



ANNUAL PROCUREMENT PLAN FOR FY 2020

Revised as of June 30, 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advs/Postin g of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
A. TRAVEL EXPENSES												
All.a.14												
	1. Local Travels	OCD / CID / SSD / FAD	Shopping / NP-SVP	-	-	-	-	GoP	1,237,000.00	1,237,000.00	-	Local fare of employees in attendance to meetings, seminars, conference, workshops, and others.
	2. Foreign Travels	OCD / CID / SSD / FAD	Shopping / NP-SVP	-	-	-	-	GoP	500,000.00	500,000.00	-	International fare of employees in attendance to meetings, seminars, conference, workshops, and others.
	B. TRAINING EXPENSES	OCD / CID / SSD / FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	800,000.00	800,000.00	-	Attendance to seminars and workshops
	C. SCHOLARSHIP EXPENSES											
	1. Insurance of the scholars for FY 2020-2021	SSD	NP - Agency to Agency	-	-	-	-	GoP	63,200.00	63,200.00	-	632 scholars for CY 2020-2021
	2. Books	CID	NP - SVP / Direct Contracting	-	-	-	-	GoP	1,896,000.00	1,896,000.00	-	Additional books for G11 and books for the Library
	3. Instructional Supplies	CID	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	1,264,000.00	1,264,000.00	-	-
	4. School Organizations	CID	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	632,000.00	632,000.00	-	-
	5. Awards	CID	NP - SVP	-	-	-	-	GoP	316,000.00	316,000.00	-	-
	6. Educational and Cultural Activities	CID	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	1,896,000.00	1,896,000.00	-	-
	7. Others	CID	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	1,734,000.00	1,734,000.00	-	Participation to competitions and other outside activities
	D. SUPPLIES AND MATERIALS											
	1. Office Supplies, ICT Office Supplies, Other Supplies and Materials (available at Procurement Service)	OCD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	GoP	2,076,546.10	2,076,546.10	-	Items to be procured at DEM Procurement Service
	<i>*see Part I of the attached APP-CSE 2020 Form for the item breakdown</i>											
	2. Office Supplies, ICT Office Supplies, Other Supplies and Materials (not available at Procurement Service but regularly purchased from other sources)	OCD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	GoP	2,079,451.00	2,079,451.00	-	Items to be procured outside DBM Procurement Service
	<i>*see Part II of the attached APP-CSE 2020 Form for the item breakdown</i>											
	4. Accountable Forms	FAD	NP - Agency to Agency / NP - SVP	-	-	-	-	GoP	12,000.00	12,000.00	-	-

