

**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 - MURTHA CAMPUS  
Region: Region IV-B  
Address: Murtha, San Jose, Occidental Mindoro

Contact Person: MAMERTO D. VALDEZ  
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>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |           |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet                               | packet          | 4                    |     | 4     |       | 4   |      | 4    |     | 4    |     | 4   |     | 4                                     |              | 24     | 36.40     | 873.60    |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet                              | packet          |                      | 2   |       | 2     |     | 2    |      | 2   |      | 2   |     | 2   |                                       | 2            | 12     | 15.59     | 187.08    |
| 5. BATTERY, size D, alkaline, 2 pcs./packet                                | packet          |                      | 4   |       | 4     |     | 4    |      | 4   |      | 4   |     | 4   |                                       | 4            | 24     | 72.33     | 1,735.92  |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W                                   | set             | 4                    |     | 4     |       | 4   |      | 4    |     | 4    |     | 4   |     | 4                                     |              | 24     | 416.00    | 9,984.00  |
| 8. FLUORESCENT LAMP, tubular, 18 watts                                     | piece           | 6                    |     | 6     |       | 6   |      | 6    |     | 6    |     | 6   |     | 6                                     |              | 36     | 34.27     | 1,233.72  |
| 9. FLUORESCENT LAMP, tubular, 36 watts                                     | piece           | 10                   |     | 10    |       | 10  |      | 10   |     | 10   |     | 10  |     | 10                                    |              | 60     | 36.35     | 2,181.00  |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts                                    | piece           | 10                   |     | 10    |       | 10  |      | 10   |     | 10   |     | 10  |     | 10                                    |              | 60     | 103.79    | 6,227.40  |
| 12. FUSE, 60 amperes   | piece           | 10                   |     | 10    |       | 10  |      | 10   |     | 10   |     | 10  |     | 10                                    |              | 60     | 25.48     | 1,528.80  |
| 14. TAPE, electrical   | roll            | 5                    |     |       | 5     |     | 5    |      |     |      | 5   |     |     |                                       |              | 20     | 18.20     | 364.00    |
| <b>COMMON COMPUTER SUPPLIES/ CONSUMABLE</b>                                |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |           |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box           | box             | 10                   |     |       |       |     | 10   |      |     |      |     |     | 20  |                                       |              | 40     | 561.18    | 22,447.20 |
| 6. COMPUTER CONTINUOUS FORMS, 3ply, 11" x 14-7/8", 500 sets/box            | box             | 1                    |     |       |       |     | 1    |      |     |      |     |     | 1   |                                       |              | 3      | 715.52    | 2,146.56  |
| 14. FLASH DRIVE, 8GB, USB 2.0, plug and play                               | piece           | 5                    |     | 5     |       |     |      | 5    |     |      |     |     | 5   |                                       |              | 20     | 372.32    | 7,446.40  |
| 164. MOUSE, optical, USB connection type                                   | piece           | 4                    |     |       |       |     |      |      |     | 4    |     |     |     |                                       |              | 8      | 174.72    | 1,397.76  |
| 329. RIBBON, Epson RN 8750   | cart            | 30                   | 30  | 30    | 30    | 30  | 30   | 30   | 30  | 30   | 30  | 30  | 30  | 30                                    | 360          | 75.28  | 27,100.80 |           |
| 332. RIBBON, Epson RN SO 15327   | cart            | 2                    |     |       | 2     |     |      |      | 2   |      |     |     | 2   |                                       |              | 8      | 328.44    | 2,627.52  |
| <b>COMMON OFFICE SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |           |
