

## 2015 LIST OF OFFICE EQUIPMENT

## OCA OFFICES

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
<b>A.</b>	<b>Items less than ₱ 15,000.00</b>						
1	Adding Machine	with thermal paper	Office on Halls of Justice-Fiscal and Admin. Division	1	3,700.00	<b>3,700.00</b>	<i>new</i>
2	Adding Machine	with tape	FMO-Budget Division	2	3,700.00	<b>7,400.00</b>	
3	Blinds	For 5 windows	FMO-Finance Division	5	3,000.00	<b>15,000.00</b>	
4	Cabinet	Filing, Metal, 4 drawers	FMO-Finance Division	1	14,000.00	<b>14,000.00</b>	
5	Cabinet	Index, Metal, 7 drawers	FMO-Finance Division	25	10,000.00	<b>250,000.00</b>	
6	Cabinet	Metal Lateral File Cabinet (3 drawers)	Office on Halls of Justice-Fiscal and Admin. Division	3	11,200.00	<b>33,600.00</b>	<i>new</i>
7	Cabinet	Metal Lateral File Cabinet (3 drawers)	Office on Halls of Justice-Technical Division	3	11,200.00	<b>33,600.00</b>	<i>new</i>
8	Cabinet	Steel filing, 3-drawers with vault, gray	Office of Court Administrator Marquez	2	4,500.00	<b>9,000.00</b>	
9	Cabinet	Steel filing, 4-layer	Office of DCA R. B. Villanueva	4	14,000.00	<b>56,000.00</b>	
10	Cabinet	Steel Filing, Index Card, 5x8, 5-drawers	OAS, OCA-Leave Division	76	6,000.00	<b>456,000.00</b>	
11	Cabinet	Steel Index card cabinet 4x3 trays with stand and lock	OAS, OCA-Records Division	5	8,000.00	<b>40,000.00</b>	
12	Cabinet	Steel Index card cabinet 4x6 trays with stand and lock	OAS, OCA-Records Division	3	8,000.00	<b>24,000.00</b>	
13	Calcuator		OAS,OCA-EWBD	2	462.00	<b>924.00</b>	
14	Calculator	Electronic, 12 Digits	FMO-Cash Division	2	462.00	<b>924.00</b>	
15	Calculator		OAS, OCA-MTC Personnel	5	462.00	<b>2,310.00</b>	
16	Calculator		OAS, OCA-RTC Personnel	10	462.00	<b>4,620.00</b>	
17	Chair	Clerical	CMO-Planning Division	13	5,800.00	<b>75,400.00</b>	<i>7 New; 6 Replacement</i>
18	Chair	Clerical	OAS, OCA-MTC Personnel	10	5,800.00	<b>58,000.00</b>	<i>Replacement</i>
19	Chair	Clerical	OAS, OCA-Records Division	4	5,800.00	<b>23,200.00</b>	
20	Chair	Clerical	OAS,OCA-EWBD	4	5,800.00	<b>23,200.00</b>	
21	Chair	Computer	OAS, OCA-Leave Division	20	5,800.00	<b>116,000.00</b>	
22	Chair	Computer	OAS, OCA-MTC Personnel	10	5,800.00	<b>58,000.00</b>	<i>Replacement</i>
23	Chair	Computer	OAS, OCA-RTC Personnel	6	5,800.00	<b>34,800.00</b>	
24	Chair	Executive	CMO-JSMD	16	12,800.00	<b>204,800.00</b>	
25	Chair	Executive	OAS, OCA-Leave Division	2	12,800.00	<b>25,600.00</b>	
26	Chair	Executive	OAS, OCA-MTC Personnel	2	12,800.00	<b>25,600.00</b>	
27	Chair	Executive	OAS, OCA-Records Division	1	12,800.00	<b>12,800.00</b>	
28	Chair	Executive	Office of DCA R. B. Villanueva	1	12,800.00	<b>12,800.00</b>	
29	Chair	Executive (for the Chief of Division)	CMO-Statistics Division	1	12,800.00	<b>12,800.00</b>	<i>Replacement</i>

