



Republic of the Philippines
 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 Region IX, Zamboanga Peninsula
 ZAMBOANGA SIBUGAY POLYTECHNIC INSTITUTE
 Kabasalan, Zamboanga Sibugay
Asia Pacific Accreditation & Certification Commission (APACC) -Silver Level

ANNUAL PROCUREMENT PLAN FOR FY 2022

Non- Common Use Supplies

CODE (PAP)	PROCUREMENT PROGRAM PROJECT	PMO/ End-USER	Is this an Early Procurement Activity? (Yes/No)	MODE OF PROCUREMENT	Schedule for procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program Projects)
					Ads/Post of IB/REI	SUB/Opn of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Supplies and Materials Expenses													
	Common Use Supplies and Equipment Available at PS	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec		General Fund	1,586,066.52	1,586,066.52		Various Office Supplies
	Common Use Supplies and Equipment not Available at PS	ADMIN/ CORE	No	NP-52.1b (Shopping)	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	1,684,000.00	1,684,000.00		Various Office Supplies not available in PS
	Fuel, Oil and Lubricants	ADMIN/ CORE	Yes	NP 53.9 Small Value Procurement	Oct. 2021	Oct. 2021	Oct. 2021	Oct. 2021	General Fund	720,000.00	720,000.00		Provision of Gasoline and Diesel and Lubricants for the period of January to December 2022
	Plaques, materials and other supplies	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	80,000.00	80,000.00		Provision of plaques and other materials during trainings and meetings
	Tarpaulin	ADMIN/ CORE	Yes	NP 53.9 Small Value Procurement	Dec 2021	Dec 2021	Dec 2021	Dec 2021	General Fund	40,000.00	40,000.00		Provision of tarpaulin materials during school activities, trainings and meetings
	Commercial Check	Cashier	No	Direct Contracting	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	50,000.00	50,000.00		Provision of Commercial Check
	ID Card Printer Consumables	Registrar's Office	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	70,000.00	70,000.00		Provision of ID CARD Printing Consumables for students ID
	Photocopier Consumables	ADMIN	No	Direct Contracting	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	200,000.00	200,000.00		Provision of Photocopier's Toners and master roll
	Technocrat Bulletin	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	83,000.00	83,000.00		Provision of printing school paper magazine
	Audio and Visual Equipment Supplies	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	270,000.00	270,000.00		Additional Procurement of Audio and visual items
B. General Administrative Support and Services													
	Security Services	ADMIN	Yes	Competitive Bidding	Oct-Dec 2021	Oct-Dec 2021	Oct-Dec 2021	Oct-Dec 2021	Trust Fund	1,012,000.00	1,012,000.00		Agency needs to hire services from private firms to secure and protect the employees and trainees from threats and dangers within the facility.
	Telephone and Internet	ADMIN	No	Direct Contracting	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Trust Fund	700,000.00	700,000.00		Internet and Landline- Telephone line Subscription



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					Ads/Post of IB/REI	SUB/Opn of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Printing and Publications - News Paper Subscription, Radio and TV Program for ZSPI Programs Advertisement for the whole year	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Trust Fund	50,000.00	50,000.00		Includes Tarpaulin Banner/ Streamer, News Paper Subscription, Radio and TV Program for ZSPI and other Government Agencies Programs, Advertisements, Anniversaries and Promotion Printing Services
	Fidelity Bond Premiums	ADMIN	No	Np 53.5 Agency to Agency	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	45,000.00	45,000.00		Provision of Fidelity Bond for Accountable Officers
	Postage & Courier Services	ADMIN	No	Np 53.5 Agency to Agency	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	10,000.00	10,000.00		Provision of Postage & Courier Services
	Agency Website Renewal	ADMIN	No	Direct Contracting	Sept 2022	Sept 2022	Sept 2022	Sept 2022	General Fund	5,000.00	5,000.00		Provide website for the school & for public information, access of E-learning, delivery of current events in the school
	Vehicle Registration and Insurance	ADMIN	No	NP - 53.5 Agency - Agency	June 2022	June 2022	June 2022	June 2022	General Fund	15,000.00	15,000.00		Registration and Insurance Of Agency-Agency owned Vehicle
C. Utility Expenses													
	Water and Purified Refilling Drinking Water	ADMIN/ CORE	Yes	NP 53.9 Small Value Procurement	Dec 2021	Dec 2021	Dec 2021	Dec 2021	General Fund	30,000.00	30,000.00		Provision of Water and Purified Drinking Water for the period of January to December 2022
	Water	ADMIN	No	Direct Contracting	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	50,000.00	50,000.00		Operating Expenses
	Electricity	ADMIN	No	Direct Contracting	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	General Fund	1,800,000.00	1,800,000.00		Operating Expenses
D. Representation Expenses													
	Meetings, Conference and Annual Occasions or Events	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Jan-Dec 2022	Trust Fund	300,000.00	300,000.00		Monthly meeting, trainings and events and school activities