



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
 La Trinidad, Benguet

**ANNUAL PROCUREMENT PLAN FOR FY 2021**  
**GENERAL FUND**

No.	Code (PAP)	Procurement Program/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 Program/Activity/Project)
						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	GASS, Higher Ed, Advance, Research, Extension, STO	Fuel, Lubricants and Oil	All Sector	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	3,242,000.00	3,242,000.00		Supplies for January - December 2021
2	Higher Education	Common Office Supplies	all Colleges and Institutes	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	378,320.97	378,320.97		
3	GASS	Common Office Supplies	OP, Admin and Finance Sector	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	253,743.47	253,743.47		
4	Research and Extension	Common Office Supplies	Center and Institutes	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	477,088.68	477,088.68		
5	GASS	Security Services	Security Office	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	2,489,106.00	2,489,106.00		For Land Reservation Areas
6	Higher Education, Research, Extension	Laboratory Supplies	Colleges, Center and Institutes	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	791,661.50	791,661.50		
7	GASS, Higher Education, Research and Extension	Construction Supplies for repairs and maintenance of buildings and other structure for First and Second Quarter	GASS, Colleges, Center and Institutes	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	1,197,892.00	1,197,892.00		Construction Materials and Plumbing Supplies
8	GASS, Higher Education, Research and Extension	Electrical Supplies for first and Second Quarter	GASS, Colleges, Research and Extension	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	618,070.00	618,070.00		
9	GASS, Higher Education, Research and Extension	Construction Tools and materials (semi-expendables)	GASS, Colleges, Research and Extension	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	83,525.00	83,525.00		
10	GASS, Higher Ed, STO Advance, Research, Extension	Inks and Toners for First and Second Quarter ( other supplies and materials)	GASS, OP, Colleges, STO, Research and Extension	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	1,216,091.75	1,216,091.75		
11	GASS	Janitorial Supplies for First and Second Quarter (other supplies)	GSO	Yes	Competitive Bidding	Dec, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	818,675.00	818,675.00		
12	GASS, Higher Ed, Advance, Research, Extension	Agricultural Supplies- Fertilizers, Pesticides, Compost	Landscaping, Colleges, Research and Extension	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	778,820.00	778,820.00		Supplies for first quarter

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13	GASS, Higher Ed, Advance, Research, Extension	Agricultural Supplies- Seeds, Planting Material and other supplies	Landscaping, Colleges, Research and Extension	Yes	Competitive Bidding	Nov, 2020	Dec, 2020	Jan, 2021	Jan, 2021	GoP	1,114,650.80	1,114,650.80		Supplies for first and second quarter
14	GASS, Research and Extension	Information Technology (IT) Equipment (Semi-Expendable equipment)	OP, Admin and Finance	No	Competitive Bidding	March	March	April	April	GoP	81,450.00	81,450.00		Various IT equipment
15	Higher Education and STO	Information Technology (IT) Equipment (Semi-Expendable equipment)	Colleges and Auxiliary Services	No	Competitive Bidding	March	March	April	April	GoP	487,807.24	487,807.24		Various IT equipment
16	GASS	Office Equipment (Semi-Expendable equipment)	OP, Admin and Finance	No	Competitive Bidding	March	March	April	April	GoP	215,096.00	215,096.00		Various Office equipment
17	Higher Education and STO	Office Equipment (Semi-Expendable equipment)	Colleges and Auxiliary Services	No	Competitive Bidding	March	March	April	April	GoP	115,350.00	115,350.00		Various Office equipment
18	Research and Extension	Office Equipment (Semi-Expendable equipment)	Centers and Institutes	No	Competitive Bidding	March	March	April	April	GoP	168,477.00	168,477.00		Various Office equipment
19	GASS	Athletic/ cultural Uniform	All Sector	No	Competitive Bidding	May	May	June	June	GoP	981,000.00	981,000.00		Athletic uniform of 765 employees
20	GASS	Inks and Toners	GASS	No	Competitive Bidding	June	June	July	July	GoP	217,933.61	217,933.61		Supplies for third and fourth Quarter
21	Higher Education and STO	Inks and Toners	Academics	No	Competitive Bidding	June	June	July	July	GoP	32,060.25	32,060.25		Supplies for third and fourth Quarter
22	Research and Extension	Inks and Toners	Research and Extension	No	Competitive Bidding	June	June	July	July	GoP	109,392.50	109,392.50		Supplies for third and fourth Quarter
23	GASS, Higher Ed, Advance, Research, Extension, STO	Janitorial Supplies for third and fourth Quarter	All Sector	No	Competitive Bidding	June	June	July	July	GoP	458,784.32	458,784.32		Common use janitorial supplies
24	GASS	Construction Supplies for repairs and maintenance of buildings and other structure for third and fourth Quarter	GSO	No	Competitive Bidding	June	June	July	July	GoP	109,215.00	109,215.00		Common supplies
25	GASS	Electrical and Plumbing Supplies for third and fourth quarter	GSO	No	Competitive Bidding	June	June	July	July	GoP	138,260.00	138,260.00		Common electrical supplies
26	GASS	Postage stamps, Courier	GASS	No	Direct Contracting	N/A	N/A	January	January	GoP	143,000.00	143,000.00		
27	GASS	Inks, Toners and consumables of Photocopiers for first quarter	OP, Admin and Finance	No	Direct Contracting	N/A	N/A	February	February	GoP	462,260.38	462,260.38		Various inks and toners

