

**ANNUAL PROCUREMENT PLAN FOR 2014  
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 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@procurementsservice.org
7. Consistent with DBM Circular No. 2011-6A, the APP for FY 2014 must be submitted on or before November 15, 2013.
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: Region IV-B  
 Address: Mamburao, Occidental Mindoro

Contact Person: DR. JUDITH G. GAMIT  
 Position: Campus Director  
 E-mail : \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																		
<b>COMMON ELECTRICAL SUPPLIES</b>																		
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	5		5		5		5		5		5		5		30	416.00	12,480.00
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	10			10			10				10		10		50	103.79	5,189.50
14. TAPE, electrical	roll	5		5		5		5		5		5		5		30	18.20	546.00
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																		
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	1			1			1				1		1		5	561.18	2,805.90
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1		1		1		1			1		1		6	871.78	5,230.68	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	4			4			4			4		4		16	462.28	7,396.48	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	6					6							6	18	715.52	12,879.36	
75. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	1,177.08	14,124.96
77. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	2			2			3				2		2	11	1,374.96	15,124.56	
83. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	747.66	8,971.92
85. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart	2		2				3			2			2	11	561.00	6,171.00	
<b>COMMON OFFICE SUPPLIES</b>																		
12. CLIP, bulldog (3")	piece	5						5							10	7.68	76.80	
23. DATA FILE BOX, (5"x9"x15-3/4")	box	5			5			5				5		5	25	61.36	1,534.00	
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	5						5							10	66.56	665.60	
27. ENVELOPE, documentary (10"x15"), 500s/box	box	1						1							2	585.52	1,171.04	

28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1						1							2	650.57	1,301.14
29. ENVELOPE, mailing white, 500s/box	box	1						1							2	152.59	305.18
38. FOLDER, tagboard, legal size, 100s/box	pack	2			2				2				2		8	327.60	2,620.80
44. GLUE, all purpose, 300 grams min.	jar	5			5				6				5	5	26	45.76	1,189.76
60. MARKER, permanent, black	piece	1			1				1				1	1	5	12.25	61.25
69. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	3	3	3	3	3	3	3	3	3	3	3	3	3	36	98.68	3,552.48
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	10	10	10	10	10	10	10	10	10	10	10	10	10	120	110.12	13,214.40
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	2			2				2				2	2	10	19.55	195.50
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	5	5	5	5	5	5	4	4	4	4	4	4	4	54	14.04	758.16
80. PAPER CLIP, gem type, 32mm, 100s/box	box	10			10				10				10	10	50	7.80	390.00
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	1			1				1				1	1	5	20.53	102.65
84. RECORD BOOK, 300 pages, smythe sewn	book	2		2			2	2	2			2		2	14	57.20	800.80
86. RIBBON, nylon, manual typewriter	spool	1			1				1				1	1	5	14.54	72.70
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or	box	2			2				2				2		8	132.68	1,061.44
107. STAMP PAD INK, violet, 50mL	bottle	1			1				1				1	1	5	21.84	109.20
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	1							1					1	3	24.96	74.88
109. STAPLE WIRE, standard, #35	box	5			5				5				5		20	23.59	471.80
114. TAPE, transparent, 24mm, 50 meters	roll	5		5			5		5				5	2	27	14.56	393.12
116. TAPE, packaging, 48mm, 50 meters length	roll	2			2				2				2	2	10	30.11	301.10
<b>COMMON OFFICE DEVICES</b>																	
4. SCISSORS, (6")	pair	1						1						1	3	17.35	52.05
5. SHARPENER, single cutterhead	piece	1												1	1	171.60	171.60
8. STAPLE REMOVER, twin jaws	piece	1			1				1				1	1	5	16.52	82.60
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1												1	1	52.00	52.00
<b>COMMON JANITORIAL SUPPLIES</b>																	
1. BATHROOM SOAP, 70gms.	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	12	19.76	237.12
2. BROOM, soft (tambo)	piece	1		1			1			1			1	1	6	119.60	717.60
3. BROOM, STICK (tingting)	piece	3						3						3	9	17.68	159.12
4. CLEANSER, powder, 350gms.	canister	1	1	1	1	1	1	1	1	1	1	1	1	1	12	15.91	190.92
5. DETERGENT POWDER, all purpose, 500gms.	pouch	5	5	5	5	5	10	5	5	5	5	5	5	5	65	22.88	1,487.20
7. DISINFECTANT SPRAY, 400 grams net content	can	1			1				1				1	1	5	152.88	764.40
8. DUST PAN, non-rigid plastic, with detachable handle	piece	1			1				1				1	1	5	33.28	166.40
14. MOPHANDLE, screw type, wooden handle	piece	1			1				1				1	1	5	88.40	442.00
15. MOPHEAD, 100% rayon, 400g	piece	1			1				1				1	1	5	78.00	390.00
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	2			2				2				2	2	10	67.60	676.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms,	box	1			1				1				1	1	4	29.12	116.48
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	1			1				1				1	1	4	143.52	574.08
<b>LEGAL SIZE PAPER</b>																	
1. PAPER, bond, Premium Grade	ream	10	10	10	10	10	8	10	10	10	10	10	10	10	118	114.09	13,462.62
2. PAPER, mimeo, Groundwood	ream	5			5				5				5	5	25	77.53	1,938.25
4. PAPER, for PPC	ream	5	5	5	5	5	5	5	5	5	5	5	5	5	60	114.30	6,858.00
<b>COMMON OFFICE EQUIPMENT</b>																	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	1									1				4	155.88	623.52
9. ELECTRIC FAN, orbit type	unit	2			2				2				2	2	10	1,404.00	14,040.00
10. ELECTRIC FAN, with stand	unit	1						1							2	1,071.20	2,142.40
20. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II	unit	1						1							2	6,197.03	12,394.06
<b>HANDBOOKS ON PROCUREMENT</b>																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																	
<b>Office Equipment and Accessories</b>																	
1. Office Table - 3 drawers, with chair	set	1					1						1	4	6,500.00	26,000.00	
2. Aircon, 1.5/2 hp, window-type	unit	1						1					1	3	25,000.00	75,000.00	
3. Cabinet	unit	1							1				1	3	1,100.00	3,300.00	
4. Cabinet, wood	unit	1							1					2	10,000.00	20,000.00	
5. Computer Table	unit	1					1						1	4	1,800.00	7,200.00	

