


**University of the Philippines Tacloban College
Indicative Annual Procurement Plan for FY 2025**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	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	
1	Security Services - One (1) Year Contract	SSO	YES	Competitive Bidding	Oct. to Dec. 2025	Oct. to Dec 2025	Jan-25	Jan-25	GoP	6,550,000.00	6,550,000.00		Security Services - One year contract
2	Janitorial Services - One (1) Year Contract	CDMO	YES	Competitive Bidding	Oct to Dec 2025	Oct to Dec 2025	Jan-25	Jan.-25	GoP	3,200,000.00	3,200,000.00		Janitorial Services - One year contract
3	Utilities (Electric bill, and water bill) for 1 year	CDMO	NO	Direct Contracting	N/A	N/A	N/A	Jan - Dec 2025	GoP	5,000,000.00	5,000,000.00		Bill of electric and water consumption for 1 year.
4	Supply and delivery of Gasoline and Diesel	CDMO	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	Jan - Dec 2025	GoP	408,871.00	408,871.00		Gasoline for lawn mower, UP car vehicle and diesel for generator sets (consumption for 1 year)
5	Supply and delivery of drinking water for 1 year	CDMO	NO	Shopping	N/A	N/A	N/A	Jan-Dec 2025	GoP	144,000.00	144,000.00		Supply and delivery of drinking water for 1 year.
6	Supply and delivery of Rice for the Year	SPMO	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan - Dec 2025	GoP	750,000.00	750,000.00		Release of rice subsidy to employees every quarter of the year.
9	Annual Health Examination of Faculty, Staff and REPS	HSU	YES	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan - Dec 2025	GoP	348,000.00	348,000.00		Annual Health Check-up and Examination of Faculty, Staff and REPS
10	Medical Supplies	HSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan - Dec 2025	GoP	169,610.00	169,610.00		Drugs, medicines and medical supplies
11	Dental Supplies	HSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan - Dec 2025	GoP	51,400.00	51,400.00		Dental Supplies
12	Laboratory Chemicals and Supplies	DNSM / Gen. Lab.	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan - Dec 2025	GoP	1,278,555.00	1,278,555.00		Laboratory chemicals and supplies for Gen Lab and Laboratory Classes
13	Supply and Delivery of Laboratory Equipment and other Supplies	Gen. Lab.	NO	NP-53.9 - Small Value Procurement	Apr to May 2025	Apr to May 2025	Apr to May 2025	Apr to May 2025	GoP	1,285,000.00	1,285,000.00		Supply and delivery of Analytical Balance, Autoclave, Incubator, Fabricated Laboratory Fumehood and and Multiparameter for Gen. Lab.
14	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	Shopping	N/A	N/A	N/A	July to Sep 2025	GoP	63,550.00	63,550.00		Supplies and materials for programs and invitations, printing services and tokens for Commencement Exercises
15	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	July to Sep 2025	GoP	280,400.00	280,400.00		Food (Snacks, Lunch and Dinner) for Commencement Exercises
16	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	Direct Contracting	N/A	N/A	N/A	July to Sep 2025	GoP	30,000.00	30,000.00		Round-trip airfare of Commencement Speaker
17	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	July to Sep 2025	GoP	25,000.00	25,000.00		Hotel Accommodation of Commencement Speaker
18	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	July to Sep 2025	GoP	501,000.00	501,000.00		Rental of chairs, van, tents and rental/fabrication of stage with lights & sound system and documentation services for Commencement Exercises
19	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	July to Sep 2025	GoP	200,000.00	200,000.00		Stage decoration (flower, backdrop, red carpet, etc) for Commencement Exercises
20	Trainings, Seminars, Events Expenses (Commencement Exercises)	OCS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Apr to May 2025	GoP	250,000.00	250,000.00		Diploma printing & fabrication of diploma holder with gold notarial seal and fabrication and engraving of president's medallion


21	Trainings, Seminars, Events Expenses (Arts Month)	DH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Feb-25	GoP	50,000.00	50,000.00	Publicity materials, airfares, meals, tokens, honoraria, and hotel accomodation of resource speakers for Arts Month (February) event
22	Trainings, Seminars, Events Expenses (Literature Month)	DH	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Apr-25	GoP	60,000.00	60,000.00	Airfares, meals, tokens, honoraria, and hotel accomodation of resource speakers for Literature Month (April) activity
23	Catering / Venue / Rentals	Various	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan to Dec 2025	GoP	2,416,200.00	2,416,200.00	Catering/Venue/Rentals for various activities of the college
24	Various Construction Supplies and Materials	CDMO	NO	Shopping	N/A	N/A	N/A	Jan - Dec 2025	GoP	2,000,000.00	2,000,000.00	Preventive Maintenance - various construction supplies and materials
25	Electrical and Plumbing Supplies	CDMO	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	2,083,480.00	2,083,480.00	Preventive Maintenance - various electrical and plumbing supplies and materials
26	Supply and delivery of janitorial supplies (Common-Use Supplies Not Available at PS-DBM)	CDMO	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	19,160.00	19,160.00	Janitorial supplies not available in PS-DBM
27	Travel Expenses	Various	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan to Dec 2025	GoP	1,000,000.00	1,000,000.00	Travel expenses of admin, faculty and staff to attend seminar, training and conference for 1 year.
28	Office Devices	Various	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	782,920.00	782,920.00	Supply of office devices like camera, hot stamping machine, overhead book scanner, etc, for various offices.
29	Office Furniture and Fixtures	Various	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	744,350.00	744,350.00	Supply and delivery of Office furniture and fixtures like cabinet, conference tables, chairs, water dispenser, aircon, etc. for various offices
30	Supply and delivery of office supplies (Common-Use Supplies Not Available at PS-DBM)	Various	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	722,734.00	722,734.00	Supply and delivery of office supplies not available in PS-DBM for various office.
31	Communication Equipment	Various	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	292,930.00	292,930.00	Communication equipment
32	Supply and delivery of IT Equipment and Software	Various	NO	Shopping	N/A	N/A	N/A	Jan to Dec 2025	GoP	879,424.00	879,424.00	IT Equipment and Software for various offices of the college
33	Books and Magazines	Various	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Jan to Dec 2025	GoP	1,290,000.00	1,290,000.00	Books and magazines for Library and classes.

Total Amount: 32,876,584.00

Prepared by:



EDUARDO L. MANIGO JR.
 PPMP/APP In-Charge

Checked and Verified by:


DELFIN P. ALEDRO JR.
 Supply Officer, SPMO

Certified Funds Available/


Certified Appropriate Funds Available:


ROSANNA S. BURRE
 Budget Officer

Noted by:


ARVIN L. DE VEYRA
 Chair, BAC

Approved by:


PATRICIA B. ARINTO
 Dean