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28	Higher Education, STO	Inks, Toners and consumables of Photocopiers for first quarter	Colleges and Auxiliary Services	No	Direct Contracting	N/A	N/A	February	February	GoP	300,185.46	300,185.46		
29	Research and Extension	Inks, Toners and consumables of Photocopiers for first quarter	Research and Extension	No	Direct Contracting	N/A	N/A	February	February	GoP	895,571.00	895,571.00		
30	Higher Ed, Research and Extension, STO	Liquified Petroleum Gas (LPG) for first and second	Colleges, Institutes, Research, Extension and STO	No	Direct Contracting	N/A	N/A	February	February	GoP	76,240.00	76,240.00	Supplies for first and second quarter	
31	STO	Laboratory supplies/ reagents for the Blood Chemistry Machine	Medical Clinic	No	Direct Contracting	N/A	N/A	March	March	GoP	176,000.00	176,000.00		
32	GASS	Inks, Toners and consumables of Photocopiers for second quarter	OP, Admin and Finance	No	Direct Contracting	N/A	N/A	April	April	GoP	94,475.00	94,475.00		
33	Higher Education, STO	Inks, Toners and consumables of Photocopiers for second quarter	Colleges and Auxiliary Services	No	Direct Contracting	N/A	N/A	April	April	GoP	457,396.00	457,396.00		
34	GASS	Inks, Toners and consumables of Photocopiers for third quarter	OP, Admin and Finance	No	Direct Contracting	N/A	N/A	June	June	GoP	208,243.75	208,243.75		
35	Higher Education, STO	Inks, Toners and consumables of Photocopiers for third and fourth quarter	Colleges and Auxiliary Services	No	Direct Contracting	N/A	N/A	June	June	GoP	244,014.00	244,014.00		
36	Research and Extension	Inks and Toners for Photocopiers for third quarter	Research and Extension	No	Direct Contracting	N/A	N/A	June	June	GoP	299,481.00	299,481.00		
37	Higher Ed, Research and Extension, STO	Liquified Petroleum Gas (LPG) for third and fourth	Colleges, Institutes, Research, Extension and STO	No	Direct Contracting	N/A	N/A	July	July	GoP	45,800.00	45,800.00	Supplies for third and fourth quarter	
38	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies for Repair and Maintenance of various copiers	All Sector	No	Direct Contracting	N/A	N/A	January-June	January-June	GoP	654,800.00	654,800.00		
39	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies for Repair and Maintenance of various copiers	All Sector	No	Direct Contracting	N/A	N/A	July- December	July- December	GoP	486,500.00	486,500.00		
40	GASS	Office Supplies for first and second quarter	OP, Admin and Finance	No	Shopping	January	N/A	February	February	GoP	174,545.36	174,545.36	Common use supplies not available at PS DBM	

