

2016 LIST OF OFFICE EQUIPMENT

OCA OFFICES

A. Items less than ₱ 15,000.00

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC						
I.	CMO - Planning Division																			
1	CHAIR, Clerical, ergonomic	piece															13	3,500.00	45,500.00	B / SVP
2	PUSH CART, Standard Size	piece															1	8,900.00	8,900.00	SVP
3	TABLE, Computer	piece															6	4,000.00	24,000.00	B / SVP
4	TABLE, Clerical	piece															5	5,000.00	25,000.00	B / SVP
	Sub Total																		103,400.00	
II.	CMO - Statistics Division																			
1	PUSH CART	piece															2	8,900.00	17,800.00	SVP
2	UPS	piece															23	3,600.00	82,800.00	SVP
3	DVD / CD WRITER, External (CAMIS)	piece															1	2,500.00	2,500.00	SVP
	Sub Total																		103,100.00	
III.	CMO - Fiscal Monitoring Division																			
1	ADDING MACHINE, 12 Digit	piece															15	4,500.00	67,500.00	SVP
2	BATTERY, for Laptop	piece															32		0.00	SVP

Procurement Planning Committee

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
3	CHAIR, Clerical, ergonomic	piece														40	3,500.00	140,000.00	B / SVP
4	CHAIR, Computer Chairs with Armrest	piece														15	1,800.00	27,000.00	B / SVP
5	CHAIR, Monoblock Chairs	piece														60	350.00	21,000.00	B / SVP
6	CHARGER, Sanyo AC Charger, AA Batteries	piece														12	450.00	5,400.00	SVP
7	RAM, 2GB 1Rx8 PC3-12800U	piece														30		0.00	SVP
8	WALL CLOCK	piece														2	700.00	1,400.00	SVP
	Sub Total																	262,300.00	
IV	FMO - Accounting Division																		
1	CABINET, Steel Filing with Vault															1	14,000.00	14,000.00	SVP
2	CALCULATOR, Business, 12-digit	piece														3		0.00	SVP
3	CHAIR, Junior Executive with high backrest	piece														44	5,000.00	220,000.00	B / SVP
4	CHAIR, Senior Executive	piece														2	8,500.00	17,000.00	B / SVP
5	CHAIR, Visitor's	piece														3	4,000.00	12,000.00	B / SVP
6	TROLLEY, Delivery of vouchers	piece														1	3,600.00	3,600.00	SVP
7	WHITEBOARD, 40" x 24"	piece														1	700.00	700.00	SVP
	Sub Total																	253,300.00	
V	FMO - Budget Division																		

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
1	ADDING MACHINE, 12-digits with tape	piece														2	4,500.00	9,000.00	SVP
2	CHAIR, Junior Executive with armrest	piece														11	5,000.00	55,000.00	B / SVP
3	PUSH CART, Small	piece														1	4,800.00	4,800.00	SVP
	Sub Total																	68,800.00	
VI	FMO - Cash Division																		
1	ADDING MACHINE, 12 digits with tape	piece														1	4,500.00	4,500.00	SVP
2	CALCULATOR, 12-digits electronic	piece														2	400.00	800.00	SVP
3	CHAIR, Executive Chair	piece														24	8,500.00	204,000.00	B / SVP
	Sub Total																	209,300.00	
VII	FMO - Finance Division																		
1	EXHAUST FAN, 12" x 12"	piece														1	1,000.00	1,000.00	SVP
2	LEATHER FOAM, for enclosure of exposed beams, 8 m x 4 m	piece														1		0.00	SVP
	Sub Total																	1,000.00	
VIII	FMO - Proper																		
1	CHAIR, Executive, with arm rest	piece														2	8,500.00	17,000.00	B / SVP

