

**TESDA Provincial Office Bulacan Indicative Annual Procurement Plan for FY 2023**

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity?	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/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301000	Common use supplies available at Procurement Service	PO Bulacan	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	2,929,268.08	2,929,268.08	-	to be procured by the Admin as per indicated in milestone
5020399000	Common Electrical Supplies	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	130,658.88	130,658.88	-	to be procured by the Admin as per indicated in milestone
-	Common Janitorial Supplies	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	17,466.51	17,466.51	-	to be procured by the Admin as per indicated in milestone
5020309000	Petroleum, oil, lubricants	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	182,400.00	182,400.00	-	supply of petroleum, oil and lubricants for 1 office vehicles
5020308000	Medical supplies	PO Bulacan	NO	Shopping	N/A	N/A	Jan-Dec	Jan-Dec	GoP	2500	2500	-	Sphygmomanometer, medicines, first aid kits for office use
5021305002	Office equipment not available at procurement service	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	759,297.60	759,297.60	-	to be procured by the Admin as per indicated in milestone
-	Drinking water services	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	15,600.00	15,600.00	-	supply of drinking water for staff use
5021303005	Power Supply	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	427,200.00	427,200.00	-	P.O. Bulacan's power supply
5021304001	Buildings	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	66,548.96	66,548.96	-	to be procured by the Admin as the need arises
5029902000	Printing	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	65,000.00	65,000.00	-	to be procured by the Admin as the need arises
5021305012	IT equipment	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	625,280.00	625,280.00	-	to be procured by the Admin as per indicated in milestone
-	Audio and visual presentation and composing equipment	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	60,000.00	60,000.00	-	to be procured by the Admin as per indicated in milestone
5021202000	Janitorial Services	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	183,768.00	183,768.00	-	provision of 1 janitor
5020502001	Mobile	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	12,000.00	12,000.00	-	provision of cellular phones to TESDA officials/heads with data plan
5020502002	Landline	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	9,600.00	9,600.00	-	telephone line for office use
5020502002	Internet subscription	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	26,376.00	26,376.00	-	internet subscription for office use
5029999001	Website maintenance	PO Bulacan	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	25,262.40	25,262.40	-	advocacy requirements
5021503000	Registration and insurance of motor vehicles	PO Bulacan	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	7,600.00	7,600.00	-	registration and renewal of insurance of 1 office vehicles
5029999000	Food and Venue	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,697,800.00	1,697,800.00	-	to be procured by the Admin as the need arises
-	Vehicle's Maintenance	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	387,640.00	387,640.00	-	to be procured by the Admin as the need arises
-	Blank Certificate	PO Bulacan	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	1,995,000.00	1,995,000.00	-	to be procured by the Admin as per indicated in milestone
-	Others	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	767,022.00	767,022.00	-	to be procured by the Admin as per indicated in milestone
-	CBT material/Honorarium	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000,000.00	1,000,000.00	-	to be procured by the Admin as per indicated in milestone
-	Hauling of Toolkits	PO Bulacan	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan-Dec	GoP	450,000.00	450,000.00	-	to be procured by the Admin as per indicated in milestone

Prepared by:

Certified Correct/ Funds Available:

Recommending Approval:

Approved:

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<b>STEP 1</b>
<b>STEP 2</b>
<b>STEP 3</b>
<b>STEP 4</b>
<b>STEP 5</b>
<b>STEP 6</b>
<b>STEP 7</b>

#1
#2
#3
#4

## GUIDE TO PREPARE APP

In the Code column, kindly indicate the PAP Code. Please refer to the code indicated in the technical budget posted in the DBM website. For GOCCs and LGUs, indicate the procuring entity's internal numbering system.

For the Procurement Project column, please align descriptions of program/projects with budget documents and ensure clarity and accuracy in describing each procurement program/project.

For PMO/End-User, please indicate the PMO/End-User unit who will implement/utilize the procurement program/project. Multiple end-user units are allowed only if the procurement activity was consolidated by the BAC to procure requirements of the end-user units.

For Mode of Procurement and Schedule for Each Procurement Activity, all modes of procurement are available as a dropdown list and requirements for a specific schedule for Ads/Post of IB/REI, Sub/Open of Bids, Notice of Award, and/or Contract Signing are automatically identified thru the MS Excel formula. Note that for Foreign-funded procurement, please use Others - Foreign-funded procurement as the Mode of Procurement.

Kindly indicate a specific period (dates, month, quarter) when each Procurement Activity will be done. Please refer to our website: <http://www.gppb.gov.ph/timelines/timelines.htm> for the specific periods for each activity.

Note: For SVP, IB/REI is similar to RFQ.

Ads/Post of IB/REI for Shopping 52.1(b) and NP-SVP (53.9) needs to be posted in PhilGEPS for ABCs above 50k. Notice of Award posting in PhilGEPS is mandatory for all Alternative Modes only for ABCs above 50k.

For Source of Funds, a dropdown list is available. If the Source of Funds the PE will use is not included, please indicate "Others" and specify under the Remarks column.

For Estimated Budget (PhP), kindly fill out either MOOE or CO columns only. Total ABC column is not editable, but will automatically compute for the total MOOE and CO components of the project. This breakdown is needed for tracking purposes. Finally, please ensure that amounts indicated are aligned with budget documents.

Before submission to the GPPB, ensure that the Head of the Procuring Entity (HoPE) approves/signs the APP.

## GENERAL INFORMATION

All Cells with Fill Color Orange needs to be filled out by the Agency. This is a visual reminder of blank or improperly filled out cells.

To ensure that automated indicator which procurement activity needs to be filled out with specific periods, PE must copy entire Excel row with the mode of procurement for the specific procurement program/project and paste on the last sample row "Negotiated Procurement-53.13" in the template.

If PE wishes to edit formatting and design of borders, fonts, among others of the APP template, it is suggested to utilize the automated formulas in the template before copying contents and reformatting.

[Per Section of 3.1.1 of DBM Circular No. 2015-7, the Approved Budget for the Contract \(ABC\) shall be "\[t\]he amount reflected in the MYOA". Hence, the ABC in the Annual Procurement Plan \(APP\) shall be the full amount stated in the MYOA with remarks added on how much will be actually disbursed for that particular fiscal year. Moreover, the Procurement Monitoring Report \(PMR\) should also reflect full amount in the MYOA if the entire contract was awarded within the fiscal year. Thus, for succeeding years, actual disbursements from the MYOA need not be reflected in the APPs and PMRs, unless current contract with MYOA is terminated and a new](#)

## DEFINITIONS

**1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

**2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

**3. PMO/End User** - Unit as proponent of program or project

**4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

<b>APP COLUMN HEADER/S</b>				
<b>Code (PAP)</b>				
<b>Procurement Project</b>				
<b>PMO/End-User</b>				
<b>Mode of Procurement</b>	<b>Schedule for Each Procurement Activity</b>			
	<b>Ads/Post of IB/REI</b>	<b>Sub/Open of Bids</b>	<b>Notice of Award</b>	<b>Contract Signing</b>
<b>Source of Funds</b>				
<b>Estimated Budget (Php)</b>				



<b>5. Schedule for Each Procurement Activity</b> - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
<b>6. Source of Funds</b> - Whether GoP, Foreign Assisted or Special Purpose Fund
<b>7. Estimated Budget</b> - Agency approved estimate of project/program costs
<b>8. Remarks</b> - brief description of program or project