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41	Higher Education and STO	Office Supplies for first and second quarter	Colleges and Auxiliary Services	No	Shopping	January	N/A	February	February	GoP	101,033.94	101,033.94		Common use supplies not available at PS DBM
42	Research and Extension	Office Supplies for first and second quarter	Research and Extension	No	Shopping	January	N/A	February	February	GoP	136,149.88	136,149.88		Common use supplies not available at PS DBM
43	GASS	Construction Materials, Electrical and Plumbing Supplies **	All Sector	No	Shopping	January- June	N/A	January- June	January- June	GoP	100,000.00	100,000.00		
44	GASS	Meals and Snacks (various activities) **	All Sector	No	Shopping	January- June	N/A	January- June	January- June	GoP	100,000.00	100,000.00		
45	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies and Machine Parts for Repair and Maintenance of IT Equipment and other machines and equipment **	GASS	No	Shopping	January - June	N/A	January-June	January-June	GoP	150,000.00	150,000.00		
46	GASS	Vehicle parts for Repair and Maintenance of various vehicles **	GASS	No	Shopping	January - June	N/A	January-June	January-June	GoP	200,000.00	200,000.00		
47	GASS	Office Supplies for third and fourth quarter	OP, Admin and Finance	No	Shopping	June	N/A	July	July	GoP	86,822.66	86,822.66		
48	Higher Education and STO	Office Supplies for third and fourth quarter	Colleges and Auxiliary Services	No	Shopping	June	N/A	July	July	GoP	14,052.68	14,052.68		Common use supplies not available at PS DBM
49	Research and Extension	Office Supplies for third and fourth quarter	Research and Extension	No	Shopping	June	N/A	July	July	GoP	99,102.27	99,102.27		
50	GASS	Construction Materials, Electrical and Plumbing Supplies **	All Sector	No	Shopping	July -December	N/A	July -December	July -December	GoP	100,000.00	100,000.00		
51	GASS	Meals and Snacks (various activities)**	All Sector	No	Shopping	July -December	N/A	July -December	July -December	GoP	100,000.00	100,000.00		
52	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies and Machine Parts for Repair and Maintenance of IT Equipment and other machines and equipment **	GASS	No	Shopping	July- December	N/A	July- December	July- December	GoP	150,000.00	150,000.00		
53	GASS	Vehicle parts for Repair and Maintenance of various vehicles **	GASS	No	Shopping	July- December	N/A	January-June	January-June	GoP	200,000.00	200,000.00		
54	GASS	Office Supplies - Common use for First and Second Quarter	OP, Admin and Finance	No	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	1,405,673.13	1,405,673.13		Common use supplies available at PS DBM
55	Higher Education	Office Supplies - Common use for First and Second Quarter	Colleges, Institutes and Campuses	No	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	1,376,068.72	1,376,068.72		

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56	STO	Office Supplies - Common use for First and Second Quarter	Auxiliary Services	No	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	361,610.02	361,610.02		
57	Research and Extension	Office Supplies - Common use for First and Second Quarter	Research and Extension	No	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	913,388.46	913,388.46		Common use supplies available at PS DBM
58	Higher Education	Official Receipts	Bokod Campus	No	NP-53.5 Agency-to-Agency	N/A	N/A	February	February	GoP	9,600.00	9,600.00		Booklet and continuous official receipts
59	GASS	Office Supplies - Common use for Third and Fourth Quarter	OP, Admin and Finance	No	NP-53.5 Agency-to-Agency	N/A	N/A	June	June	GoP	307,251.47	307,251.47		Common use supplies available at PS DBM
60	Higher Education	Office Supplies - Common use for Third and Fourth Quarter	Colleges, Institutes and Campuses	No	NP-53.5 Agency-to-Agency	N/A	N/A	June	June	GoP	308,275.09	308,275.09		
61	Research and Extension	Office Supplies - Common use for Third and Fourth Quarter	Research and Extension	No	NP-53.5 Agency-to-Agency	N/A	N/A	June	June	GoP	200,665.39	200,665.39		Common use supplies available at PS DBM
62	GASS	Air Fare/ Air Ticket	OP	No	NP-53.5 Agency-to-Agency	N/A	N/A	January - June	January - June	GoP	10,000.00	10,000.00		
63	Higher Education and STO	Air Fare/ Air Ticket	Colleges, Institutes, Campuses and Auxiliary Services	No	NP-53.5 Agency-to-Agency	N/A	N/A	January - June	January - June	GoP	298,175.00	298,175.00		
64	Research and Extension	Air Fare/ Air Ticket	Research and Extension	No	NP-53.5 Agency-to-Agency	N/A	N/A	January - June	January - June	GoP	100,000.00	100,000.00		
65	GASS	Air Fare/ Air Ticket	OP	No	NP-53.5 Agency-to-Agency	N/A	N/A	July -December	July -December	GoP	15,000.00	15,000.00		
66	Higher Education and STO	Air Fare/ Air Ticket	Colleges, Institutes, Campuses and Auxiliary Services	No	NP-53.5 Agency-to-Agency	N/A	N/A	July -December	July -December	GoP	35,500.00	35,500.00		
67	Research and Extension	Air Fare/ Air Ticket	Research and Extension	No	NP-53.5 Agency-to-Agency	N/A	N/A	July -December	July -December	GoP	55,000.00	55,000.00		
68	GASS	Check Book	Cashiering	No	NP-53.5 Agency-to-Agency	N/A	N/A	January-December	January-December	GoP	33,000.00	33,000.00		
69	Research and Extension	Laboratory Analysis	Research and Extension	No	NP-53.5 Agency-to-Agency	N/A	N/A	January-December	January-December	GoP	64,000.00	64,000.00		Analysis of research media, DNA Characterization of nematodes, bacteria and virus, water analysis
70	GASS, Higher Education	Advertisement/ Publications	OP, Colleges	No	NP-53.6 -Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	January-December	N/A	January-December	January-December	GoP	105,000.00	105,000.00		



