



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*

**INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2021**

**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
					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
Part I: Available at Procurement Service Stores													
	Pesticides or Pest Repellents	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	20,000.00	20,000.00			
	Solvents	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	20,000.00	20,000.00			
	Color Compounds and Dispersions	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	80,000.00	80,000.00			
	Films	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	500.00	500.00			
	Paper Materials and Products	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	780,000.00	780,000.00			
	Batteries and Cells and Accessories	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	5,000.00	5,000.00			
	Manufacturing Components and Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	40,000.00	40,000.00			
	Heating and Ventilation and Air Circulation	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	40,000.00	40,000.00			
	Lighting and Fixtures and Accessories	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	150,000.00	150,000.00			
	Cleaning Equipment and Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	45,000.00	45,000.00			
	Information and Communication Technology	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	800,000.00	800,000.00			
	Office Equipment and Accessories and Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	250,000.00	250,000.00			
	Printer or Facsimile or Photocopier Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	180,000.00	180,000.00			
	Audio and Visual Equipment and Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	45,000.00	45,000.00			
	Flags and Accessories	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	2,000.00	2,000.00			
	Fire Fighting Equipment	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	90,000.00	90,000.00			
	Furniture and Furnishings	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	75,000.00	75,000.00			
	Arts and Crafts Equipment and Accessories and Supplies	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec	General Fund	26,000.00	26,000.00			



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					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
Part II: Other Items not Available at PS but regulary Purchase from other sources													
	Common Electrical Supplies	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	78,000.00	78,000.00			
	Common Office Equipment	ADMIN/ CORE	No	NP-52.1b (Shopping)	N/A	N/A	Jan to Dec	Trust Fund	65,000.00	65,000.00			
	Common Office Supplies	ADMIN/ CORE	No	NP-52.1b (Shopping)	N/A	N/A	Jan to Dec	Trust Fund	45,000.00	45,000.00			
	Office Equipment and Accessories and Supplies	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	86,000.00	86,000.00			
	Audio Visual Presentation and Composing Equipment	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	270,000.00	270,000.00			
	Paper Materials and Products	ADMIN/ CORE	No	NP-52.1b (Shopping)	N/A	N/A	Jan to Dec	Trust Fund	110,000.00	110,000.00			
	Lighting and Fixtures and Accessories	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	55,000.00	55,000.00			
	Common ICT Equipment	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	275,000.00	275,000.00			
	Consumables	ADMIN/ CORE	No	NP-52.1b (Shopping)	N/A	N/A	Jan to Dec	Trust Fund	388,000.00	388,000.00			
	Electrical Supplies	ADMIN/ CORE	No	Procurement Service- DBM/ NP 52.1b Shopping	N/A	N/A	Jan to Dec	General Fund	200,000.00	200,000.00			Provision of Electrical Materials
	Commercial Check	Cashier	No	Direct Contracting	N/A	N/A	Jan to Dec	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	N/A	N/A	Jan to Dec	General Fund	70,000.00	70,000.00			Provision of ID CARD Printing Consumables for students ID
	Furniture and Fixtures	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	2nd Quarter			Trust Fund	300,000.00	300,000.00			Provision of Additional /Replacement of Executive Chairs and Tables
	Technocrat Bulletin	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	75,000.00	75,000.00			
	Audio and Visual Equipment Supplies	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	General Fund	500,000.00	500,000.00			Additional Pocurement of Audio and visual items





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**INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2021**

**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
					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
General Administrative Support and Services													
	Security Services	ADMIN	Yes	Competitive Bidding	Nov. 16 2020	Dec. 7 2020	Dec. 9 2020	Dec. 11 2020	Trust Fund	935,000.00	935,000.00		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	N/A	N/A	Jan to Dec		General Fund	150,000.00	150,000.00		Includes Post-paid Cellular Phone Line and Landline- Telephone line Subscription
	Printing and Publications - News Paper Subscription, Radio and TV Program for KIT Programs Advertisement for the whole year	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	50,000.00	50,000.00		Includes Tarpaulin Banner/ Streamer, News Paper Subscription, Radio and TV Program for KIT and other Government Agencies Programs, Advertisements, Anniversaries and Promotion Printing Services
	Fidelity Bond Premiums	ADMIN/COR E UNIT	No	Np 53.5 Agency to Agency	N/A	N/A	June		General Fund	150,000.00	150,000.00		Provision of Fidelity Bond for Accountable Officers
	Postage & Courier Services	ADMIN	No	Np 53.5 Agency to Agency	N/A	N/A	Jan to Dec		General Fund	5,000.00	5,000.00		Provision of Postage & Courier Services
	Fuel, Oil and Lubricants	ADMIN/ CORE Unit	Yes	NP 53.9 Small Value Procurement	Nov. 16 2020	Dec. 7 2020	Dec. 9 2020	Dec. 11 2020	General Fund	800,000.00	800,000.00		Provision of Gasoline and Diesel and Lubricants for the period of January to December 2021
	Water and Purified Drinking Water	ADMIN/ CORE Unit	Yes	NP 53.9 Small Value Procurement	N/A	N/A	Dec. 2020	Dec. 2020	General Fund	30,000.00	30,000.00		Provision of Water and Purified Drinking Water for the period of January to December 2021
	Electricity	ADMIN	No	Direct Contracting	N/A	N/A	Jan to Dec		General Fund	1,800,000.00	1,800,000.00		Provision of Electricity expenses
	Meetings, Conference and Annual Occasions or Events	ADMIN	Mo	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	807,000.00	807,000.00		
	Agency Website Renewal	ADMIN	No	Direct Contracting	N/A	N/A	Jan to Dec		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



