

Department of Education  
National Capital Region  
IMELDA ELEMENTARY SCHOOL

ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAF)	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)
					Ass/Post of (BRR)	Bid/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	OO	
2018 - IES - 01 - 0001	CHELD MAPPING / EARLY REGISTRATION		School Teachers	Small Value Procurement	Jan. 15, 2018	Jan. 15, 2018	Jan. 15, 2018	Jan. 19, 2018	GAA	5,000		5,000	Procure food, supplies and other materials
2018 - IES - 01 - 0002	TEACHER - PARENT ASSEMBLY		School Teachers & Parents	Small Value Procurement	March 22, 2018 Nov. 5, 2018	Mar. 25, 2018 Nov. 8, 2018	Mar. 25, 2018 Nov. 8, 2018	Mar. 26, 2018 Nov. 9, 2018	GAA	5,000		5,000	Procure food, supplies and other materials
2018 - IES - 01 - 0003	REPAINTING OF NHA BUILDING EXTERIOR		School	Small Value Procurement	April 9, 2018 May 7, 2018 June 4, 2018 Nov. 6, 2018	April 12, 2018 May 10, 2018 June 7, 2018 Nov. 9, 2018	April 12, 2018 May 10, 2018 June 7, 2018 Nov. 9, 2018	April 13, 2018 May 11, 2018 June 8, 2018 Nov. 12, 2018	GAA	80,000		80,000	Repair & Maintenance of School Building
2018 - IES - 01 - 0004	REPAIR OF BROKEN WINDOWS AT NHA BUILDING		School	Small Value Procurement	April 9, 2018 May 7, 2018 June 4, 2018 Nov. 6, 2018	April 12, 2018 May 10, 2018 June 7, 2018 Nov. 9, 2018	April 12, 2018 May 10, 2018 June 7, 2018 Nov. 9, 2018	April 13, 2018 May 11, 2018 June 8, 2018 Nov. 12, 2018	GAA	40,000		40,000	Repair & Maintenance of School Building
2018 - IES - 01 - 0005	REPAIR OF ELECTRICAL WIRING NHA BUILDING GROUND FLOOR & CORRUDOR		School	Small Value Procurement	Nov. 9, 2018 Dec. 3, 2018	Nov. 12, 2018 Dec. 6, 2018	Nov. 12, 2018 Dec. 6, 2018	Nov. 13, 2018 Dec. 7, 2018	GAA	167,803		167,803	Repair & Maintenance of School Building
2018 - IES - 01 - 0006	REPAIR OF ADMINISTRATION OFFICE		MINISTRATION OFF	Small Value Procurement	April 10, 2018 June 11, 2018 July 9, 2018 Aug. 6, 2018	April 13, 2018 June 14, 2018 July 12, 2018 Aug. 9, 2018	April 13, 2018 June 14, 2018 July 12, 2018 Aug. 9, 2018	April 16, 2018 June 15, 2018 July 13, 2018 Aug. 10, 2018	GAA	41,000		41,000	Repair & Maintenance of School Building
2018 - IES - 01 - 0007	FABRICATION OF GRILLS FOR THE ADMIN OFFICE		Admin Office	Small Value Procurement	April 10, 2018 June 11, 2018 July 9, 2018 Aug. 6, 2018	April 13, 2018 June 14, 2018 July 12, 2018 Aug. 9, 2018	April 13, 2018 June 14, 2018 July 12, 2018 Aug. 9, 2018	April 16, 2018 June 15, 2018 July 13, 2018 Aug. 10, 2018	GAA	33,000		33,000	Installation of grills for admin office for security purposes
2018 - IES - 01 - 0008	REPAIR OF WASHROOMS & CR (WINS PROJ.)		MINISTRATION OFF	Small Value Procurement	May 7, 2018 June 11, 2018 Sept. 17, 2018 Oct. 8, 2018	May 10, 2018 June 14, 2018 Sept. 20, 2018 Oct. 11, 2018	May 10, 2018 June 14, 2018 ept. 20, 2018 Oct. 11, 2018	May 11, 2018 June 15, 2018 Sept. 21, 2018 Oct. 12, 2018	GAA	18,000		18,000	Repair & Maintenance of School Building

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					Adt/Post of ISRR	Sub/Item of Bid	Notice of Award	Contract Signing		Total	MOOE	OO	