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71	Higher Ed, Research and Extension, STO	Medals, Plaques, Trophies	GASS, Research and Extension	No	NP-53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	January- June	N/A	January- June	January- June	GoP	43,100.00	43,100.00	-	For Academic and Research Activities
72	GASS	Medals, Plaques, Trophies	GASS	No	NP-53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	July-December	N/A	July-December	July-December	GoP	680,000.00	680,000.00		For PRAISE Awards, Salamat Mabuhay, Research Congress
73	GASS, STO	Textbooks and Instructional Materials	Admin, ULIS	No	NP-53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	March	N/A	March	March	GoP	383,250.00	383,250.00		
74	Higher Education	Textbooks and Instructional Materials	Colleges and Institute	No	NP-53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	June	N/A	June	June	GoP	662,000.00	662,000.00		
75	STO	Subscription, e-journal, ebooks, softwares	ULIS	No	NP-53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	January	N/A	January	January	GoP	419,500.00	419,500.00		
76	GASS	Printing of University Newsletter (Shamag)	UPAO	No	NP-53.9 - Small Value Procurement	Dec, 2020	N/A	Jan, 2021	Jan, 2021	GoP	210,000.00	210,000.00		For January - December
77	Higher Education	Agricultural and Forestry Equipment (semi-expendable)	Colleges	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	67,525.00	67,525.00		
78	Research and Extension	Agricultural and Forestry Equipment (semi-expendable)	Research and Extension	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	141,213.01	141,213.01		
79	Higher Education, GASS	Agricultural Supplies- Seeds, Planting Material and other supplies	Colleges, Landscaping	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	258,717.20	258,717.20		
80	Higher Education and STO	Air Fare/ Air Ticket	Colleges, Institutes, Campuses and Auxiliary Services	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	237,500.00	237,500.00		
81	Research and Extension	Air Fare/ Air Ticket	Research and Extension	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	47,000.00	47,000.00		
82	Research and Extension	Air Fare/ Air Ticket	Research and Extension	No	NP-53.9 - Small Value Procurement	July -December	N/A	July -December	July -December	GoP	25,500.00	25,500.00		

