



## J.H CERILLES STATE COLLEGE

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### Final Annual Procurement Plan for FY 2020

GAA-CSE & NON CSE

Code (PAP)	Procurement Program/Project	PMO/ User	End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Common Use Supplies &amp; Equipment</b>												
	a) Common use Supplies available at PS	All Offices		NP- Agency to Agency	Quarterly various date				GOP	1,899,129.36	1,899,129.36		Supplies for various Offices
	b) Common use Supplies & Equipment not available at PS	All Offices		Competitive Bidding	To be determined by the BAC				GOP	2,911,808.92	2,911,808.92		Supplies & other Materials of Offices
	<b>Non Common Use Supplies</b>												
	a) Fuel Oil & Lubricants	All Offices		NP-Small Value Procurement	Monthly dates varies				GOP	600,000.00	600,000.00		For Vehicle and Grass cutter & genset
	b) Books & Other Instructional Materials	Library		NP-Small Value Procurement	May, 2020	N/A	June, 2020	June, 2020	GOP	200,000.00	200,000.00		Additional Textbooks of the Library
	c) Accountable Forms	Main Campus		NP-Agency to Agency	April,2020	N/A	April,2020	April,2020	GOP	100,000.00	100,000.00		Accountable forms for Cashier & or Disbursing Unit
	<b>Travelling Expenses</b>												
	a) Airline Tickets and Transportation Expenses	All Offices		NP-Small Value Procurement	Monthly as need arises				GOP	3,250,000.00	3,250,000.00		Travel of Officials & Employees
	b) Transportation Expenses	Research & Extension		NP-Small Value Procurement	Various dates depending on the activities				GOP	474,000.00	474,000.00		Travel of Research & Extension
	<b>Training Expenses</b>												
	a) Seminars & Training	Research		NP-Small Value Procurement	Various dates depending on the activities				GOP	525,980.00	525,980.00		Various training Research Program
	b) Training Expenses	Extension		NP-Small Value Procurement	Various dates depending on the activities				GOP	500,000.00	500,000.00		Various training Extension Program
	c) Seminars & Training	Admin & HES		NP-Small Value Procurement	Various dates depending on the activities				GOP	552,000.00	552,000.00		Varous training Admin & Academics
	<b>Utilities Expense</b>												
	a) Water Expenses	3 Campuses		Direct Contracting		N/A			GOP	300,000.00	300,000.00		Water bills of 3 Campuses
	b) Electricity	3 Campuses		Direct Contracting		N/A			GOP	3,375,000.00	3,375,000.00		Electric bills of 3 Campuses