| 2. AIR FRESHENER, 280mL/can  | can             | 6                    | 6   | 6     | 6     | 6   | 6    | 6    | 6   | 6    | 6   | 6   | 6   | 6                                     | 72           | 89.44  | 6,439.68  |           |
| 3. ALCOHOL, 70%, ethyl   | bottle          | 8                    | 8   | 8     | 8     | 8   | 8    | 8    | 8   | 8    | 8   | 8   | 8   | 8                                     | 96           | 40.04  | 3,843.84  |           |
| 7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box                 | box             | 2                    |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   |                                       |              | 12     | 327.60    | 3,931.20  |
| 9. CARTOLINA, assorted color, 20s/pack                                     | pack            | 50                   |     |       |       |     |      | 50   |     |      |     | 50  |     |                                       |              | 150    | 69.89     | 10,483.50 |
| 10. CARTOLINA, white, 20s/pack   | pack            | 20                   |     |       |       |     |      | 20   |     |      |     | 20  |     |                                       |              | 60     | 41.60     | 2,496.00  |
| 11. CHALK, white, dustless, 100 pcs/box                                    | box             | 50                   |     |       |       |     |      | 50   |     |      |     |     |     |                                       |              | 100    | 34.32     | 3,432.00  |
| 22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width | pair            | 26                   |     |       |       |     |      | 25   |     |      |     |     |     | 25                                    |              | 76     | 20.75     | 1,577.00  |
| 23. DATA FILE BOX, (5"x9"x15-3/4")   | box             | 50                   |     |       |       |     |      | 50   |     |      |     |     |     | 50                                    |              | 150    | 61.36     | 9,204.00  |
| 28. ENVELOPE, expanding, kraft, legal size, 100s/box                       | box             | 3                    | 3   | 3     | 3     | 3   | 3    | 3    | 3   | 3    | 3   | 3   | 3   | 3                                     | 36           | 650.57 | 23,420.52 |           |
| 34. ERASER, blackboard/whiteboard  | piece           | 30                   |     |       |       |     |      | 30   |     |      |     | 30  |     |                                       |              | 90     | 10.59     | 953.10    |
| 35. ERASER, rubber   | piece           | 5                    |     |       | 5     |     |      |      | 5   |      |     | 5   |     |                                       |              | 20     | 5.18      | 103.60    |
| 36. FILE ORGANIZER, expanding, legal, plastic, assorted colors             | piece           | 10                   |     |       | 10    |     |      |      | 10  |      |     | 10  |     |                                       |              | 40     | 79.04     | 3,161.60  |

24,315.52

|   |          |     |    |     |    |     |    |     |    |     |    |     |    |     |          |           |
|---|----------|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----|-----|----------|-----------|
| 44. GLUE, all purpose, 300 grams min.                                     | jar      | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 30  | 45.76    | 1,372.80  |
| 45. ILLUSTRATION BOARD, (30"x40"), 2 ply                                  | piece    | 1   |    |     | 1  |     | 1  |     | 1  |     | 1  |     | 1  | 4   | 32.76    | 131.04    |
| 50. INDEX TAB, self-adhesive, 10 pcs/box                                  | box      | 3   | 3  | 3   | 3  | 3   | 3  | 3   | 3  | 3   | 3  | 3   | 3  | 36  | 49.40    | 1,778.40  |
| 54. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end               | piece    |     | 2  |     |    |     |    | 2   |    |     |    | 2   |    | 6   | 36.40    | 218.40    |
| 56. MARKER, fluorescent, 3 colors/set                                     | set      | 5   |    |     | 5  |     |    |     | 5  |     |    | 5   |    | 20  | 41.08    | 821.60    |
| 57. MARKING PEN, whiteboard, black  | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 11.86    | 711.60    |
| 58. MARKING PEN, whiteboard, blue   | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 11.86    | 711.60    |
| 59. MARKING PEN, whiteboard, red  | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 11.86    | 711.60    |
| 60. MARKER, permanent, black  | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 12.25    | 735.00    |
| 61. MARKER, permanent, blue   | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 12.25    | 735.00    |