Procurement Planning Committee

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
30	Chair	Executive with arm rest	FMO-Proper	1	12,800.00	<b>12,800.00</b>	
31	Chair	Gamma Office Chair	Office on Halls of Justice-Fiscal and Admin. Division	4	3,400.00	<b>13,600.00</b>	replacement
32	Chair	Gamma Office Chair	Office on Halls of Justice-Technical Division	6	3,400.00	<b>20,400.00</b>	replacement
33	Chair	Gang (5 seater)	FMO-Finance Division	1	8,200.00	<b>8,200.00</b>	
34	Chair	Gang, 3 seated	FMO-Budget Division	1	5,800.00	<b>5,800.00</b>	
35	Chair	Jr. Executive Chair with armrest	FMO-Budget Division	17	12,800.00	<b>217,600.00</b>	
36	Chair	Jr. Executive Chairs (for Lawyers)	Legal Office-OCA	4	12,800.00	<b>51,200.00</b>	Replacement
37	Chair	Junior Execctive without arm rest	CMO-Statistics Division	13	12,800.00	<b>166,400.00</b>	Replacement
38	Chair	Junior Executive	OAS, OCA-Leave Division	4	12,800.00	<b>51,200.00</b>	
39	Chair	Junior Executive	OAS, OCA-MTC Personnel	3	12,800.00	<b>38,400.00</b>	Replacement
40	Chair	Junior Executive	OAS, OCA-Records Division	2	12,800.00	<b>25,600.00</b>	
41	Chair	Junior Executive	OAS,OCA-EWBD	1	12,800.00	<b>12,800.00</b>	
42	Chair	Junior Executive	Office of DCA J. L. A. Delorino	5	12,800.00	<b>64,000.00</b>	Replacement
43	Chair	Junior Executive with arm rest	FMO-Cash Division	24	12,800.00	<b>307,200.00</b>	
44	Chair	Junior Executive with arm rest	FMO-Proper	9	12,800.00	<b>115,200.00</b>	
45	Chair	Visitor	FMO-Finance Division	4	5,800.00	<b>23,200.00</b>	
46	Chair	Visitors	FMO- Checks Disbursement Division	1	5,800.00	<b>5,800.00</b>	
47	Chair	Visitor's	FMO-Proper	4	5,800.00	<b>23,200.00</b>	
48	Chair	Visitor's Chairs	FMO-Checks Disbursement Division	1	5,800.00	<b>5,800.00</b>	
49	Digital Clamp-Ammeter		Office on Halls of Justice-Technical Division	1	9,500.00	<b>9,500.00</b>	new
50	Digital Measuring Instrument	with laser pointer	Office on Halls of Justice-Technical Division	1	2,500.00	<b>2,500.00</b>	new
51	Electric Fan	Stand Fan-16" Diameter	Office on Halls of Justice-Fiscal and Admin. Division	1	1,400.00	<b>1,400.00</b>	new
52	Electric Fan	Stand Fan-16" Diameter	Office on Halls of Justice-Technical Division	1	1,400.00	<b>1,400.00</b>	new
53	Electric Fan	Wall fan	OAS, OCA-Admin. Support Staff	2	1,400.00	<b>2,800.00</b>	
54	Electric Fan	Wall Fan	OAS,OCA-EWBD	1	1,400.00	<b>1,400.00</b>	
55	Emergency Light		FMO-Budget Division	2	2,000.00	<b>4,000.00</b>	
56	Emergency Light		FMO-Cash Division	4	2,000.00	<b>8,000.00</b>	
57	Emergency Light		OAS,OCA-EWBD	2	2,000.00	<b>4,000.00</b>	
58	Exhaust Fan		OAS, OCA-Admin. Support Staff	2	1,500.00	<b>3,000.00</b>	
59	External Drive	1 terra byte	Legal Office-OCA	1	4,450.00	<b>4,450.00</b>	Additional
60	External Hard Drive	2TB	OAS, OCA-RTC Personnel	2	6,999.00	<b>13,998.00</b>	
61	External Hard Drive		OAS, OCA-Admin. Support Staff	2	6,999.00	<b>13,998.00</b>	
62	External Hard Drive		OAS, OCA-MTC Personnel	1	6,999.00	<b>6,999.00</b>	
63	Flash Light	Heavy Duty (Re-chargeable)	Office on Halls of Justice-Technical Division	1	1,100.00	<b>1,100.00</b>	new
64	Measuring tape	50 meters fiberglass open reel	Office on Halls of Justice-Technical Division	1	1,800.00	<b>1,800.00</b>	new

