

(DEPED DIVISION OFFICE OF TUGUEGARAO CITY) Annual Procurement Plan for FY 2019

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Catering services for BED/WFP/APP PREPARATION	J. Tungcul	NP-53.9 - Small Value Procurement	8/7/2019	N/A	7/15/2019	7/16/2019	GoP	48000	48000		80pax @ 300 for 2 days
	Catering seervices for CURRICULUM IMPLEMENTATION REVIEW-QUARTERLY	E. cabaro	NP-53.9 - Small Value Procurement	3/12/2018	N/A	12/3/2019	3/13/2019	GoP	32400	32400		54pax @ 300 for 2 days
	Catering serervices for DIVISION SCIENCE CAMP AND FAIR	M. Adduru	NP-53.9 - Small Value Procurement	7/31/2019	N/A	6/8/2019	7/8/2019	GoP	18000	18000		20 pax @300 for 3 days
	Catering services for DIVISION SCIENCE TECHNOLOGY WEEK	M. Adduru	NP-53.9 - Small Value Procurement	10/6/2019	N/A	6/17/2019	6/18/2019	GoP	6000	6000		20 pax @300 for 1 day
	Catering services for FESTIVAL OF TALENTS-ALL SUBJECT AREA	R. Arellano	NP-53.9 - Small Value Procurement	3/12/2018	N/A	7/1/2019	8/1/2019	GoP	21600	21600		12 pax @300 monthly for 6 months
	Catering services for SEMINAR WORKSHOP ON PRIMALS PLUS	N. Abrigo	NP-53.9 - Small Value Procurement	3/12/2018	N/A	12/3/2019	3/13/2019	GoP	36000	36000		30 pax@300 for 4 days
	Catering services TRAINING ON KSA ENHANCEMENT FOR TEACHERS IN ELEMENTARY & SECONDARY-ACROSS LEARNING AREAS	E. cabaro	NP-53.9 - Small Value Procurement	5/3/2019	N/A	12/3/2019	3/13/2019	GoP	72000	72000		120pax @300 for 2 days
	Catering services for CONSOLIDATION OF REPORTS -SUPPLY	F. Turingan	NP-53.9 - Small Value Procurement	8/4/2019	N/A	4/17/2019	4/18/2019	GoP	55800	55800		93 pax @300 for 1 day good for 2 meetings
	Catering services for FINANCIAL LITERACY	V. Durian	NP-53.9 - Small Value Procurement	8/4/2019	N/A	4/17/2019	4/18/2019	GoP	67500	67500		225 pax @300 for 1 day
	Catering services for DEDP AND AIP PREPARATION	G. Abana	NP-53.9 - Small Value Procurement	9/9/2019	N/A	9/17/2019	9/18/2019	GoP	33000	33000		55 pax @ 300 for 2 days
	Catering services for DIVISION FEDERATED OATH TAKING CUM PLANNING CONFERENCE	J. Cacacho	NP-53.9 - Small Value Procurement	3/12/2018	N/A	12/3/2019	3/13/2019	GoP	2800	2800		40 pax @ 70 for half day
	Catering services for DIVISION MANCOM	E. Catulin	NP-53.9 - Small Value Procurement	3/12/2018	N/A	7/3/2019	8/3/2019	GoP	330000	330000		110 pax @300 monthly for 10 months
	Catering services for INDUCTION OF NEWLY HIRED TEACHERS-K-12 and MASS TRAINING OF NEWLY HIRED TEACHERS	E. Catulin	NP-53.9 - Small Value Procurement	10/6/2019	N/A	6/17/2019	6/18/2019	GoP	105600	105600		110 pax @300 for 3 days
	Catering services for MENTAL HEALTH AWARENESS	L. Mangabat	NP-53.9 - Small Value Procurement	8/7/2019	N/A	7/15/2019	7/16/2019	GoP	21000	21000		70 pax @300 for 1 day
	Catering services for MID-YEAR AND YEAR-END PERFORMANCE REVIEW -DIVISION PERSONNEL	A. Gumaru	NP-53.9 - Small Value Procurement	9/5/2019	N/A	5/16/2019	5/17/2019	GoP	14000	14000		20 @350 for 1 day Semi-Annually
	Catering services for QUARTERLY PROGRAM IMPLEMENTATION REVIEW	A. Ibanez	NP-53.9 - Small Value Procurement	9/5/2019	N/A	5/16/2019	5/17/2019	GoP	30000	30000		50 pax @300 for 1 day semi-annually
	Catering services for REGIONAL MANCOM	E. Catulin	NP-53.9 - Small Value Procurement	3/12/2018	N/A	7/1/2019	8/1/2019	GoP	150000	150000		Food and Hotel accommodation for 2 days twice in a year
	Catering services for ORIENTATION ON COMELEC CONSTITUTION & BY-LAWS	J. Cacacho	NP-53.9 - Small Value Procurement	3/12/2018	N/A	7/1/2019	8/1/2019	GoP	4480	4480		64 pax @ 70 for half day
	Catering services for ORIENTATION ON CONSTITUTION & BY-LAWS-SSP/SSG	J. Cacacho	NP-53.9 - Small Value Procurement	3/12/2018	N/A	4/2/2019	5/2/2019	GoP	2800	2800		35 pax @ 80 for half day
	Catering services for GAD-Family Day	G. Durian	NP-53.9 - Small Value Procurement	3/12/2019	N/A	9/12/2019	10/12/2019	GoP	47500	47500		95pax @ 500 for 1 day
	Catering services for RESEARCH SUMMIT	G. Abana	NP-53.9 - Small Value Procurement	3/12/2018	N/A	4/2/2019	5/2/2019	GoP	53000	53000		150 apx @ 300 for 1 day
	Catering services for SCHOOL HEADS ORIENTATION-YFP	J. Cacacho	NP-53.9 - Small Value Procurement	3/12/2018	N/A	7/1/2019	8/1/2019	GoP	13200	13200		44 pax @ 300 for 1 day
	Catering services for TEACHER'S DAY CELEBRATION	G. Durian	NP-53.9 - Small Value Procurement	7/31/2019	N/A	6/8/2019	7/8/2019	GoP	50000	50000		125 pax @ 400 for 1 day