2018 - IES - 01 - 0009	REPIPING OF WATER INSTALLATION	MINISTRATION OFF		Small Value Procurement	April 16, 2018 Aug. 13, 2018 Sept. 17, 2018	April 19, 2018 Aug. 16, 2018 Sept. 20, 2018	April 19, 2018 Aug. 16, 2018 Sept. 20, 2018	April 20, 2018 Aug. 17, 2018 Sept. 21, 2018	GAA	25,000	25,000		Repair & Maintenance of School Building
2018 - IES - 01 - 0010	SCHOOL INNOVATION	School Teachers & Pupils		Small Value Procurement	June 16, 2018	June 18, 2018	June 21, 2018	June 25, 2018	GAA	12,000	12,000		Procure food, supplies and other materials
2018 - IES - 01 - 0011	ADDITIONAL CCTV, 4 CANVAS & UPGRADING OF DVR	Admin Office		Small Value Procurement	Jan. 31, 2018 Feb. 19, 2018 Mar. 19, 2018	Feb. 5, 2018 Feb. 22, 2018 Mar. 22, 2018	Feb. 5, 2018 Feb. 22, 2018 Mar. 22, 2018	Feb. 6, 2018 Feb. 23, 2018 Mar. 23, 2018	GAA	37,000	37,000		Procurement of additional CCTV camera for security purposes
2018 - IES - 01 - 0012	JANITORIAL SERVICES	Admin Office		Direct Contracting					GAA	134,000	134,000		2 Additional utilities for school maintenance
2018 - IES - 03 - 0013	SECURITY SERVICES	Admin Office		Direct Contracting					GAA	19,200	19,200		Additional security guard for Saturdays and Sundays
2018 - IES - 01 - 0014	FIDELITY BOND PREMIUMS	Bondable Officials		Agency to Agency					GAA	2,400	2,400		3 Accountable Officers: Principal, Disbursing Officer and School Custodian
2018 - IES - 01 - 0015	LABOR AND WAGES	School		Direct Contracting					GAA	30,000	30,000		Year round
2018 - IES - 01 - 0016	REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT	Admin Office		Small Value Procurement	Feb. 20, 2018 Mar. 20, 2018 May 14, 2018 June 18, 2018 July 16, 2018 Aug. 20, 2018 Sept. 17, 2018 Nov. 19, 2018	Feb. 23, 2018 Mar. 23, 2018 May 17, 2018 June 21, 2018 July 19, 2018 Aug. 23, 2018 Sept. 17, 2018 Nov. 22, 2018	Feb. 23, 2018 Mar. 23, 2018 May 17, 2018 June 21, 2018 July 19, 2018 Aug. 23, 2018 Sept. 13, 2018 Nov. 22, 2018	Feb. 26, 2018 Mar. 26, 2018 May 18, 2018 June 22, 2018 July 20, 2018 Aug. 24, 2018 Sept. 14, 2018 Nov. 22, 2018	GAA	8,000	8,000		Repair & Maintenance of Office Equipment
2018 - IES - 01 - 0017	FURNITURE AND FIXTURE	Admin Office		Small Value Procurement	Feb. 21, 2018 Apr. 16, 2018	Feb. 26, 2018 Apr. 19, 2018	Feb. 26, 2018 Apr. 19, 2018	Feb. 27, 2018 Apr. 20, 2018	GAA	17,560	17,560		Procurement of furniture & fixture
2018 - IES - 01 - 0018	INSET	School Teachers		Small Value Procurement	May 21, 2018	May 24, 2018	May 24, 2018	May 25, 2018	GAA	47,700	47,700		Procure food, supplies and other materials

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					Actual/Post of BIDD	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	OO	
2018 - IES - 01 - 0019	SLAC		School Teachers & Pupils	Small Value Procurement	Jan. 22, 2018 Feb. 19, 2018 Mar. 21, 2018 June 18, 2018 July 18, 2018 Aug. 17, 2018 Sept. 17, 2018 Nov. 19, 2018 Dec. 10, 2018	Jan. 25, 2018 Feb. 22, 2018 Mar. 26, 2018 June 21, 2018 July 23, 2018 Aug. 22, 2018 Sept. 20, 2018 Nov. 22, 2108 Dec. 13, 2018	Jan. 25, 2018 Feb. 22, 2018 Mar. 26, 2018 June 21, 2018 July 23, 2018 Aug. 22, 2018 Sept. 20, 2018 Nov. 22, 2108 Dec. 13, 2018	Jan. 26, 2018 Feb. 23, 2018 Mar. 27, 2018 Mar. 27, 2018 Mar. 27, 2018 Aug. 23, 2018 Sept. 21, 2018 Nov. 23, 2018 Mar. 27, 2018	GAA	74,730	74,730		Procure food, supplies and other materials
