Republic of the Philippines
Romblon State University
Odiongan, Romblon

ANNUAL PROCUREMENT PLAN (FUND 101)
FOR CALENDAR YEAR 2023

MFO4: TECHNICAL ADVISORY EXTENSION PROGRAM

Code (PAP)	Procurement Program/Project	End User	Mode of Procurement	Schedule of Each Procurment Activity				Source of Funds	Estimated Budget			Remarks/ Description of Program/Activity/Project
				Adevertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	MOOE											
MFO4	Travelling Expenses											
	Local Travel	ETASO	Direct Contracting	Jan-Dec				101	280,000.00	280,000.00		Refer to PPMP of ETAS unit.
MFO4	Training and Scholarship Expenses	ETASO	Direct Contracting	Jan-Dec				101	150,000.00	150,000.00		Refer to PPMP of ETAS unit.
	Supplies and Materials Expenses											
MFO4	Office Suppies	ETASO	Bidding	Jan-Dec				101	93,431.00	93,431.00		Refer to PPMP of ETAS unit.
MFO4	Medical, Dental and Laboratory Supplies	ETASO	Bidding	Jan-Dec				101	3,000.00	3,000.00		Refer to PPMP of ETAS unit.
MFO4	Office Devices and Accessories	ETASO	Bidding	Jan-Dec				101	21,190.00	21,190.00		Refer to PPMP of ETAS unit.
MFO4	Janitorial Supplies	ETASO	Bidding	Jan-Dec				101	165,590.00	165,590.00		Refer to PPMP of ETAS unit.
MFO4	ICT Supplies	ETASO	Bidding	Jan-Dec				101	-	-		
MFO4	Fuel Expenses	ETASO	Bidding	Jan-Dec				101	45,000.00	45,000.00		Refer to PPMP of ETAS unit.
	SEMI-EXPENDABLE EXPENSES, FURNITURES AND FIXTURES											
MFO4	Office Equipment, Furniture and Fixtures	ETASO	Bidding	Jan-Dec				101	122,680.00	122,680.00		Refer to PPMP of REDI unit.
	Utility Expenses											
MFO4	Electircity	ETASO	Direct Contracting	Jan-Dec				101	300,000.00	300,000.00		Refer to PPMP of ETAS unit.
MFO4	Water bill	ETASO	Direct Contracting	Jan-Dec				101	50,000.00	50,000.00		Refer to PPMP of ETAS unit.
	Repairs and Maintenance											
MFO4	Repairs and maintenance - motor vehicles	ETASO	SVP	Jan-Dec				101	-			
MFO4	Repairs and maintenance - office building	ETASO	SVP	Jan-Dec				101	74,109.00	74,109.00		Refer to PPMP of ETAS unit.
	Other Maintenance and Operating Expenses											
MFO4	Representation Expenses	ETASO	SVP	Jan-Dec				101	204,000.00	204,000.00		Refer to PPMP of ETAS unit.
MFO4	Transportaion and Delivery Expenses	ETASO	SVP	Jan-Dec				101	10,000.00	10,000.00		Refer to PPMP of ETAS unit.
	CO											
MFO4	Procurement of Multi-Media Equipment for Virtual											
	Extension Program	ETASO	Bidding	Jan-Dec				101	5,000,000.00		5,000,000.00	Refer to PPMP of ETAS unit.
	TOTAL BUDGET								**6,519,000.00**	**1,519,000.00**	**5,000,000.00**	

Prepared by:

VEE F. FRANCISCO
BAC Secretariat

Verified by:

LOU V. FOJA, CPA
Budget Officer

Recommending Approval

ATTY. GLENN NIÑO M. SARTILLO
Chief Administrative Officer
Chairperson, BAC

Approved by:

