

Batangas State University Annual Procurement Plan

Campus: Batangas State University Lipa

Fund Source: FY 2024 PROGRAM OF RECEIPTS AND EXPENDITURES (PRE)

| Code (PAP) | Procurement Project | PMO/ End User | Is this an Early Procurement Activity? (Yes/No) | Mode Of Procurement | Schedule of Each Procurement Activity | | | | Source of Funds | Estimated Budget | | | Remarks (brief description of Program/Project) |
|--|---|----------------------------|---|---------------------------------|---------------------------------------|--------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|--|
| | | | | | Advertisement/Posting of IB/REI | Submission/Open ing of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| PROCUREMENT OF GOODS - LIPA | | | | | | | | | | | | | |
| COMPETITIVE BIDDING | | | | | | | | | | | | | |
| 5060405003 | Procurement of Information & Communication Technology Equipment | Various Offices / Colleges | No | Competitive Bidding | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 , RTF | 2,741,100.00 | | 2,741,100.00 | ICT Equipment for variuos offices |
| 5021503000 | Procurement of Insurance (Student Personal Insurance) | RGO | No | Competitive Bidding | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 165,600.00 | 165,600.00 | | Consolidated by Central office |
| 5021203000 | Security Services | Various Offices / Colleges | No | Competitive Bidding | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 2,659,400.00 | 2,659,400.00 | | To be used for salaries/wages of Security Services |
| 5040201000 | Purchase Of School Uniform (Cost of Sales) | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 2,920,900.00 | 2,920,900.00 | | |
| SUBTOTAL: | | | | | | | | | | 8,487,000.00 | 5,745,900.00 | 2,741,100.00 | |
| NP-53.9 SMALL VALUE PROCUREMENT | | | | | | | | | | | | | |
| 5020301002 | Procurement of Office Supplies | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 , IGP, RTF | 1,196,710.00 | 1,196,710.00 | | Quarterly Procurement of office supplies for variuos offices |
| 5020307000 | Procurement of Drugs and Medicines | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 371,200.00 | 371,200.00 | | |
| 5020308000 | Procurement of Medical, Dental and Laboratory Supplies | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164,RTF | 455,720.00 | 455,720.00 | | |
| 5020321002 | Procurement of Semi-Expendable Office Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164,RTF | 275,640.00 | 275,640.00 | | Semi-expendable office equipment for various offices |
| 5020502002 | Procurement of Load Card | Admission Office | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 4,050.00 | 4,050.00 | | As the need arises |

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|-------------|---|----------------------------|----|---------------------------------|-------------------|-----|-------------------|-------------------|--------------------|--------------|--------------|------------|---|
| 50200321007 | Procurement of Semi-Expendable Communication (Sim Card) | Admission Office | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 100.00 | 100.00 | | As needed arises |
| 5020322001 | Procurement of Semi-Expendable Furniture and Fixture | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 , RTF | 1,474,750.00 | 1,474,750.00 | | May resort to alternative procurement depending on the Market Study and project Proposal |
| 5020321003 | Procurement of Semi-Expendable ICT Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, RTF, IGP | 1,110,440.00 | 1,110,440.00 | | May resort to alternative procurement depending on the Market Study and project Proposal |
| 5020321008 | Procurement of Semi-Expendable Disaster Response and Rescue Equipment | Action Center | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 146,200.00 | 146,200.00 | | |
| 5020321010 | Procurement of Semi-Expendable Medical Equipment | Health Services | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 88,000.00 | 88,000.00 | | |
| 5020321013 | Procurement of Semi-Expendable Technical and Scientific Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, IGP | 870,170.00 | 870,170.00 | | Consist of Technical and scientific Equipment |
| 5020321099 | Procurement of Semi-Expendable other Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164/RTF | 248,400.00 | 248,400.00 | | |
| 5020322002 | Procurement of Semi-Expendable Books | Library Services | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 959,830.00 | 959,830.00 | | To support the teaching and learning and to update the collection of books of the University in order to comply with the CHED |
| 5060405014 | Procurement of Technical and Scientific Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 , RTF | 645,270.00 | | 645,270.00 | Technical and Scientific for different colleges |
| 5020399000 | Procurement of other Supplies and Material | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 , IGP, RTF | 1,538,260.00 | 1,538,260.00 | | Quarterly Procurement |
| 5020501000 | Postage and Courier Services | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 28,500.00 | 28,500.00 | | As the need arises |
| 5020503000 | Internet Subscription | ICT Services | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, IGP | 598,700.00 | 598,700.00 | | |
| 5021304002 | Repair and Maintenance - School Buildings | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 100,000.00 | 100,000.00 | | |