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
2	CHAIR, Junior Executive, with arm rest	piece														9	5,000.00	45,000.00	B / SVP
3	CHAIR, Visitor	piece														4	4,000.00	16,000.00	B / SVP
	Sub Total																	78,000.00	
IX	Legal Office																		
1	CHAIR, Junior Executive Chair for Lawyers	piece														4	5,000.00	20,000.00	B / SVP
2	FAX MACHINE	piece														1	3,502.72	3,502.72	PS
3	RECORDER, Digital Voice	piece														7	6,229.60	43,607.20	PS
	Sub Total																	67,109.92	
X	Legal Office - Docket and Clearance																		
1	CHAIR, Office Chair	piece														1	3,500.00	3,500.00	B / SVP
2	FAX MACHINE, with NDD	piece														1	3,502.72	3,502.72	PS
3	TROLLEY, personal hand truck, 150 lbs	piece														1	4,900.00	4,900.00	SVP
	Sub Total																	11,902.72	
XI	OAS, OCA - Administrative Support Staff																		
1	CHAIR, Gang-Chair, 4-seater	piece														1	10,000.00	10,000.00	B / SVP
	Sub Total																	10,000.00	

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC						
XII	OAS, OCA - Employee Leave Division																			
1	CHAIR, Gang-Chair, 4-seater	piece															1		0.00	B / SVP
2	FAX MACHINE	piece														1	3,502.72	3,502.72	PS	
	Sub Total																	3,502.72		
XIII	OAS, OCA - EWBD																			
1	CALCULATOR, 12-digit	piece														10	400.00	4,000.00	SVP	
2	CHAIR, Executive	piece														2	8,500.00	17,000.00	B / SVP	
3	CHAIR, Junior Executive	piece														3	5,000.00	15,000.00	B / SVP	
4	EXHAUST FAN, Irreversible	piece														1	1,000.00	1,000.00	SVP	
5	FAX MACHINE	piece														1	3,502.72	3,502.72	PS	
6	PUSH CART	piece														1	8,900.00	8,900.00	SVP	
	Sub Total																	49,402.72		
XIV	OAS, OCA - MTC Personnel Division																			
1	CALCULATOR	piece														5	400.00	2,000.00	SVP	
2	PUSH CART	piece														1	8,900.00	8,900.00	SVP	
	Sub Total																	10,900.00		

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
XV	OAS, OCA - Property Division																		
1	PUSH CART, Heavy Duty	piece														2	8,900.00	17,800.00	SVP
	Sub Total																	17,800.00	
XVI	OAS, OCA - Records Division																		
1	CALCULATOR, 12-digits	piece														5	400.00	2,000.00	SVP
2	CHAIR, Clerical, ergonomic	piece														4	3,500.00	14,000.00	B / SVP
3	CHAIR, Executive	piece														1	8,500.00	8,500.00	B / SVP
4	CHAIR, Junior Executive	piece														2	5,000.00	10,000.00	B / SVP
5	FAX MACHINE	piece														1	3,502.72	3,502.72	PS
6	PUSH CART, Truck Platform, 24 x 36, 300 kgs. Folding handle	piece														2	8,900.00	17,800.00	SVP
7	CABINET, 3-drawers steel filing	piece														1	7,000.00	7,000.00	SVP
8	CABINET, 4-drawers steel filing	piece														4	7,000.00	28,000.00	SVP
	Sub Total																	90,802.72	
XVII	OAS, OCA - RTC Personnel																		
1	CALCULATOR	piece														10	400.00	4,000.00	SVP
	Sub Total																	4,000.00	

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
XVIII	Office of Court Ad Midas P. Marquez																		
1	EXHAUST FAN, Ceiling	piece														4	3,000.00	12,000.00	SVP
	Sub Total																	12,000.00	
XIX	Office of DCA Delorino																		
1	CHAIR, Senior Executive Chair															1	8,500.00	8,500.00	B / SVP
2	CHAIR, Junior Executive Chair, 250 lbs	piece														5	5,000.00	25,000.00	B / SVP
	Sub Total																	25,000.00	
XX	Office of DCA Villanueva																		
1	CABINET, 5 Layers	piece														4	17,700.00	70,800.00	SVP
2	CHAIR, Senior Executive	piece														3	8,500.00	25,500.00	B / SVP
3	CHAIR, Senior Executive (for DCA Villanueva)	piece														1	15,000.00	15,000.00	B / SVP
	Sub Total																	111,300.00	
XXI	Office on Halls of Justice																		
1	CHAIR, Clerical	piece														5	3,500.00	17,500.00	B / SVP
2	MOBILE PEDESTAL	piece														3	3,800.00	11,400.00	SVP

