

Republic of the Philippines  
 OCCIDENTAL MINDORO STATE COLLEGE  
 San Jose, Occidental Mindoro

ANNUAL PROCUREMENT PLAN - MAMBURAO CAMPUS  
 Calendar Year 2015

Item & Specifications	Unit of Measure	Quantity Requirement													Unit Price	TOTAL AMOUNT/ ABC
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
<b>A. PROCUREMENT OF GOODS AND SERVICES</b>																
<b>I. SUPPLIES, MATERIALS AND OTHER</b>																
<b>Electrical Components and Supplies</b>																
Cable Tie	pc	10	5	10	5	10	15	10	5	5	15	5	5	100	6.00	600.00
Carbon Brush 51A	set			2		2		2		2		2		10	75.00	750.00
Convenience Outlet Flush Mounted Single	pc.	10					10				10			30	60.00	1,800.00
Cord, Flat #16	spool	1												1	2,400.00	2,400.00
Cord, Flat #18	spool					1								1	1,800.00	1,800.00
Emergency Light	unit	1	1											2	1,500.00	3,000.00
Fluorescent Set, 40 W	set	5	6	6	6	6	6	6	6	6	6	6	6	71	275.00	19,525.00
Receptacle, 3/3	pc	5		3		3		3		3		3		20	35.00	700.00
Screw Cap (Blade fastener for Standard electric	pc	50	30		50	30		10	30			30		230	35.22	8,100.00
Soldering gun 220V 100W	pc.		2											2	700.00	1,400.00
Soldering lead	spool						1							1	450.00	450.00
Surface-mounted Box, switch/outlet	pc	2	22	2		22	2	22		22	2	22	2	120	65.00	7,800.00
Switch Flush Mounted Single	pc.	5					5				5			15	60.00	900.00
TW, wire # 2.0mm2 Stranded	box	2												2	3,300.00	6,600.00
<b>Computer Supplies/Consumables</b>																
COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	4	4	4	5	4	4	4	5	4	5	4	5	52	9.46	491.92
COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5					5	5			5			20	17.42	348.40

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COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2												2	778.80	1,557.60
FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	1					1			1				3	287.04	861.12
INK CARTRIDGE, Canon Part No. CL-831, color	cart	10		10		10			10			10		50	1,017.12	50,856.00
INK CARTRIDGE, Canon Part No. PG-830, black	cart	60												60	777.92	46,675.20
INK CARTRIDGE, Epson C13T664200 (T6642), Cyan, original, for Epson L100, L110, L200, L210, L300, L350 and L356	cart	1			1				1			1		4	254.80	1,019.20
INK CARTRIDGE, EPSON T6441, Black, for Epson L100, L110, L200, L210, L300, L350, L355	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	254.80	3,057.60
INK CARTRIDGE, EPSON T664, Yellow, for Epson L100, L110, L200, L210, L300, L350, L358	cart	1			1				1			1		4	254.80	1,019.20
INK CARTRIDGE, EPSON T6643, Magenta for Epson L100, L110, L200, L210, L300, L350, L357	cart	1				1			1			1		4	254.80	1,019.20
Ink for Printer Brother MFC-J3520, LC563, black	crgs	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
Ink for Printer Brother MFC-J3520, LC563, cyan	crgs	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
Ink for Printer Brother MFC-J3520, LC563, magenta	crgs	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
Ink for Printer Brother MFC-J3520, LC563, yellow	crgs	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
Mouse pad	pc	11				1			1		1		3	17	60.00	1,020.00
UPS, 1,500watts	unit	2									1			3	4,000.00	12,000.00
UPS, 500 watts	unit	4												4	3,000.00	12,000.00
<b>Office Supplies and Devices</b>																
AIR FRESHENER, 280mL/can	can	1		1		1		1		1		1		6	81.12	486.72
ALCOHOL, 70%, ethyl	bottle	2	2	2	2	2	2	2	2	2	2	2	2	24	37.26	894.24
Ballpen, black, Pilot	piece	16	16	16	16	16	16	16	16	16	16	16	16	192	22.50	4,320.00
Ballpen, black, Titus	piece	36	36	36	36	36	36	36	36	36	36	36	36	432	6.00	2,592.00
CARTOLINA, assorted color, 20s/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	70.72	1,697.28
CLIP, backfold, 50mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1			10	39.00	390.00

