

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE NO. VII
LAHUG S&T COMPLEX, SUDLON, LAHUG, CEBU CITY

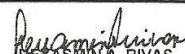
Procurement Form No. 2

ANNUAL PROCUREMENT PLAN
(Annual Procurement Form No. 2)
Calendar Year : CY 2014

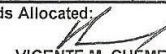
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| Type of Contract | Procurement Method | TIME SCHEDULE | | | | | | | | | | | | APPROVED BUDGET FOR THE CONTRACT | |
|--|----------------------------------|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------------------------|---------------|
| | | J | F | M | A | M | J | J | A | S | O | N | D | | |
| A. Procurement of Goods/ Supplies/Materials | | | | | | | | | | | | | | | |
| A.1. Office Supplies | DBM, Shopping | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 113,000.00 | 1,358,000.00 |
| A.2. Accountable Forms | Direct | | | | | | | 129,000.00 | | | | | | | 129,000.00 |
| A.3. Medical, Dental & Laboratory Supplies | Shopping | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 52,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 602,000.00 |
| A.4. Gasoline Oil & Lubricants | Direct | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 45,000.00 | 60,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 505,000.00 |
| A.5- Textbooks & Instructional Materials | Shopping | | | | | 100,000.00 | | | | | | 126,000.00 | | | 226,000.00 |
| A.6 Other Supplies (Laboratory Chemicals) | Direct / Small Value Procurement | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 167,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 166,000.00 | 1,993,000.00 |
| B. Procurement of Services | | | | | | | | | | | | | | | |
| B.1. Janitorial Services | By Administration | 29,800.00 | 29,800.00 | 29,800.00 | 29,800.00 | 29,800.00 | 30,000.00 | 30,000.00 | 29,800.00 | 29,800.00 | 29,800.00 | 29,800.00 | 29,800.00 | 29,800.00 | 358,000.00 |
| B.2. Security Services | Public Bidding | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 44,900.00 | 45,000.00 | 45,000.00 | 539,000.00 |
| B.3. Other General Services | By Administration | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 36,500.00 | 438,000.00 |
| C. Procurement of Services for Repair/Maintenance | | | | | | | | | | | | | | | |
| C.1. Building & Structures | By Admin./Shopping | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 200,000.00 | 200,000.00 | 100,000.00 | 200,000.00 | 200,000.00 | 149,400.00 | 100,000.00 | 66,600.00 | | 1,616,000.00 |
| C.2. Furniture and Fixtures | By Admin./Shopping | 35,000.00 | 35,000.00 | 35,000.00 | 35,000.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 35,500.00 | 24,000.00 |
| C.3. Machineries and Equipment | | | | | | | | | | | | | | | 400,000.00 |
| C.4. Transportation Equipment | By Admin./Shopping | 65,000.00 | 60,000.00 | 60,000.00 | 60,000.00 | 100,000.00 | 120,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 1,065,000.00 |
| D. Communication Services | | | | | | | | | | | | | | | |
| D.1. Postage & Courier Services | Direct | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 6,200.00 | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 5,800.00 | 70,000.00 |
| D.2. Telephone- (Landline & Mobile) | Direct | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 24,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 21,000.00 | 290,000.00 |
| D.3. Internet Subscription | Direct | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 3,250.00 | 39,000.00 |
| E. Rent | | | | | | | | | | | | | | | |
| E.1. Building and Structures | Shopping | | | 195,000.00 | | | 200,000.00 | | | 200,000.00 | | | | 186,000.00 | 781,000.00 |
| E.2. Motor Vehicles | Shopping | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 | 48,000.00 |
| E.3. Equipment | Shopping | | | | 10,000.00 | | | 30,000.00 | | | | | 18,000.00 | | 58,000.00 |
| F. Utility/Maintenance Services | | | | | | | | | | | | | | | |
| F.1. Water | Direct | 26,000.00 | 26,000.00 | 26,000.00 | 26,500.00 | 26,500.00 | 26,500.00 | 26,500.00 | 26,000.00 | 26,000.00 | 26,000.00 | 26,000.00 | 26,000.00 | 26,000.00 | 314,000.00 |
| F.2. Electricity | Direct | 238,500.00 | 238,500.00 | 238,500.00 | 238,500.00 | 239,000.00 | 239,000.00 | 238,500.00 | 238,500.00 | 238,500.00 | 238,500.00 | 238,500.00 | 238,500.00 | 238,500.00 | 2,863,000.00 |
| G. Other Maintenance & Operating Expenses | | | | | | | | | | | | | | | |
| G.1. Advertising Services | Negotiation | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.67 | 1,416.66 | 1,416.66 | 1,416.66 | 1,416.66 | 1,416.66 | 17,000.00 |
| G.2. Printing and Binding | Shopping | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 2,750.00 | 33,000.00 |
| G.3. Food for various meeting/conferences | Direct/ Shopping | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.33 | 17,083.37 | 205,000.00 |
| H. Subscription of Newspapers | | | | | | | | | | | | | | | |
| | Negotiation | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.37 | 100,000.00 |
| I. Professional Services | | | | | | | | | | | | | | | |
| | Negotiation | | | 4,000.00 | | | 4,000.00 | | | 4,000.00 | | | | 4,000.00 | 16,000.00 |
| J. Legal Services | | | | | | | | | | | | | | | |
| | Negotiation | | | 4,000.00 | | | 4,000.00 | | | 4,000.00 | | | | 4,000.00 | 16,000.00 |
| TOTAL | | | | | | | | | | | | | | | 14,101,000.00 |

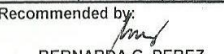
Prepared by:


HEXASMIN A. RIVAS
Property/Supply Officer

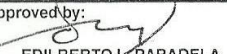
Funds Allocated:


VICENTE M. CUEME
Budget Officer

Recommended by:


BERNARDA G. PEREZ
ARD for Finance and Admin.

Approved by:


EDILBERTO L. PARABELA
Head of Office/Agency

Date Prepared: November 12 , 2013