Office Supplies																		
1. Whiteboard, 4 x 8	pc	1													1	4,500.00	4,500.00	
2. Ballpoint pen, black	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	120	10.00	1,200.00	
3. Copy Printer Ink, Gestetner 6123cp	cart	2					2							2	8	1,300.00	10,400.00	
4. Copy Printer Master, Gestetner 6123cp	roll	5					5							5	20	2,350.00	47,000.00	
5. Correction Fluid	pc	5					5							5	20	35.00	700.00	
6. Paper Fastener, metal plastic	box	5	5	5			5	5	5					5	45	85.00	3,825.00	
7. Expanding Folder	pc	40	20	20	20	20	40	40	40	40	40	40	40	40	400	30.00	12,000.00	
8. Sign pen, black, Pilot	pc	2	2	2	2	2	2	2	2	2	2	2	2	2	24	35.00	840.00	
9. Computer Ribbon refill	roll	10	10	10	10	15	15	10	10	10	10	10	10	10	130	40.00	5,200.00	
10. Toner, Gestetner Copier	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	12	3,000.00	36,000.00	
Audio and visual presentation and composing equipment																		
1																0	-	
Photographic or filming or video equipment																		
1																0	-	
9																0	-	
Cleaning Equipment and Supplies																		
1. Pail, medium	pc	1				1				1				1	5	45.00	225.00	
2. Grass Cutter, manual	pc	1													1	500.00	500.00	
3. Lawn Mower	unit	1													1	16,000.00	16,000.00	
4. Doormat, cotton	pc	5				5				5				5	20	25.00	500.00	
Paper Materials and Products																		
1. Linen Paper	pack	20	20	20	10	10	20	20	20	20	20	20	20	20	220	50.00	11,000.00	
2. Gold Seal # 25 for diploma	box			10											10	55.00	550.00	
3. Graduation Ribbon	pc			400											400	15.00	6,000.00	
4. Transcript Paper	ream			5											5	1,000.00	5,000.00	
															0		-	
Lighting and fixtures and accessories																		
1																0	-	
10																0	-	
Electrical equipment and components and supplies																		
1. Switch, single flush type	set	5						5							5	15	75.00	1,125.00
2. Amco Box	pc	5				5			5				5		20	55.00	1,100.00	
3. Cable tie, 5"	pc	10	10	10		10	10	10	5	5	10	10	10	100	6.00	600.00		
4. Carbon Brush 51A	set	2				2			2				2	10	75.00	750.00		
5. CO, flush-mounted, single	pc	6				6							6	6	30	60.00	1,800.00	
6. Flat cord #16	spool	1													1	2,400.00	2,400.00	
7. Flat cord #18	spool	1													1	1,800.00	1,800.00	
8. Flourescent starter 4-60w	pc	5	5	5	5	5	5	5	5	5	5	5	5	5	60	20.00	1,200.00	
9. Flourescent tube, 20w	pc	5				5			5			5			20	90.00	1,800.00	
10. Flourescent tube, 40w	pc	10				10			10			10			40	125.00	5,000.00	
11. Hacksaw blade	pc	1				1			1			1		1	5	90.00	450.00	
12. Hacksaw frame	pc	1													1	550.00	550.00	
13. Liquid Level control switch	set	1													1	550.00	550.00	
14. Male Plug	pc	6				6			6			6		6	30	35.00	1,050.00	
15. Masonry Drill Bit 1/4 (6mm)	pc	2				2			2			2		2	10	85.00	850.00	
16. Metal Screw, 3/16 x 1 1/2	pc	10	10	10		10	10	10	5	5	10	10	10	100	1.25	125.00		
17. PVC Pipe, 1/2, orange	pc	5				5			5			5		20	110.00	2,200.00		
18. PVC short elbow, 1/2, orange	pc	5				5			5			5		20	25.00	500.00		
19. Receptacle, 3/3	pc	5				5			5			5		20	35.00	700.00		
20. Screw cap	pc	10				10			10			10		10	50	45.00	2,250.00	
21. Soldering lead	spool	1													1	450.00	450.00	
22. Soldering gun, 220v/100w	pc	1													1	650.00	650.00	
23. Staple wire, 1"	box	2				2			2			2		2	10	65.00	650.00	
24. Tox, 6/31	box	2				2			2			2		8	85.00	680.00		
25. TW Wire #2.0 mm2, stranded	box	1							1					2	3,750.00	7,500.00		

