Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL - MAIN CAMPUS
Agham Road, Diliman, Quezon City

AUDITING UNIT
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PHILIPPINE SCIENCE

Annual Procurement Plan for FY 2018

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES												
A.II	TRAVELING EXPENSES											
	Local (airfare, per diem, land transportation)	OCD/FAD/CID/SSD/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	773,000.00	773,000.00		Attendance to Execom /Seminar/ Trainings/ GAD/Competitions
	Foreign ((airfare, per diem, land transportation)	OCD/FAD/CID/SSD/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	1,190,000.00	1,190,000.00		Attendance to Seminar/Trainings/Competitions
A. II	TRAINING EXPENSES											
	Training (registration fee, lease of venue, training supplies, accomodation, meals)	OCD/FAD/CID/SSD/DSA	NP-SVP, Lease of venue, Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	1,200,000.00	1,200,000.00		GAD/Training/Seminar of Faculty and staff
A. II	SCHOLARSHIP											
	Stipends & Living Allowance	Students	NP-Agency to Students	Not Applicable				FY 2018 GAA	19,288,000.00	19,288,000.00		Provided to all students depending on the scholarship categorization.
	Book Allowance	CISD	Public Bidding/Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	4,314,000.00	4,314,000.00		Procurments of new and additional textbooks.
	Uniform Allowance	Students	NP-Agency to Students	Not Applicable				FY 2018 GAA	315,000.00	315,000.00		Provided to scholars categorized as Full Scholar
	Transporatation Allowance	Students	NP-Agency to Students	Not Applicable				FY 2018 GAA	175,000.00	175,000.00		Provided to scholars categorized as Full Scholar
	Insurance	Students	NP-Agency to Agency	Not Applicable				FY 2018 GAA	144,000.00	144,000.00		Students GSIS Acident Insurance
	Instructional Supplies	CISD/SSD	Public Bidding/Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	2,876,000.00	2,876,000.00		For Instructional Purposes
	School Organ./Awards & Others	CISD/DSA/SSD	Shopping/Public Bidding/NP/Agency to Agency	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	8,687,000.00	8,687,000.00		Various school activirties and other educational/instructional expenses
	o Batch Activities (Retreat, Recollection, Field Trips, other student-faculty related activities) o Club Activities (Seminars, Workshops, Tournaments, other student- faculty related activities) o Exchange Program o Homeroom Program o House and Scale Program o SIP o Dormitory Activities o School Fair, YMSAT, Humanities Week, and other student-faculty related activities.											
A. II	SUPPLIES AND MATERIALS											
	Common Use Supplies and Materials available at Procurment Service	OCD/FAD/CID/SSD/DSA	Agency to Agency	Quarterly	Quarterly	Quarterly	Quarterly	GOP	1,169,092.93	1,169,092.93		Common used supplies for the day to day office operation

