

Department of Education - SCHOOLS DIVISION OF BAGUIO CITY
ANNUAL PROCUREMENT PLAN for FY 2021

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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Other Operating Expenses													
A. Training and Scholarship Expenses													
A1.1	Conduct of 1-day Coordination Workshop with Implementing Units	OSDS	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	8800	8800		meals and snacks for 22 pax @P400/pax/1day
A1.2	Conduct of 1-day Coordination Workshop with Implementing Units	OSDS	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	8800	8800		meals and snacks for 22 pax @P400/pax/1day
A1.3	Conduct of 1-day Coordination Workshop with Implementing Units	OSDS	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	8800	8800		meals and snacks for 22 pax @P400/pax/1day
A1.4	Conduct of 1-day Coordination Workshop with Implementing Units	OSDS	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	8800	8800		meals and snacks for 22 pax @P400/pax/1day
A2.1	Conduct of 3-day Mid-Year and Year-End Financial Reports Preparation	OSDS	NO	NP-53.9 - Small Value Procurement	8-Jun	N/A	17-Jun	18-Jun	GoP	16800	16800		meals and snacks for 14 pax@ P400/pax/3days
A2.2	Conduct of 3-day Mid-Year and Year-End Financial Reports Preparation	OSDS	NO	NP-53.9 - Small Value Procurement	11/8/2021	N/A	18-Nov	19-Nov	GoP	16800	16800		meals and snacks for 14 pax@ P400/pax/3days
A3.1	Conduct of 1-day Interface with Acctg, Budget and Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	10000	10000		meals and snacks for 25pax@P400/pax/1day
A3.2	Conduct of 1-day Interface with Acctg, Budget and Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	10000	10000		meals and snacks for 25pax@P400/pax/1day
A3.3	Conduct of 1-day Interface with Acctg, Budget and Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	10000	10000		meals and snacks for 25pax@P400/pax/1day
A3.4	Conduct of 1-day Interface with Acctg, Budget and Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	10000	10000		meals and snacks for 25pax@P400/pax/1day
A4	Conduct of Corporate Planning for 2022	SGOD	NO	NP-53.9 - Small Value Procurement	15-Sep	N/A	29-Sep	30-Sep	GoP	196000	196000		board and lodging for 49pax@ P2000/pax/2days
A5	Conduct of Orientation on RSP and Personnel Benefits	OSDS	NO	NP-53.9 - Small Value Procurement	15-Jun	N/A	29-Jun	30-Jun	GoP	45000	45000		2 snacks for 75pax @200/pax
A6.1	Conduct of quarterly LAC sessions for OSDS Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	31000	31000		meals and snacks for 65pax@400/pax honorarium for speakers - P5,000.00
A6.2	Conduct of quarterly LAC sessions for OSDS Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	31000	31000		meals and snacks for 65pax@400/pax honorarium for speakers - P5,000.00
A6.3	Conduct of quarterly LAC sessions for OSDS Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	31000	31000		meals and snacks for 65pax@400/pax honorarium for speakers - P5,000.00