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83	Higher Education, Research and Extension	Apiary Supplies	CRAC and CA	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	366,000.00	366,000.00		
84	GASS	Assorted tokens	HRDO	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	60,000.00	60,000.00	Tokens for Speakers, Lecturers	
85	GASS	Assorted tokens	OP, Admin and Finance	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	369,833.50	369,833.50	Tokens for Speakers, Lecturers, Guests and Visitors of the University	
86	Higher Education, STO	Assorted tokens	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	41,250.00	41,250.00	Tokens for Speakers, Lecturers, Guests and Visitors of the University	
87	Research and Extension	Assorted tokens	Research and Extension	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	144,855.00	144,855.00		
88	GASS	Assorted tokens	OP, Admin and Finance	No	NP-53.9 - Small Value Procurement	July - December	N/A	July - December	July - December	GoP	223,333.50	223,333.50	Tokens for Speakers, Lecturers, Guests and Visitors of the University	
89	Higher Education, STO	Assorted tokens	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	July - December	N/A	July - December	July - December	GoP	15,625.00	15,625.00	Tokens for Speakers, Lecturers, Guests and Visitors of the University	
90	Research and Extension	Assorted tokens	Research and Extension	No	NP-53.9 - Small Value Procurement	July - December	N/A	July - December	July - December	GoP	99,380.00	99,380.00		
91	Higher Education	Carpentry Tools and Equipment	Bokod and CEAT	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	60,000.00	60,000.00		
92	GASS	Cash Tickets	Cashiering	No	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	520,000.00	520,000.00		
93	GASS	Cell Cards for Mobile Phones - for first and second quarter	Admin	No	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	276,900.00	276,900.00		
94	Higher Education and STO	Cell Cards for Mobile Phones - for first and second quarter	Colleges, Institutes and Auxiliary Services	No	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	503,145.50	503,145.50		
95	GASS	Cell Cards for Mobile Phones - for third and fourth quarter	Admin	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	276,900.00	276,900.00		
96	Higher Education and STO	Cell Cards for Mobile Phones - for third and fourth quarter	Colleges, Institutes and Auxiliary Services	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	230,800.00	230,800.00		
97	Higher Education, Research and Extension	Construction, Electrical and Plumbing Supplies	Academics	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	107,475.00	107,475.00		
98	Higher Education	Construction, Electrical and Plumbing Supplies	Bokod Campus	No	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	448,088.00	448,088.00	Common Plumbing Supplies for first and second quarter for Bokod Campus	

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99	GASS	Consultancy Services - ISO/IEC 17025:2015 Certification	OQAA	No	NP-53.9 - Small Value Procurement	June - December	N/A	June - December	June - December	GoP	550,000.00	550,000.00		For June -December
100	Higher Education, STO	Furnitures and Fixtures	Colleges, Institutes and Auxiliary Services	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	255,299.50	255,299.50		
101	GASS, Research, Extension	Furnitures and Fixtures	OP, Admin, Finance, Research and Extension	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	63,748.00	63,748.00		
102	GASS, Higher Education, Research and Extension	Garments Supplies and Materials	Admin, Finance, Academics, Research and Extension	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	116,170.00	116,170.00		
103	GASS	Information Technology (IT) Supplies for first and second quarter	OP, Admin and Finance	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	193,098.00	193,098.00		Supplies for Second to fourth quarter
104	Higher Education and STO	Information Technology (IT) Supplies for first and second quarter	Colleges and Auxilliary Services	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	71,595.80	71,595.80		
105	Research and Extension	Information Technology (IT) Supplies for first and second quarter	Research and Extension	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	331,986.50	331,986.50		
106	GASS	Inks, Toners and consumables of Photocopiers for first quarter	OP, Admin and Finance	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	462,260.38	462,260.38		
107	Higher Education and STO	Inks, Toners and consumables of Photocopiers for first quarter	Colleges and Auxilliary Services	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	300,185.46	300,185.46		
108	Higher Education, STO, GASS	Janitorial Supplies for First and Second Quarter (other supplies)	Colleges and Auxiliary Services, GSO	No	Competitive Bidding	March	March	April	April	GoP	173,275.00	173,275.00		Common use janitorial supplies
109	Research and Extension	Janitorial Supplies for First and Second Quarter (other supplies)	Research and Extension	No	Competitive Bidding	March	March	April	April	GoP	27,857.32	27,857.32		Common use janitorial supplies
110	GASS	Laboratory Analysis (Drug Testing of Employees)	HRDO	No	NP-53.9 - Small Value Procurement	January-December	N/A	January-December	January-December	GoP	227,500.00	227,500.00		
111	Higher Education, Research and Extension	Laboratory Supplies - Reagents, Chemicals, glasswares and other supplies for first and second quarter	Colleges, Research and Extension	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	155,743.00	155,743.00		
112	Research and Extension	Laboratory Supplies - Reagents and Chemicals for third and fourth quarter	Research and Extension	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	8,470.00	8,470.00		



