

Republic of the Philippines  
**OCCIDENTAL MINDORO STATE COLLEGE**  
 Rizal St., San Jose, Occidental Mindoro

**ANNUAL PROCUREMENT PLAN**  
 FY 2017

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	
	Common Use Supplies, Materials and Equipment Available at Procurement Service	Admin/Acad Services	NP- Agency to Agency	Delegated to the Administrative Service				GF/STF	5,216,163.70	5,216,163.70		To be procured by Administrative Service as the need arises
<b>Supplies, Materials and Other Consumables</b>												
	Electrical Components and Supplies	Admin/Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	1,099,100.92	1,099,100.92		Repair materials for all electrical needs of OMSC System
	Common Office Supplies	Admin/Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	3,467,060.77	3,467,060.77		Common supplies needed for day to day transactions of all offices
	Common Office Devices	Admin/Academic	SVP	Delegated to the Administrative Service				GF/STF	26,977.28	26,977.28		Common supplies needed for day to day transactions of all offices
	Janitorial Supplies	Admin/Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	483,739.05	483,739.05		Maintenance of cleanliness in all campuses
	Common Computer Supplies	Admin/Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	4,855,388.26	4,855,388.26		For computer laboratory needs of all students and offices
	Accountable Forms	Cashier, Registrat	NP- Agency to Agency	Delegated to the Administrative Service				GF/STF	297,300.00	297,300.00		For school fees/transcript of records and other school records
	Science Laboratory Supplies and Materials	Science Laboratories	SVP/Public Bidding	Delegated to the Administrative Service				STF	122,006.00	122,006.00		For science laboratory needs of students every semester as the need arises
	Science Laboratory Chemicals	Science Laboratories	SVP/Public Bidding	Delegated to the Administrative Service				STF	218,691.07	218,691.07		For science laboratory needs of students every semester as the need arises
	Drugs and Medicines	Medical and Dental Clinic	SVP/Public Bidding	Delegated to the Administrative Service				STF	2,384,948.25	2,384,948.25		For the medical and dental needs of students, faculty and employees to be procured every semester
	Medical and Dental Supplies and Materials	Medical and Dental Clinic	SVP/Public Bidding	Delegated to the Administrative Service				STF	898,001.67	898,001.67		For the medical and dental needs of students, faculty and employees to be procured every semester
	Clothing and Other Apparel	Academic	SVP	Delegated to the Administrative Service				STF	366,315.00	366,315.00		Athletes uniforms, cultural costumes and other accessories as the need arises
	Fuel, Oil and Lubricants	Admin/Acad Services	SVP	Delegated to the Administrative Service				GF/STF	1,807,610.00	1,807,610.00		Supply of Petroleum, Oil and Lubricants of OMSC System vehicles as the need arises

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	brief description of Program/Project
	Sports Supplies and Materials	PE Students/ SCUAA Athletes	SVP/Public Bidding	Delegated to the Administrative Service				STF	863,755.00	863,755.00		For PE and training of SCUAA athletes
	Hardware, Construction and Agricultural Supplies and Materials	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	1,225,054.00	1,225,054.00		Tools and materials for repair and maintenance of school buildings and facilities as the need arises
	Software	Admin	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	805,500.00	805,500.00		For the upgrade of server
	Animal Feeds and Other Agricultural Products and Consumables	Agricultural Students	SVP	Delegated to the Administrative Service				STF	1,293,165.00	1,293,165.00		for farm laboratory needs of agriculture students to be procured every semester or as the need arises
	Other Materials	Marketing Center	SVP	Delegated to the Administrative Service				STF	2,456,210.00	2,456,210.00		for the needs of Enhanced Food and Income Production Project
<b>Supplies, Materials and Other Non-Consumables</b>												
	Office Accessories and Other Non-Consumables	Admin/ Academic	SVP	Delegated to the Administrative Service				GF/STF	948,742.28	948,742.28		Other materials needed for offices
	Computer Accessories	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	4,466,251.00	4,466,251.00		For computer laboratory needs of all students and offices
	Science Laboratory Supplies and Accessories	Science Laboratories	SVP/Public Bidding	Delegated to the Administrative Service				STF	642,294.36	642,294.36		For science laboratory needs of students every semester as the need arises
	Hardware, Construction and Agricultural Supplies and Accessories	Admin/ Academic	SVP	Delegated to the Administrative Service				STF	75,545.90	75,545.90		Tools and materials for repair and maintenance of school buildings and facilities as the need arises
	Animals (Work, Breed and Aquaculture)		SVP/Public Bidding	Delegated to the Administrative Service				STF	670,000.00	670,000.00		
	Books, Maps and Other Publications		SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	1,204,354.00	1,204,354.00		As recommended by each academic program
<b>Machineries and Equipments</b>												
	Office Equipment	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				STF	2,734,718.72	2,734,718.72		
	Audio & Visual Presentation and Composing Equipment	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				STF	2,657,328.00	2,657,328.00		for instructional and offices
	Photographic or Filming or Video Equipment	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				STF	1,192,544.00	1,192,544.00		for instructional and offices
	Janitorial Equipment	Admin/ Academic	SVP	Delegated to the Administrative Service				STF	140,050.00	140,050.00		Maintenance of cleanliness in all campuses
	Computer Equipment	Admin/ Academic	SVP/Public Bidding	Delegated to the Administrative Service				STF	3,470,795.08	3,470,795.08		For computer laboratory needs of all students and offices
	Science Laboratory Equipment	Science Laboratories	SVP/Public Bidding	Delegated to the Administrative Service				STF	944,340.49	944,340.49		For science laboratory needs of students