Procurement Planning Committee

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
65	Power Supply	650 KVA Capacity 4 IEC 320 outlets, 60 Hz	CMO-Statistics Division	6	6,000.00	<b>36,000.00</b>	3 New; 3 Replacement
66	Printer	Dot Matrix LQ 300	FMO-Checks Disbursement Division	1	8,900.00	<b>8,900.00</b>	Replacement
67	Printer	LQ 300	FMO- Checks Disbursement Division	1	8,900.00	<b>8,900.00</b>	Replacement
68	Printer	LQ 310	OAS, OCA-Property Division	3	9,500.00	<b>28,500.00</b>	Replacement
69	Push Cart	Truck Platform, 24" x 36", 300 kgs. Folding handle	OAS, OCA-Property Division	2	4,200.00	<b>8,400.00</b>	
70	Push Cart		CMO-Planning Division	1	4,200.00	<b>4,200.00</b>	New
71	Push Cart		OAS, OCA-MTC Personnel	1	4,200.00	<b>4,200.00</b>	
72	Recorder	Tape recorder, Mini microcassette	Legal Office-OCA	<b>6</b>	5,000.00	<b>30,000.00</b>	
73	Scanner	Flat bed	CMO-Planning Division	1	10,900.00	<b>10,900.00</b>	New
74	Scanner		Legal Office-OCA	<b>1</b>	10,900.00	<b>10,900.00</b>	Additional
75	Scanner		OAS, OCA-MTC Personnel	1	10,900.00	<b>10,900.00</b>	
76	Scanner		OAS, OCA-RTC Personnel	4	10,900.00	<b>43,600.00</b>	
77	Scanner		Office of Court Administrator Marquez	1	10,900.00	<b>10,900.00</b>	
78	Scientific Calculator		Office on Halls of Justice-Technical Division	2	1,400.00	<b>2,800.00</b>	new
79	Shredding Machine		OAS, OCA-Admin. Support Staff	1	10,000.00	<b>10,000.00</b>	New
80	Table	Clerical	CMO-Planning Division	5	2,500.00	<b>12,500.00</b>	New
81	Table	Computer, with pull-over keyboard case	CMO-Statistics Division	3	2,500.00	<b>7,500.00</b>	Replacement
82	Table	Computer	CMO-Planning Division	6	2,500.00	<b>15,000.00</b>	New
83	Table	Computer	OAS, OCA-Records Division	2	2,500.00	<b>5,000.00</b>	
84	Trolley	Small goods Handling	FMO-Budget Division	1	5,000.00	<b>5,000.00</b>	
85	Trolley-Hand Trucks		Office on Halls of Justice-Fiscal and Admin. Division	1	10,000.00	<b>10,000.00</b>	new
86	Uninterruptable Power Supply		Docket & Clearance Division-OCA	<b>1</b>	10,000.00	<b>10,000.00</b>	Additional
87	USB	32 GB	OAS, OCA-MTC Personnel	5	620.00	<b>3,100.00</b>	
88	USB	32GB	OAS, OCA-RTC Personnel	8	620.00	<b>4,960.00</b>	
89	USB		OAS, OCA-Admin. Support Staff	5	259.00	<b>1,295.00</b>	
90	USB		CMO-Planning Division	1	259.00	<b>259.00</b>	New
91	Vernier Caliper	(Electronic)	Office on Halls of Justice-Technical Division	1	2,000.00	<b>2,000.00</b>	new
92	White board	22.5 x28.5	FMO-Budget Division	1	6,600.00	<b>6,600.00</b>	
<b>TOTAL:</b>						<b>3,195,137.00</b>	
<b>ADD: 3% INFLATION</b>						<b>95,854.11</b>	
<b>GRAND TOTAL OF OCA EQUIPMENT LESS THAN ₱15,000.00</b>						<b>3,290,991.11</b>	
<b>B.</b>	<b>Items ₱15,000.00 and above*</b>						