| 62. MARKER, permanent, red  | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 12.25    | 735.00    |
| 64. NOTE PAD, (3"x3"), 100 sheets/pad                                     | pad      | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 60  | 34.32    | 2,059.20  |
| 70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                   | ream     | 150 |    | 150 |    | 150 |    | 150 |    | 150 |    | 150 |    | 750 | 70.08    | 52,560.00 |
| 79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box                            | box      | 2   | 2  | 2   | 2  | 2   | 2  | 2   | 2  | 2   | 2  | 2   | 2  | 24  | 14.04    | 336.96    |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                  | box      | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 60  | 7.80     | 468.00    |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                          | box      | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 60  | 20.53    | 1,231.80  |
| 83. PUSH PIN, flat head type, assorted colors, 100s/case                  | case     | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 5   | 5  | 60  | 37.44    | 2,246.40  |
| 85. RECORD BOOK, 500 pages, Smythe sewn                                   | book     | 6   | 6  | 6   | 6  | 66  | 6  | 6   | 6  | 6   | 6  | 6   | 6  | 132 | 88.40    | 11,668.80 |
| 101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box      | 1   |    |     |    |     |    |     |    |     |    |     |    | 1   | 132.68   | 132.68    |
| 103. RULER, plastic, 450mm  | piece    | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 36.40    | 4,368.00  |
| 104. SIGN PEN, black  | piece    | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 43.14    | 5,176.80  |
| 105. SIGN PEN, blue   | piece    | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 43.14    | 5,176.80  |
| 106. SIGN PEN, red  | piece    | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 43.14    | 5,176.80  |
| 107. STAMP PAD INK, violet, 50ml  | bottle   | 6   |    |     |    |     |    | 6   |    |     |    | 6   |    | 18  | 21.84    | 393.12    |
| 108. STAMP PAD, felt pad, min 60mm x 100mm                                | piece    | 3   |    |     |    |     |    | 3   |    |     |    | 3   |    | 9   | 24.96    | 224.64    |
| 109. STAPLE WIRE, standard, #35   | box      | 5   |    |     |    |     |    | 5   |    |     |    | 5   |    | 15  | 23.59    | 353.85    |
| 113. TAPE, masking, 48mm, 50 meters length                                | roll     | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 144 | 91.31    | 13,148.64 |
| 114. TAPE, transparent, 24mm, 50 meters                                   | roll     | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 144 | 14.56    | 2,096.64  |
| 116. TAPE, packaging, 48mm, 50 meters length                              | roll     | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 12  | 12 | 144 | 30.11    | 4,335.84  |
| 119. TOILET TISSUE, 12 rolls/pack   | pack     | 8   | 8  | 8   | 8  | 8   | 8  | 8   | 8  | 8   | 8  | 8   | 8  | 96  | 72.80    | 6,988.80  |
| 120. TWINE, plastic, one kilo per roll                                    | roll     | 10  |    |     |    |     |    |     |    |     |    |     |    | 10  | 45.64    | 456.40    |
| 121. WRAPPING PAPER, kraft, 65gsm, approx. 40m                            | roll     | 24  |    |     |    |     |    |     |    |     |    |     |    | 24  | 145.60   | 3,494.40  |
| <b>COMMON OFFICE DEVICES</b>  |          |     |    |     |    |     |    |     |    |     |    |     |    |     |          |           |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack                           | pack     | 1   |    |     | 1  |     |    | 1   |    |     | 1  |     |    | 4   | 9.36     | 37.44     |
| 2. CUTTER, heavy duty   | piece    | 8   |    | 8   |    | 8   |    | 8   |    | 8   |    | 8   |    | 48  | 27.98    | 1,343.04  |
| 3. PUNCHER, heavy duty  | piece    | 5   |    |     |    | 5   |    |     |    | 5   |    |     |    | 15  | 98.80    | 1,482.00  |
| 4. SCISSORS, (6")   | pair     | 30  |    |     | 30 |     |    | 30  |    |     |    | 30  |    | 120 | 17.35    | 2,082.00  |
| 5. SHARPENER, single cutterhead   | piece    | 5   |    |     | 5  |     |    | 5   |    |     |    | 5   |    | 20  | 171.60   | 3,432.00  |
| 6. STAMPING DATER, self-inking stamp                                      | piece    | 3   |    | 3   |    | 3   |    | 3   |    | 3   |    | 3   |    | 18  | 442.00   | 7,956.00  |