MERIAN P. CATAJAY-MANI, Ed.D., CESE
University President

Romblon State University
Odiongan, Romblon

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
FOR CALENDER YEAR 2023

END USER/UNIT: Extension and Technical Advisory Services Office

CODE	General Description	QUANTITY			Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		No.	Unit	Unit Cost			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Maintenance and other Operating Expenses																		
Travelling Expenses																		
	Local																	
	Monitoring of projects				100,000.00	Proposal-based												
	Meeting of coordinators (Sibuyan,Romblon,Tablas)				50,000.00	Proposal-based												
	Caravan (colleges & campuses)				50,000.00	Proposal-based												
	Tablas campuses			15,000.00														
	Romblon & Sibuyan			35,000.00														
	Agency In-House				30,000.00	Proposal-based												
	REDI Congress				25,000.00	Proposal-based												
	Performance Review and Operational Planning				25,000.00	Proposal-based												
	Total Traveling Expenses				**280,000.00**													
Training and Scholarship Expenses																		
	Training on Information, Education, and Communication (IEC) Development, Production and Protection	1		150,000.00	150,000.00	Proposal-based												
	Total training and scholarship expenses				**150,000.00**													
Supplies and Materials Expenses																		
	Office Supplies Expenses																	
	Arch File with Ring Binder Long size (Black)	20	pcs.	150.00	3,000.00	Bidding												
	Ball pen, 0.7mm, Ballpoint, Black (12Pcs.)	4	boxes	258.00	1,032.00	Bidding												
	Ball pen, 0.7mm, Ballpoint, Blue (12Pcs.)	4	boxes	258.00	1,032.00	Bidding												
	Ball pen, 0.7mm, Ballpoint, Red (12Pcs.)	1	box	258.00	258.00	Bidding												
	Basic Calculator	2	pcs.	390.00	780.00	Bidding												
	Certificate Holder, Legal Size	30	pcs.	80.00	2,400.00	Bidding												
	Certificate Holder, Letter Size	20	pcs.	70.00	1,400.00	Bidding												
	Clip, Binder, backfold, 0.5", 12pcs/box	10	boxes	135.00	1,350.00	Bidding												
	Clip, Binder, backfold, 1", 12pcs/box	10	boxes	150.00	1,500.00	Bidding												
	Clip Binder, Back Fold, 1 5/8" (12 Pcs.)	10	boxes	270.00	2,700.00	Bidding												
	Clip Binder, Back Fold, 2" (12 Pcs.)	10	boxes	155.00	1,550.00	Bidding												
	Correction Tape (24 Pcs.)	6	boxes	958.00	5,748.00	Bidding												
	Cutter 6", heavy duty for paper	3	pcs	220.00	660.00	Bidding												
	Envelope, expanding , Kraft, Legal size with garter	50	pcs.	20.00	1,000.00	Bidding												
	Envelope, Brown Legal size	100	pcs	10.00	1,000.00	Bidding												
	Envelope, Brown Letter size	50	pcs	9.00	450.00	Bidding												
	Envelope,Mailing 80gsm, 105mm x 241mm Long	60	pcs	5.00	300.00	Bidding												
	Folder, White, Legal Size	100	pcs.	15.00	1,500.00	Bidding												
	Ink, Original, 1 set CMYK Genuine Inks for Epson L6170	3	sets	1,700.00	5,100.00	Bidding												
	Ink for Printer (Black) Universal 1lit/color (Refill)	1	liter	680.00	680.00	Bidding												
	Ink for Printer (Cyan) Universal 1lit/color (Refill)	1	liter	700.00	700.00	Bidding												
	Ink for Printer (Magenta) Universal 1lit/color (Refill)	1	liter	700.00	700.00	Bidding												
	Ink for Printer (Yellow) Universal 1lit/color (Refill)	1	liter	700.00	700.00	Bidding												

