

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
OFFICE OF THE EXECUTIVE DIRECTOR  
**Indicative Annual Procurement Plan for FY 2021**

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	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>												
	Local Travelling Expenses	FAD /OED/RPAD Admissions	Government to Government		As scheduled			GAA	<b>4,689,000.00</b>	4,689,000.00		Consolidated amount with varied timelines, in connection with conduct of <u>trainings/seminars/workshops</u>
	Foreign Travelling Expenses	OED	Government to Government		As scheduled			GAA	<b>1,100,000.00</b>	1,100,000.00		Consolidated amount with varied timelines, in connectio with attendance to STEM related <u>seminars and conventions</u>
	Training Expenses	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>8,300,000.00</b>	8,300,000.00		Consolidated amount with varied timelines for conduct of various <u>seminars/trainings/workshops</u>
	Scholarship/Grants Expenses	OED/RPAD	N/A		As scheduled			GAA	<b>20,564,000.00</b>	20,564,000.00		Consolidated amount for conduct of various systemwide student activities; <u>communication allowances due to pandemic</u>
<b>SUPPLIES AND MATERIALS</b>												
	Office Supplies Expenses	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>1,120,000.00</b>	1,120,000.00		Commonly-Used Supplies (Bond Papers, Ballpens, Folders,etc)
	Accountable Forms Expenses	FAD	Small-Value Procurement		As scheduled			GAA	<b>10,000.00</b>	10,000.00		Purchase of Checkbooks and Official Receipts for Cashier's use
	Fuel, Oil and Lubricants Expenses	FAD	Small-Value Procurement		As scheduled			GAA	<b>620,000.00</b>	620,000.00		Procurement of Fuel, Oil and Lubricants for PSHSS-OED Motor Vehicles
	ICT Office Supplies	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>700,000.00</b>	700,000.00		Procurement of ICT supplies (ink cartridges for various printers in OED offices)
	Other Supplies and Materials Expenses	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>1,242,000.00</b>	1,242,000.00		Procurement of Tokens, Give-aways for trainings; Maintenance & Dorm supplies
<b>UTILITY EXPENSES</b>												
	Water Expenses	FAD	Direct Contract		N/A			GAA	<b>300,000.00</b>	300,000.00		Monthly Water Expense (Manila Water
	Electical Expenses	FAD	Direct Contract		N/A			GAA	<b>1,300,000.00</b>	1,300,000.00		Montly Electrical Expense (Meralco)
<b>COMMUNICATION SERVICES</b>												
	Postage and Courier Services	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>1,292,000.00</b>	1,292,000.00		LBC / JRS Delivery Services (Forwarding of Documents to PSHS Campuses); transmittal of <u>application forms and NCE test materials/test</u>
	Mobile	FAD/OED/RPAD	Direct Contract		As scheduled			GAA	<b>400,000.00</b>	400,000.00		Monthly Mobile Subscription (GLOBE / SMART), Callcards
	Landline	FAD	Direct Contract		As scheduled			GAA	<b>630,000.00</b>	630,000.00		Monthly Landline Subscription (PLDT)
	Internet Subscription	FAD	Government to Government		As scheduled			GAA	<b>300,000.00</b>	300,000.00		Montly Internet Subscription Fee
	Awards, Rewards and Prizes	FAD/OED/RPAD	Small-Value Procurement		As scheduled			GAA	<b>100,000.00</b>	100,000.00		Student Awards during Founding Anniversary for Winners in <u>Local/International competitions</u>
	Survey Expenses	RPAD	Small-Value Procurement		As scheduled			GAA	<b>70,000.00</b>	70,000.00		Research surveys

