

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Zamboanga - **Zamboanga**
 - d. Surigao Del Norte - **Surigao Del Norte**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-PS - Central Office)
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: OCCIDENTAL MINDORO STATE COLLEGE - Mamburao Campus
 Region: IV-B MIMAROPA
 Address: Mamburao, Occ. Mindoro

Contact Person: AILEENE T. DAGOS
 Position: Administrative Officer V/Supply Officer
 E-mail : _____
 Telephone/Mobile Nos: (043) 491-14-60

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece														0	73.74	-
2. BALLAST, 36 watts	piece														0	69.63	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet														0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	15.59	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	72.33	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set						5								5	327.60	1,638.00
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set						5								5	416.00	2,080.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	34.27	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece														0	36.35	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece						10		10		10				30	103.79	3,113.70
11. FUSE, 30 amperes	piece														0	10.35	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece				5		5		5						15	3.90	58.50
14. TAPE, electrical	roll														0	18.20	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box														0	508.90	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box														0	755.61	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box		7												7	561.18	3,928.26
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box		3												3	871.78	2,615.34
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box			8							8				16	462.28	7,396.48
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box						6				6				12	715.52	8,586.24
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box														0	324.79	-

8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box																			0				528.94	-
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece																			0				10.40	-
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece																			0				18.18	-
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece																							53.04	-
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																			0				14.02	-
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece																			0				22.34	-
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece																			0				372.32	-
15. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet	cart																			0				1,216.86	-
16. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart																			0				1,149.54	-
17. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart																			0				1,489.20	-
18. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart																			0				1,250.52	-
19. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60,	cart																			0				1,352.52	-
20. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart																			0				1,277.04	-
21. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 3600+ printer series, HP Colour Printer cp1700 series	cart																			0				1,332.12	-
22. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart																			0				743.58	-
23. INK CARTRIDGE, HP C8728AA (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart																			0				873.12	-
24. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart																			0				810.90	-
25. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510,	cart																			0				1,352.52	-
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart																			0				615.06	-
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart																			0				708.90	-
28. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart																			0				820.08	-
29. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart																			0				984.30	-
30. INK CARTRIDGE, HP C9361WA (HP 93), tri-color, for HP Deskjet D4160, 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One, HP Photosmart 7830, C3180, C4180 All-in-One	cart																			0				787.44	-
31. INK CARTRIDGE, HP C9362WA (HP 92), black, for HP Deskjet 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One HP Photosmart 7830, C3180 All-in-One	cart																			0				588.54	-
32. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart																			0				256.02	-
33. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart																			0				329.46	-

34. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart																	0			981.24	-
34. INK CARTRIDGE, HP C4815A (HP 13), cyan, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart																	0			981.24	-
35. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml, for HP Officejet Pro K850 HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart																	0			981.24	-
36. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml, HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart																	0			981.24	-
37. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart																	0			1,332.12	-
38. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart																	0			1,332.12	-
39. INK CARTRIDGE, HP C483A (HP 11), yellow 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart																	0			1,332.12	-
40. INK CARTRIDGE, HP C4902AA (HP940), black, for HP Officejet Pro 8000, 8500	cart																	0			973.08	-
41. INK CARTRIDGE, HP C4906AA (HP 940XL), black, HP Officejet Pro 8000, 8500	cart																	0			1,346.40	-
42. INK CARTRIDGE, HPC4907AA (HP 940XL), cyan, for HP Officejet Pro 8000, 8500	cart																	0			973.08	-
43. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta, for HP Officejet Pro 8000, 8500	cart																	0			973.08	-
44. INK CARTRIDGE, HP C4909AA (HP 940XL), yellow, for HP Officejet Pro 8000, 8500	cart																	0			973.08	-
45. INK CARTRIDGE, HP C4936A (HP 18), black, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart																	0			809.88	-
46. INK CARTRIDGE, HP C4937A (HP 18), cyan, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart																	0			606.90	-
47. INK CARTRIDGE, HP C4938A (HP 18), magenta, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart																	0			606.90	-
48. INK CARTRIDGE, HP C4939A (HP18), yellow, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart																	0			606.90	-
49. INK CARTRIDGE, HP C8721A (HP 02), black, 10 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230 HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart																	0			734.46	-
50. INK CARTRIDGE, HP C8767WA(HP 96), black, 21 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 8030, 8150, 8450, 875, HP Officejet K7100, 7210, 7410 All-in-One	cart																	0			1,230.12	-
51. INK CARTRIDGE, HP C8771WA(HP 02), cyan, 4 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart																	0			393.72	-
52. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart																	0			393.72	-

179. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series	cart																0			6,280.14	-
180. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart																0			3,468.00	-
181. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart																0			4,187.10	-
182. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart																0			4,187.10	-
183. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart																0			4,187.10	-
184. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart																0			3,147.72	-
185. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart																0			3,147.72	-
186. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart																0			3,147.72	-
187. TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392 All-in-One	cart																0			3,462.90	-
188. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series	cart																0			7,497.00	-
189. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series	cart																0			10,636.56	-
190. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series	cart																0			10,636.56	-
191. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series	cart																0			10,636.56	-
192. TONER CARTRIDGE, HP Q7553A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart																0			3,301.74	-
193. TONER CARTRIDGE, HP C3906F, black, for HP Laserjet 5L printer series, 6L printer series, 3100 All-in-One, 3150 All-in-One	cart																0			3,063.06	-
194. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series	cart																0			8,586.36	-
195. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series	cart																0			13,423.20	-
196. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series	cart																0			13,423.20	-
197. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series	cart																0			13,423.20	-
198. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart																0			2,782.56	-
199. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart																0			2,491.86	-
200. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart																0			2,924.34	-
201. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart																0			2,886.60	-
202. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart																0			2,652.00	-
203. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart																0			2,652.00	-
204. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart																0			2,652.00	-
205. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series	cart																0			6,324.00	-
206. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series	cart																0			11,597.40	-
207. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series	cart																0			5,064.30	-
208. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart																0			4,750.14	-
209. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart																0			4,750.14	-

23. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit												0			10,398.96	-
24. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit												0			1,232.40	-
24. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit												0			4,585.15	-
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																	
8-1/2" x 11", offset printing, one color print, laminated																	
kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece												0			32.24	-
b. Procurement of Civil Works, 139-149 pages	piece												0			37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece												0			22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece												0			88.40	-
e. for LGUs	piece															113.36	-
PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece												0			39.52	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece												0			13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set												0			130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																	-
(4) volumes as follows:																	-
Volume I (103 pages) - white color																	-
Volume II (138 pages) - light blue color																	-
Volume III (124 pages) - light yellow color																	-
Volume IV (118 pages) - light green color																	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1 Cabinet for science laboratory	unit												1			40,000.00	40,000.00
2													0				-
3													0				-
4													0				-
5													0				-
6													0				-
7													0				-
8													0				-
9													0				-
10													0				-
Office Supplies																	
1 Copy Printer Ink	crgs	2		2				2					8			1,500.00	12,000.00
2 Master Copy for copy printer	roll			3				3					12			1,500.00	18,000.00
3 Toner for Photocopier	crgs	1	2	2	1	1	1	1	1	1	1		12			2,710.00	32,520.00
4													0				-
5													0				-
6													0				-
7													0				-
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