



Zamboanga Sibugay Polytechnic Institute
ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☒ FINAL ☐ UPDATED [Version No.]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (Php)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Common Use Supplies and Equipment not Available at PS-DBM	Administrative Division/ Supply Office/ Lyndre G. Bayotas	Various Office Supplies not available in PS-DBM	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	2,662,150.40	Renewal of Regular and Recurring Services	For regular office operations
Security Service	Administrative Division/ Presco P. Caneta, Jr.	Agency needs to hire services from private firms to secure and protect the employees and trainees from threats and danger within the facility	Competitive Bidding	YES	LCRB	10/2025	12/2025	GAA 2026 - Current Appropriation / Saring Sikap Program	1,350,000.00	Renewal of Regular and Recurring Services/ Early Procurement Activity (EPA)	For regular office operations /Conducted by RBAC
Fuel, Oil and Lubricants	Administrative Division/ Presco P. Caneta, Jr.	Gasoline, Diesel and Lubricants for F.Y. 2026	Negotiated Procurement	YES	LCRB/MEARB	10/2025	12/2025	GAA 2026 - Current Appropriation / Saring Sikap Program	600,000.00	Renewal of Regular and Recurring Services/ Early Procurement Activity (EPA)	For regular office operations
Medical Supplies and Medicines (Admin, Training, Assessment)	Administrative Division/ Marie Crie M. Soque	Medical Supplies for clinic, training and assessment requirements	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	200,000.00	Renewal of Regular and Recurring Services	For regular office operations
Training Supplies, Materials, Tools and Equipment (consumables and equipment)	VIS Office/ Romeo A. Tamsi	Consumables, Tools, and Equipment for Skills Training	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	4,000,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other Supplies - Electrical Maintenance	Administrative Division/ Rhando O. Sancom	Supplies for electrical maintenance	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	200,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other Supplies - General Maintenance	Administrative Division/ Presco P. Caneta, Jr.	Supplies for general maintenance	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	200,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other Supplies - Others (Tarpauline, Shirts, etc.)	Administrative Division/ Presco P. Caneta, Jr.	Other supplies (Tarpauline, Shirts, etc.)	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	200,000.00	Renewal of Regular and Recurring Services	For regular office operations
Assessment Supplies Materials, Consumables, Tools, and Equipment	Assessment Office/ Amy N. Mababid	Provision of Supplies Materials, Consumables, Tools, and Equipment for the Assessment Center	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	4,000,000.00	Renewal of Regular and Recurring Services	For regular office operations
Meals and Snacks for Meetings, Conference and Annual Events	Administrative Division/ Presco P. Caneta, Jr.	Monthly meeting, training and Annual Events and School Activities	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	800,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP - Rentals (Venue, Facility, Equipment Maintenance Expenses)	Administrative Division/ Presco P. Caneta, Jr.	Provision for Maintenance of Rental Facilities and Equipment	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	30,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP - Hostel and Dormitory (Operating Expenses)	Housekeeping Department/ Aileen A. Cordova	Provision of Supplies, materials, and services use in Hostel	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	50,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP - Garments (Operating Expense)	Malare P. Cotejo	Provision of Supplies, materials and services use in IGP Garments	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	30,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP - Catering (Operating Expenses)	Mily P. Cemedido	Provision of Supplies, materials, and services use in IGP Catering	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	300,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP - Agricultural (Operating Expenses)	Administrative Division/ Presco P. Caneta, Jr.	Provision of Supplies, materials, and services use in IGP farming (2 Rice Croppings, etc.)	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	500,000.00	Renewal of Regular and Recurring Services	For regular office operations
IGP Utilization for Institutional Development	Administrative Division/ Presco P. Caneta, Jr.	Provision for institutional development project out of IGP Fund	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Internally - Generated Income	300,000.00	Renewal of Regular and Recurring Services	For regular office operations
GAD Activities	Administrative Division/ Aileen A. Cordova	Provision for GAD activities	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	500,800.00	Renewal of Regular and Recurring Services	For regular office operations
Advocacy Projects (Printing and Publications, Media Subscriptions, etc.)	VIS Office/ Romeo A. Tamsi	Provision for promotional activities includes printing of school/agency publications/banners/brochures, media subscriptions, etc.	Negotiated Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	250,000.00	Renewal of Regular and Recurring Services	For regular office operations
Green TVET Integration	VIS Office/ Romeo A. Tamsi	Provision for Green TVET programs and projects	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	100,000.00	Renewal of Regular and Recurring Services	For regular office operations
Research and Development	VIS Office/ Romeo A. Tamsi	Provision for Research and Development	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	300,000.00	Renewal of Regular and Recurring Services	For regular office operations
Risk Reduction and Disaster Response (System, Supplies and Activities)	Administrative Division/ Presco P. Caneta, Jr.	Includes CCTV and Alarm Systems, Fire Extinguisher and other Supplies, and expenses for related activities	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Saring Sikap Program	200,000.00	Renewal of Regular and Recurring Services	For regular office operations
Library Rehabilitation (Including repairs - buildings)	Administrative Division/ Josephine Z. Bacudan	Provision for the rehabilitation of the library (books and facility)	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	300,000.00	Renewal of Regular and Recurring Services	For regular office operations
I.T. Infrastructure Project (Faculty and Student Portal, RFID System, Accounting and Procurement System)	Administrative Division/ Joseph D. Velasco, Jr.	Provision for I.T. Infrastructure projects (Faculty and student Portal, RFID System, Accounting and Procurement System)	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	500,000.00	Renewal of Regular and Recurring Services	For regular office operations
Repair and Maintenance - Facility (Assessment/Training Workshops)	VIS Office/ Romeo A. Tamsi	For upkeep of assessment/training facilities for compliance to standards	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	2,000,000.00	Renewal of Regular and Recurring Services	For regular office operations
Repair and Maintenance - Buildings	Administrative Division/ Presco P. Caneta, Jr.	For upkeep of buildings and other Structures	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Saring Sikap Program / GAA 2026 - Current Appropriation	5,000,000.00	Renewal of Regular and Recurring Services	For regular office operations