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**EXTRAORDINARY AND MISCELLANEOUS EXPENSES**

Extraordinary Expenses	OED	N/A	As scheduled	GAA	<b>46,000.00</b>	46,000.00		For Agency Head
Additional Miscellaneous Expenses	OED	N/A	As scheduled	GAA	<b>90,000.00</b>	90,000.00		For Agency Head
<b>PROFESSIONAL SERVICES</b>								
Legal Services	FAD	N/A	N/A	GAA	<b>20,000.00</b>	20,000.00		
Auditing Services	FAD	N/A	N/A	GAA	<b>150,000.00</b>	150,000.00		For wages of Contract of Service personnel assigned at COA PSHS
Consultancy Services	FAD/OED/RPAD	N/A	N/A	GAA	<b>600,000.00</b>	600,000.00		Honorarium of Resource Speakers , Consultants for LMS; FAPS
ICT Consultancy Services	FAD/KID	N/A	N/A	GAA	<b>300,000.00</b>	300,000.00		Requirements for consultancy services for Implementation of K-12 Program under MITHI- Informations Systems
Other Professional Services	FAD/OED/RPAD/ Admissions	N/A	N/A	GAA	<b>3,932,000.00</b>	3,932,000.00		Honorarium of Resource Speakers during trainings/seminars; NCE/Readiness Test item writers, reviewers, Learning Guide writers, reviewers, teamlead for curriculum development under remote or blended learning
<b>GENERAL SERVICES</b>								
Environmental/Sanitary Services	FAD	Small-Value Procurement	As scheduled	GAA	<b>50,000.00</b>	50,000.00		Sanitation services during Pandemic
Janitorial Services	FAD	Public Bidding	As scheduled	GAA	<b>1,000,000.00</b>	1,000,000.00		Contract of Services with LSRVE Corporation (outsourced)
Security Services	FAD	Public Bidding	As scheduled	GAA	<b>2,300,000.00</b>	2,300,000.00		Contract with PSHS-MC Security Services (Public Bidding c/o PSHS-MC)
General ICT Services	FAD/KID	Small-Value Procurement	As scheduled	GAA	<b>100,000.00</b>	100,000.00		Maintenance services for ICT equipment
Other General Services	FAD	Small-Value Procurement	As scheduled	GAA	<b>1,500,000.00</b>	1,500,000.00		Contract of Services with LSRVE Corporation (outsourced) for other support personnel
<b>REPAIRS AND MAINTENANCE</b>								
Other Land Improvements	FAD	Small-Value Procurement	As scheduled	GAA	<b>50,000.00</b>	50,000.00		Repairs and Maintenance of Bldgs, PSHS OED Dormitories, Guard House
School Buildings	FAD	Small-Value Procurement	As scheduled	GAA	<b>100,000.00</b>	100,000.00		
Other Structures	FAD	Small-Value Procurement	As scheduled	GAA	<b>50,000.00</b>	50,000.00		
Other Machinery and Equipment	FAD	Small-Value Procurement	As scheduled	GAA	<b>20,000.00</b>	20,000.00		AC Maintenance / Repair (25 units), Copier usage, maintenance / repair , Aircon repair and maintenance
Office Equipment	FAD	Small-Value Procurement	As scheduled	GAA	<b>20,000.00</b>	20,000.00		
Furnitures and Fixtures	FAD	Small-Value Procurement	As scheduled	GAA	<b>20,000.00</b>	20,000.00		
ICT Equipments	FAD	Small-Value Procurement	As scheduled	GAA	<b>20,000.00</b>	20,000.00		
Motor Vehicles	FAD	Small-Value Procurement	As scheduled	GAA	<b>300,000.00</b>	300,000.00		repair and maintenance of Motor Vehicles (5 units)

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**TAXES, INSURANCE, PREMIUMS & OTHER FEES**

