



# DIVISION OF CITY SCHOOLS-VALENZUELA

Pio Valenzuela St., Marulas, Valenzuela City



## Annual Procurement Plan for FY 2020

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)
				Advertise- ment/Pos- ting of IB/REI	Submissi- on/Open- ing of Bids	Notice of Award	Contract Signing		Total	MOOE	HRTD	
SDO-VAL-001	Travelling Expenses-Local	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP 400,000.00	PHP 400,000.00		
SDO-VAL-002	Training Expenses	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP 1,000,000.00	PHP 1,000,000.00		
SDO-VAL-003	Procurement of ICT Office Supplies/Devices	SDO-VAL.	Shopping/ NP-SVP	2nd to 4th quarter				MOOE	PHP 200,000.00	PHP 200,000.00		
SDO-VAL-004	Procurement of Drugs and Medicines	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP 95,000.00	PHP 95,000.00		
SDO-VAL-005	Procurement of Office Supplies	SDO-VAL.	Shopping	1st to 4th quarter				MOOE	PHP 1,000,000.00	PHP 1,000,000.00		
	*Office Supplies available at the Procurement Service Store and other items not available at PS but regularly purchase to other sources											
SDO-VAL-006	Procurement of Semi-Expandable Office Equipment	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP 50,000.00	PHP 50,000.00		
	*Office Equipment available at the Procurement Service Store and other items not available at PS but regularly purchase to other sources											
SDO-VAL-007	Procurement of Semi-Expandable ICT Equipment	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP 50,000.00	PHP 50,000.00		
	*ICT Equipments available at the Procurement Service Store and other items not available at PS but regularly purchase to other sources											
SDO-VAL-008	Procurement of Semi-Expandable Medical Equipment	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP 30,000.00	PHP 30,000.00		

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SDO-VAL-009	Procurement of Semi-Expandable Other Machinery & Equipment	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP	30,000.00	PHP	30,000.00	
	*Machinery & Equipments available at the Procurement Service Store and other items not available at PS but regularly purchase to other sources												
SDO-VAL-010	Procurement of Semi-Expandable Furniture & Fixture & Book Expenses	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	30,000.00	PHP	30,000.00	
SDO-VAL-011	Other Supplies and Materials Expenses	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP	588,250.00	PHP	588,250.00	
	*Other Supplies and Materials available at the Procurement Service Store and other items not available at PS but regularly purchase to other sources												
SDO-VAL-012	Postage and Courier Expenses	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	5,000.00	PHP	5,000.00	
SDO-VAL-013	Landline	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	312,000.00	PHP	312,000.00	
SDO-VAL-014	Internet Subscription Expenses	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	565,000.00	PHP	565,000.00	
SDO-VAL-015	Other Professional Services	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	972,000.00	PHP	972,000.00	
SDO-VAL-016	ISO CONSULTANCY SERVICES	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	1,000,000.00	PHP	1,000,000.00	
SDO-VAL-017	Repair & Maintenance - Other Structures at SDO-Valenzuela	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	1,160,000.00	PHP	1,160,000.00	
	*SGOD Chief-Rehabilitation and Modernization Program								PHP	15,000.00	PHP	15,000.00	
	*Landscape Plant and Accessories	SDO-VAL.	NP-SVP	3rd Quarter				MOOE	PHP	50,000.00	PHP	50,000.00	
SDO-VAL-018	Repair & Maintenance - Machinery	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	14,000.00	PHP	14,000.00	
	*Repair/maintenance/spare parts of Photocopier Machine & Risograph Machine												

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SDO-VAL-019	Repair & Maintenance - Office Equipment	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	75,000.00	PHP	75,000.00	
	<i>*Repair/maintenance/cleaning/spare parts of Airconditioning Unit, other equipments</i>												
	<i>*Repair/maintenance/spare parts of Photocopier Machine &amp; Risograph Machine</i>												
SDO-VAL-020	Repair & Maintenance -ICT Equipment	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	14,000.00	PHP	14,000.00	
	<i>*Repair/maintenance/spare parts of Computer Unit/Printer, Etc.</i>												
SDO-VAL-021	Repair & Maintenance - Motor Vehicles	SDO-VAL.	NP-SVP	1st to 4th quarter				MOOE	PHP	283,000.00	PHP	283,000.00	
	<i>Repair/maintenance/spare parts of Service Vehicles</i>												
SDO-VAL-022	Taxes, Duties and Licenses	SDO-VAL.	Direct Contracting	1st to 4th quarter					PHP	5,000.00	PHP	5,000.00	
SDO-VAL-023	Fidelity Bond Premiums	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	157,500.00	PHP	157,500.00	
SDO-VAL-024	Insurance Expenses	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	10,000.00	PHP	10,000.00	
SDO-VAL-025	Labor and Wages	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	108,000.00	PHP	108,000.00	
SDO-VAL-026	Advertising Expenses	SDO-VAL.	Direct Contracting	1st to 4th quarter				MOOE	PHP	27,000.00	PHP	27,000.00	
SDO-VAL-027	Other MOOE	SDO-VAL.	Shopping/ NP-SVP	1st to 4th quarter				MOOE	PHP	589,000.00	PHP	589,000.00	
	<i>*Meetings/Seminar/Activity - SGOD/CID/OSDS</i>		NP-SVP										
	<i>*Supplies and Materials</i>		Shopping										
	<i>* WEBSITE MAINTENANCE</i>		Direct Contracting										

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SDO-VAL-028	GAD-Gender and Development Seminar	SDO-VAL.	NP- LOV/Shopping,SV P	2nd Quarter				MOOE	PHP	531,500.00	PHP	531,500.00			
	<i>*Lease of Venue with Meal &amp; Accommodation</i>		NP-Lease of Venue												
	<i>*Supplies and Materials</i>		Shopping												
	<i>*Travelling Expenses</i>		NP-SVP												
	<i>*Contingency</i>		NP-SVP												
SDO-VAL-029	Senior Citizen/PWD - Activity/Seminar	SDO-VAL.	NP- SVP/Lease of Venue	3rd Quarter				MOOE	PHP	106,300.00	PHP	106,300.00			
	<i>*Food/Meals of Participants</i>		NP-SVP												
	<i>*Supplies and Materials</i>		Shopping												
SDO-VAL-030	HRTD-Seminar/Activities	OSDS,CID, SGOD	NP- SVP/Lease of Venue	1st to 4th quarter				HRTD	PHP	2,869,000.00		PHP	2,869,000.00		
	<i>*Lease of Venue with Meal &amp; Accommodation</i>														
	<i>*Food/Meals of Participants</i>														NP-SVP
	<i>*Supplies and Materials</i>														Shopping
	<i>*Travelling Expenses</i>														NP-SVP
	<i>*Contingency</i>														NP-SVP

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SDO-VAL-031	Praise (5% of HRTD) - SDO-Valenzuela Awarding Program	SDO-VAL.	NP-SVP/Lease of Venue	1st to 4th quarter				MOOE	PHP 143,450.00	PHP 143,450.00		
	*Food/Meals of Participants		NP-SVP									
	*Lease of Venue with Meal & Accommodation		NP-Lease of Venue									
	*Supplies and Materials		Shopping									
								PHP 12,675,000.00	PHP 9,806,000.00	PHP 2,869,000.00		

Prepared by:

Funds Available:


Approved:

  
**RODEL U. ANTONIO**  
 Administrative Officer IV

  
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 School Governance and Assessment Division

  
**LANI D.J. AGMATA**  
 Budget Officer III

  
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 Assistant Schools Division Superintendent  
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