

**Zamboanga Sibugay Polytechnic Institute  
Indicative Annual Procurement Plan for FY 2025**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
310300100001000	Common Use Supplies and Equipment Available at PS	Lyndre G. Bayotas	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	4,000,000.00	4,000,000.00	N/A	Various Office Supplies
310300100001000	Common Use Supplies and Equipment not Available at PS	Lyndre G. Bayotas	NO	Shopping	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	3,950,000.00	3,950,000.00	N/A	Various Office Supplies not available in PS
310300100001000	Electrical Supplies	Rhando O. Sangcom	NO	Shopping	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	1,000,000.00	1,000,000.00	N/A	Provision of Electrical Materials
310300100001000	Accountable Form	Lyndre G. Bayotas	NO	NP-53.5 Agency-to-Agency	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	80,000.00	80,000.00	N/A	Provision of Accountable forms needed in operation
310300100001000	Plaques, materials and other supplies	Romee A. Tamsi	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	150,000.00	150,000.00	N/A	Provision of plaques and other materials during training and meeting
310300100001000	Tarpaulin	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	80,000.00	80,000.00	N/A	Provision of tarpaulin materials during school activities, trainings and meetings
310300100001000	Commercial Check	Aileen A. Cordova	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	70,000.00	70,000.00	N/A	Provision of Commercial Check
310300100001000	ID Card Printer Machine and Cosumables	Veronica A. Rasonable	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	200,000.00	200,000.00	N/A	Provision of ID Card Printing Consumables for students ID
310300100001000	Photocopier Consumables	Nasser H. Uttongan	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	250,000.00	250,000.00	N/A	Provision of Photocopier's Toners and master roll
310300100001000	Technocraft Bulletin	John Michael L. Montillano	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	250,000.00	250,000.00	N/A	Provision of printing school paper magazine
310300100001000	Audio and Visual Equipment Supplies	Rhando O. Sangcom	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	300,000.00	300,000.00	N/A	Additional Procurement of Audio and visual items
310300100001000	Security Service	Presco P. Canete, Jr.	YES	Competitive Bidding	Oct.-Dec. 2024	Oct.-Dec. 2024	Oct.-Dec. 2024	Oct.-Dec. 2024	GoP	1,500,000.00	1,500,000.00	N/A	Agency needs to hire services from private firms to secure and protect the employees and trainees from threats and danger within the facility
310300100001000	Fuel, Oil and Lubricants	Presco P. Canete, Jr.	YES	NP-53.9 - Small Value Procurement	Oct.-Dec. 2024	Oct.-Dec. 2024	Oct.-Dec. 2024	Oct.-Dec. 2024	GoP	998,000.00	998,000.00	N/A	Provision of Gasoline and Diesel and lubricants for period of January to December 2024
310300100001000	Telephone and Internet	Presco P. Canete, Jr.	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	850,000.00	850,000.00	N/A	Internet and landline-Telephone line Subscription, Provision of Internet Service
310300100001000	CCTV Installation and Alarm System	Rhando O. Sangcom	NO	Competitive Bidding	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	1,200,000.00	1,200,000.00	N/A	Provision of CCTV Installation and Alarm System
310300100001000	Admin Security Equipment, Firearms	Romee A. Tamsi	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	500,000.00	500,000.00	N/A	Admin Security Equipment, Firearms