| 7. STAPLER, heavy duty, standard  | piece    | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 30  | 144.23   | 4,326.90  |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                               | piece    | 8   |    | 8   |    | 8   |    | 8   |    | 8   |    | 8   |    | 48  | 52.00    | 2,496.00  |
| 10. TAPE DISPENSER, handheld, for 48mm width packaging tape               | piece    | 1   |    |     | 1  |     |    | 1   |    |     |    | 1   |    | 4   | 40.23    | 160.92    |
| 11. WASTE BASKET, plastic   | piece    | 15  |    |     |    | 15  |    |     |    | 15  |    |     |    | 45  | 26.00    | 1,170.00  |
| <b>COMMON JANITORIAL SUPPLIES</b>   |          |     |    |     |    |     |    |     |    |     |    |     |    |     |          |           |
| 1. BATHROOM SOAP, 70gms.  | piece    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 10  |    | 60  | 19.76    | 1,185.60  |
| 2. BROOM, soft (tambo)  | piece    | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 5   |    | 30  | 119.60   | 3,588.00  |
| 3. BROOM, STICK (tingting)  | piece    | 15  |    | 15  |    | 15  |    | 15  |    | 15  |    | 15  |    | 90  | 17.68    | 1,591.20  |
| 4. CLEANSER, powder, 350gms.  | canister |     | 1  |     | 1  |     |    | 1   |    | 1   |    | 1   |    | 6   | 15.91    | 95.46     |
| 5. DETERGENT POWDER, all purpose, 500gms.                                 | pouch    | 25  |    | 25  |    | 25  |    | 25  |    | 25  |    | 25  |    | 150 | 22.88    | 3,432.00  |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar             | bar      | 5   |    |     | 5  |     |    | 5   |    |     |    | 5   |    | 20  | 18.20    | 364.00    |
| 7. DISINFECTANT SPRAY, 400 grams net content                              | can      |     | 1  |     | 1  |     |    | 1   |    | 1   |    | 1   |    | 3   | 152.88   | 458.64    |
| 8. DUST PAN, non-rigid plastic, with detachable handle                    | piece    | 25  |    | 25  |    | 25  |    | 25  |    | 25  |    | 25  |    | 150 | 33.28    | 4,992.00  |
| 9. FLOOR WAX, paste, natural, 2kgs.                                       | can      |     | 5  |     | 5  |     |    | 5   |    | 5   |    | 5   |    | 25  | 306.80   | 7,670.00  |
| 13. INSECTICIDE, 600mL (420g) /can  | can      | 15  |    | 15  |    | 15  |    | 15  |    | 15  |    | 15  |    | 90  | 114.40   | 10,296.00 |
| 18. TOILET BOWL & URINAL CLEANER, 900ml                                   | bottle   | 30  |    | 30  |    | 30  |    | 30  |    | 30  |    | 30  |    | 180 | 67.60    | 12,168.00 |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack     | box      | 10  |    |     | 10 |     |    | 10  |    |     |    | 10  |    | 40  | 29.12    | 1,164.80  |
| <b>LEGAL SIZE PAPER</b>   |          |     |    |     |    |     |    |     |    |     |    |     |    |     |          |           |
| 1. PAPER, bond, Premium Grade   | ream     | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 114.09   | 13,690.80 |
| 2. PAPER, mimeo, Groundwood   | ream     | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 10  | 10 | 120 | 77.53    | 9,303.60  |
| <b>COMMON OFFICE EQUIPMENT</b>  |          |     |    |     |    |     |    |     |    |     |    |     |    |     |          |           |
| 1. AIRPOT, 4.0 liters, w/ dispenser                                       | unit     | 3   |    |     |    | 3   |    |     |    | 3   |    |     |    | 9   | 1,331.20 | 11,980.80 |

|  |       |     |  |  |  |     |  |  |    |  |  |   |  |     |           |            |
|--|-------|-----|--|--|--|-----|--|--|----|--|--|---|--|-----|-----------|------------|
| 2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2)   | unit  | 10  |  |  |  | 10  |  |  |    |  |  |   |  | 30  | 1,872.00  | 56,160.00  |
| 3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor   | unit  | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 881.92    | 1,763.84   |
| 4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case   | unit  | 5   |  |  |  |     |  |  |    |  |  |   |  | 5   | 394.16    | 1,970.80   |
| 5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source   | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 155.88    | 155.88     |
| 6. CHAIR, monobloc, without armrest,beige/white  | unit  | 150 |  |  |  | 150 |  |  |    |  |  |   |  | 300 | 249.60    | 74,880.00  |
| 7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel,  | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 9,339.20  | 9,339.20   |
| 8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS  | unit  | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 19,552.00 | 39,104.00  |
| 9. ELECTRIC FAN, orbit type  | unit  | 45  |  |  |  |     |  |  |    |  |  |   |  | 45  | 1,404.00  | 63,180.00  |