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)	
				Advs/Postin g of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO			
	5. Drugs and Medicines	SSD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	-	GOP	50,000.00	50,000.00	-	-	For Clinic and Dormitory of scholars
	6. Medical, Dental, and Lab Supplies	CID / SSD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	-	GOP	250,000.00	250,000.00	-	-	Additional books for G11 and books for the Library
	7. Textbooks and Instructional Supplies	CID / SSD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	242,000.00	242,000.00	-	-	For official service vehicle (Nissan Ceiro, Van, Mini Bus, and Fortuner)
	8. Fuel, Oil, and Lubricants	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	400,000.00	400,000.00	-	-	Purchase of janitorial, plumbing, electrical, and other materials
	9. Other Supplies and Materials	OCOD / CID / SSD / FAD	NP - Agency to Agency / NP - SVP / NP - Emergency Cases	-	-	-	-	-	GOP	500,002.90	500,002.90	-	-	
	E. UTILITY EXPENSES													
	1. Water	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	20,000.00	20,000.00	-	-	Supply of Drinking water and others
	2. Electricity	OCOD / CID / SSD / FAD	Direct Contracting	-	-	-	-	-	GOP	4,000,000.00	4,000,000.00	-	-	MERALCO
	F. COMMUNICATION EXPENSES													
	1. Postage, Deliveries, and Courier Services	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	80,000.00	80,000.00	-	-	Communication allowance of homeroom advisers, registrar, guidance, cid chief, ssd chief, resident project engineer and fad chief
	2. Mobile Expenses	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	170,000.00	170,000.00	-	-	
	3. Landline Expenses	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	150,000.00	150,000.00	-	-	PLDT, GLOBE
	4. Internet Subscription Expenses	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	700,000.00	700,000.00	-	-	PLDT, GLOBE
	5. Cable, Satellite, Telegraph and Radio Expenses	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	30,000.00	30,000.00	-	-	
	6. Extraordinary and Miscellaneous Expenses	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	98,000.00	98,000.00	-	-	
	G. PROFESSIONAL SERVICES													
	1. Consultancy Services	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	15,000.00	15,000.00	-	-	
	2. ICT Consultancy Services	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	25,000.00	25,000.00	-	-	Honorarium for resource speakers/lecturers in seminars and workshops
	3. Other Professional Services	OCOD / CID / SSD / FAD	NP - SVP / Direct Contracting	-	-	-	-	-	GOP	100,000.00	100,000.00	-	-	
	H. GENERAL SERVICES													
	1. Security Services	FAD	Public Bidding	-	-	-	-	-	GOP	2,000,000.00	2,000,000.00	-	-	Outsourcing of security services
	2. Other General Services	FAD	Public Bidding	-	-	-	-	-	GOP	2,246,000.00	2,246,000.00	-	-	Outsourcing of multi-skilled workers and clerks
	I. REPAIRS AND MAINTENANCE													
	1. School Buildings	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	-	GOP	30,000.00	30,000.00	-	-	Includes labor and materials for the repairs and maintenance of school buildings

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds	Estimated Budget (Php)		Remarks (brief description of Program/Activity/Project)
				Advertisement of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO	
2.	Other Structures	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	30,000.00	30,000.00	-	Includes labor and materials for the repairs and maintenance of other structures
3.	Hostels and Dormitories	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	30,000.00	30,000.00	-	Includes labor and materials for the repairs and maintenance of Dormitory Buildings for Boys and Girls
4.	Other Machinery and Equipment	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	20,000.00	20,000.00	-	Includes labor and materials for the repairs and maintenance of other equipment
5.	Office Equipment	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	30,000.00	30,000.00	-	Includes labor and materials for the repairs and maintenance of Photocopier, binding machine, Air Conditioning Units, and others
6.	Furniture and Fixtures	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	30,000.00	30,000.00	-	Includes labor and materials for the repairs and maintenance of tables, chairs, and others
7.	ICT Equipment	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	50,000.00	50,000.00	-	Includes labor and materials for the repairs and maintenance of printers, projectors, tablets, computers, and others
8.	Technical and Scientific Equipment	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	50,000.00	50,000.00	-	Includes labor and materials for the repairs and maintenance of apparatus (calibrator), laboratory equipment, music equipment, robotics equipment, and others
9.	Motor Vehicles	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	150,000.00	150,000.00	-	Includes periodic maintenance check up of service vehicles (tires, battery, change oil, general job, and others)
K. TAXES, INSURANCE, AND PREMIUMS												
1.	Fidelity Bond Premium	FAD	NP - Agency to Agency	-	-	-	-	GoP	120,000.00	120,000.00	-	Fidelity bond of collecting and disbursing officers (Bureau of the Treasury)
2.	Taxes, duties and licenses	FAD	NP - SVP / Direct Contracting	-	-	-	-	GoP	80,000.00	80,000.00	-	
L. OTHER MAINTENANCE AND OPERATING EXPENSES												
1.	Advertising Expenses	FAD	NP - SVP / Direct Contracting	-	-	-	-	GoP	50,000.00	50,000.00	-	Includes advertisement of vacant positions and other important announcements
2.	Subscription Expenses	SSD	NP - SVP / Direct Contracting	-	-	-	-	GoP	20,000.00	20,000.00	-	Newspapers, Journals, and Magazines
3.	Printing and Publication Expenses	FAD	NP - SVP / Direct Contracting	-	-	-	-	GoP	40,000.00	40,000.00	-	Tarapulin printing for various activities and printing of student handbook/manuals, and annual reports
4.	Representation Expenses	FAD	Shopping / NP-SVP / Direct Contracting	-	-	-	-	GoP	160,000.00	160,000.00	-	Food for official meetings
7.	Rent - Motor Vehicles	FAD	NP - SVP / Direct Contracting	-	-	-	-	GoP	70,000.00	70,000.00	-	For transportation of employees and visitors to seminars/trainings/workshops
TOTAL, MOOE									26,542,200.00	26,542,200.00	-	
II. CAPITAL OUTLAY EQUIPMENT												
A. OFFICE EQUIPMENT												
All.b.14												