No.	Code (PAP)	Procurement Program/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 Program/Activity/Project)
						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
113	GASS	Meals and Snacks during Charter Celebration	GASS	No	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	300,000.00	300,000.00		
114	Research and Extension	Meals and Snacks during University Activities, Meetings	Research and Extension	No	NP-53.9 - Small Value Procurement	January - March	N/A	January - March	January - March	GoP	258,540.00	258,540.00		
115	GASS	Meals and Snacks during Foundation Celebration	GASS	No	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	300,000.00	300,000.00		
116	GASS	Meals and Snacks during University Activities, Meetings , Admin Council	GASS	No	NP-53.9 - Small Value Procurement	January - March	N/A	January - March	January - March	GoP	258,833.25	258,833.25		For first quarter
117	Higher Education, STO	Meals and Snacks during University Activities, Meetings , Accreditation, ISO evaluation	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	January - March	N/A	January - March	January - March	GoP	118,265.00	118,265.00		
118	Higher Education, STO	Meals and Snacks during University Activities, Meetings, Accreditation, ISO evaluation	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	April - June	N/A	April - June	April - June	GoP	69,245.00	69,245.00		
119	GASS	Meals and Snacks during University Activities, Meetings, Admin Council	GASS	No	NP-53.9 - Small Value Procurement	April - June	N/A	April - June	April - June	GoP	258,833.25	258,833.25		
120	Research and Extension	Meals and Snacks during University Activities, Meetings	Research and Extension	No	NP-53.9 - Small Value Procurement	April - June	N/A	April - June	April - June	GoP	132,305.00	132,305.00		
121	GASS	Meals and Snacks during University Activities, Meetings , Admin Council	GASS	No	NP-53.9 - Small Value Procurement	July- September	N/A	July- September	July- September	GoP	158,833.25	158,833.25		
122	Higher Education, STO	Meals and Snacks during University Activities, Meetings , Accreditation, ISO evaluation	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	July- September	N/A	July- September	July- September	GoP	70,745.00	70,745.00		
123	Research and Extension	Meals and Snacks during University Activities, Meetings	Research and Extension	No	NP-53.9 - Small Value Procurement	July- September	N/A	July- September	July- September	GoP	150,065.00	150,065.00		
124	Research and Extension	Meals and Snacks during University Activities, Meetings	Research and Extension	No	NP-53.9 - Small Value Procurement	October - December	N/A	October - December	October - December	GoP	87,628.00	87,628.00		
125	Higher Education, STO	Meals and Snacks during University Activities, Meetings , Accreditation, ISO evaluation	Colleges and Auxiliary Services	No	NP-53.9 - Small Value Procurement	October - December	N/A	October - December	October - December	GoP	56,905.00	56,905.00		
126	GASS	Meals and Snacks during University Activities, Meetings , Admin Council	GASS	No	NP-53.9 - Small Value Procurement	October - December	N/A	October - December	October - December	GoP	258,833.25	258,833.25		
127	GASS	Meals and Snacks during University Training/ Seminars and Activities	GASS	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	510,000.00	510,000.00		Trainings for the first and second quarter

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						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
128	GASS	Meals and Snacks during University Training/ Seminars and Activities	GASS	No	NP-53.9 - Small Value Procurement	July -December	N/A	July -December	July -December	GoP	510,000.00	510,000.00		
129	GASS	Meals during Culminating Learning Session/ Corporate Values	HRDO	No	NP-53.9 - Small Value Procurement	October - December	N/A	October - December	October - December	GoP	240,000.00	240,000.00		
130	GASS	Meals during PRAISE Everlasting Awards	GASS	No	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	280,000.00	280,000.00		
131	GASS	Meals during Salamat -Mabuhay Program	GASS	No	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	120,000.00	120,000.00	For retirees	
132	STO	Medical and Dental Supplies for first and second quarter	Medical and Dental Clinic	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	196,050.00	196,050.00		
133	STO	Medical and Dental Supplies for first and second quarter	Medical and Dental Clinic	No	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	115,525.00	115,525.00		
134	STO	Medical and Dental Equipment (Semi-Expendable equipment)	Medical and Dental Clinic	No	NP-53.9 - Small Value Procurement	July	N/A	August	August	GoP	67,750.00	67,750.00		
135	GASS, Research, Extension, STO, Higher Education	Medical Supplies in mitigation of Covid 19 (Offices)	OP, Admin and Finance, Research and Extension, Auxiliary Services	No	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	280,480.35	280,480.35		
136	GASS	Medical Supplies (Covid Materials) of Offices	OP	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	4,978.00	4,978.00		
137	GASS	Official Receipts	Cashiering	No	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	225,000.00	225,000.00		
138	Research and Extension	Packaging Materials	Research and Extension	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	71,830.00	71,830.00		
139	Research and Extension	Printing and Binding of Research Journal	Research and Extension	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	350,875.00	350,875.00		
140	GASS	Printing and Binding of the Compilation of i-BSUak	UPAO	No	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	200,000.00	200,000.00		
141	GASS, Higher Education	Printing of Annual Reports, Report to Agencies	UPAO, Academics	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	321,000.00	321,000.00		
142	GASS, Higher Education, Research and Extension, STO	Printing of IEC Materials/ Knowledge products and training modules	OP, Academics, Research and Extension, Auxiliary Services	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	170,160.00	170,160.00		