Repair and Maintenance - Machinery and Equipment	Administrative Division/ Presco P. Canete, Jr.	For upkeep of machinery and equipment	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Serting Sikap Program / GAA 2026 - Current Appropriation	250,000.00	Renewal of Regular and Recurring Services	For regular office operations
Repairs and Maintenance - Motor Vehicle	Administrative Division/ Presco P. Canete, Jr.	Supplies for vehicle maintenance	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	100,000.00	Renewal of Regular and Recurring Services	For regular office operations
Intervening Works and Projects	Administrative Division/ Presco P. Canete, Jr.	Provision for intervening works and projects per directives	Small Value Procurement	NO	LCRB/MEARB	01/2026	12/2026	Serting Sikap Program / GAA 2026 - Current Appropriation	500,000.00	Renewal of Regular and Recurring Services	For regular office operations
Accountable Form	Administrative Division /Supply Office/ Lyndre G. Bayotas	Printed Accountable Forms such as Government Official Receipts, Invoices etc.	Negotiated Procurement (Agency-to-Agency)	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	50,000.00	Renewal of Regular and Recurring Services	For regular office operations
Fidelity Bond Premiums	Administrative Division/ Cashier's Office/ Michelle Ann F. Lush	Provision of Fidelity Bond for Accountable Officers	Negotiated Procurement (Agency-to-Agency)	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	50,000.00	Renewal of Regular and Recurring Services	For regular office operations
Vehicle Registration and Insurance	Administrative Division/ Presco P. Canete, Jr.	Registration and Insurance of Agency -to-Agency owned Vehicle	Negotiated Procurement (Agency-to-Agency)	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	40,000.00	Renewal of Regular and Recurring Services	For regular office operations
Commercial Check	Administrative Division/ Cashier's Office/ Michelle Ann F. Lush	Commercial Checks for payments	Negotiated Procurement (Agency-to-Agency)	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	50,000.00	Renewal of Regular and Recurring Services	For regular office operations
Photocopier Machine Consumables and Maintenance	Administrative Division/ Nasser H. Utongan	Supplies and maintenance of Photocopier Machine (Toners and master roll)	Direct Contracting	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	50,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other Professional Services - Trainers	VIS Office/ Romlee A. Tamej	Provision for Job Order/Contract of Service - Trainers	Direct Contracting	NO	LCRB/MEARB	01/2026	12/2026	Serting Sikap Program / GAA 2026 - Current Appropriation	2,400,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other General Services - Office Aide and Maintenance	Administrative Division/ Presco P. Canete, Jr.	Provision for Job Order/Contract of Service - Office Aide and Maintenance	Direct Contracting	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	4,400,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other General Services - Others	Administrative Division/ Presco P. Canete, Jr.	Provision for Job Order/Contract of Service - Other local contracts of service	Direct Contracting	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	100,000.00	Renewal of Regular and Recurring Services	For regular office operations
Other Professional Services - Assessors	Assessment Office/ Amy N. Masbaid	Provision for Assessors Fees	Direct Contracting	NO	LCRB/MEARB	01/2026	12/2026	Serting Sikap Program / GAA 2026 - Current Appropriation	1,800,000.00	Renewal of Regular and Recurring Services	For regular office operations
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Postage and Courier Service	Administrative Division/ Cashier's Office/ Michelle Ann F. Lush	Payment for Postage and Courier Services	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	5,000.00	Renewal of Regular and Recurring Services	For regular office operations
