



Republic of the Philippines  
 TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
 Region IX, Zamboanga Peninsula  
 ZAMBOANGA SIBUGAY POLYTECHNIC INSTITUTE  
 Kabasalan, Zamboanga Sibugay

**INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2024**  
**Non- Common Use Supplies**

CODE (PAP)	PROCUREMENT PROGRAM PROJECT	PMO/ End- USER	Is this an Early Procurement Activity? (Yes/No)	MODE OF PROCUREMENT	Schedule for procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
A. Supplies and Materials Expenses													
	Common Use Supplies and Equipment Available at PS	ADMIN/ CORE	No	NP-53.5 Agency to Agency	N/A	N/A	Jan to Dec		GoP	3,800,000.00	3,800,000.00		Various Office Supplies
	Common Use Supplies and Equipment not Available at PS	ADMIN/ CORE	No	NP-52.1b (Shopping)	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	4,000,000.00	4,000,000.00		Various Office Supplies not available in PS
	Electrical Supplies	ADMIN/ CORE	No	NP-52.1b (Shopping)	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,000,000.00	1,000,000.00		Provision of Electrical Materials
	Accountable Forms	ADMIN	No	NP - 53.5 Agency - Agency	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	50,000.00	50,000.00		Provision of Accountable forms needed in the operation
	Plaques, materials and other supplies	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	100,000.00	100,000.00		Provision of plaques and other materials during trainings and meetings
	Tarpaulin	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	60,000.00	60,000.00		Provision of tarpaulin materials during school activities, trainings and meetings
	Commercial Check	Cashier	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	50,000.00	50,000.00		Provision of Commercial Check
	ID Card Printer Machine and Consumables	Registrar's Office	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	100,000.00	100,000.00		Provision of ID CARD Printing Consumables for students ID
	Photocopier Consumables	ADMIN	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	200,000.00	200,000.00		Provision of Photocopier's Toners and master roll
	Technocrat Bulletin	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	100,000.00	100,000.00		Provision of printing school paper magazine
	Audio and Visual Equipment Supplies	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	300,000.00	300,000.00		Additional Pocurement of Audio and visual items



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					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
B. General Administrative Support and Services													
	Security Services	ADMIN	Yes	Competitive Bidding	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	GoP	1,400,000.00	1,400,000.00		Agency needs to hire services from private firms to secure and protect the employees and trainees from threats and dangers within the facility
	Fuel, Oil and Lubricants	ADMIN/ CORE	Yes	NP 53.9 Small Value Procurement	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	GoP	995,000.00	995,000.00		Provision of Gasoline and Diesel and Lubricants for the period of January to December 2024
	Telephone and Internet	ADMIN	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	800,000.00	800,000.00		Internet and Landline- Telephone line Subscription, Provision of Internet Services
	CCTV Installation and Alarm System	ADMIN	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,500,000.00	1,500,000.00		Provision of CCTV Installation and Alarm System
	Admin Security Equipment, Firearms and Two-way Radio	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	500,000.00	500,000.00		Admin Security Equipment, Firearms and Two-way Radio
	Printing and Publications - News Paper Subscription, Radio and TV Program for ZSPI Programs Advertisement for the whole year	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	100,000.00	100,000.00		Includes Tarpaulin Banner/ Streamer, News Paper Subscription, Radio and TV Program for ZSPI and other Government Agencies Programs, Advertisements, Anniversaries and Promotion Printing Services
	Fidelity Bond Premiums	ADMIN	No	Np 53.5 Agency to Agency	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	45,000.00	45,000.00		Provision of Fidelity Bond for Accountable Officers
	Postage & Courier Services	ADMIN	No	Np 53.5 Agency to Agency	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	20,000.00	20,000.00		Provision of Postage & Courier Services
	Agency Website Renewal	ADMIN	No	Direct Contracting	Sept-Dec 2024	Sept-Dec 2024	Sept-Dec 2024	Sept-Dec 2024	GoP	9,950.00	9,950.00		Provide website for the school & for public information, access of E-learning, delivery of current events in the school