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|------------|--|----------------------------|----|---------------------------------|-------------------|-----|-------------------|-------------------|-------------------|--------------|--------------|------------|--------------------|
| 5021304099 | Repair and Maintenance - Other Structures | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 118,440.00 | 118,440.00 | | |
| 5021305002 | Repair and Maintenance - Office Equipment | Various Offices / Colleges | No | NP-53.9 Small Value | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 180,000.00 | 180,000.00 | | |
| 5021305003 | Repair and Maintenance - ICT Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 312,200.00 | 312,200.00 | | |
| 5021305007 | Repair and Maintenance - Communication Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 29,890.00 | 29,890.00 | | |
| 5021305011 | Repair and Maintenance - Medical Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 279,940.00 | 279,940.00 | | |
| 5021305014 | Repairs & Maintenance - Technical & Scientific Equipment | Extension Services Office | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 800.00 | 800.00 | | |
| 5021307000 | Repair and Maintenance - Furniture and Fixture | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, IGP | 45,000.00 | 45,000.00 | | |
| 5021306001 | Repair and Maintenance - Motor Vehicle | GSO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 140,000.00 | 140,000.00 | | |
| 5029902000 | Printing and Publication | Various Offices | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, RTF | 813,300.00 | 813,300.00 | | |
| 5029903000 | Representation Expenses | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 617,260.00 | 617,260.00 | | |
| 5029905004 | Rent - Equipment | Culture and Arts | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 235,000.00 | 235,000.00 | | As the need arises |
| 5029907001 | ICT Software Subscription | Sports and Development | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 9,430.00 | 9,430.00 | | |
| 5029999099 | Other Maintenance and Operating Expenses | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, IGP, RTF | 4,351,690.00 | 4,351,690.00 | | |
| 5060405002 | Procurement of Office Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 210,000.00 | | 210,000.00 | |
| 5060405007 | Procurement of Communication Equipment | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 260,000.00 | | 260,000.00 | |

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|------------------------------------|---|----------------------------|----|---------------------------------|-------------------|-----|-------------------|-------------------|---------|----------------------|----------------------|---------------------|---|
| 5060405011 | Procurement of Medical Equipment | Health Services Department | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 155,000.00 | | 155,000.00 | |
| 5060407001 | Procurement of Furniture and Fixture | Various Offices / Colleges | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 415,000.00 | | 415,000.00 | |
| | Research Projects | Research Office | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 550,000.00 | 550,000.00 | | Goods needed for the activities of Research Office. As the need arises |
| | Extension Projects | Extension Office | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 700,000.00 | 700,000.00 | | Goods needed for the activities of Extension Office. As the need arises |
| Cost of Sales | | | | | | | | | | | | | |
| 5040201000 | Purchase of merchandise per month for replenishment of supplies for the University Shop | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 508,600.00 | 508,600.00 | | |
| 5040201000 | Purchase of packed meals, snacks, and beverages for seminars/workshops | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 220,800.00 | 220,800.00 | | |
| 5040201000 | Procurement of ID lace | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 62,500.00 | 62,500.00 | | |
| 5040201000 | Rental of Cap & Gown for graduating students AY 2023-2024 | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 110,200.00 | 110,200.00 | | |
| 5040201000 | Purchase of Graduation Ribbon | RGO | No | NP-53.9 Small Value Procurement | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 87,300.00 | 87,300.00 | | |
| SUBTOTAL : | | | | | | | | | | 20,524,290.00 | 18,839,020.00 | 1,685,270.00 | |
| NP-53.5 - AGENCY-TO-AGENCY: | | | | | | | | | | | | | |
| 5020302000 | Procurement of Accountable Forms | RGO | No | Agency to Agency | 2nd - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | IGP | 10,100.00 | 10,100.00 | | Intended for the printing of accountable forms such as Official Receipts and Checks |

| | | | | | | | | | | | SUBTOTAL : | | 10,100.00 | 10,100.00 | 0.00 |
|--|---|---------------------------------|----|--|-------------------|-----|-------------------|-------------------|--------------|---------------|---------------|--------------|--|-----------|------|
| NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | | | | | | | | | | | | | | | |
| 5020309000 | Procurement of Fuel, Oil and Lubricants | General Administration Services | No | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets) | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164, IGP | 102,400.00 | 102,400.00 | | | | |
| 5020102000 | Traveling Expenses - Foreign | Various Offices / Colleges | No | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 627,000.00 | 627,000.00 | | As the need arises. Intended for foreign traveling of staff of various offices | | |
| 5029907099 | Other Subscription Expenses | Various Offices / Colleges | No | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets) | 1st - 4th Quarter | N/A | 1st - 4th Quarter | 1st - 4th Quarter | STF 164 | 1,160,000.00 | 1,160,000.00 | | Per GPPB Resolution No. 05-2022, online subscription are included in Negotiated Procurement under Direct Retail Purchase or Section 53.14 of the Revised IRR of RA. 9184; includes video Conferencing Subscription and other online subscription | | |
| SUBTOTAL : | | | | | | | | | | 1,889,400.00 | 1,889,400.00 | 0.00 | | | |
| TOTAL FOR PROCUREMENT OF GOODS - BatStateU Lipa | | | | | | | | | | 30,910,790.00 | 26,484,420.00 | 4,426,370.00 | | | |
| GRAND TOTAL FOR FY 2024 PROGRAM OF RECEIPTS AND EXPENDITURES (PRE) - BatStateU Lipa | | | | | | | | | | 30,910,790.00 | | | | | |

Prepared by:


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