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A6.4	Conduct of quarterly LAC sessions for OSDS Personnel	OSDS	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	31000	31000		meals and snacks for 65pax@400/pax honorarium for speakers - P5,000.00
A7.1	Conduct of quarterly Division M and E	SGOD-SMME	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	17600	17600		meals and snacks for 44pax@400/pax
A7.2	Conduct of quarterly Division M and E	SGOD-SMME	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	17600	17600		meals and snacks for 44pax@400/pax
A7.3	Conduct of quarterly Division M and E	SGOD-SMME	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	17600	17600		meals and snacks for 44pax@400/pax
A7.4	Conduct of quarterly Division M and E	SGOD-SMME	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	17600	17600		meals and snacks for 44pax@400/pax
A8	Conduct of Cap B for non-teaching personnel	SGOD-HRD	NO	NP-53.9 - Small Value Procurement	6-Sep	N/A	20-Sep	24-Sep	GoP	260000	260000		meals and snacks for 200pax@ P400/pax/3days honorarium for speakers - P20,000
A9	Conduct of SDO Proper Interface Activities	OSDS	NO	NP-53.9 - Small Value Procurement	8-Nov	N/A	23-Nov	26-Nov	GoP	56000	56000		meals and snacks for 140 pax @400 per head/day
A10	Conduct of Retooling Activities	SGOD	NO	NP-53.9 - Small Value Procurement	3-Feb	N/A	17-Feb	19-Feb	GoP	150000	150000		meals and snacks @400/pax
B. Representation Expenses										0			
B1.1	Conduct of BAC meetings	OSDS	NO	NP-53.9 - Small Value Procurement	8-Feb	N/A	18-Feb	19-Feb	GoP	6000	6000		meals and snacks for 10pax@200/pax for 1 Qtr.
B1.2	Conduct of BAC meetings	OSDS	NO	NP-53.9 - Small Value Procurement	8-Mar	N/A	18-Mar	19-Mar	GoP	6000	6000		meals and snacks for 10pax@200/pax for 1 Qtr.
B1.3	Conduct of BAC meetings	OSDS	NO	NP-53.9 - Small Value Procurement	7-Jun	N/A	21-Jun	22-Jun	GoP	6000	6000		meals and snacks for 10pax@200/pax for 1 Qtr.
B1.4	Conduct of BAC meetings	OSDS	NO	NP-53.9 - Small Value Procurement	15-Sep	N/A	28-Sep	30-Sep	GoP	6000	6000		meals and snacks for 10pax@200/pax for 1 Qtr.
B2	Conduct of PSB Meetings	OSDS	NO	NP-53.9 - Small Value Procurement	8-Mar	N/A	22-Mar	25-Mar	GoP	70800	70800		meals and snacks for 118 pax @P200/pax /3days
B3.1	Conduct of 1-day Monthly ManCom	OSDS	NO	NP-53.9 - Small Value Procurement	8-Feb	N/A	18-Feb	19-Feb	GoP	33600	33600		meals and snacks for 28pax @P400/pax 3 months
B3.2	Conduct of 1-day Monthly ManCom	OSDS	NO	NP-53.9 - Small Value Procurement	8-Mar	N/A	18-Mar	19-Mar	GoP	33600	33600		meals and snacks for 28pax @P400/pax 3 months
B3.3	Conduct of 1-day Monthly ManCom	OSDS	NO	NP-53.9 - Small Value Procurement	7-Jun	N/A	21-Jun	22-Jun	GoP	33600	33600		meals and snacks for 28pax @P400/pax 3 months
B3.4	Conduct of 1-day Monthly ManCom	OSDS	NO	NP-53.9 - Small Value Procurement	15-Sep	N/A	28-Sep	30-Sep	GoP	33600	33600		meals and snacks for 28pax @P400/pax 3 months
B4.1	Conduct of -day quarterly Field Staff Meeting	OSDS	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	38000	38000		meals and snacks for 95pax @P400/pax
B4.2	Conduct of -day quarterly Field Staff Meeting	OSDS	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	38000	38000		meals and snacks for 95pax @P400/pax
B4.3	Conduct of -day quarterly Field Staff Meeting	OSDS	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	38000	38000		meals and snacks for 95pax @P400/pax
B4.4	Conduct of -day quarterly Field Staff Meeting	OSDS	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	38000	38000		meals and snacks for 95pax @P400/pax
B5	Conduct of Paalam Salamat Program	SGOD	NO	NP-53.9 - Small Value Procurement	12-May	N/A	25-May	28-May	GoP	80000	80000		meals and snacks for 120 pax
B6.1	Conduct of Clean and Green Activities	OSDS	NO	NP-53.9 - Small Value Procurement	10-May	N/A	23-May	26-May	GoP	28000	28000		meals and snacks for 140pax @P200/pax
B6.2	Conduct of Clean and Green Activities	OSDS	NO	NP-53.9 - Small Value Procurement	12-Nov	N/A	23-Nov	26-May	GoP	28000	28000		meals and snacks for 140pax @P200/pax

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C. Supplies and Materials Expenses													
C1.1	Common use ICT office supplies (regular operations)	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	37500	37500		various ICT supplies
C1.2	Common use ICT office supplies (regular operations)	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	37500	37500		various ICT supplies
C1.3	Common use ICT office supplies (regular operations)	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	37500	37500		various ICT supplies
C1.4	Common use ICT office supplies (regular operations)	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	37500	37500		various ICT supplies
C2.1	Common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	100000	100000		various regular office supplies per PS catalogue
C2.2	Common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	100000	100000		various regular office supplies per PS catalogue
C2.3	Common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	100000	100000		various regular office supplies per PS catalogue
C2.4	Common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	100000	100000		various regular office supplies per PS catalogue
C3.1	Drugs and medicines	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	50000	50000		various drugs and medicines for the first aid
C3.2	Drugs and medicines	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	50000	50000		various drugs and medicines for the first aid
C3.3	Drugs and medicines	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	50000	50000		various drugs and medicines for the first aid
C3.4	Drugs and medicines	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	50000	50000		various drugs and medicines for the first aid
C4	Fuel, oil, and lubricants for office vehicles	OSDS/SGOD	NO	NP-53.9 - Small Value Procurement	10-May	N/A	25-May	28-May	GoP	100000	100000		procurement date may change as needed
C5.1	Other common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	75000	75000		various janitorial and electrical supplies
C5.2	Other common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	75000	75000		various janitorial and electrical supplies
C5.3	Other common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	75000	75000		various janitorial and electrical supplies
C5.4	Other common use office supplies	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	75000	75000		various janitorial and electrical supplies
C6.1	Other common use office supplies not available in the PS	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	75000	75000		various supplies
C6.2	Other common use office supplies not available in the PS	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	75000	75000		various supplies
C6.3	Other common use office supplies not available in the PS	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	75000	75000		various supplies
C6.4	Other common use office supplies not available in the PS	OSDS/SGOD/CIT	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	75000	75000		various supplies
C7.1	Other office equipment	OSDS	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	50000	50000		office tables, refrigerator, water dispenser and others
C7.2	Other office equipment	OSDS	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	50000	50000		office tables, refrigerator, water dispenser and others
C7.3	Other office equipment	OSDS	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	50000	50000		office tables, refrigerator, water dispenser and others
C7.4	Other office equipment	OSDS	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	50000	50000		office tables, refrigerator, water dispenser and others
D. Communication Expenses										0			

