

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY - Region 10**  
**Cagayan de Oro (Bugo) School of Arts and Trades**  
**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	GF101	SSP	Trust Fund	
<b>A. COMMON USE SUPPLIES AND EQUIPMENT</b>														
Part 1. COMMON USE SUPPLIES AND EQUIPMENT (AVAILABLE AT PROCUREMENT SERVICE)														
1040101001	Common Supplies and Equipment Available at Procurement Service	COBSAT	NO	NP- 53.5 Agency to Agency	N/A	N/A	February, May, August, November	February, May, August, November	SSP	934,022.71		934,022.71		
Part 2. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER														
1040101001	Common Supplies and Equipment Not Available at Procurement Service	COBSAT	NO	52. Shopping	N/A	N/A	February, May, August, November	February, May, August, November	SSP	250,000.00		250,000.00		
5020321002	Semi-Expendable Office Equipment Expenses	COBSAT	NO	52. Shopping	N/A	N/A	as the need arises	as the need arises	SSP	100,000.00		100,000.00		
5020321003	Semi-Expendable ICT Equipment Expenses	COBSAT	NO	52. Shopping	N/A	N/A	as the need arises	as the need arises	SSP	450,000.00		450,000.00		
5020322001	Semi-Expendable Furnitures and Fixtures Expenses	COBSAT	NO	52. Shopping	N/A	N/A	as the need arises	as the need arises	SSP	150,000.00		150,000.00		
5020399000	Corporate Tokens/Plaques (Notebook, Balpen, Mugs, Umbrella, Tote bag, Jacket, T-shirts/ Polo Shirts, Leis & etc.)	COBSAT	NO	52. Shopping	N/A	N/A	March, August, November	March, August, November	SSP	200,000.00		200,000.00		
<b>B. SUPPLIES AND MATERIALS EXPENSES</b>														
50203020 00	Accountable Forms	COBSAT	NO	NP- 53.5 Agency to Agency	N/A	N/A	October	October	SSP	30,000.00		30,000.00		
50203070 00	Drugs and Medicines	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	quarterly	quarterly	SSP	150,000.00		150,000.00		
50203990 00	Other Supplies and Materials Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	441,250.00	441,250.00			
<b>C. PRINTING/ PUBLICATIONS</b>														
5029902000	Printing of Annual Report/ Brouchures/ Tarpaulins & etc.	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	50,000.00		50,000.00		
<b>D. EVENTS MANAGEMENT</b>														
5029903000	Catering Services for various meetings/programs	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	82,500.00		82,500.00		
<b>E. PREVENTIVE REPAIRS AND MAINTENANCE</b>														
5021304001	Repairs and Maintenance - Buildings	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	300,000.00		300,000.00		
5021305002	Repairs and Maintenance - Office Equipment	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	150,000.00		150,000.00		
5021305003	Repairs and Maintenance - ICT Equipment	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	50,000.00		50,000.00		
5021308001	Repairs and Maintenance - Motor Vehicles	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	quarterly	quarterly	SSP	150,000.00		150,000.00		
5021307000	Repairs and Maintenance - Furniture and Fixtures	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	30,000.00		30,000.00		
50213050 14	Repairs and Maintenance - Technical and Scientific Equipment	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	100,000.00		100,000.00		


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<b>F. OTHER MISCELLANEOUS EXPENSE</b>														
5029999002	Other Maintenance and Operating Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	SSP	120,000.00		120,000.00		
<b>G. TRAINING AND SCHOLARSHIP EXPENSES</b>														
50202010 00	Training Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	SSP	657,500.00	157,500.00		500,000.00	
										4,395,272.71	598,750.00	3,296,522.71	500,000.00	


Prepared by:

  
**NERJIL MAE C. TORAYNO-ACIERTO**  
 BAC Secretariat

Certificate Funds Available/  
 Certifies Appropriate Funds Available:

  
**ELENA L. PARREÑO**  
 AO IV/ Budget Officer

Recommending Approval:

  
**JOVY MAY G. MABAO**  
 BAC Chairperson

Approved:

  
**ENGR. NAZARIO D. VILLAMOR, JR.**  
 Head of the Procuring Entity