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CLIP, bulldog, 73mm (3")	piece	1			1		1			1			1	5	8.32	41.60
Computer Ribbon Refill	piece	3	4	3	4	3	4	3	4	3	4	4	4	43	40.00	1,720.00
Correction Fluid	bottle	2	3	2	3	2	3	2	3	2	3	2	3	30	50.00	1,500.00
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	1	2	2	2	2	2	2	2	2	2	2	2	23	12.05	277.15
DATA FILE BOX, (5"x9"x15-3/4")	box	17	17	17	18	17	17	17	18	17	17	17	18	207	69.73	14,434.11
DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	3	3	3	4	3	3	3	4	3	3	4	4	40	76.95	3,078.00
ENVELOPE, documentary (10"x15"), 500s/box	box	3	3	3	3	3	3	3	3	3	3	3	4	37	507.40	18,773.80
ERASER, rubber	piece	1	1	1	1	1	1	1	1	1	1	2	2	14	2.16	30.24
FOLDER, tagboard, legal size, 100s/box	pack	1	1	1	1	1	1	1	1	1	1			10	273.52	2,735.20
Frame for Certificate, 8.5"x11"	piece	1	1	1	1	1	1	1	1	1	1			10	90.00	900.00
Glue Stick	piece	1			1	1		1		1				5	12.00	60.00
GLUE, all purpose, 300 grams min.	jar	1	1	1	2	1	2	1	2	1	2	1	1	16	47.82	765.12
Gold seal for diploma #23	box	10		15							15			40	80.25	3,210.00
Laminating Film 220x100x250(micron)	roll	1				1				1				3	1,200.00	3,600.00
MARKER, fluorescent, 3 colors/set	set	1	1	1	2	1	1	1	2	1	1	2	2	16	32.95	527.20
MARKER, permanent, bullet type, black	piece	1	1	1	2	1	2	1	2	1	2	1	2	17	12.15	206.55
MARKING PEN, whiteboard, bullet type, black	piece	1	2	2	2	2	2	2	2	2	2	2	2	23	12.27	282.21
Medal, w/ School Logo, Bronze	piece	30												30	100.00	3,000.00
Medal, w/ School Logo, Gold	piece	30												30	120.00	3,600.00
Medal, w/ School Logo, Silver	piece	30												30	114.00	3,420.00
Paper Clamp	piece	1	1	1	1	1		1	1		1	1	1	10	5.00	50.00
PAPER CLIP, gem type, 32mm, 100s/box	box	2	2	2	3	2	2	2	3	2	2	3	3	28	6.12	171.36
PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	2	2	2	3	3	3	3	3	3	3	3	3	33	13.52	446.16
Paper Fastener, metal-plastic	box	4	4	4	5	4	4	4	5	4	4	5	5	52	30.00	1,560.00
Paper, Boise check	piece	2000												2000	4.00	8,000.00
PAPER, bond, Premium Grade, legal size	ream	5	6	5	6	5	6	5	6	5	6	5	5	65	109.02	7,086.30
Paper, Construction, assorted color	ream		1		1		1	1		1				5	230.00	1,150.00
Paper, Felt assorted color	piece	2			2	2		2		2				10	26.40	264.00
PAPER, mimeograph, Groundwood	ream	4	4	4	4	4	4	4	4	4	4	5	5	50	92.46	4,623.00