Insurance Expenses	FAD	Government to Government	N/A	GAA	<b>560,000.00</b>	560,000.00	Building/Equipment and Motor Vehicle Insurance with GSIS; Group insurance for NCE examiners: <u>travel insurance</u>
Fidelity Bond Premium	FAD	N/A	N/A	GAA	<b>200,000.00</b>	200,000.00	Payment of process Fidelity Bond for Special Disbursing Officers (Bu of Treasury)
Taxes, Duties and Licenses	FAD	N/A	N/A	GAA	<b>10,000.00</b>	10,000.00	Registration of Motor Vehicles (LTO)
Advertising Services	FAD/Admissions	Small-Value Procurement	As scheduled	GAA	<b>1,200,000.00</b>	1,200,000.00	Publication in Newspapers (for job vacancies, NCE Announcements)
Printing and Publication Expenses	FAD/OED/RPAD Admissions	Small-Value Procurement	As scheduled	GAA	<b>3,350,000.00</b>	3,350,000.00	Printing of Brochures, NCE Campaign materials, annual Reports; Security Printing of NCE Test materials: <u>souvenir programs</u>
Representation Expenses	FAD/OED/RPAD	N/A	N/A	GAA	<b>1,100,000.00</b>	1,100,000.00	Representation Expenses during conduct of BOT meetings, EXECOM, Search Committees, <u>Consultative Meetings</u>
Transportation and Delivery Expenses	FAD/OED/RPAD	Small-Value Procurement	As scheduled	GAA	<b>70,000.00</b>	70,000.00	Consolidated amount with varied timelines for various projects
Rent-Motor Vehicles	FAD/RPAD	Small-Value Procurement	As scheduled	GAA	<b>553,000.00</b>	553,000.00	Consolidated amount with varied timelines for various activities
Rent-Equipment	FAD/RPAD	Small-Value Procurement	As scheduled	GAA	<b>80,000.00</b>	80,000.00	Consolidated amount with varied timelines for various conduct of activities
Rent - Buildings and Structures	FAD/RPAD	Small-Value Procurement	As scheduled	GAA	<b>100,000.00</b>	100,000.00	Consolidated amount with varied timelines for various conduct of activities
Membership Dues & Contributions to Org.	OED	N/A	N/A	GAA	<b>40,000.00</b>	40,000.00	Annual Dues to Member Organizations (ex. Quezon City Science Community)
Subscription Expenses	FAD	N/A	N/A	GAA	<b>40,000.00</b>	40,000.00	Annual Subscription of Newspapers
ICT Software Subscriptions	OED/KID		As scheduled	GAA	<b>100,000.00</b>	100,000.00	Anti-virus subscriptions, subscription to online tools, subscription online meetings
Other MOOE	FAD	N/A	N/A	GAA	<b>347,000.00</b>	347,000.00	PSHS Senior Citizens Project (Groceries for Senior Citizens)
<b>TOTAL MOOE</b>					<b>61,155,000.00</b>		

Office Equipment	FAD	Small-Value Procurement	1st Quarter to 4th Quarter	NEP	500,000.00	500,000.00	Acquisition of Generator Set for OED extension building
Printing Equipment	FAD	Small-Value Procurement	1st Quarter to 4th Quarter	NEP	220,000.00	220,000.00	Printing Equipment of OED use
ICT Equipments	OED/KID	Competitive Bidding	1st Quarter to 4th Quarter	NEP	25,631,000.00	25,631,000.00	Procurement of ICT equipment ((laptops/gadgets) for implementation of Distance Learning as instruction goes online in view of COVID-19 for distribution to PSHS
Computer Software	OED/KID	Small-Value Procurement	1st Quarter to 4th Quarter	NEP	18,000.00	18,000.00	Procurement of various software (as indicated in the ISSP)
<b>TOTAL CO</b>					<b>26,369,000.00</b>		


**CAPITAL OUTLAY - LOCALLY FUNDED PROJECTS**

1	Implementaton of K-12 Program	OED/KID	Public Bidding	As scheduled	NEP	3,000,000.00	3,000,000.00	requirements in the ISSP, 12 units - Server
<b>TOTAL CO-LOCALLY FUNDED PROJECTS</b>						<b>3,000,000.00</b>		
<b>TOTALS</b>						<b>90,524,000.00</b>		

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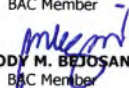
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