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	
	Office/Home Furniture and Fixtures	Admin/Academic	SVP/Public Bidding	Delegated to the Administrative Service				STF	2,290,211.20	2,290,211.20		
	Office/Home Appliances	Admin/Academic	SVP	Delegated to the Administrative Service				STF	122,981.24	122,981.24		
	Band Instrument and Accessories	Academic	SVP	Delegated to the Administrative Service				STF	108,187.75	108,187.75		For OMSC Band and Bugle Corps
	Agricultural Equipment	Agricultural Students	SVP	Delegated to the Administrative Service				STF	372,965.00	372,965.00		for needs of agriculture students to be procured as the need arises
	Engineering, Science and Technology Equipment	Engineering Students	Public Bidding	1st Quarter				GF	9,998,400.00		9,998,400.00	For engineering laboratory instructional materials
	Motor Vehicle/Patrol Car		SVP	Delegated to the Administrative Service				STF	100,000.00	100,000.00		
	Sports Equipment	PE Students/ SCUAA Athletes	SVP	Delegated to the Administrative Service				STF	320,000.00	320,000.00		For PE and training of SCUAA athletes
	Fabrication		SVP	Delegated to the Administrative Service				STF	696,000.00	696,000.00		
	Criminology Laboratory Equipment	Criminology Students	SVP	Delegated to the Administrative Service				STF	174,000.00	174,000.00		For crime laboratory needs of criminology students every semester
<b>Insurance and Vehicle Registration</b>												
	Insurance and Vehicle Registration	Supply Office	NP- Agency to Agency	Delegated to the Administrative Service				GF/STF	2,272,728.00	2,272,728.00		
<b>Services</b>												
	Repairs and Maintenance - Equipment		SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	758,740.00	758,740.00		
	Repairs and Maintenance - Transportation		SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	700,000.00	700,000.00		
	Tarpaulin/Streamer	Admin/Academic	SVP	Delegated to the Administrative Service				STF	76,000.00	76,000.00		
	Rent Expense	Admin/Academic	SVP	Delegated to the Administrative Service				GF/STF	236,364.00	236,364.00		
	Preservation, Conservation and Upkeep of Library Resources	Library	SVP	Delegated to the Administrative Service				STF	30,000.00	30,000.00		
	Printing and Publication		SVP/Public Bidding	Delegated to the Administrative Service				GF/STF	2,397,500.00	2,397,500.00		
	Legal Consultant Services		NP-Agency to Agency	Delegated to the Administrative Service				STF	180,000.00	180,000.00		Provision for legal consultancy fees
	Security Services		Public Bidding					GF/STF	4,015,973.17	4,015,973.17		Provision for twenty-two (22) security guards for OMSC System
	Subscription, Books and Magazine		SVP	Delegated to the Administrative Service				STF	20,000.00	20,000.00		

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	brief description of Program/Project
	Smart/Globe Mobile		NP-Agency to Agency	Delegated to the Administrative Service				STF	12,000.00	12,000.00		locally available
	Smart/Globe Internet Line Unlimited		NP-Agency to Agency	Delegated to the Administrative Service				STF	1,816,800.00	1,816,800.00		locally available
<b>Civil Works</b>												
	Improvement of Students Entrance/Hallway at OMSC Main Campus		SVP	Delegated to the Administrative Service				GF	221,000.00	221,000.00		
	Improvement of Comfort Rooms/Installation of Shower Rooms at OMSC Main Campus/Labangan		SVP	Delegated to the Administrative Service				GF	492,000.00	492,000.00		
	Reconstruction of Lavatory at Basic Education Department (JP Laurel Bldg - Main Campus)		SVP	Delegated to the Administrative Service				GF	50,000.00	50,000.00		
	Renovation of the Office of the Librarian at OMSC Labangan Library		SVP	Delegated to the Administrative Service				GF	50,000.00	50,000.00		
	Repair of Old High School Building at OMSC Labangan		SVP	Delegated to the Administrative Service				GF	300,000.00	300,000.00		
	Repair of HRM Building (1-storey/6-Classroom Bldg.) at OMSC Labangan		SVP	Delegated to the Administrative Service				GF	300,000.00	300,000.00		
	Repair of Steel Windows (Senior High Classrooms - Agro Forestry Center) at OMSC Labangan		SVP	Delegated to the Administrative Service				GF	300,000.00	300,000.00		
	Tile Setting at SAS Coordinator's Office at OSA Bldg - OMSC Labangan		SVP	Delegated to the Administrative Service				GF	100,000.00	100,000.00		
	Improvement of Generator House at OMSC Labangan		SVP	Delegated to the Administrative Service				GF	450,000.00	450,000.00		
	Modification of Guidance Office (One-Storey SAS Bldg) - OMSC Labangan		SVP	Delegated to the Administrative Service				GF	450,000.00	450,000.00		
	Repair and Improvement of Voc-Tech Building (used as Electrical/Automotive Laboratory) - OMSC Labangan		SVP	Delegated to the Administrative Service				GF	480,000.00	480,000.00		