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						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
143	GASS	Printing of Brochures, Information Guide and Program Papers during University Activities	UPAO	No	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	50,000.00	50,000.00		
144	GASS, Higher Ed, Advance, Research, Extension, STO	Printing of Posters, Announcements, Congratulatory, Banner and Others	OP, Admin, Finance, Academics, Research and Extension	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	352,125.00	352,125.00	For January - December	
145	Research and Extension	Raw Materials , supplies for baking and the processing center	Research and Extension	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	81,811.00	81,811.00	Supplies for the first and second quarter	
146	Research and Extension	Raw Materials , supplies for baking and the processing center	Research and Extension	No	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	43,741.00	43,741.00	Supplies for the third and fourth quarter	
147	Research and Extension	Rental of Vehicles and Freight Charges	Research and Extension	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	244,000.00	244,000.00		
148	STO	Personal Protective Equipment of medical personnel	Medical and Dental Clinic	No	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	69,450.00	69,450.00		
149	Higher Education	Sports Supplies	Bokod Campus and CAS	No	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	12,350.00	12,350.00		
150	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies and Machine Parts for Repair and Maintenance of IT Equipment and other machines and equipment	GASS	No	NP-53.9 - Small Value Procurement	January - December	N/A	January-June	January-June	GoP	440,301.70	440,301.70		
151	GASS, Higher Ed, Advance, Research, Extension, STO	Supplies and Machine Parts for Repair and Maintenance of IT Equipment and other machines and equipment	All Sector	No	NP-53.9 - Small Value Procurement	January-June	N/A	July - December	July - December	GoP	276,500.00	276,500.00		
152	STO	Supplies and Machine parts for Repair and Maintenance of Medical and Dental Equipment	Medical and Dental Clinic	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	39,375.00	39,375.00		
153	GASS	Supplies and materials for Charter Celebration	GASS	No	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	600,000.00	600,000.00		
154	GASS	Supplies and materials for Foundation Celebration	GASS	No	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	600,000.00	600,000.00		
155	Higher Education	Supplies and Materials for the Repair of IIT Laboratory Rooms (CAS Annex Building)	IIT	No	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	50,000.00	50,000.00		
156	Higher Education	Supplies and Materials for the Repair of IIT Multi media Room and Faculty Room (CAS-Annex)	IIT	No	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	50,000.00	50,000.00		

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						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO		
157	GASS	Supplies for the Establishment of Child Minding	GASS	No	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	50,000.00	50,000.00			
158	GASS	Supplies for the Maintenance of Breastfeeding Station	GASS	No	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	25,000.00	25,000.00			
159	GASS	Token for Salamat Mabuhay	HRDO	No	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	100,000.00	100,000.00		For Retirees 2021	
160	GASS	Training Kits of In-house seminars and trainings	All Sector	No	NP-53.9 - Small Value Procurement	January - June	N/A	January - June	January - June	GoP	963,500.00	963,500.00		LEADS Inset seminar kits for January - June	
161	GASS	Training Kits of In-house seminars and trainings	All Sector	No	NP-53.9 - Small Value Procurement	July - December	N/A	July - December	July - December	GoP	340,500.00	340,500.00		LEADS Inset seminar kits for July - December	
162	GASS	Vehicle parts for Repair and Maintenance of various vehicles	GASS	No	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	403,375.00	403,375.00		For maintenance of vehicles for second quarter	
163	Higher Education	Vehicle parts for Repair and Maintenance of various vehicles	Bokod Campus	No	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	190,550.00	190,550.00		For maintenance of vehicles assigned at Bokod Campus	
164	GASS	Vehicle parts for Repair and Maintenance of various vehicles	GASS	No	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	435,686.55	435,686.55		For maintenance of vehicles for first quarter	
165	Research and Extension	Vehicle parts for Repair and Maintenance of various vehicles	Research and Extension	No	NP-53.9 - Small Value Procurement	January - December	N/A	January - December	January - December	GoP	47,470.00	47,470.00		Repair of Pajero SFW 960, Pick up SDA 759 and SBP 898	
166	GASS	Vehicle parts for Repair and Maintenance of various vehicles	GASS	No	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	402,250.00	402,250.00		For maintenance of vehicles for third and fourth quarter	
167	GASS	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the First and Second Quarter (within La Trinidad and Baguio City)	HRDO	No	NP-53.10 - Lease of Real Property and Venue	January - June	N/A	January - June	January - June	GoP	425,000.00	425,000.00		For Trainings, Seminar/ Workshop and Planning of University Officials and employees	
168	GASS	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the First and Second Quarter (Outside La Trinidad and Baguio)	HRDO	No	NP-53.10 - Lease of Real Property and Venue	January - June	N/A	January - June	January - June	GoP	400,000.00	400,000.00			
169	GASS	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the First and Second Quarter	OP	No	NP-53.10 - Lease of Real Property and Venue	January - June	N/A	January - June	January - June	GoP	225,000.00	225,000.00		For Trainings, Seminar/ Workshop and Planning of University Officials and employees	

