COTABATO CITY STATE POLYTECHNIC COLLEGE

**ANNUAL PROCUREMENT PLAN For FY 2017**

For Supplies & Materials

| Code (PAP) | Procurement Program/Project | PMO/ End-User | Mode of Procure | Schedule for Each Procurement Activity | | | | | | | | Source of Fund | Estimated Budget (PhP) | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Pre-Proc Conference | Ads/Post of IAEB | Pre-Bid Conference | Eligibility Check | Bid Evaluation | Post Qual. | Notice of Award | Contract Signing | | Total | MOOE | CO | Brief Description of Program/Project |
| | **FOR SUPPLIES & MATERIALS** | | | | | | | | | | | | | | | |
| | Office Supplies and Materials | Office of the President | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 1,839,700.10 | 1,839,700.10 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | OVPAA | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 64,320.00 | 64,320.00 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | OVPAF | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 132,196.30 | 132,196.30 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | OVPRE | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 385,475.73 | 385,475.73 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CAO Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 127,602.23 | 127,602.23 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Planning & Dev Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 124,506.13 | 124,506.13 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | PIO | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 123,142.16 | 123,142.16 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Auditors' Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 79,712.23 | 79,712.23 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | ICU | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 223,686.24 | 223,686.24 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | GAD Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 79,329.41 | 79,329.41 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Alumni Relations Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 74,763.07 | 74,763.07 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Ext. & Int. Relations | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 56,028.48 | 56,028.48 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Registrar's Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 861,610.49 | 861,610.49 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Quality Assurance | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 33,919.72 | 33,919.72 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | MIS | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 117,303.14 | 117,303.14 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | HRMO | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 123,111.23 | 123,111.23 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Accounting Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 393,742.68 | 393,742.68 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Budget Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 233,353.07 | 233,353.07 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | ARS Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 87,428.00 | 87,428.00 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Supply & Prop. Mgt. Office | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 470,937.40 | 470,937.40 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | GSO/Janitorial | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 78,086.58 | 78,086.58 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Med/Dental Clinic | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 207,133.18 | 207,133.18 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Guidance Office | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 123,835.93 | 123,835.93 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | College Library | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 348,454.71 | 348,454.71 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | SPEED Office | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 282,133.91 | 282,133.91 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Socio-Cultural Office | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 59,895.10 | 59,895.10 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | Graduate College | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 161,460.59 | 161,460.59 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | LHS | S/DC/NPO/PS | | | | | | | | | FIDUCIARY | 242,000.00 | 242,000.00 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CETC | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 135,476.45 | 135,476.45 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CED | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 264,755.98 | 264,755.98 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CAS | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 347,117.33 | 347,117.33 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | FORESTRY | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 91,653.08 | 91,653.08 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CAF | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 333,317.95 | 333,317.95 | | Commonly Used Office Supplies |
| | Office Supplies and Materials | CBPA | S/DC/NPO/PS | | | | | | | | | GAA CY 2017/INCOM | 152,811.40 | 152,811.40 | | Commonly Used Office Supplies |
| | | | | | | | | | | | | | | | | |
| | Drugs and Medicines | Med/Dental Clinic | S/DC | | | | | | | | | FIDUCIARY | 488,000.00 | 488,000.00 | | Medical & Dental Equip., Facilities & Supplies |
| | Books and Periodicals | College Library | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 1,220,000.00 | 1,220,000.00 | | Acquisition of Various Books |