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FOR CALENDER YEAR 2023

END USER/UNIT: Extension and Technical Advisory Services Office

CODE	General Description	QUANTITY		Unit Cost	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		No.	Unit				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Ink,Stamp Pad, Purple or Violet, 50ml	1	bottle	70.00	70.00	Bidding												
	Magfile Closed Horizontal	20	pcs.	155.00	3,100.00	Bidding												
	Magfile Double Black Legal	10	pcs.	230.00	2,300.00	Bidding												
	Marker, Permanent, Refillable,Broad(Black)	3	boxes	550.00	1,650.00	Bidding												
	Marker, Permanent, Refillable,Broad(Blue)	2	boxes	550.00	1,100.00	Bidding												
	Marker, Permanent, Refillable,Broad(Red)	1	box	550.00	550.00	Bidding												
	Marker, Whiteboard, Refillable fine (Black)	2	boxes	720.00	1,440.00	Bidding												
	Paper, Bond, 8.27" x 11.69", A4 Size, Ultra White	20	reams	285.00	5,700.00	Bidding												
	Paper, Bond, 8.5" x 11", Letter Size, Ultra White	20	reams	269.00	5,380.00	Bidding												
	Paper, Bond, 8.5" x 13", Legal Size, Ultra White	20	reams	297.00	5,940.00	Bidding												
	Paper Clip, Big 50mm, Vinyl Coated	15	boxes	40.00	600.00	Bidding												
	Paper Clip, Small 28mm Vinyl Coated	15	boxes	35.00	525.00	Bidding												
	Paper Fastener, Plastic Coated 50 sets/ box	4	boxes	65.00	260.00	Bidding												
	Paper Highlighter/Marker (Assorted Color) 12 Pcs.	2	boxes	585.00	1,170.00	Bidding												
	Paste with Spreader, 200g	2	bottles	110.00	220.00	Bidding												
	Pencil #2 with Eraser (12 Pcs.)	10	boxes	150.00	1,500.00	Bidding												
	Photopaper, Glossy A4 Size 220 gsm (10pcs/pack)	20	packs	170.00	3,400.00	Bidding												
	Plastic Cover (Acetate/PVC), Legal Size	1	ream	1,520.00	1,520.00	Bidding												
	Professional Journals	10	pcs.	300.00	3,000.00	Bidding												
	Push Pin, Flathead (100 Pcs)	5	boxes	93.00	465.00	Bidding												
	Scissor 6", Large Size	3	pcs.	92.00	276.00	Bidding												
	Scissor 6", Medium Size	3	pcs.	80.00	240.00	Bidding												
	Sticky Note, 1 1/2" x 2"	10	pads	40.00	400.00	Bidding												
	Sticky Note, 3" x 3"	10	pads	55.00	550.00	Bidding												
	Specialty Board Paper, A4 Size (10 Sheets)	10	packs	125.00	1,250.00	Bidding												
	Specialty Board Paper, Legal Size (10 Sheets)	10	packs	135.00	1,350.00	Bidding												
	Specialty Board Paper, Letter Size (10 Sheets)	10	packs	115.00	1,150.00	Bidding												
	Stamping Pad Ink (Purple/Violet), 30ml	1	pc.	75.00	75.00	Bidding												
	Stamping Pad Ink (Blue), 30ml	1	pc.	75.00	75.00	Bidding												
	Stamping Pad	1	pc.	95.00	95.00	Bidding												
	Sticker Paper, A4 Size 100 gsm (10 pcs/pack)	10	pcs.	100.00	1,000.00	Bidding												
	Stapler with Remover, standard	4	pcs.	100.00	400.00	Bidding												
	Stapler Wire No. 35	5	Boxes	58.00	290.00	Bidding												
	Sharpener, Single cutterhead, heavy duty	3	pc	250.00	750.00	Bidding												
	Sign Pen, Blue, liquid/ gel ink, 0.5 needle tip	3	boxes	1,170	3,510.00	Bidding												
	Tape Dispenser, Heavy duty for 1" tape	1	pc	150.00	150.00	Bidding												
	Tape, Double Sided, 24mm (1") Width	10	rolls	70.00	700.00	Bidding												
	Tape, Masking 24mm(1") width, usable length 50m	10	rolls	65.00	650.00	Bidding												
	Tape, Masking 48mm(2") width, usable length 50m	10	rolls	90.00	900.00	Bidding												
	Tape, Packaging 48mm(2"), width, usable length 50m	5	rolls	90.00	450.00	Bidding												