Procurement Planning Committee

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
1	Air-conditioning Unit	2HP, Window Type	Docket & Clearance Division-OCA	1	27,000.00	27,000.00	Replacement
2	Air-conditioning Unit	2HP, Window Type	Legal Office-OCA	2	27,000.00	54,000.00	Replacement
3	Air-conditioning Unit	HP2 Window Type	FMO-Finance Division	5	27,000.00	135,000.00	
4	Air-conditioning Unit	Split type	CMO-Statistics Division	3	50,000.00	150,000.00	Replacement
5	Air-conditioning Unit	Split Type, 2HP	CMO-JSMD	3	50,000.00	150,000.00	
6	Air-conditioning Unit	Wall type	OAS, OCA-Admin. Support Staff	3	50,000.00	150,000.00	
7	Air-conditioning Unit	Wall type	OAS, OCA-MTC Personnel	2	50,000.00	100,000.00	Replacement
8	Air-conditioning Unit	Window type	FMO-Proper	3	27,000.00	81,000.00	
9	Air-conditioning Unit	window type (2hp)	FMO-Budget Division	2	27,000.00	54,000.00	
10	Air-conditioning Unit		OAS, OCA-Records Division	2	27,000.00	54,000.00	
11	Air-conditioning Unit		OAS, OCA-RTC Personnel	4	27,000.00	108,000.00	
12	Bar Code	For receving	Office of Court Administrator Marquez	1	25,000.00	25,000.00	
13	Cabinet	Filing with Vault, Metal, 3 drawers	FMO-Finance Division	1	15,000.00	15,000.00	
14	Desktop Computer	Replacment for Old and 2010 issued)	FMO-Budget Division	12	35,000.00	420,000.00	
15	Desktop Computer	Windows 7	FMO-Proper	1	35,000.00	35,000.00	
16	Desktop Computer		CMO-Statistics Division	3	35,000.00	105,000.00	Replacement
17	Desktop Computer		Docket & Clearance Division-OCA	2	35,000.00	70,000.00	Additional
18	Desktop Computer		FMO- Checks Disbursement Division	1	35,000.00	35,000.00	Replacement yr 2006 for
19	Desktop Computer		FMO-Accounting Division	7	35,000.00	245,000.00	Replacement
20	Desktop Computer		FMO-Accounting Division	7	35,000.00	245,000.00	Replacement 2005-2006
21	Desktop Computer		FMO-Cash Division	2	35,000.00	70,000.00	
22	Desktop Computer		FMO-Checks Disbursement Division	1	35,000.00	35,000.00	Replacement yr 2006 for
23	Desktop Computer		FMO-Finance Division	4	35,000.00	140,000.00	Replacement
24	Desktop Computer		Legal Office-OCA	10	35,000.00	350,000.00	Additional
25	Desktop Computer		OAS, OCA-Admin. Support Staff	5	35,000.00	175,000.00	
26	Desktop Computer		OAS, OCA-Admin. Support Staff	8	35,000.00	280,000.00	Additional
27	Desktop Computer		OAS, OCA-Leave Division	5	35,000.00	175,000.00	
28	Desktop Computer		OAS, OCA-MTC Personnel	3	35,000.00	105,000.00	Replacement
29	Desktop Computer		OAS, OCA-Property Division	2	35,000.00	70,000.00	Replacement
30	Desktop Computer		OAS, OCA-RTC Personnel	3	35,000.00	105,000.00	
31	Desktop Computer		Office of Court Administrator Marquez	6	35,000.00	210,000.00	
32	Fax Machine		Legal Office-OCA	1	22,995.00	22,995.00	Additional
33	Fax Machine		OAS, OCA-Admin. Support Staff	1	22,995.00	22,995.00	Replacement
34	Fax Machine		OAS, OCA-MTC Personnel	1	22,995.00	22,995.00	
35	Fax Machine		OAS, OCA-Records Division	1	22,995.00	22,995.00	
36	Fax Machine		OAS, OCA-RTC Personnel	1	22,995.00	22,995.00	
37	Fax Machine		Office on Halls of Justice-Fiscal and Admin. Division	1	22,995.00	22,995.00	replacement