	c) Purified Drinking Water	4 Campuses	NP-Small Value Procurement		Monthly dates varies			GOP	100,000.00	100,000.00		For drinking water of various campuses
	<b>Communication Expense</b>											
	a) Telephone (Mobile)	All Offices	Direct Contracting		N/A			GOP	853,000.00	853,000.00		for communication expenses
	b) Internet	All Campuses	Public Bidding	12/16-23/2019	1/06/2020	1/09/2020	1/10/2020	GOP	1,500,000.00	1,500,000.00		for internet connectivity
	<b>Awards &amp; Reward Expense</b>	Main Campus	NP-Small Value Procurement		as the need arises				30,000.00	30,000.00		
	<b>Survey Expenses</b>	Main Campus	NP-Small Value Procurement	to be determined by the BAC				GOP	200,000.00	200,000.00		for survey/site relocation
	<b>General Services</b>											
	a) Security Services	3 Campuses	Public Bidding	12/16-23/2019	1/6/2020	1/9/2020	1/10/2020	GOP	2,800,000.00	2,800,000.00		14 security guards organic campuses
	b) Janitorial & General Svices	Organic Campuses	Public Bidding	12/16-23/2019	1/6/2020	1/9/2020	1/10/2020	GOP	700,000.00	700,000.00		4 utility for Main Campus
	<b>Extra Ordinary &amp; Misc. Expense</b>	Main Campus	NP-Small Value Procurement		N/A				113,000.00	113,000.00		
	<b>Professional Services</b>											
	a) Auditing Services	Organic Campuses	Direct Contracting		N/A			GOP	300,000.00	300,000.00		for auditing services of the College
	b) Electrical Services	Organic Campuses	Direct Contracting		semi-annually			GOP	100,000.00	100,000.00		for electrical services of the College
	c) Other Professional Services	Organic Campuses	Direct Contracting	Various dates depending on the activities				GOP	1,110,000.00	1,110,000.00		Various professional services of activities HES & other Offices
	<b>Repairs &amp; Maintenance</b>											
	a) Preventive Maintenance of Vehicle	Main & Dumingag	NP-Small Value Procurement		as the need arises			GOP	100,000.00	100,000.00		for vehicle maintenance of Dumingag and Main Campuses
	b) Repair of ceiling of admin bldg and 1 storey bldg at Canuto MS Enerio Campus	CMSE Campus	NP-Small Value Procurement	May, 2020		May, 2020	May, 2020	GOP	200,000.00	200,000.00		Various repairs at Biswangan and Poblacion Canuto MS Enerio Campus
	c) Repair of ceiling and roofing of 3rd floor admin building	Main Campus	NP-Small Value Procurement	February, 2020		February, 2020	February, 2020	GOP	100,000.00	100,000.00		Repair of a portion of 3rd floor Admin building at the main campus
	d) Repainting of perimeter fence and roofing of various acad buildings	Main Campus	NP-Small Value Procurement	February, 2020		February, 2020	February, 2020	GOP	254,000.00	254,000.00		Repainting of perimeter fence Maceda Gate and of various acad bldg.
	e) Repair of Math & Science bldg, VPAA Office and Highschool faculty Office	Main Campus	NP-Small Value Procurement	June 2020		June, 2020	June, 2020	GOP	296,000.00	296,000.00		Repair of other structures and office of the Vice President for Acad Affairs.
	e) Repair of 2 classroom each of Criminology and STE building	Dumingag Campus	NP-Small Value Procurement	June 2020		June, 2020	June, 2020	GOP	200,000.00	200,000.00		Various repairs of classroom at Dumingag Campus.
	<b>Taxes, Insurance Premium &amp; Other Fees Expense</b>											
	a) Insurance of Vehicle	Main & Dumingag	NP-Small Value Procurement	February, 2020		February, 2020	February, 2020	GOP	260,000.00	260,000.00		Insurance of vehicles
	<b>Advertising Expenses</b>	Various Offices	NP-Small Value Procurement	various dates depending on the activities				GOP	170,000.00	170,000.00		for media advertising & trapaulin