| 10. ELECTRIC FAN, with stand   | unit  | 6   |  |  |  |     |  |  |    |  |  |   |  | 6   | 1,071.20  | 6,427.20   |
| 11. ELECTRIC FAN, wall type  | unit  | 10  |  |  |  |     |  |  |    |  |  |   |  | 10  | 1,029.60  | 10,296.00  |
| 12. INDUSTRIAL FAN, 18" metal blade  | unit  | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 1,092.00  | 2,184.00   |
| 14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive,   | unit  | 15  |  |  |  |     |  |  |    |  |  |   |  | 15  | 1,037.92  | 15,568.80  |
| 15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit  | 15  |  |  |  |     |  |  |    |  |  |   |  | 15  | 3,710.72  | 55,660.80  |
| 16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution   | unit  | 1   |  |  |  | 1   |  |  |    |  |  | 1 |  | 3   | 22,848.80 | 68,546.40  |
| 17. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit  | 2   |  |  |  | 2   |  |  | 2  |  |  | 2 |  | 8   | 8,838.96  | 70,711.68  |
| 19. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual  | unit  | 1   |  |  |  | 1   |  |  |    |  |  |   |  | 2   | 16,640.00 | 33,280.00  |
| 22. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper  | unit  | 4   |  |  |  |     |  |  | 4  |  |  |   |  | 8   | 30,992.00 | 247,936.00 |
| 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  | 2   |  |  |  | 2   |  |  |    |  |  | 2 |  | 6   | 10,398.96 | 62,393.76  |
| <b>HANDBOOKS ON PROCUREMENT</b>  |       |     |  |  |  |     |  |  |    |  |  |   |  |     |           |            |
| 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 | 10  |  |  |  |     |  |  |    |  |  |   |  | 10  | 32.24     | 322.40     |
| b. Procurement of Civil Works, 139-149 pages   | piece | 5   |  |  |  |     |  |  |    |  |  |   |  | 5   | 37.65     | 188.25     |
| c. Procurement of Consulting Services, 139-149 pages   | piece | 5   |  |  |  |     |  |  |    |  |  |   |  | 5   | 22.36     | 111.80     |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece | 5   |  |  |  |     |  |  |    |  |  |   |  | 5   | 88.40     | 442.00     |
| e. for LGUs  | piece | 5   |  |  |  |     |  |  |    |  |  |   |  | 5   | 113.36    | 566.80     |
| PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece | 15  |  |  |  |     |  |  |    |  |  |   |  | 15  | 39.52     | 592.80     |
| <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. Typewriter,manual   | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 16,000.00 | 16,000.00  |
| 2. Swivel chair  | pcs   | 10  |  |  |  |     |  |  |    |  |  |   |  | 10  | 6,000.00  | 60,000.00  |
| 3. Water dispenser   | unit  | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 10,000.00 | 20,000.00  |
| 4. Sala set w/ Center Table  | set   | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 18,000.00 | 36,000.00  |
| 5. Filing Cabinet  | pcs   | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 12,000.00 | 24,000.00  |
| <b>Office Supplies</b>   |       |     |  |  |  |     |  |  |    |  |  |   |  |     |           |            |
| 1. Wall clock  | pcs   | 5   |  |  |  |     |  |  | 5  |  |  |   |  | 10  | 500.00    | 5,000.00   |
| 2. Curtains  | pcs   | 20  |  |  |  |     |  |  | 20 |  |  |   |  | 40  | 350.00    | 14,000.00  |
| 3. Bulletin board  | pcs   | 5   |  |  |  |     |  |  | 5  |  |  |   |  | 10  | 1,500.00  | 15,000.00  |
| <b>Audio and visual presentation and composing equipment</b>   |       |     |  |  |  |     |  |  |    |  |  |   |  |     |           |            |
| 1. LCD Projector Acer X1101(2700n ANSI DLP Projector New w/ tripod   | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 22,800.00 | 22,800.00  |
| 2. DVON 2 - wireless microphone  | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 17,500.00 | 17,500.00  |
| 3. Wired microphone-Shure PG 48LL USA  | pcs   | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 1,750.00  | 3,500.00   |
| 4. Mixer Amplifier (powered PMX 500 Wharfdale  | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 11,550.00 | 11,550.00  |
| 5. Pioneer DVD Player  | unit  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 3,500.00  | 3,500.00   |
| 6. Wharfdale Kenitic Speaker-250 mwatts/channel  | pair  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 18,172.00 | 18,172.00  |
| 7. Wharfdale V10 10 Diameter Speaker   | pair  | 1   |  |  |  |     |  |  |    |  |  |   |  | 1   | 11,088.00 | 11,088.00  |
| <b>Photographic or filming or video equipment</b>  |       |     |  |  |  |     |  |  |    |  |  |   |  |     |           |            |
| 1. Digital Camera (Soony Cybershot DSC W570 16.1 megapixel   | unit  | 2   |  |  |  |     |  |  |    |  |  |   |  | 2   | 6,800.00  | 13,600.00  |