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement of IB/REI	Submission of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	1. Risograph Duplicating Machine, Colored	FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	600,000.00	-	600,000.00	
	2. Photocopier, Colored	FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	380,000.00	-	380,000.00	
	B. ICT EQUIPMENT											
	1. Personal Computer Set (System Unit, Monitor, Keyboard, Mouse, AVR)	OCOD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	2,196,000.00	-	2,196,000.00	
	2. Laptop	OCOD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	214,000.00	-	214,000.00	
	3. Printer	OCOD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	170,000.00	-	170,000.00	
	4. Projector Normal Throw	OCOD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	90,000.00	-	90,000.00	
	C. TECHNICAL AND SCIENTIFIC EQUIPMENT											
	1. Laboratory Fumehood	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	3,320,000.00	-	3,320,000.00	
	2. Benchtop Polypropylene Safety Storage Cabinet for Strong Acids and Corrosives	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	200,000.00	-	200,000.00	
	3. Safety Storage Cabinet for Flammable Liquids	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	120,000.00	-	120,000.00	
	4. Drying Oven	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	150,000.00	-	150,000.00	
	5. Digital Vortex Mixer	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	35,000.00	-	35,000.00	
	6. Single Section Wave Motion Sensor	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	65,000.00	-	65,000.00	
	7. Telescopes	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	1,200,000.00	-	1,200,000.00	
	8. Ultraflow freezer for molecular biology	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	650,000.00	-	650,000.00	
	9. Other Technical and Scientific Equipment	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	500,000.00	-	500,000.00	Includes science laboratory equipment, music equipment, robotics, and ADTECH equipment
	D. FURNITURES AND FIXTURES											
	1. Conference Table with chairs	CID / SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	50,000.00	-	50,000.00	
	2. Sofa Set	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	70,000.00	-	70,000.00	
	3. Books Shelves	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	200,000.00	-	200,000.00	
	4. Waiting Gang Chair	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	43,680.00	-	43,680.00	
	5. Steel Cabinet Lateral	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	56,000.00	-	56,000.00	
	6. Shelves (Steel)	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	132,000.00	-	132,000.00	
	7. Hospital Beds 2 cranks, Local with mattress	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	60,000.00	-	60,000.00	
	8. Glass Writing Board	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	30,000.00	-	30,000.00	
	9. Bulletin Board	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	15,000.00	-	15,000.00	
	10. Steel Cabinets	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	75,000.00	-	75,000.00	