2018 - IES - 01 - 0020	TIP		School Teachers	Small Value Procurement	Jan. 22, 2018 Feb. 19, 2018 Mar. 21, 2018 June 18, 2018 July 18, 2018 Aug. 17, 2018 Sept. 17, 2018 Nov. 19, 2018 Dec. 10, 2018	Jan. 25, 2018 Feb. 22, 2018 Mar. 26, 2018 June 21, 2018 July 23, 2018 Aug. 22, 2018 Sept. 20, 2018 Nov. 22, 2108 Dec. 13, 2018	Jan. 25, 2018 Feb. 22, 2018 Mar. 26, 2018 June 21, 2018 July 23, 2018 Aug. 22, 2018 Sept. 20, 2018 Nov. 22, 2108 Dec. 13, 2018	Jan. 26, 2018 Feb. 23, 2018 Mar. 27, 2018 Mar. 27, 2018 Mar. 27, 2018 Aug. 23, 2018 Sept. 21, 2018 Nov. 23, 2018 Mar. 27, 2018	GAA	12,000	12,000		Procure food, supplies and other materials
2018 - IES - 10 - 0021	GAD Training		School Teachers & Pupils	Small Value Procurement	March 28, 2018	April 4, 2018	Apr. 4, 2018	April 5, 2018	GAA	111,500	111,500	✓	Procure food, supplies and other materials
2018 - IES - 01 - 0022	OTHER ALLOWED TRAINING		School Teachers	Small Value Procurement	April 16, 2018 May 14, 2018 June 18, 2018 Oct. 15, 2018 Nov. 9, 2018 Dec. 10, 2018	April 19, 2018 May 17, 2018 June 21, 2108 Oct. 18, 2108 Nov. 14, 2108 Dec. 11, 2018	April 19, 2018 May 17, 2018 June 21, 2018 Oct. 18, 2018 Nov. 14, 2018 Dec. 11, 2018	April 20, 2018 May 18, 2018 June 22, 2018 Oct. 19, 2018 Nov. 15, 2018 Dec. 12, 2018	GAA	36,700	36,700		Procure food, supplies and other materials
2018 - IES - 01 - 0023	SCHOOL HEAD TRAINING		School Teachers	Small Value Procurement	May 7, 2018	May 10, 2018	May 10, 2018	May 11, 2018	GAA	15,000	15,000		Procure food, supplies and other materials
2018 - IES - 04 - 0024	C.I. PROJECT - "It's REAL"		School Teachers & Pupils	Small Value Procurement	March 15, 2018 Sept. 10, 2108	Mar. 20, 2018 Sept. 13, 2018	Mar. 20, 2018 Sept. 13, 2018	Mar. 21, 2108 Sept. 14, 2018	GAA	5,000	5,000		Procure food, supplies and other materials
2018 - IES - 01 - 0025	SUMMER READING CAMP		School Teachers	Small Value Procurement	April 10, 2018	Apr. 13, 2018	Apr. 13, 2018	Apr. 16, 2018	GAA	12,000	12,000		Procure food, supplies and other materials

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					Address of Bids	Submission of Bids	Notice of Awards	Contract Signing		Total	MOOE	OO	
2018 - IES - 01 - 0026	PRIMALS ELLN		& Pupils School Teachers	Small Value Procurement	May 2, 2018 May 14, 2018 July 18, 2018 Aug 17, 2018 Sept 17, 2018 Oct 15, 2018 Nov 19, 2018 Dec 10, 2018	May 7, 2018 May 17, 2018 July 23, 2018 Aug 22, 2018 Sept 20, 2018 Oct 18, 2018 Nov 22, 2018 Dec 13, 2018	May 7, 2018 May 17, 2018 July 23, 2018 Aug 22, 2018 Sept 20, 2018 Oct 18, 2018 Nov 22, 2018 Dec 13, 2018	May 8, 2018 May 18, 2018 Mar 27, 2018 Aug 23, 2018 Sept 21, 2018 Oct 19, 2018 Nov 23, 2018 Mar 27, 2018	GAA	10,864	10,864		Procurement of school supplies and other materials
2018 - IES - 01 - 0027	TRAVELLING EXPENSES		School	Direct Contract					GAA	30,578	30,578		Year round
