


**Schools Division Office of Bataan - Annual Procurement Plan for FY 2018**

| Code (PAP) | Procurement Program/Project   | PMO/ End-User                           | Mode of Procurement       | Schedule for Each Procurement Activity |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | Source of Funds | Estimated Budget (PhP) |               |               | Remarks (brief description of Program/Project)                              |  |
|------------|---|---|---------------------------|--|------------------|--------------|-------------------|------------------|----------------|-----------|-----------------|------------------|-------------------|---------------------|---------------------|-------|-----------------|------------------------|---------------|---------------|---|--|
|            |   |   |                           | Pre-Proc Conference                    | Ads/Post of IAEB | Pre-bid Conf | Eligibility Check | Sub/Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/Completion | Acceptance/Turnover | Total |                 | MOOE                   | CO            |               |   |  |
| 2018-001   | Procurement of Gasoline, Oil & Spare Parts for Government Vehicles                | SDS,ASDS<br>Resident<br>Auditor         | Negotiated<br>Procurement | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 600,000.00             | 600,000.00    |               | For gov't. vehicles during trips  |  |
| 2018-002   | Emergency Procurement of Supplies   | EPSs and Section Head of the D.O        | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 190,000.00             | 190,000.00    |               | For Office/Units that has no available supplies                             |  |
| 2018-003   | Procurement of Non-common use supplies & Common Use Supplies not available at DBM | Various sections in the Division Office | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 2,000,000.00           | 2,000,000.00  |               | Other Office Supplies not available at DBM-PS                               |  |
| 2018-004   | Procurement of materials for Minor Repairs  | EPS<br>PFSED                            | Shopping                  | June - December 2018                   |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 25,000.00              | 25,000.00     |               | Repair on different areas w/in the DO                                       |  |
| 2018-005   | Procurement of materials and Supplies for Trainings/Seminars                      | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 740,000.00             | 740,000.00    |               | Trainings & Seminars of EPS and all Other Unit/Section Heads                |  |
| 2018-006   | Procurement of Catering Services for Meetings                                     | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 1,430,000.00           | 1,430,000.00  |               | Meetings of EPS,PSDS, and Other Section Heads                               |  |
| 2018-007   | Other Services for Trainings  | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 200,000.00             | 200,000.00    |               | Rental of Sound System, Chairs, Stage Decorations Etc.                      |  |
| 2018-008   | Rental of Venue for Trainings   | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 30,000.00              | 30,000.00     |               | Trainings and Seminars of End-Users   |  |
| 2018-009   | Meals and Accommodation for Trainings   | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 6,600,000.00           | 6,600,000.00  |               | Trainings and Seminars of the EPS and all other Unit/Section Heads          |  |
| 2018-010   | Procurement of Office Equipment   | SDO Section Heads                       | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 140,000.00             | 140,000.00    |               | For government offices use  |  |
| 2018-011   | Procurement of Furniture and Fixtures   | SDO Section Heads                       | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 280,000.00             | 280,000.00    |               | For government offices use  |  |
| 2018-012   | Procurement of IT Equipment   | All SDO Personnel                       | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 870,000.00             | 870,000.00    |               | For the use of the DepEd Personnel  |  |
| 2018-013   | Other General Services  | Various Sec. in the Div. Office         | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 30,000.00              | 30,000.00     |               | Repair, Maintenance, Cleaning of all DepEd Office Equipment/Properties      |  |
| 2018-014   | Payment of Travelling Expenses  | Division Office Personnel               |                           | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 900,000.00             | 900,000.00    |               | For All Division Office Personnel   |  |
| 2018-015   | Payment of Utilities (Telephone, Electrical, and Water Bills Etc.)                | SDO Bataan                              |                           | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 1,200,000.00           | 1,200,000.00  |               | Payment of Bills of SDO - Bataan  |  |
| 2018-016   | Transportation Services for Trainings (Bus Rental and Air Fare)                   | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 40,000.00              | 40,000.00     |               | Rental of Bus and to payment of Air Fare Ticket for Trainings & Seminars    |  |
| 2018-017   | Hotel Accommodation for Trainings   | EPS's various areas                     | Shopping                  | Year - Round                           |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       | GOP             | 85,000.00              | 85,000.00     |               | For the accommodation of Delegates, Speaker and Guest in Trainings/Seminars |  |
|            |   |   |                           |  |                  |              |                   |                  |                |           |                 |                  |                   |                     |                     |       |                 |                        | 15,360,000.00 | 15,360,000.00 |   |  |

Prepared by:

  
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