



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

INDICATIVE ANNUAL PROCUREMENT PLAN FY 2021-NON CSE

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/P osting of IB/REI	Submission/Openi ng of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Supplies and Materials	Office Supplies Expenses	S.D.O.	Negotiated Procurement (Agency-Agency)	Every quarter	Every quarter	Every quarter	Every quarter	GAA	2,036,000.00	2,036,000.00		
	Accountable Forms	S.D.O.						GAA	22,000.00	22,000.00		
	Drugs and Medicines Expenses		NP - 53.9 - Small Value Procurement	Every quarter	Every quarter	Every quarter	Every quarter	GAA	581,000.00	581,000.00		
	Fuel, oil and Lubricants expenses	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	401,000.00	401,000.00		
	ICT Supplies	S.D.O.	Public Bidding	15-Feb-21	9-Mar-21	15-Mar-21	16-Mar-21	GAA	1,299,000.00	1,299,000.00		
	Other Supplies and Materials Expenses	S.D.O.	NP - 53.9 - Small Value Procurement	15-Feb-21	N/A	22-Feb-21	23-Feb-21	GAA	913,000.00	913,000.00		
Utilities	Water Expenses (water connection)	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	117,000.00	117,000.00		
	Electricity (Electric Power)	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	1,173,000.00	1,173,000.00		
Communication	Telephone expenses (Mobile)	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	502,000.00	502,000.00		
	Telephone expenses (Landline) and Internet subscription services	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	117,000.00	117,000.00		
	Cable, Satellite, Telegraph and Radio Expenses	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	13,000.00	13,000.00		
	Internet Subscription Expenses	S.D.O.	Direct Contracting	N/A	N/A	20-Jan-21	21-Jan-21	GAA	999,000.00	999,000.00		
Postage and Deliveries	Postage and Courier Services	S.D.O.	NP - 53.9 - Small Value Procurement	Every quarter	N/A	Every quarter	Every quarter	GAA	35,000.00	35,000.00		
Repair/Maintenance	Repair and Maintenance of Other Structures	S.D.O.	NP - 53.9 - Small Value Procurement	22-Mar-21	N/A	29-Mar-21	1-Apr-21	GAA	175,000.00	175,000.00		
	Repair and Maintenance of Office Equipment	S.D.O.	NP - 53.9 - Small Value Procurement	12-Apr-19	N/A	19-Apr-21	22-Apr-21	GAA	163,000.00	163,000.00		
	Repair and Maintenance of Motor Vehicles	S.D.O.	NP - 53.9 - Small Value Procurement	22-Mar-21	N/A	29-Mar-21	1-Apr-21	GAA	199,000.00	199,000.00		
	Repair and Maintenance of Furnitures and Fixtures	S.D.O.	NP - 53.9 - Small Value Procurement	22-Mar-21	N/A	29-Mar-21	1-Apr-21	GAA	97,000.00	97,000.00		
	Printing and Publications Expenses	S.D.O.	NP - 53.9 - Small Value Procurement	5-Apr-21	N/A	12-Apr-21	13-Apr-21	GAA	121,000.00	121,000.00		
Security Services	Security Services	S.D.O.	NP - 53.9 - Small Value Procurement	11-Jan-21	N/A	18-Jan-21	20-Jan-21	GAA	254,000.00	254,000.00		

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	Janitorial Services	S.D.O.	NP - 53.9 - Small Value Procurement	11-Jan-21	N/A	18-Jan-21	20-Jan-21	GAA	381,000.00	381,000.00		
Other General Services	Other General Services	S.D.O.	Negotiated Procurement (Agency-Agency)	Annually				GAA	549,000.00	549,000.00		
	Other MOE	S.D.O.	NP - 53.9 - Small Value Procurement	5-Apr-21	N/A	12-Apr-21	13-Apr-21	GAA	51,000.00	51,000.00		
INSET	Training Expenses /INSET	S.D.O.	Public Bidding	1-Mar-21	23-Mar-21	29-Mar-21	30-Mar-21	GAA	4,964,000.00	4,964,000.00		

DEFINITIONS

- PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency’s administrative operations or for the provisions of staff support to the agency’s administrative operations or for the provisions of staff support to the agency’s line functions.
- PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

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