310300100001000	Printing and Publications- News Paper Subscription, Radio and TV Program for ZSPI Programs Advertisement for the whole year	Romee A. Tamsi	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	150,000.00	150,000.00	N/A	Includes Tarpaulin Banner/Streamer, News Paper Subscription, Radio and TV Program for ZSPI and other Government Agencies Programs, Advertisements, Anniversaries and Promotion Printing Service
310300100001000	Fidelity Bond Premiums	Aileen A. Cordova	NO	NP-53.5 Agency-to-Agency	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	50,000.00	50,000.00	N/A	Provision of Fidelity Bond for Accountable Officers
310300100001000	Postage and Courier Service	Aileen A. Cordova	NO	NP-53.5 Agency-to-Agency	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	40,000.00	40,000.00	N/A	Provision of Postage and Courier Service
310300100001000	Agency Website Renewal	Joseph D. Velasco, Jr.	NO	Direct Contracting	Sept. -Dec. 2025	Sept. -Dec. 2025	Sept. -Dec. 2025	Sept. -Dec. 2025	GoP	10,000.00	10,000.00	N/A	Provide website for the school and for public information, access of E-learning, delivery of current events in the school
310300100001000	Vehicle Registration and Insurance	Presco P. Canete, Jr.	NO	NP-53.5 Agency-to-Agency	June 2025	June 2025	June 2025	June 2025	GoP	40,000.00	40,000.00	N/A	Registration and Insurance of Agency -to-Agency owned Vehicle
310300100001000	I.T. Infrastructure Project(Faculty and Student Portal, RFI ID System	Joseph D. Velasco, Jr.	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	500,000.00	500,000.00	N/A	I.T. Infrastructure project ( Faculty and student Portal, RFI ID System
310300100001000	Other Professional and Legal Sevcies	Presco P. Canete, Jr.	NO	NP-53.5 Agency-to-Agency	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	300,000.00	300,000.00	N/A	Provision of Legal Services
310300100001000	Water and Purified Refilling Drinking Water	Lyndre G. Bayotas	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	60,000.00	60,000.00	N/A	Provision of Water and Purified Drinking Water for the period of January to December 2024
310300100001000	Water Bill	Presco P. Canete, Jr.	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	200,000.00	200,000.00	N/A	Operating Expenses
310300100001000	Electricity Bill	Presco P. Canete, Jr.	NO	Direct Contracting	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	2,500,000.00	2,500,000.00	N/A	Operating Expenses
310300100001000	Meetings, Conference and Annual Occasions or Events	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	900,000.00	900,000.00	N/A	Monthly meeting, training and Annual Events and School Activities
310300100001000	Uniform / Costumes, Polo Shirt or T-shirt Printing for Conference and Annual Events	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	500,000.00	500,000.00	N/A	Annual Occasions or Events, Trainings and School Activities
310300100001000	Meals and Snacks for Meetings, Conference and Annual Events	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	800,000.00	800,000.00	N/A	Monthly meeting, training and Annual Events and School Activities
310300100001000	Seminar / Training for Trainers and Non Teaching Staff	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	2,000,000.00	2,000,000.00	N/A	Annual Seminar/Training for Trainers and Non Teaching Staff
310300100001000	Repair and Maintenance for School Building Materials and Equipments	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	5,000,000.00	5,000,000.00	N/A	For upkeep of buildingsand other Structures
310300100001000	Repair of Cookery Building	Presco P. Canete, Jr.	NO	Competitive Bidding	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	1,200,000.00	1,200,000.00	N/A	For upkeep of Cookery Building
310300100001000	Repair of Centex Building	Presco P. Canete, Jr.	NO	Competitive Bidding	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	3,500,000.00	3,500,000.00	N/A	For upkeep centex Building
310300100001000	Repair of Admin Building	Presco P. Canete, Jr.	NO	Competitive Bidding	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	1,000,000.00	1,000,000.00	N/A	For upkeep of Admin Building
310300100001000	Repair of BAC Office, Function Hall and Registrar'sOffice	Presco P. Canete, Jr.	NO	Competitive Bidding	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	2,000,000.00	2,000,000.00	N/A	Repair of BAC Office, Function Hall and Registrar'sOffice
310300100001000	School Signages	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	500,000.00	500,000.00	N/A	For School Signages
310300100001000	Medical , Dental and Laboratory Supplies	Marie Cris M. Sogue	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	500,000.00	500,000.00	N/A	Provision of Medical Supplies for clinic

310300100001000	Books for TVET and Diploma Programs	Josephine Z. Bacudan	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	800,000.00	800,000.00	N/A	Provision of Additional Books
310300100001000	Garments Sector	Malare P. Cotejo	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	400,000.00	400,000.00	N/A	Provision of Supplies and materials use in IGP Garments
310300100001000	Hostel	Cecilia M. Capitanea	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	200,000.00	200,000.00	N/A	Provision of Supplies and materials use in Hostel
310300100001000	Catering Services	May p. Cemedido	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	300,000.00	300,000.00	N/A	Provision of Supplies and materials use in IGP Catering
310300100001000	Farming/Agricultural	Presco P. Canete, Jr.	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	250,000.00	250,000.00	N/A	Provision of Supplies and materials use in IGP farming
310300100001000	Training Supplies Materials and Expenses (Consumables for Skills Training)	Romee A. Tamsi	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	5,000,000.00	5,000,000.00	N/A	Provision of Consumables and Tool for Skills Training
310300100001000	Assessment Supplies Materials, Consumables, Tools, and Equipment	Amy N. Mabatid	NO	NP-53.9 - Small Value Procurement	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	Jan.-Dec. 2025	GoP	1,500,000.00	1,500,000.00	N/A	Provision of Supplies Materials, Consumables, Tools, and Equipment
<b>Total</b>										<b>45,578,000.00</b>	<b>45,578,000.00</b>		

Prepared by:

Certified Funds Available/  
Certified Appropriate Funds Available

Approved by:

**LYNDRE G. BAYOTAS**  
Supply Officer

**RONEYRICK JOHN D. ELLOREG**  
Budget Officer

**GLADYS A. TIONGCO, Ed. D.**  
Vocational School Administrator III