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D1.1	Prepaid cellcards for regular operations	OSDS/SGOD/CID	NO	NP-53.9 - Small Value Procurement	11-Jan	N/A	21-Jan	22-Jan	GoP	68750	68750		communication allowance pursuant to DepEd Order NO. 17, s. 2019
D1.2	Prepaid cellcards for regular operations	OSDS/SGOD/CID	NO	NP-53.9 - Small Value Procurement	5-Apr	N/A	15-Apr	16-Apr	GoP	68750	68750		communication allowance pursuant to DepEd Order NO. 17, s. 2019
D1.3	Prepaid cellcards for regular operations	OSDS/SGOD/CID	NO	NP-53.9 - Small Value Procurement	5-Jul	N/A	7/115	16-Jul	GoP	68750	68750		communication allowance pursuant to DepEd Order NO. 17, s. 2019
D1.4	Prepaid cellcards for regular operations	OSDS/SGOD/CID	NO	NP-53.9 - Small Value Procurement	4-Oct	N/A	14-Oct	15-Oct	GoP	68750	68750		communication allowance pursuant to DepEd Order NO. 17, s. 2019
D2	Internet subscription for office operations	OSDS/SGOD/CID	YES	NP-53.9 - Small Value Procurement	7-Sep	N/A	6-Oct	14-Oct	GoP	540000	540000		Internet Subscription
E. Survey, Research, Exploration and Development													
E1	School Titling of various public schools	OSDS/SGOD	NO	NP-53.9 - Small Value Procurement	10-May	N/A	25-May	28-May	GoP	150000	150000		survey fees for school lots
F. General Services													
F1	Security Services for Schools Division Office	OSDS	YES	NP-53.9 - Small Value Procurement	11/10/2020	N/A	12/6/2020	12/10/2020	GoP	520000	520000		security services with 3 guards for 3 shifts per day
G. Repairs and Maintenance													
G1	Repair and maintenance of SDO building	SGOD	NO	NP-53.9 - Small Value Procurement	20-Feb	N/A	23-Feb	26-Feb	GoP	71000	71000		various painting materials for the SDO building
	Repair and installation of cabinets for supply office	OSDS	NO	NP-53.9 - Small Value Procurement	6-Apr	N/A	21-Apr	23-Apr	GoP	98000	98000		various materials for supply office cabinets installation and repair
H. Other Maintenance and Operating Expenses													
H1	FY 2021 Medical Check Up for SDO Personnel	SGOD	YES	NP-53.9 - Small Value Procurement	6-Oct	N/A	25-Oct	28-Oct	GoP	180000	180000		laboratory exam for 118 personnel @ 1500
H2	Conduct of Family Day for teaching and non-teaching personnel	OSDS	NO	NP-53.9 - Small Value Procurement	13-Oct	N/A	25-Oct	28-Oct	GoP	660000	660000		meals and snacks for 2000 pax @300 plaques for service awardees @ 20000 tarpaulin and decors- 20,000 supplies, materials and tokens - 20,000

5671400

Prepared by:

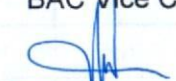

HARRIS G. DIZON, Jr.
BAC Secretariat Head

Recommending Approval


JULIET C. SANNAD
BAC Chairperson


FRANCISCO COPSIYAN
BAC Member

Atty. ANNETTE L. DOYAOEN
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NIÑO M. TIBANGAY
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NIEVES D. EBANIO
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Approved:


MARIE CAROLYN B. VERANO, CESO V
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