Computer Supplies															
1. Ink for Epson L210	set	1		1		1		1		1		1	6	3,000.00	18,000.00
2. Mouse pad	pc	1					1					1	3	35.00	105.00
Computer Equipment and Accessories															
1. Computer, intel core i3/i5, 4GB memory, DVD, Asus motherboard	set	1		1				1				1	4	30,000.00	120,000.00
2. LCD Projector, 1020 Lumens, Dual Screen, Monitor, 15,000W	unit	1											1	35,000.00	35,000.00
3. Printer, 4 in 1 with CIS	unit	1											1	6,000.00	6,000.00
4. UPS	unit	1		1				1				1	5	3,000.00	15,000.00
5. LCD Project with screen and tripod	unit	1											1	25,000.00	25,000.00
6. Memory, 8gb	pc	1						1					2	500.00	1,000.00
5. External Hardrive, 500GB, 2.5" HDD, USB 3.0 (backward compatible w/ usb 2.0), 5400RPM, w/ dual color LED light to indicate usb 3.0/USB 2.0 transmission, USB powered, System requirements: USB 3.0: Windows XP/Vista/7; MacosX 10.4 or above, w/ usb 3.0 cable and product Guide.	piece	1						1					2	3,500.00	7,000.00
*Other Categories															
1. Medals, gold	pc	10											10	120.00	1,200.00
2. Medals, silver	pc	10											10	115.00	1,150.00
3. Medals, bronze	pc	10											10	100.00	1,000.00

\*\*\*GRAND TOTAL: 739,207.58  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 813,128.34  
APPROVED BUDGET:


\*Other categories that are not indicated herein  
\*\*Prices are FOB Manila/Applicable for items under A.  
\*\*\*Grand total for items under A and B

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:

  
AILEENE T. DAGOS  
Administrative Officer V/  
Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:

  
ERNESTO M. ESPIRITU  
Administrative Officer V/Budget Officer

Approved:

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

Date Prepared: