

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY - Region 10**  
**Cagayan de Oro (Bugo) School of Arts and Trades**  
**INDICATIVE FY 2022 ANNUAL PROCUREMENT PLAN - NON-CSE**

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/O pening of Bids	Notice of Award	Contract Signing		Total	GF101	SSP	
<b>A. COMMON USE SUPPLIES AND EQUIPMENT</b>													
<b>Part 1. COMMON USE SUPPLIES AND EQUIPMENT (AVAILABLE AT PROCUREMENT SERVICE)</b>													
1040101001	Common Supplies and Equipment Available at Procurement Service	COBSAT	NO	NP- 53.5 Agency to Agency	N/A	N/A	February, August, November	February, May, August, November	SSP	934,022.71		934,022.71	
<b>Part 2. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER</b>													
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, Ballpen, 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	353,000.00	353,000.00		
50203090 00	Fuel, Oil and Lubricants Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	77,000.00	77,000.00		
<b>C. PRINTING/ PUBLICATIONS</b>													
5029902000	Printing of Annual Report/ Brouchures/ Tarpaulins & etc.	COBSAT	NO	NP- 53.9 Small	N/A	N/A	as the need	as the need	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	N/A	N/A	as the need	as the need	SSP	300,000.00		300,000.00	
5021305002	Repairs and Maintenance - Office Equipment	COBSAT	NO	NP- 53.9 Small Value	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	N/A	N/A	as the need arises	as the need arises	SSP	50,000.00		50,000.00	
5021306001	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	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	N/A	N/A	as the need arises	as the need arises	SSP	100,000.00		100,000.00	

F. OTHER MISCELLANEOUS EXPENSE												
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
G. TRAINING AND SCHOLARSHIP EXPENSES												
50202010 00	Training Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	SSP & GF 101	3,180,000.00	180,000.00	3,000,000.00
H. TRAVELLING EXPENSES												
50201010 00	Traveling Expenses - Local	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	as the need arises	as the need arises	GF 101	450,000.00	150,000.00	300,000.00
I. UTILITY EXPENSES												
50204010 00	Water Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	65,000.00	65,000.00	
50204020 00	Electricity Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	325,000.00	325,000.00	
J. TELEPHONE EXPENSES												
50205020 01	Mobile	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	14,000.00	14,000.00	
50205020 02	Landline	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	13,000.00	13,000.00	
50205030 00	Internet Subscription Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	94,000.00	94,000.00	
K. GENERAL SERVICES												
50212030 00	Security Services	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	169,000.00	169,000.00	
L. TAXES, INSURANCE PREMIUMS AND OTHER FEES												
	Taxes, Duties and Licenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	3,000.00	3,000.00	
	Fidelity Bond Premiums	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	14,000.00	14,000.00	
	Insurance Expenses	COBSAT	NO	NP- 53.9 Small Value Procurement	N/A	N/A	monthly	monthly	GF 101	169,000.00	169,000.00	
										6,906,522.71	1,177,000.00	6,296,522.71

Prepared by:



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

Certificate Funds Available/  
Certifies Appropriate Funds Available:



**DEANNE L. URAYUY**  
Accountant

Recommending Approval:



**JOVY MAY G. MABAO**  
BAC Chairperson

Approved:



**GINA V. DAYHAM**  
Head of the Procuring Entity