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	
	Installation of Door Grills at Physics Laboratory (Science Laboratory Bldg) - OMSC Labangan		SVP	Delegated to the Administrative Service				GF	50,000.00	50,000.00		
	Concreting of Access Road at OMSC Labangan		Public Bidding	4th Quarter				GF	1,000,000.00		1,000,000.00	
	Staff House and Other Repairs		Public Bidding	2nd Quarter				STF	1,273,000.00		1,273,000.00	
	Concreting of Frontage of New Buildings of OMSC Murtha		Public Bidding	4th Quarter				STF	933,300.00		933,300.00	
	Repair of Agmech Building of OMSC Murtha		SVP	Delegated to the Administrative Service				STF	378,390.00	378,390.00		
	Repair of Comfort Rooms/Installation of Shower Rooms of Different Building of OMSC Murtha		SVP	Delegated to the Administrative Service				STF	150,000.00	150,000.00		
	Electrical Repair of Different Building of OMSC Murtha		SVP	Delegated to the Administrative Service				STF	89,670.00	89,670.00		
	Repair of Water System Materials of OMSC Murtha		SVP	Delegated to the Administrative Service				STF	80,540.00	80,540.00		
	Construction of Laboratory Building at OMSC Labangan (GAA 2017)		Public Bidding	1st Quarter				GF	13,449,000.00		13,449,000.00	
	Drainage System at OMSC Labangan		Public Bidding	1st Quarter				STF	1,000,000.00		1,000,000.00	
	Swimming Pool for Instructional Purposes/Physical Education at OMSC Labangan		Public Bidding	1st Quarter				STF	5,000,000.00		5,000,000.00	
	Construction of Perimeter Fence at OMSC Labangan		Public Bidding	2nd Quarter				STF	2,000,000.00		2,000,000.00	
	Construction of Laboratory Building at OMSC Murtha (GAA 2017)		Public Bidding	2nd Quarter				GF	15,000,000.00		15,000,000.00	
	Construction of Generator House at OMSC Murtha		Public Bidding	2nd Quarter				STF	500,000.00		500,000.00	
	Installation of Birthing Facility for Midwifery Program at OMSC Murtha		Public Bidding	2nd Quarter				STF	500,000.00		500,000.00	

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	
	Construction of Laboratory Building at OMSC Sablayan (GAA 2017)		Public Bidding		2nd Quarter			GF	15,000,000.00		15,000,000.00	
	Construction of Perimeter Fence at OMSC Sablayan		Public Bidding		3rd Quarter			STF	2,000,000.00		2,000,000.00	
	Construction of Generator House at OMSC Sablayan		Public Bidding		2nd Quarter			STF	500,000.00		500,000.00	
	Water System with Treatment Facility at OMSC Mamburao (GAA 2017)		Public Bidding		2nd Quarter			GF	1,500,000.00		1,500,000.00	
	Concreting of Walkways at OMSC Mamburao		SVP		Delegated to the Administrative Service			STF	50,000.00	50,000.00		
	Construction of Perimeter Fence at OMSC Mamburao		Public Bidding		4th Quarter			STF	2,000,000.00		2,000,000.00	
	Construction of Generator House at OMSC Mamburao		Public Bidding		3rd Quarter			STF	500,000.00		500,000.00	
<b>TOTAL</b>									<b>139,879,700.16</b>	<b>67,726,000.16</b>	<b>72,153,700.00</b>	
<b>Allowance for Inflation</b>									<b>6,375,040.04</b>			
<b>GRAND TOTAL</b>									<b>146,254,740.20</b>			


Prepared By:

  
**Evangeline J. Salva**  
 BAC Secretary for Infra

Recommended By:

  
**Ma. Paz Fatima D. Palmares, CPA, CSEE**  
 BAC Chairman

Approved By:

  
**Arnold N. Venturina, PhD**  
 SUC President II