

**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		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
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
COMMON COMPUTER SUPPLIES/ CONSUMABLE																		
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"x14-7/8", 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
COMMON OFFICE SUPPLIES																		
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
COMMON OFFICE DEVICES																
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
COMMON JANITORIAL SUPPLIES																
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			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	
LEGAL SIZE PAPER																
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
COMMON OFFICE EQUIPMENT																
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
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	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. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
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
Office Supplies																
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
Audio and visual presentation and composing equipment																
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
Photographic or filming or video equipment																
1. Digital Camera (Soony Cybershot DSC W570 16.1 megapixel	unit	2												2	6,800.00	13,600.00