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						Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
170	Higher Education and STO	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the First and Second Quarter	Colleges and Auxiliary Services	No	NP-53.10 - Lease of Real Property and Venue	January - June	N/A	January - June	January - June	GoP	363,650.00	363,650.00		For Trainings, Seminar/ Workshop and Planning of University Officials and employees
171	Research and Extension	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the First and Second Quarter	Research and Extension	No	NP-53.10 - Lease of Real Property and Venue	January - June	N/A	January - June	January - June	GoP	475,580.00	475,580.00		For Trainings, Seminar/ Workshop and Planning of University Officials and employees
172	GASS	Venue for RESPECT	HRDO	No	NP-53.10 - Lease of Real Property and Venue	March - June	N/A	March - June	March - June	GoP	180,000.00	180,000.00		For retirees
173	GASS	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the third and fourth Quarter	OP	No	NP-53.10 - Lease of Real Property and Venue	July - December	N/A	July - December	July - December	GoP	225,000.00	225,000.00		
174	Higher Education and STO	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the third and fourth Quarter	Colleges and Auxilliary Services	No	NP-53.10 - Lease of Real Property and Venue	July - December	N/A	July - December	July - December	GoP	276,550.00	276,550.00		
175	Research and Extension	Venue and accomodation for Trainings, Seminars, Workshop and Planning for the third and fourth Quarter	Research and Extension	No	NP-53.10 - Lease of Real Property and Venue	July - December	N/A	July - December	July - December	GoP	220,100.00	220,100.00		
<b>GRAND TOTAL</b>											<b>53,085,976.02</b>	<b>53,085,976.02</b>	<b>-</b>	

Note: \*\* Contemplates resort to shopping under unforeseen contingency. It shall be subject to the approval by the HOPE of the justification detailing therein the circumstances necessitating resort to such mode of procurement

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Approved By:

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**FELIPE SALAIING COMILA**  
 University President





**ANNUAL PROCUREMENT PLAN FOR FY 2021**  
**GENERAL FUND**

No.	Code (PAP)	Procurement Program/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 Program/Activity/Project)
						Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	GASS	Repair of Drainage System, covered court, new buildings and the athletic oval	Admin	Yes	Competitive Bidding	Dec-20	Dec-20	Jan, 2021	Jan, 2021	GoP	3,900,000.00	3,900,000.00		
2	GASS	Repair of the BSU La Trinidad Campus Road Networks- Museum to Last Gate	Admin	Yes	Competitive Bidding	Dec-20	Dec-20	Jan, 2021	Jan, 2021	GoP	6,000,000.00	6,000,000.00		
3	Higher Education	Construction of Information Technology Building	IIT	No	Competitive Bidding	March	March	April	April	GoP	50,000,000.00	-	50,000,000.00	
4	Research Services	Construction of Biodiversity Research Center (Bokod Campus)	Bokod Campus	No	Competitive Bidding	March	March	April	April	GoP	12,534,000.00	-	12,534,000.00	
5	Higher Education	Expansion of the College of Forestry Building	College of Forestry	No	Competitive Bidding	March	March	April	April	GoP	10,000,000.00	-	10,000,000.00	
<b>GRAND TOTAL</b>											<b>82,434,000.00</b>	<b>9,900,000.00</b>	<b>72,534,000.00</b>	

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