1,214,680.00

Prepared by:

FLOR MARIE A. TURINGAN

Administrative Officer IV

Appropriate Funds Available:

JOVY CLAIRE V. TUNGCU

Administrative Officer V-Budget

Funds Available:

MARIEL A. CAMMAYO

Accountant III

Recomemding Approval:

ALFREDO B. GUMARU JR.

Assistant Schools Division Superintendent
BAC Chairman

Approved:

DENIZON P. DOMINGO

Officer In-Charge
Office of the Schools Division Superintendent

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6
STEP 7

#1
#2
#3
#4

GUIDE TO PREPARE APP

[In the Code \(PAP\) column, kindly indicate the Procuring Entity's \(PEs\) internal numbering system or use the Unified](#)

For the Procurement Program/Project column, please align descriptions of program/projects with budget documents for 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. End-user units are allowed only if the procurement activity was consolidated by the BAC to procure requirement units.

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

Kindly indicate a specific period (dates, month, quarter) when each Procurement Activity will be done. Please refer to <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. M

For Source of Funds, a dropdown list is available. If the Source of Funds the PE will use is not included, please indicate the source 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 you can compute for the total MOOE and CO components of the project. This breakdown is needed for tracking purposes and 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 improper

To ensure that automated indicator which procurement activity needs to be filled out with specific periods, PE may copy the last row of the Excel row with the mode of procurement for the specific procurement program/project and paste on the last row of the APP. "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 delete 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](#)

DEFINITIONS

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

1. PROGRAM (BESF)- A homogeneous group of activities necessary for the performance of a major activity of a government agency is established, for the basic maintenance of the agency's administrative operations, 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 period and 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.

5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission of bids; receipt/Opening of bids; award of contract; contract signing).

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project