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END USER/UNIT: Extension and Technical Advisory Services Office

CODE	General Description	QUANTITY		Unit Cost	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		No.	Unit				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Tape,Transparent 24mm(1") width, usable length 50m	10	rolls	65.00	650.00	Bidding												
	Tape,Transparent, 48mm(2") width, usable length 50m	6	rolls	85.00	510.00	Bidding												
	Thumbtacks No.153, 20g	4	boxes	20.00	80.00	Bidding												
	White Board(Big)	1	pc	2,500.00	2,500.00													
	Total Office Supplies				**93,431.00**													
	Medical, Dental and Laboratory Supplies Expenses																	
	Face Mask	12	boxes	250.00	3,000.00	Bidding												
	Total medical,dental and laboratory supplies expenses				**3,000.00**													
	Common Office Devices and Accessories																	
	Battery, size AA, dry cell	30	pcs	55.00	1,650.00	Bidding												
	Battery, size AAA, dry cell	30	pcs	35.00	1,050.00	Bidding												
	Bulb, LED 13watts	6	pcs	390.00	2,340.00	Bidding												
	Extension cord (10 gang universal outlet) Heavy duty	2	units	1,500.00	3,000.00	Bidding												
	Flash Drive 32GB capacity USB 3.0 Plug and Play	7	pcs	700.00	4,900.00	Bidding												
	Wall clock	2	pcs	2,000.00	4,000.00	Bidding												
	Wifi Dangle	5	pcs	850.00	4,250.00	Bidding												
	Total Common office devices and accessories				**21,190.00**													
	Semi-Expendable Exp. - Machinery & Equipment																	
	Office Equipment																	
	External Hard Drive 5TB, USB 3.0	5	units	5,000.00	25,000.00	Bidding												
	Microphone Headset	3	pcs	800.00	2,400.00	Bidding												
	Microphone wireless	3	pcs	1,300.00	3,900.00	Bidding												
	Ringlight	2	pcs	1,000.00	2,000.00	Bidding												
	Small speaker for pc/laptop	2	pcs	600.00	1,200.00	Bidding												
	Floor Standing Fan	3	units	1,560.00	4,680.00	Bidding												
	Laminating machine	1	pc	3,500.00	3,500.00	Bidding												
	Ring Binder (dual handle)	1	pc	15,000.00	15,000.00	Bidding												
	Total Office Equipment				**57,680.00**													
	Janitor Supplies																	
	Air Freshener, Disinfectant Spray, 510g.,	20	pcs	650.00	13,000.00	Bidding												
	Alcohol Non-Contact Dispenser	2	pcs	1,500.00	3,000.00	Bidding												
	Antibacterial Hand Soap, Liquid, 500 ml.	10	pcs	205.00	2,050.00	Bidding												
	Alcohol, Isopropyl, w/ spray, 300ml, total defense, 5-in-1	8	pcs	125.00	1,000.00	Bidding												
	Bar Soap	10	pcs	30.00	300.00	Bidding												
	Boysen Paint 16 Liters (for research building)	30	pcs	3,000.00	90,000.00	Bidding												
	Broom Soft (Tambo) weight, lightweight and durable, 3M	5	pcs	250.00	1,250.00	Bidding												
	Broom Stick (Ting-ting)	5	pcs	150.00	750.00	Bidding												
	Domex multi purpose cleaner	10	pcs	180.00	1,800.00	Bidding												
	Detergent Powder 4000g/bag, professional, removes 99.9% of germs and virus	10	pcs	500.00	5,000.00	Bidding												
	Dishwashing Liquid, 495 ml,dishwashing liquid, hypoallergenic	10	pcs	100.00	1,000.00	Bidding												
	Dishwashing sponge	10	pcs	25.00	250.00	Bidding												
	Disinfecting Bleach, gallon	8	pcs	250.00	2,000.00	Bidding												
	Doormat, Cotton, black/gray color	4	pcs	150.00	600.00	Bidding												
	Floor mop with Mop wringler, tsunami spin, grap/black/dark brown	2	pcs	1,000.00	2,000.00	Bidding												
	Garbage Bag, Large 10pcs/roll	20	pcs	100.00	2,000.00	Bidding												
	Glass Cleaning Solution	2	pcs	500.00	1,000.00	Bidding												
	Insect Spray, multi-insect killer water-based, 500 ml	6	pcs	500.00	3,000.00	Bidding												