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	11. Office Table	SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	40,000.00	-	40,000.00	
	12. 6 Layered Rack (metal, heavy duty, open back at least 74" x19" x77"	FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	280,000.00	-	280,000.00	
	13. 6 Layered Rack (metal, heavy duty, open back at least 72" x24" x85"	FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	200,000.00	-	200,000.00	
	14. Lateral Filing Cabinet, with 4 full extension drawers, made out of gauge 22 metal sheet in beige quick dry enamel finish	FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	80,000.00	-	80,000.00	
	15. Glassware Cabinets with drawers for Chemistry Laboratory	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	120,000.00	-	120,000.00	
	16. Bio Lab tables with gas outlet	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	420,000.00	-	420,000.00	
	17. Micro-Lab Tables (laminated top)	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	420,000.00	-	420,000.00	
	18. Research (chem resistant) lab table with locker, sin and gas outlet	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	500,000.00	-	500,000.00	
	19. Cabinets for prepared solutions for Chemistry Laboratory	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	100,000.00	-	100,000.00	
	20. Chemistry Dispensing Receiving Table	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	80,000.00	-	80,000.00	
	21. Physics Cabinet	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	120,000.00	-	120,000.00	
	22. Laboratory Sink for Chem, Bio and ES	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	450,000.00	-	450,000.00	
	23. Laboratory Sink for Chem, Prep room	CID	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	150,000.00	-	150,000.00	
	24. Other Furnitures and Fiktures	OCD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	97,320.00	-	97,320.00	Includes Info Board, Cabinets, Tables ETC
	G. OTHER MACHINERIES AND EQUIPMENT											
	1. TV Sets	OCD / CID / SSD / FAD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	250,000.00	-	250,000.00	
	2. Gym Equipment	CID / SSD	Shopping / NP-SVP / Public Bidding	-	-	-	-	GoP	341,000.00	-	341,000.00	
	TOTAL CAPITAL OUTLAY-EQUIPMENT								14,270,000.00	-	14,270,000.00	
II. CAPITAL OUTLAY - PROJECTS												
INFRASTRUCTURE PROJECTS												
	A. SITE DEVELOPMENT PHASE 6											
B.I.o	1. Design and/or Civil Works	BAC	Public Bidding	-	-	-	-	GoP	9,800,000.00	-	9,800,000.00	
	2. Engineering, Supervision, Administrative, and other Expenses	FAD	Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency	-	-	-	-	GoP	200,000.00	-	200,000.00	Includes CPES, Project Engineer's Fee, Blueprinting, and other related expenses
	B. CONSTRUCTION OF ACADEMIC BUILDING III											
	1. Design and/or Consultancy and Civil Works	BAC	Public Bidding	-	-	-	-	GoP	41,160,000.00	-	41,160,000.00	
	2. Engineering, Supervision, Administrative, and other Expenses	FAD	Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency	-	-	-	-	GoP	840,000.00	-	840,000.00	Includes CPES, General Requirements, and Others
	C. COMPLETION OF RETAINING WALLS / RIPRAPs											
	1. Design and/or Consultancy and Civil Works	BAC	Public Bidding	-	-	-	-	GoP	29,400,000.00	-	29,400,000.00	

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	2. Engineering, Supervision, Administrative, and other Expenses	FAD	Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency	-	-	-	-	GoP	600,000.00	-	600,000.00	Includes CPES, General Requirements, and Others
	D. CONSTRUCTION OF SCIENCE RESEARCH FACILITIES											
	1. Design and/or Consultancy and Civil Works	BAC	Public Bidding	-	-	-	-	GoP	29,400,000.00	-	29,400,000.00	
	2. Engineering, Supervision, Administrative, and other Expenses	FAD	Shopping / NP-SVP / Direct Contracting / NP - Agency to Agency	-	-	-	-	GoP	600,000.00	-	600,000.00	Includes CPES, General Requirements, and Others
	TOTAL CAPITAL OUTLAY- PROJECTS								112,000,000.00	-	112,000,000.00	
	TOTAL APP FOR FY 2019								152,812,200.00	26,542,200.00	126,270,000.00	

Prepared by:

EDSELLE ESPINO
 Administrative Officer III

For Goods:

ABIGAIL M. OCAMPO
 Chairperson

For Infrastructures:

MARY ANGEL L. GAVINA
 Chairperson

Approved by:

JOSE M. ANDAYA, D.T.
 Director III

Certified Appropriate Funds Available:


ARNEL E. AGUILTA
 Budget Officer


CRISPINA ROWENA M. MACQUIMOT
 Accountant