| | Utility Expenses | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 2,464,000.00 | 2,464,000.00 | | Provision of Utility Expenses |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 2,922,000.00 | 2,922,000.00 | | Provision of Utility Expenses |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 150,000.00 | 150,000.00 | | Provision of Utility Expenses |
| | Communication Expenses | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 1,323,000.00 | 1,323,000.00 | | Provision of Communication Expenses |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 744,000.00 | 744,000.00 | | Provision of Communication Expenses |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 36,000.00 | 36,000.00 | | Provision of Communication Expenses |
| | Advertising Expenses | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 129,000.00 | 129,000.00 | | Provision of Advertising Expenses |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 100,000.00 | 100,000.00 | | Provision of Advertising Expenses |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 135,000.00 | 135,000.00 | | Provision of Advertising Expenses |
| | Printing & Publication Expenses | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 119,000.00 | 119,000.00 | | Provision of Printing & Publication Expenses |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 200,000.00 | 200,000.00 | | Provision of Printing & Publication Expenses |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 813,000.00 | 813,000.00 | | Provision of Printing & Publication Expenses |
| | Subscription Expenses | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 126,000.00 | 126,000.00 | | Provision of Subscription Expenses |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 100,000.00 | 100,000.00 | | Provision of Subscription Expenses |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 100,000.00 | 100,000.00 | | Provision of Subscription Expenses |
| | Repairs & Maintenance- Building | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 3,201,000.00 | 3,201,000.00 | | Repairs & Maintenance- Building |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 1,400,000.00 | 1,400,000.00 | | Repairs & Maintenance- Building |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 800,000.00 | 800,000.00 | | Repairs & Maintenance- Building |
| | Membership Dues and Contribution | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 29,000.00 | 29,000.00 | | Membership Dues and Contribution |
| | | | S/DC/PB/NP | | | | | | | | | INCOME | 180,000.00 | 180,000.00 | | Membership Dues and Contribution |
| | | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 100,000.00 | 100,000.00 | | Membership Dues and Contribution |
| | Gasoline, Fuel and Lubricants | | S/DC/PB/NP | | | | | | | | | INCOME | 800,000.00 | 800,000.00 | | Gasoline, Fuel and Lubricants |
| | Delivery Expenses | | S/DC/PB/NP | | | | | | | | | INCOME | 1,000,000.00 | 1,000,000.00 | | Delivery Expenses |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Athletic & Cultural Equipment and Accessories | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 1,626,000.00 | 1,626,000.00 | | Athletic & Cultural Equipment and Accessories |
| Security Services | | S/DC/PB/NP | | | | | | | | | INCOME | 1,272,000.00 | 1,272,000.00 | | Security Services |
| Professional Services | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 1,000,000.00 | 1,000,000.00 | | Professional Services |
| Legal & Consultancy Services | | S/DC/PB/NP | | | | | | | | | INCOME | 1,000,000.00 | 1,000,000.00 | | Legal & Consultancy Services |
| Taxes, Insurance Premiums and Other Fees-Bonds | | S/DC/PB/NP | | | | | | | | | GAA CY 2017 | 416,000.00 | 416,000.00 | | Taxes, Insurance Premiums and Other Fees-Bonds |
| | | S/DC/PB/NP | | | | | | | | | INCOME | 660,000.00 | 660,000.00 | | Taxes, Insurance Premiums and Other Fees-Bonds |
| Repair and Replacement of Electrical Connections | | S/DC/PB/NP | | | | | | | | | INCOME | 3,500,000.00 | 3,500,000.00 | | Repair and Replacement of Electrical Connections |
| | | S/DC/PB/NP | | | | | | | | | FIDUCIARY | 500,000.00 | 500,000.00 | | Repair and Replacement of Electrical Connections |
| **BUILDINGS & OTHER STRUCTURES** | | | | | | | | | | | | | | | |
| Construction of Student Center | | PB | | | | | | | | | INCOME | 4,000,000.00 | | 4,000,000.00 | Construction of Student Center |
| Renovation of the College Canteen | | PB | | | | | | | | | INCOME | 3,500,000.00 | | 3,500,000.00 | Renovation of the College Canteen |
| Renovation of the CCSPC Gym. Stage | | PB | | | | | | | | | INCOME | 1,000,000.00 | | 1,000,000.00 | Renovation of the CCSPC Gym. Stage |
| Construction of Cemented Parking Shade | | PB | | | | | | | | | INCOME | 1,100,000.00 | | 1,100,000.00 | Construction of Cemented Parking Shade |
| Construction of Comfort Room Parang | | PB | | | | | | | | | INCOME | 200,000.00 | | 200,000.00 | Construction of Comfort Room @ Parang |
| **EQUIPMENT OUTLAY** | | | | | | | | | | | | | | | |
| Laboratory Equipment and Facilities | | PB | | | | | | | | | GAA CY 2017 | 27,467,000.00 | | 27,467,000.00 | Acquisition Laboratory Equipment and Facilities |
| Other Equipment Facilities | | PB | | | | | | | | | INCOME | 13,400,000.00 | | 13,400,000.00 | Acquisition Other Equipment Facilities |
| | | PB | | | | | | | | | FIDUCIARY | 1,000,000.00 | | 1,000,000.00 | Acquisition Other Equipment Facilities |
| Acquisition of 1 unit Motorcycle (Vehicle) Canvasser's use | | PB | | | | | | | | | INCOME | 80,000.00 | | 80,000.00 | Acquisition of Van/Closed Cab Vehicles |
| | | | | | | | | | | | **TOTAL** | **88,857,000.00** | **37,110,000.00** | **51,747,000.00** | |

Prepared By:

**BAYRAULL D. GAYAK, MPA, CSEE**
Supply Officer III

Recommending Approval By:

**PASTOR T. TAMURA, MBA**
Chief, Budget & Accounting Office

Approved By:

**DAMMANG S. BANTALA, Ph.D.**
Head of Office/Agency

Legend:
S-Shopping
DC-Direct Contracting
NP-Negotiated Procurement
PB-Public Bidding