	<b>Printing &amp; Publication Expenses</b>	HES & Research	NP-Small Value Procurement	various dates depending on the activities				GOP	111,000.00	111,000.00		for manuals & publication of HES & Research
	<b>Representation Expenses</b>											
	Catering Services	GAD Focal	NP-Small Value Procurement	September, 2020		October, 2020	October, 2020	GOP	283,590.00	283,590.00		Meals & Snacks for GAD Activities
	Catering Services	BOT Secretary	NP-Small Value Procurement	Quarterly various date				GOP	300,000.00	300,000.00		meals and snacks of meetings of Board of Trustees
	Catering Services	Admin & HES	NP-Small Value Procurement	July, 2020		August, 2020	August, 2020	GOP	320,000.00	320,000.00		Meals and snacks during Foundation Day activities
	Catering Services	Admin & HES	NP-Small Value Procurement	October, 2020		October, 2020	October, 2020	GOP	164,500.00	164,500.00		Meals and snacks on Teachers Day Celebration
	Catering Services	Admin & HES	NP-Small Value Procurement	May, 2020		May, 2020	May, 2020	GOP	124,710.00	124,710.00		Meals & Snacks on Graduation Day
	Catering Services	QA Office	NP-Small Value Procurement	August, 2020		August, 2020	August, 2020	GOP	258,600.00	258,600.00		Meals and snacks during Accreditation Activity
	Catering Services	VPAA	NP-Small Value Procurement		Various dates			GOP	270,260.00	270,260.00		Meals and snack during In House Seminar of HES
	Catering Services	VPAA	NP-Small Value Procurement		Various dates			GOP	511,930.00	511,930.00		Meals & Snacks of various Meeting of HES
	Catering Services	Planning Office	NP-Small Value Procurement	March,2020		March, 2020	March, 2020	GOP	70,000.00	70,000.00		Meals & Snacks during Strategic Planning
	Catering Services	Planning Office	NP-Small Value Procurement	February, 2020		February, 2020	February, 2020	GOP	156,600.00	156,600.00		Meals & Snacks Land use Plan
	Catering Services	QA Office	NP-Small Value Procurement	March,2020		March,2020	March,2020	GOP	200,000.00	200,000.00		Meals and snacks on ISO Preparations
	Catering Services	BAC	NP-Small Value Procurement		Various dates			GOP	120,800.00	120,800.00		Meals and snack during BAC Meetings
	Catering Services	Records Office	NP-Small Value Procurement	March,2020		March,2020	March,2020	GOP	43,850.00	43,850.00		Meals &Snacks orientation on records management
	Catering Services	Admin	NP-Small Value Procurement		Various dates			GOP	79,160.00	79,160.00		Meals and snacks various finance & admin meetings
	Catering Services	Pres Office	NP-Small Value Procurement		Various dates			GOP	150,000.00	150,000.00		Meals & Snacks of Meetings of Office of the Pres.
	Catering Services	Ext Director	NP-Small Value Procurement	March,2020		March,2020	March 2020	GOP	110,000.00	110,000.00		Meals and snack for extension services
	<b>Transportation &amp; Delivery Expenses</b>	Various Offices	Direct Contracting		as the need arises			GOP	21,000.00	21,000.00		Used by various offices
	<b>Membership Dues &amp; Contribution to Organization</b>	Main Campus	Direct Contracting					GOP	70,000.00	70,000.00		used by R&E, HES
	<b>Other Maintenance &amp; Operating Expenses</b>											
	a) Lease of Venue for Meeting & Seminars	All Offices	NP-Small Value Procurement	Various dates depending on activities				GOP	310,000.00	310,000.00		Rent of venues for meeting & seminars
	b) Preventive Maintenance of Tarpaulin Printers	Main Campus	NP-Small Value Procurement		as the need arises			GOP	100,000.00	100,000.00		Maintenance of tarpaulin printers
	c) Repairs & Maintenance of Other Machinery & Equipment	All Offices	NP-Small Value Procurement		as the need arises			GOP	150,000.00	150,000.00		for binding machine, tractor, generator set etc.

	d) Preventive Maintenance of Airconditioning Units	All Offices	NP-Small Value Procurement		semi-annually			GOP	150,000.00	150,000.00		for cleaning & maintenance
	e) Maintenance of Building (Pest Control)	Organic Campuses	NP-Small Value Procurement	June, 2020		June, 2020	June, 2020	GOP	200,000.00	200,000.00		for maintenance of bldg and other structures
	f) Fire Extinguisher (Maintenance & Refilling)	4 Campuses	NP-Small Value Procurement	July, 2020		July, 2020	July, 2020	GOP	150,000.00	150,000.00		for maintenance and safety
<b>GRAND TOTAL</b>									<b>28,499,918.28</b>	<b>28,499,918.28</b>		

Prepared by:

Recommending Approval:

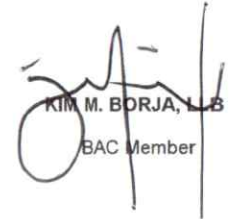
  
**ZANDRA A. QUIRANTE**  
 Head, BAC Secretariat

  
**JOEAN B. PALAHANG, Ed.D**  
 BAC Chairman

  
**ADELINA A. URCAIZ, MBA**  
 BAC Vice-Member

  
**PERLA A. RIVERA, MSC**  
 BAC Member


  
**TRINIDAD C. ABAPO, Ed.D**  
 BAC Member

  
**KIM M. BORJA, LLB**  
 BAC Member

Certified Fund Available:

  
**WILFREDO M. BARNIDO, CPA**  
 Budget Officer

Approved:

  
**MARY JOCELYN V. BATTUNG, Ph.D.**  
 President

Action of the BOT / HOPE:

Approved  
 Disapproved