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
3	SHREDDING MACHINE	piece														1	5,491.20	5,491.20	PS
4	STORAGE BOX, 76L	piece														3		0.00	SVP
5	CABINET, Lateral File cabinet, 3 layers	piece														3	10,000.00	30,000.00	SVP
	Sub Total																	34,391.20	
XXII	OAS, OCA - Employee Leave Division																		
1	CABINET, Index, Steel Filing Cabinet, 5 x 8 , 5-drawers	piece														76	3,000.00	228,000.00	SVP
	Sub Total																	228,000.00	

TOTAL: 1,755,312.00

ADD: 3% INFLATION 52,659.36

GRAND TOTAL OF OCA EQUIPMENT LESS THAN ₱15,000.00 1,807,971.36

B. Items ₱15,000.00 and above*

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
I	CMO - Fiscal Monitoring Division																		
1	AIRCONDITIONING UNIT, 2HP, Split Type	piece														2		0.00	B / SVP
2	LAPTOP, Processor- i3, 1 terabyte HDD, 2GB Memory	piece														32	48,000.00	1,536,000.00	SVP
3	LCD PROJECTOR	piece														1	35,000.00	35,000.00	SVP

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
	Sub Total																	1,571,000.00	
II.	CMO - Statistics Division																		
1	AIRCONDITIONING UNIT, Split Type	piece														3		0.00	B / SVP
	Sub Total																	0.00	
III.	FMO - Budget Division																		
1	AIRCONDITIONING UNIT, Window type	piece														1	24,000.00	24,000.00	B / SVP
	Sub Total																	24,000.00	
IV.	FMO - Cash Division																		
1	TYPEWRITER, Electric, Olympia	piece														1	25,000.00	25,000.00	SVP
	Sub Total																	25,000.00	
V	FMO - Proper																		
1	AIRCONDITIONING UNIT, Window Type	piece														3	24,000.00	72,000.00	B / SVP
2	LAPTOP	piece														1	48,000.00	48,000.00	SVP
	Sub Total																	120,000.00	

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
VI	Legal Office																		
1	AIRCONDITIONING UNIT, 2-HP, Window Type	piece														2	24,000.00	48,000.00	B / SVP
	Sub Total																	48,000.00	
VII	Legal Office - Docket and Clearance																		
1	AIRCONDITIONING UNIT, 2-HP, Window Type	piece														1	24,000.00	24,000.00	B / SVP
	Sub Total																	24,000.00	
VIII	OAS, OCA - Administrative Support Staff																		
1	BLINDS, Vertical	piece														4		0.00	SVP
	Sub Total																	0.00	
IX	OAS, OCA - Employee Leave Division																		
1	BLINDS, green (Size varies)	piece														5		0.00	SVP
	Sub Total																	0.00	
X	OAS, OCA - EWBD																		
1	AIRCONDITIONING UNIT, 3 HP Floor mounted	piece														1		0.00	B / SVP
	Sub Total																	0.00	

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
XI	OAS, OCA - Records Division																		
1	AIRCONDITIONING UNIT	piece														2		0.00	B / SVP
2	CABINET, Steel Index cabinet, 4 x 3 trays with stand and locks	piece														2		0.00	SVP
3	CABINET, Steel Index cabinet, 4 x 6 trays with stand and locks	piece														3		0.00	SVP
4	TYPEWRITER, Electric, Olympia	piece														1	25,000.00	25,000.00	SVP
	Sub Total																	25,000.00	
XII	Office of Court Ad Midas P. Marquez																		
1	AIRCONDITIONING UNIT	piece														1		0.00	B / SVP
	Sub Total																	0.00	
XIII	Office on Halls of Justice																		
1	LAPTOP	piece														2	40,000.00	80,000.00	SVP
2	SCANNER, Large Format	piece														1		0.00	SVP
3	TABLE, Modular	piece														2		0.00	SVP
	Sub Total																	80,000.00	

TOTAL: **1,917,000.00**

ADD: 3% INFLATION **57,510.00**

1,974,510.00

	GENERAL DESCRIPTION	UOM	SCHEDULE / MILESTONE OF ACTIVITIES												QTY/SIZE	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				

GRAND TOTAL OF OCA EQUIPMENT ₱15,000.00 AND ABOVE:

1,974,510.00

SUMMARY:

Items Below ₱15,000.00

1,807,971.36

Items ₱15,000.00 and above

1,974,510.00

GRAND TOTAL:

3,782,481.36

**Subject to availability of funds*