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PAPER, mimeograph, Whitewove	ream	2	2	2	2	2	2	2	2	2	2	2	3	25	112.84	2,821.00
PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	1	1	1	1	1	1	1	1	1	1	1	1	12	116.62	1,399.44
PAPER, multicopy, legal, for laser printing	ream	5	5	5	6	5	6	5	6	5	6	5	6	65	131.06	8,518.90
Paper, Photo, A4, glossy, 180 gsm, 10's	pack	1					1					1		3	250.00	750.00
Paper, Specialty, paper, long, 20's/pack	pack	10												10	52.60	526.00
Paper, Specialty, paper, short, 20's/pack	pack	3												3	46.50	139.50
PARCHMENT PAPER, A4 size, 80	ream		3											3	88.40	265.20
PENCIL, lead, w/eraser, one(1) dozen per box	box	1	2	1	2	1	2	1	2	1	1	1	2	17	19.62	333.54
PUNCHER, heavy duty	piece	1			1			1		1			1	5	103.98	519.90
PUSH PIN, flat head type, assorted colors, 100s/case	case	1			1				1			1		4	19.08	76.32
RECORD BOOK, 300 pages, smythe sewn	book	1					1				1			3	54.18	162.54
RECORD BOOK, 500 pages, smythe sewn	book	1		1		1		1		1	1	1	1	8	86.85	694.80
Ribbon for Graduation	piece	500												500	15.00	7,500.00
RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece		2			2		2		2		2		10	53.04	530.40
RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	2		2			2		2			2		10	33.27	332.70
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	1					1							2	105.85	211.70
Rubber Stamp	piece	5												5	150.00	750.00
Safety pin	box				2									2	60.00	120.00
SCISSORS, (6")	pair	1		1			1		1			1		5	15.53	77.65
SHARPENER, single cutterhead	piece	3		3		3			3			2		14	176.80	2,475.20
SIGN PEN, black	piece	1	1	1	1	1	1	1	1	1	1	2	2	14	44.01	616.14
STAMP PAD INK, violet, 50mL	bottle		1					1						2	20.80	41.60
STAMP PAD, felt pad, min 60mm x 100mm	piece					1								1	20.80	20.80
STAMPING DATER, self-inking stamp	piece		1											1	478.38	478.38
STAPLE REMOVER, plier type	piece	1	1	1			1	1	1	1	1		1	9	17.44	156.96
STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	3	2	2	2	2	2	2	2	2	2	2	2	25	23.80	595.00
STAPLER, heavy duty, standard	piece	1		1			1			1		1		5	108.66	543.30
TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1	1				1			1				4	33.28	133.12

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TAPE, packaging, 48mm, 50 meters length	roll	1				1				1				3	33.28	99.84
TAPE, transparent, 24mm, 50 meters	roll	3	4	3	4	3	4	3	4	3	4	3	5	43	17.37	746.91
TAPE, transparent, 48mm, 50 meters	roll	3	3	3	3	3	3	3	3	3	3	3	4	37	33.28	1,231.36
Toner for Xerox Machine , DSM 615/ DSM 618, Gestetner	crgs	1	2	1	2	1	2	1	2	1	2	1	2	18	2,750.00	49,500.00
Wall Clock	pc	1				1	1	1				1		5	300.00	1,500.00
WASTE BASKET, plastic	pc	1		1		1		1		1		1		6	27.04	162.24
Whiteboard, 2 x 4	pc			1										1	1,500.00	1,500.00
Whiteboard, small	pc	1												1	190.00	190.00
<b>Construction Supplies &amp; Materials</b>																
Elbow,PVC 1/2" (Orange)	pc		5			5			5			5		20	25.00	500.00
Hacksaw Blade	pc.	1		1		1		1		1				5	90.00	450.00
Hacksaw Frame	set	1												1	550.00	550.00
Liquid Level Control/ Switch	set	1												1	550.00	550.00
Masonry Drill Bit 1/4 (6mm)	pc.	2			2			2			2		2	10	85.00	850.00
Metal Screw ( 3/16 x 1 1/2)	pc.	10	10	5	10	10	5	10	10	10	5	10	5	100	1.25	125.00
Pipe, PVC, 1/2 " (Orange)	pc	5			5			5			5			20	110.00	2,200.00
Tox 6/31	box	2			2			2			2			8	85.00	680.00
<b>Office/Home Furnitures &amp; Fixtures</b>																
Bed Sheet	pc	1		1	1		1	1		1				6	200.00	1,200.00
Blanket	pc	2		2	2		2		2					10	250.00	2,500.00
Drinking Glass	doz	1												1	200.00	200.00
Foam, Uratex (double)	pc	6												6	3,500.00	21,000.00
Fork	pc	1												1	150.00	150.00
Pillow	pc	1	1	1	1	1	1	1	1	1	1	1	1	12	200.00	2,400.00
Pillow Case	pc	1	1	1	1	1	1	1	1	1	1	1	1	12	100.00	1,200.00
Plate	doz	1												1	500.00	500.00
Spoon	doz	1												1	150.00	150.00
Throw Pillow w/ case	pc		4			4								8	200.00	1,600.00