Procurement Planning Committee

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
38	Internet Connection		Legal Office-OCA	33		0.00	Additional
39	Laptop Computer		CMO-Planning Division	1	60,000.00	60,000.00	New
40	Laptop Computer		OAS, OCA-Admin. Support Staff	2	60,000.00	120,000.00	
41	Laptop Computer		Office on Halls of Justice-Technical Division	3	60,000.00	180,000.00	new-for 3 Engineers
42	Photocopying Machine		CMO-Planning Division	1	rental	rental	New
43	Photocopying Machine		OAS, OCA-Records Division	1	rental	rental	
44	Printer	Dot Matrix	FMO-Finance Division	4	39,465.00	157,860.00	Replacement
45	Printer	Dot Matrix FX 2175	FMO-Checks Disbursement Division	1	19,900.00	19,900.00	Replacement
46	Printer	Dot Matrix FX 2180	FMO-Checks Disbursement Division	1	39,465.00	39,465.00	Replacement
47	Printer	Epson fx-2175 (replacement for 2010 issued	FMO-Budget Division	5	19,900.00	99,500.00	
48	Printer	FX 2175	FMO- Checks Disbursement Division	1	19,900.00	19,900.00	Replacement
49	Printer	FX 2175	OAS, OCA-Property Division	3	19,900.00	59,700.00	Replacement
50	Printer	FX 2180	FMO- Checks Disbursement Division	1	39,465.00	39,465.00	Replacement
51	Printer	Laser	CMO-Statistics Division	5	28,000.00	140,000.00	2 New; 3 Replacement
52	Printer	Laser	FMO- Checks Disbursement Division	1	28,000.00	28,000.00	J. De guzman
53	Printer	Laser	FMO-Accounting Division	8	28,000.00	224,000.00	2 replacement; 6 additional
54	Printer	Laser	FMO-Accounting Division	8	28,000.00	224,000.00	2-Replacement 6-additional
55	Printer	Laser	FMO-Budget Division	5	28,000.00	140,000.00	
56	Printer	Laser	FMO-Cash Division	2	28,000.00	56,000.00	
57	Printer	Laser	FMO-Checks Disbursement Division	1	28,000.00	28,000.00	J. De guzman
58	Printer	Laser	Legal Office-OCA	4	28,000.00	112,000.00	Additional
59	Printer	Laser	OAS, OCA-Property Division	5	28,000.00	140,000.00	
60	Printer	Laser	OAS, OCA-RTC Personnel	3	28,000.00	84,000.00	
61	Printer	Laser	Office of Court Administrator Marquez	3	28,000.00	84,000.00	
62	Printer	Laser	Office of DCA R. B. Villanueva	2	28,000.00	56,000.00	
63	Printer	Laser type	FMO-Proper	1	28,000.00	28,000.00	
64	Printer		Docket & Clearance Division-OCA	2	28,000.00	56,000.00	Replacement
65	Printer		OAS, OCA-Admin. Support Staff	5	28,000.00	140,000.00	
66	Printer		OAS, OCA-Admin. Support Staff	8	28,000.00	224,000.00	Additional
67	Printer	(Toner Type)	Office on Halls of Justice-Fiscal and Admin. Division	2	28,000.00	56,000.00	new
68	Printer	Laser	FMO-Accounting Division	4	28,000.00	112,000.00	New

Procurement Planning Committee

NO.	ITEM	DESCRIPTION	OFFICE	QUANTITY	UNIT COST	TOTAL AMOUNT	REMARKS
69	Printer with Scanner		FMO-Accounting Division	4	20,000.00	<b>80,000.00</b>	<i>New</i>
70	REVIT 2013	Licensed Software	Office on Halls of Justice-Technical Division	1	240,000.00	<b>240,000.00</b>	<i>new-for 1 Architect</i>
71	Sofa		FMO- Checks Disbursement Division	1	20,000.00	<b>20,000.00</b>	
72	Sofa		FMO-Checks Disbursement Division	1	20,000.00	<b>20,000.00</b>	

**TOTAL:** 7,198,760.00  
**ADD: 3% INFLATION** 215,962.80  
**GRAND TOTAL OF OCA EQUIPMENT ₱15,000.00 AND ABOVE:** 7,414,722.80

**SUMMARY:**  
Items Below ₱15,000.00 3,290,991.11  
Items ₱15,000.00 and above 7,414,722.80  
**GRAND TOTAL:** 10,705,713.91

*\*Subject to availability of funds*