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	Supplies and Materials Not Available at Procurment Service	OCD/FAD/CID/SSD/DSA	Shopping/Public Bidding/NP-Agency to Agency	to be procure as needed			Within 2018	FY 2018 GAA	3,534,907.07	3,534,907.07		Procurement of supplies not available at the Procurement Service: Basic Medical/Dental Supply/Materials, and other supplies as needed
	Fuel,Oil & Lubricants	FAD	NP/Shopping	Contract for renewal for maintaning good service			Within 2018	FY 2018 GAA	600,000.00	600,000.00		Supply of Petroleum, Oil & Lubricants of PSHS-MC Service Vehicles
	Textbooks & Instructional Materials	SSD/Library	NP/Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	960,000.00	960,000.00		Reference books/Instructional Materials needed in the Library/Residence Halls as requested by the faculty
	Accountable Forms	Cashier	NP-Agency to Agency	Not Applicable			Within 2018	FY 2018 GAA	72,000.00	72,000.00		Purchase of Official Reciept
	ICT Office Supplies	MIS	NP/Shopping	Not Applicable			Within 2018	FY 2018 GAA	600,000.00	600,000.00		Procurement of ICT Office Supplies
A. II	**UTILITIES**											
	Water	PSHS-MC	Direct Contracting	Not Applicable				FY 2018 GAA	8,000,000.00	8,000,000.00		PSHS-MC Water Supply
	Electric	PSHS-MC	Direct Contracting	Not Applicable				FY 2018 GAA	12,000,000.00	12,000,000.00		PSHS-MC Power Supply
A. II	**COMMUNICATION**											
	Postage & Courier	OCD/ARO/BAC	Shopping	to be procure as needed			Within 2018	FY 2018 GAA	100,000.00	100,000.00		For mailing of letters and other communication
	Landline	PSHS-MC	Not Applicable	to renew of existing service provider in accordance with GPPB Res. 019				FY 2018 GAA	500,000.00	500,000.00		PSHS-MC office telephone requirements
	Mobile	OCD/FAD/CID/SSD/DSA	Shopping	to renew of existing service provider in accordance with GPPB Res. 019				FY 2018 GAA	650,000.00	650,000.00		Mobile Communication for official use
	Internet Subscription	PSHS-MC	Public Bidding	Subject for renewal with upgrade				FY 2018 GAA	1,000,000.00	1,000,000.00		Internet Service of School
A. II	**EXTRAORDINARY & MISCELLANEOUS**											
	Extraordinary and Miscellaneous	Campus Director	Not Applicable	Not Applicable				FY 2018 GAA	98,000.00	98,000.00		Discretionary Fund of Campus Director
A. II	**PROFESSIONAL SERVICES**											
	Legal Services	PSHS-MC	NP/Direct Contracting	To be procured as needed.				FY 2018 GAA	50,000.00	50,000.00		Provision for unforseen legal services as needed by the PSHS-MC
	Auditing Services	PSHS-MC	NP/Direct Contracting	To be procured as needed.				FY 2018 GAA	150,000.00	150,000.00		Provision for unforseen Auditing services as needed by the PSHS-MC
	Consultancy Services	PSHS-MC	NP/Direct Contracting	To be procured as needed.				FY 2018 GAA	800,000.00	800,000.00		Provision for unforseen Consultancy services as needed by the PSHS-MC
	ICT Consultancy Services	PSHS-MC	Shopping/Public Bidding/NP-Agency to Agency	To be procured as needed.				FY 2018 GAA	1,100,000.00	1,100,000.00		
	Other Professional Services	OCD/FAD/SSD/CID/DSA	NP/Direct Contracting	To be procured as needed.				FY 2018 GAA	2,600,000.00	2,600,000.00		Provision for unforseen Professional Services as needed by the PSHS-MC
A. II	**GENERAL SERVICES**											