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<b>II. EQUIPMENT AND ACCESSORIES</b>																	
<b>OFFICE EQUIPMENT AND ACCESSORIES</b>																	
Air Conditioner, window type, 1hp	unit		1												1	16,000.00	16,000.00
Air Conditioner, window type, 2hp	unit		1												1	25,000.00	25,000.00
Cabinet, steel	unit	1	1												2	5,000.00	10,000.00
Cabinet, wood, with glass	unit			2											2	10,000.00	20,000.00
CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	5					5		5		2				17	148.72	2,528.24
ELECTRIC FAN, orbit type	unit	4				5	5	5			5				24	1,245.92	29,902.08
FIRE EXTINGUISHER, pure HCFC 123, with fire	unit		2												2	3,939.52	7,879.04
Laminating Machine, heavy duty	unit	1													1	25,000.00	25,000.00
MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit		1			1		1			1				4	18,616.00	74,464.00
PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit		2												2	3,120.00	6,240.00
Table, wood, office	set	1		1		1			1		1		1		6	5,000.00	30,000.00
Water Dispenser, Hot & Cold	unit		1												1	5,000.00	5,000.00
<b>Audio and visual presentation and composing</b>																	
Amplifier mixer SAKURA 733	unit	1													1	12,000.00	12,000.00
Speaker, Crown FB8803 300Watts	unit	1													1	6,500.00	6,500.00
Speaker, Logitech S-150 ( USB Powered)	box	1													1	440.00	440.00
TV, 48", SMART led, wireless mouse/KB, with stand & bracket, remote control	unit		10												10	29,000.00	290,000.00
TV, 55", SMART led, wireless mouse/KB, with stand & bracket, remote control	unit		1												1	80,000.00	80,000.00
<b>Computer Equipment and Accessories</b>																	
Computer Printer, Epson L210 3 in 1 w/ CISS	unit		1			2					2				5	9,000.00	45,000.00

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Computer Set, Intel Core i3 3.3ghz 2nd generation, ASUS Board, SATA2 3x500 GB	unit	1		1		1			1					4	25,000.00	100,000.00
Printer, 6 in 1, Wireless network ready, A3 color w/ duplex printing, automatic 2-sided printing up to A3	unit		1											1	21,000.00	21,000.00
Purchase and Delivery of Generator Set (upgrading from 10KVA single phase to 50 KVA single phase)														0	620,000.00	620,000.00
<b>TOTAL GOODS AND SERVICES</b>																<b>1,854,721.48</b>
<b>Provision for inflation (10%)/emergency purchases (4%)</b>																<b>117,229.95</b>
<b>GRAND TOTAL AMOUNT</b>																<b>1,971,951.43</b>

Prepared by:

  
 EVANGLINE J. SALVA  
 BAC Secretary for Infra

Recommended by:

  
 MA. PAZ/FATIMA D. PALMARES, CPA  
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Approved by:

  
 ARNOLD N. VENTURINA, Ph.D.  
 SUC President II