Legal Services (Notarization, Affidavits, and Others)	Administrative Division/ Presco P. Canete, Jr.	Legal Services (Notarization, Affidavits, and Others)	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation	20,000.00	Renewal of Regular and Recurring Services	For regular office operations
Water and Purified Refilling Drinking Water	Administrative Division /Supply Office/ Lyndre G. Bayotas	Supply of Water and Purified Drinking Water F.Y. 2026	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	60,000.00	Renewal of Regular and Recurring Services	For regular office operations
Travelling Expenses - Trainings/Seminars	Administrative Division/ Presco P. Canete, Jr.	Annual Seminar/Training for Trainers and Non Teaching Staff (Transportation and DTE)	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	1,000,000.00	Renewal of Regular and Recurring Services	For regular office operations
Training Expenses (Registration Fees, and Other Staff Development Expenses)	Administrative Division/ Presco P. Canete, Jr.	Annual Seminar/Training for Trainers and Non Teaching Staff (Registration Fees, etc.)	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	100,000.00	Renewal of Regular and Recurring Services	For regular office operations
Travelling Expenses - TESDA operations (conduct of trainings, meetings, audits, inspection, etc.)	Administrative Division/ Presco P. Canete, Jr.	Travelling expenses for TESDA operations (conduct of trainings, meetings, audits, inspection, etc.)	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	400,000.00	Renewal of Regular and Recurring Services	For regular office operations
Electricity Bill	Administrative Division/ Presco P. Canete, Jr.	Operating Expenses - Electricity	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	2,400,000.00	Renewal of Regular and Recurring Services	For regular office operations
Water Bill	Administrative Division/ Presco P. Canete, Jr.	Operating Expenses - Water	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	5,000.00	Renewal of Regular and Recurring Services	For regular office operations
Telephone and Internet	Administrative Division/ Presco P. Canete, Jr.	Internet and Telephone Subscription, Provision of Internet Service	Direct Acquisition	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	150,000.00	Renewal of Regular and Recurring Services	For regular office operations
Agency Website Renewal	Administrative Division/ Joseph D. Velasco, Jr.	Website Subscription for the school and public information, access of E-learning, delivery of current events in the school	Direct Acquisition	NO	LCRB/MEARB	09/2025	12/2025	GAA 2026 - Current Appropriation	10,000.00	Renewal of Regular and Recurring Services	For regular office operations
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Common Use Supplies and Equipment Available at PS-DBM	Administrative Division /Supply Office/ Lyndre G. Bayotas	Various Office Supplies	Negotiated Procurement (Agency-to-Agency)	NO	LCRB/MEARB	01/2026	12/2026	GAA 2026 - Current Appropriation / Serting Sikap Program	6,845,601.37	Renewal of Regular and Recurring Services	For regular office operations

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,950,000.00
Total Amount of CSEs to be purchased from PS-DBM: 6,845,601.37
Total Amount of Estimated Budget: 45,658,351.77

Prepared by:


LYNDRE G. BAYOTAS
 Signature over Printed Name
 Position/Designation
Bids and Awards Committee Secretariat
 Date : January 28, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:


JOSEPH D. VELASCO, JR.
 Signature over Printed Name
 Position/Designation
Bids and Awards Committee Chairperson
 Date : January 28, 2026

Approved by:


GLADYS A. TIONGCO, Ed.D.
 Signature over Printed Name
 Position/Designation
Head of the Procuring Entity
 Date : January 28, 2026