays)	20.00	pc.	60	1,200.00	60	1,200.00	60	1,200.00	60	1,200.00	240	4,800.00
3	The Manila Bulletin	subscription for one year (Mondays to Fridays)	20.00	pc.	60	1,200.00	60	1,200.00	60	1,200.00	60	1,200.00	240	4,800.00
	SUB-TOTAL													13,920.00
V	Maintenance of TESDA Board Room													
1	Partition table	Height 120 mm, table size 90 cm x 60 cm	15,000.00	unit			4						4	60,000.00
2	Printer	Hp Laserjet, P2035N	31,888.00	unit			2	63,776.00						63,776.00
3	External hard drive	500 GB		unit			2	3,500.00						7,000.00
4	Buffet round table	Duco finish with haspy wenge, cross legs 2"6 wood, clear glass, 72"x72x1/2	58,888.00	unit			1	58,888.00						58,888.00
	SUB-TOTAL													189,664.00
VI.	Maintenance of Vehicle													
1	fuel filter		400.00	pc	1	400.00	1	400.00	1	400.00	1	400.00	4	1,600.00
2	Air filter		350.00	pc	1	350.00	0	0.00	1	350.00	0	0.00	2	700.00
3	car battery 2sm		3,500.00	pc	1	3,500.00	0	0.00	0	0.00	0	0.00	1	3,500.00
4	sparkflug		200.00	pc	4	800.00	0	0.00	0	0.00	0	0.00	4	800.00
5	engine volt													
6	aircon volt													
7	15 ltr oil (castrol brand)		200.00	ltr	4	800.00	4	800.00	4	800.00	4	800.00	16	3,200.00
8	brake fluid		150.00	ltr	1	150.00	0	0.00	1	150.00	2	300.00		300.00
9	clutch lining			ltr	1									
10	clutch cable		450.00	set	1	450.00							1	450.00
11	brake pad rear		750.00	set	1	750.00	0	0.00	1	750.00	0	0.00	2	1,500.00
12	brake pad front		750.00	set	1	750.00	0	0.00	1	750.00	0	0.00	2	1,500.00
13	wiper		350.00	set	1	350.00	0	0.00	1	350.00	0	0.00	2	700.00
14	tire rod		600.00	pc	1	600.00	0	0.00	1	600.00	0	0.00	2	1,200.00
15	rack end		400.00	set	1	400.00	0	0.00	1	400.00	0	0.00	2	800.00
16	tire		3,500.00	pc	0	0.00	0	0.00	4	14,000.00	0	0.00	4	14,000.00
17	set cover		4,500.00	set	1	4,500.00	0	0.00	0	0.00	0	0.00	1	1,000.00
18	head rest		400.00	pc	1	400.00	0	0.00	0	0.00	0	0.00	1	400.00
19	idle bearing		250.00	pc	1	250.00	1	250.00	1	250.00	1	250.00	4	1,000.00
20	Gasoline		48.00	ltr	300ltr	14,400.00	300ltr	14,400.00	300ltr	14,400.00	300ltr	14,400.00	1200ltrs	57,600.00
	GRAND TOTAL													3,003,911.71