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	Janitorial Services	PSHS-MC	Public Bidding	For renewal			Jan. 2018	FY 2018 GAA	3,500,000.00	3,500,000.00		Provision of Twenty-Three (23) Janitors including one (1) Overall Supervisor ABC Includes Cleanning materials & Tools Contract renewable upon maintaining a Satisfactory Performance
	Security Services	PSHS-MC	Public Bidding	For renewal			Jan 2018	FY 2018 GAA	5,300,000.00	5,300,000.00		Provision of Thirty-One (31) Security Guards including one (1) OIC ABC Includes Security Vehicles, Radio Communications and other Security Equipments Contract renewable upon maintaining a Satisfactory Performance
	Environment/Sanitary Services	PSHS-MC	Public Bidding/Shopping	To be procured as needed.			Within 2018	FY 2018 GAA	200,000.00	200,000.00		Provision for Environment/Sanitary Services as needed by the PSHS-MC
	Other General Services (including additional security and janitorial guards)	PSHS-MC	Shopping/Direct Contracting/NP	To be procured as needed.			Within 2018	FY 2018 GAA	11,239,000.00	11,239,000.00		Provision for Other General Services as needed by the PSHS-MC
A. II	**REPAIRS AND MAINTENANCE**											
	Other Land Improvements	PSHS-MC	Public Bidding/Shopping	Jan - Dec 2018			Within 2018	FY 2018 GAA	1,000,000.00	1,000,000.00		
	School Buildings	PSHS-MC	Public Bidding/Shopping	n - Dec 2018	As scheduled	As scheduled	Within 2018	FY 2018 GAA	4,000,000.00	4,000,000.00		Repairs & Maintenance of School bldg. Dormitory and admin office
	Office Equipment	PSHS-MC	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	500,000.00	500,000.00		Repairs & Maintenance of Office Equipment (as needed)
	Other Machinery & Equipment	PSHS-MC	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	500,000.00	500,000.00		Repairs of other Machinery & equipment and maintenance tools (as needed)
	Furnitures and Fixtures	PSHS-MC	Shopping						500,000.00	500,000.00		
	ICT Equipment	PSHS-MC	Shopping						500,000.00	500,000.00		
	Technical and Scientific	PSHS-MC	Shopping						500,000.00	500,000.00		
	Motor Vehicles	PSHS-MC	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	1,000,000.00	1,000,000.00		Repairs & Maintenance of PSHS Vehicles
A. II	**TAXES, DUTIES AND PREMIUMS**											
	Fidelity Bond	OCD/FAD	NP-Agency to Agency	Not Applicable				FY 2018 GAA	250,000.00	250,000.00		Bond of Disburshing Officer and Signatory
	Insurance	PSHS-MC	NP-Agency to Agency	Not Applicable				FY 2018 GAA	337,000.00	337,000.00		Insurance of Buildlng & Equipment
	Taxes, Duties and Premiums	PSHS-MC	NP-Agency to Agency	Not Applicable				FY 2018 GAA	50,000.00	50,000.00		
A. II	**OTHERS**											
	Advertising	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	127,000.00	127,000.00		For hiring of personnel and other related matters
	Printing and Publication	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	106,000.00	106,000.00		for publication of BAC and others agency Information desimination
	Representation	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	318,000.00	318,000.00		Unforseen representation expenses
	Rent - Motor Vehicles	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	350,000.00	350,000.00		Rental of Bus/Van for Educational Field trips & Rental for sound system and other
	Rent - Equipment	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	350,000.00	350,000.00		Rental of Equipment

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	Membership Dues & Contributions to Org	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	10,000.00	10,000.00		Membership Dues
	Subscription	OCD/FAD/SSD/CID/DSA	Shopping	As scheduled	As scheduled	As scheduled	Within 2018	FY 2018 GAA	96,000.00	96,000.00		For news papers, magazine and journals for office/library
B.1	**CAPITAL OUTLAY**											
	Office Equipments	PSHS-MC	Public Bidding/Shopping	To be determined by the BAC				FY 2018 GAA	3,000,000.00		3,000,000.00	Procuement of additional office equipment for Faculty and Staff
	Furniture and Fixtures	OCD/MIS	Public Bidding/Shopping	To be determined by the BAC				FY 2018 GAA	3,000,000.00		3,000,000.00	
	Technical and Scientific Equipment	CISD	Public Bidding/Shopping	To be determined by the BAC				FY 2018 GAA	2,000,000.00		2,000,000.00	Procurement of Technical & Scientific Equipment for Laboratories
B.1	**PROJECTS/INFRA**											
	Installation of Main Power Supply Cable for the Residence Halls	CISD	Public Bidding	To be determined by the BAC				FY 2018 GAA	1,650,000.00		1,650,000.00	
	Rehabilitation of Residence Halls	CISD	Public Bidding	To be determined by the BAC				FY 2018 GAA	17,628,000.00		17,628,000.00	
	Site Development - Rehabilitation of Guard House, Track and Field and Improvement of Campus Grounds	FAD	Public Bidding	To be determined by the BAC				FY 2018 GAA	20,000,000.00		20,000,000.00	
								SUB TOTAL	**150,957,000.00**	**103,679,000.00**	**47,278,000.00**	
								CONTINGENCY				
								TOTAL	**150,957,000.00**	**103,679,000.00**	**47,278,000.00**	

PREPARED BY:

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RECOMMENDING APPROVAL:

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