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					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
	Vehicle Registration and Insurance	ADMIN	No	NP - 53.5 Agency - Agency	N/A	N/A	September	General Fund	100,000.00	100,000.00		Registration and Insurance Of Agency-Agency owned Vehicle	
Other General Administration Delivery of Basic Services													
	Fabrication of Steel Cabinet/Tool Cabinet	ADMIN	No	NP 53.9 Small Value Procurement	2nd Quarter				General Fund	400,000.00	400,000.00		Provision of 20 units of STEEL CABINET with 15 doors metal locker
	CCTV set	ADMIN	No	NP 53.9 Small Value Procurement	1st Quarter				General Fund	380,000.00	380,000.00		Additional CCTV for School premises
	Solar Panel Set	ADMIN	No	NP 53.9 Small Value Procurement	1st Quarter				General Fund	100,000.00	100,000.00		For School premises
Repairs and Maintenance													
	Repairs and Maintenance Transportation Vehicle - Vehicle Parts and Accessories	ADMIN/ CORE Unit	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Trust Fund	250,000.00	250,000.00		Includes admin official vehicle and vehicle for TVET training	
	Rehabilitation of School Building Facilities for APACC Accreditation	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	2nd Quarter	Trust Fund	565,000.00	565,000.00		Includes repainting of the buildings	
	Reinforced Drainage Canals System and Waterways	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	3rd Quarter	Trust Fund	283,720.00	283,720.00		Provision of rainage Canals System and Waterways	
	Construction(Training Cum) Salvage Materials (RSB Building) to KIT Museum	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	3rd Quarter	Trust Fund	74,000.00	74,000.00			
Health - Medical Supplies and Materials													
	Medical , Dental and Laboratory Supplies	M. Estafiero	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan & June	Trust Fund	75,000.00	75,000.00			
Procurement of Books													
	Books and Furniture for Library	Admin	No	NP 53.9 Small Value Procurement	N/A	N/A	2nd Quarter	General Fund	80,000.00	80,000.00		Provision of Additional Books for TVET Skills Training	
Income Generating Projects													
	Garments Sector	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec	Income Generating Project	400,000.00	400,000.00		Provision of Supplies and materials use in IGP Garments	





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					Ads/Post of IB/REI	SUB/Opn of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Hostel	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Income Generating Project	150,000.00	150,000.00		Provision of Supplies and materials use in HOSTEL
	Catering Services	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Income Generating Project	150,000.00	150,000.00		Provision of Supplies and materials use in IGP Catering
	Farming/Agricultural	ADMIN	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Income Generating Project	300,000.00	300,000.00		Provision of Supplies and materials use in IGP Farming
<b>TESD SERVICES</b>													
	Training Supplies Materials and Expenses under UAQTEA Program	CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	10,000,000.00	10,000,000.00		Provision of Consumables and tools for UAQTEA Program
	Training Supplies Materials and Expenses under Diploma Program	CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	9,600,000.00	9,600,000.00		Provision of Consumables and tools for Diploma Program
	Training Supplies Materials and Expenses under TWSP Program	CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	2,800,000.00	2,800,000.00		Provision of Consumables and tools for TWSP Program
	Training Supplies Materials and Expenses under STEP Program	CORE	No	NP 53.9 Small Value Procurement	N/A	N/A	Jan to Dec		Trust Fund	500,000.00	500,000.00		Provision of Consumables and tools for STEP Program
									<b>TOTAL</b>	<b>36,155,220.00</b>	<b>36,155,220.00</b>		

Prepared by:

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Administrative Officer I  
Head, BAC Secretariat  
9/24/2020

Certified Correct By:

**ROMEE A. TAMS**  
Assistant Professor II  
BAC Chairman  
9/24/2020

Certified Funds Available /  
Certified Appropriate Funds Available:

**JASON REY L. QMAC, CPA**  
Accountant  
Head, Accounting Division  
9/24/2020

Approved by:

**GRETA D. SABROSO, Ed. D.**  
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9/24/2020