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	Vehicle Registration and Insurance	ADMIN	No	NP - 53.5 Agency - Agency	June 2024	June 2024	June 2024	June 2024	GoP	30,000.00	30,000.00		Registration and Insurance Of Agency- Agency owned Vehicle
	I.T. Infrastructure Project (Faculty and Student Portal, RFI ID System	ADMIN	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	500,000.00	500,000.00		I.T. Infrastructure Project (Faculty and Student Portal, RFI ID System
	Other Professional and Legal Sevices		No	NP - 53.5 Agency - Agency	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	200,000.00	200,000.00		Provision of Legal Sevices
<b>C. Utility Expenses</b>													
	Water and Purified Refilling Drinking Water	ADMIN/ CORE	Yes	NP 53.9 Small Value Procurement	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	Oct-Dec 2023	GoP	50,000.00	50,000.00		Provision of Water and Purified Drinking Water for the period of January to December 2024
	Water Bill	ADMIN	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	100,000.00	100,000.00		Operating Expenses
	Electricity Bill	ADMIN	No	Direct Contracting	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	2,000,000.00	2,000,000.00		Operating Expenses
<b>D. Representation Expenses</b>													
	Meetings, Conference and Annual Occasions or Events	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	800,000.00	800,000.00		Monthly meeting, trainings and Annual events and school activities
	Uniform / Costumes, Polo Shirt or T- shirt Printring for Conference and Annual Events	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	500,000.00	500,000.00		Annual Occations or Events, trainings and school activities
	Meals and Snacks for Meetings, Conference and Annual Events	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	500,000.00	500,000.00		Monthly meeting, trainings and Annual events and school activities
	Seminar / Training for Trainers and Non Teaching Staff	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,500,000.00	1,500,000.00		Annual Seminar / Training for Trainers and Non Teaching Staff



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E. Repairs and Maintenance													
	Repairs and Maintenance for School Building Materials and Equipmets	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	4,000,000.00	4,000,000.00		For upkeep of buildings and other structures
	Repairs and Maintenance for Transportation Vehicles, Parts, and Accessories	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	4,000,000.00	4,000,000.00		Includes admin official vehicle and vehicle for Skills training/ Assessment
	Repair and Renovation of 2-storey Related Subject Building	ADMIN	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	14,000,000.00	14,000,000.00		For upkeep of classroom for basic and common competencies
	Repair of Gates (School Gate1-3)	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	4,500,000.00	4,500,000.00		For upkeep of School Gates
	Repair of Construction Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	3,800,000.00	3,800,000.00		For upkeep of Construction Building
	Repair of Cookery Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,500,000.00	1,500,000.00		For upkeep of Cookery Building
	Repair of Food Processing Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,500,000.00	1,500,000.00		For upkeep of Food Processing Building
	Rehabilitation of Electrical Wiring	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	3,400,000.00	3,400,000.00		For upkeep of electrical wiring for buildings and other structures
	Repair of Automotive Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	4,000,000.00	4,000,000.00		For upkeep of Automotive Building
	Repair of Centex Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	3,500,000.00	3,500,000.00		For upkeep of Centex Building
	Repair of Admin Building	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	2,000,000.00	2,000,000.00		For upkeep of Admin Building
	Repair of Perimeter Fence	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,500,000.00	1,500,000.00		Repair of Perimeter Fence
	Repair of Function Hall Extension	ADMIN/ CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,000,000.00	1,000,000.00		For upkeep of Function Hall Extension





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	Repair of BAC Office	ADMIN/ CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	300,000.00	300,000.00		Repair of BAC Office
<b>F. Construction</b>													
	Driving Lane Construction	ADMIN/CORE	No	Competitive Bidding	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	2,000,000.00	2,000,000.00		Driving Lane Construction
<b>G. Health - Medical Supplies and Materials</b>													
	Medical , Dental and Laboratory Supplies	Clinic	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	500,000.00	500,000.00		Provision of medical supplies for clinic
<b>H. Procurement of Books</b>													
	Books for TVET and Diploma Programs	Admin	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	400,000.00	400,000.00		Provision of Additional Books
<b>I. Income Generating Projects</b>													
	Garments Sector	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	400,000.00	400,000.00		Provision of Supplies and materials use in IGP Garments
	Hostel	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	200,000.00	200,000.00		Provision of Supplies and materials use in Hostel
	Catering Services	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	300,000.00	300,000.00		Provision of Supplies and materials use in IGP Catering
	Farming/Agricultural	ADMIN	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	250,000.00	250,000.00		Provision of Supplies and materials use in IGP Farming
<b>J. TESD SERVICES</b>													
	Training Supplies Materials and Expenses (Consumables for Skills Training)	CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	5,000,000.00	5,000,000.00		Provision of Consumables and Tools for Skills Training
	Facilities, Equipment, and Tools Maintenance Expenses	CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	1,000,000.00	1,000,000.00		Funding for Facilities, Equipment, and Tools Maintenance Expenses



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					Ads/Post of IB/REI	SUB/Ope n of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(Brief Description of Program Projects)
	Compliance Audit Tools, Equipment, Supplies and Materials	CORE	No	NP 53.9 Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP	5,000,000.00	5,000,000.00		Provision of Supplies and materials, Tools and Equipment for UTPRAS & Assessment Compliance Audit
									TOTAL	85,359,950.00	85,359,950.00		


Prepared by:

  
**LYNDRE G. BAYOTAS**  
Administrative Officer I  
Supply Officer

Certified Funds Available /  
Certified Appropriate Funds

  
**RONEYRICK JOHN B. ELLOREG**  
Instructor II  
Head, Budget Division

Approved by:

  
**GLADYS A. TIONGCO, Ed. D.**  
Vocational School Administrator III  
Head of Office/Agency