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FOR CALENDER YEAR 2023

END USER/UNIT: Extension and Technical Advisory Services Office

CODE	General Description	QUANTITY		Unit Cost	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		No.	Unit				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Isopropyl Alcohol, 500 ml, pump, green bottle, w/ moisturizer	20	pcs	100.00	2,000.00	Bidding												
	Hand Sanitizer, w/ moisturizer, 500 ml.	30	pcs	500.00	15,000.00	Bidding												
	Mop w/ bucket cutting squeeze for wash floor sweep system	2	pcs	400.00	800.00	Bidding												
	Muriatic Acid 1000ml	1	pc.	90.00	90.00	Bidding												
	Pen Holder, Professional, w/ provision for clips, stapler, etc	12	pcs	250.00	3,000.00	Bidding												
	Rags, (all cotton)	4	pcs	50.00	200.00	Bidding												
	Rotatable Scraper/Mop Broom for Glass Windows with 20 refills	4	pcs.	500.00	2,000.00	Bidding												
	Tissue 2-ply (12 rolls/pack)	40	packs	235.00	9,400.00	Bidding												
	Toilet Bowl Brush, Heavy Duty, White, at least 2ft long, durable	4	pcs.	100.00	400.00	Bidding												
	Toilet Bowl Cleaning	5	pcs.	300.00	1,500.00	Bidding												
	Toilet Cleaner, Ultra Thick, 900 ml	5	pcs.	240.00	1,200.00	Bidding												
	Total Janitor Supplies				**165,590.00**													
	Fuel Expenses																	
	Gasoline	1	12mos	3,750.00	45,000.00	Direct Contracting												
	Total fuel expenses				**45,000.00**													
	Semi-Expendable Exp. - Machinery & Equipment																	
	Office Equipment																	
	Computer Table (4ft. Height) laminated	1	unit	30,000.00	30,000.00	Bidding												
	Sofa (Black, fabric)	1	set	25,000.00	25,000.00	Bidding												
	Steel Lateral File Cabinet	1	unit	10,000.00	10,000.00	Bidding												
	Total office Equipment				**65,000.00**													
	Total Supplies and Materials Expenses				**450,891.00**													
Utility Expenses																		
	Water Bill of Extension Building (3 months)	4	quarter	12,500.00	50,000.00	Direct Contracting												
	Electricty Bill of Extension Building (3 months)	4	quarter	75,000.00	300,000.00	Direct Contracting												
	Total utility expenses				**350,000.00**													
Repair and Maintenance																		
	Repairs and maintance of building	1	lot	74,109.00	74,109.00	SVP												
	Total Repair and Maintenance expenses				**74,109.00**													
Representation Expenses																		
	Representation and Delivery	1	12mos	17,000.00	204,000.00													
	Total Representation expenses				**204,000.00**													
Transportation and Delivery Expenses																		
	Transportation and Delivery	1	10	1,000.00	10,000.00	SVP												
	Total Transportation and Delivery				**10,000.00**													
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES					**1,519,000.00**													
Capital Outlay																		
	Procurement of Multi-media Ecuipment for Virtual Extension Program	1	unit	5,000,000.00	5,000,000.00	Bidding												
TOTAL CAPITAL OUTLAY					**5,000,000.00**													
	TOTAL MOOE AND CAPITAL OUTLAY				**6,519,000.00**													

Prepared By:
Orfelina I. Manzo
ETASO Director

Noted By:
Lou V. Foja, CPA
Head, Budget office

Approved by:
Merian P. Catajay-Mani
University President