2018 - IES - 01 - 0028	REPRESENTATION EXPENSES		School	Small Value Procurement	Jan 22, 2018 Feb 19, 2018 Mar 21, 2018 April 10, 2018 May 2, 2018 June 18, 2018 July 18, 2018 Aug 17, 2018 Sept 17, 2018 Oct 8, 2018 Nov 19, 2018 Dec 10, 2018	Jan 25, 2018 Feb 22, 2018 Mar 26, 2018 Apr 13, 2018 May 7, 2018 June 21, 2018 July 23, 2018 Aug 22, 2018 Sept 20, 2018 Oct 11, 2018 Nov 22, 2018 Dec 13, 2018	Jan 25, 2018 Feb 22, 2018 Mar 26, 2018 Apr 13, 2018 May 7, 2018 June 21, 2018 July 23, 2018 Aug 22, 2018 Sept 20, 2018 Oct 11, 2018 Nov 22, 2018 Dec 13, 2018	Jan 26, 2018 Feb 23, 2018 Mar 27, 2018 Apr 18, 2018 May 8, 2018 Mar 27, 2018 Aug 23, 2018 Sept 21, 2018 Oct 12, 2018 Nov 23, 2018 Mar 27, 2018	GAA	20,712	20,712		expected
2018 - IES - 01 - 0029	FORM 138		Admin Office	Small Value Procurement	June 3, 2018 July 19, 2018 Aug 13, 2018	June 6, 2018 July 19, 2018 Aug 16, 2018	June 6, 2018 July 19, 2018 Aug 16, 2018	June 7, 2018 July 20, 2018 Aug 17, 2018	GAA	40,000	40,000		Procurement will be made
2018 - IES - 01 - 0030	FORM 137		Admin Office	Small Value Procurement	July 10, 2018 Aug 17, 2018	July 13, 2018 Aug 20, 2018	July 13, 2018 Aug 20, 2018	July 18, 2018 Aug 23, 2018	GAA	24,000	24,000		Procurement will be made for the first 3 months on the opening of classes
2018 - IES - 01 - 0031	SCHOOL I.D OF PUPILS		Admin Office	Small Value Procurement	Sept 6, 2017 Oct 6, 2018 Nov 6, 2018	Sept 10, 2018 Oct 11, 2018 Nov 9, 2018	Sept 10, 2018 Oct 11, 2018 Nov 9, 2018	Sept 11, 2018 Oct 12, 2018 Nov 12, 2018	GAA	120,000	120,000		Procurement of School I.D

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					Adoption of BMR	Subtype of BMR	Notice of Award	Contract Signing		Total	MOOE	
2018 - IES - 01 - 0032	ECCD CHECKLIST	Admin Office		Small Value Procurement	Feb. 5, 2018	Feb. 8, 2018	Feb. 8, 2018	Feb. 9, 2018	GAA	5,000	5,000	Procurement will be made for the first 3 months on the opening of classes
2018 - IES - 01 - 0033	HEALTH CARDS	Admin Office		Small Value Procurement	July 19, 2018 Aug. 13, 2018	July 19, 2018 Aug. 16, 2018	July 19, 2018 Aug. 16, 2018	July 20, 2018 Aug. 17, 2018	GAA	12,000	12,000	Procurement will be made for the first 3 months on the opening of classes
2018 - IES - 01 - 0034	PRINTER	School Teachers		Small Value Procurement	Feb. 12, 2018	Feb. 15, 2018	Feb. 15, 2018	Feb. 19, 2018	GAA	30,000	30,000	Procurement of printer
2018 - IES - 01 - 0035	TEST PAPER	Admin Office		Small Value Procurement	Feb. 19, 2018 July 9, 2018 Sept. 10, 2018 Dec. 17, 2018	Feb. 22, 2018 July 12, 2018 Sept. 13, 2018 Dec. 20, 2018	Feb. 22, 2018 July 12, 2018 Sept. 13, 2018 Dec. 20, 2018	Feb. 23, 2018 July 13, 2018 Sept. 14, 2018 Dec. 21, 2018	GAA	238,800	238,800	Procurement will be made every quarter of the year
2018 - IES - 01 - 0036	ANSWER SHEETS	Admin Office		Small Value Procurement	July 9, 2018 Sept. 10, 2018	July 12, 2018 Sept. 13, 2018	July 12, 2018 Sept. 13, 2018	July 13, 2018 Sept. 14, 2018	GAA	21,180	21,180	Procurement will be made every quarter of the year
2018 - IES - 01 - 0037	POSTAGE AND COURIER EXPENSES	Admin Office		Direct Contract					GAA	4,000	4,000	Year round
2018 - IES - 01 - 0038	PROCUREMENT OF SUPPLIES & MATERIALS AT THE DBM PS	Admin Office		Agency to Agency					GAA	164,015	164,015	Procurement will be made every quarter of the year
2018 - IES - 01 - 0039	FABRICATION OF BOOK SHELVES	Library		Small Value Procurement	April 16, 2018 Sept. 5, 2018	April 19, 2018 Sept. 10, 2018	April 19, 2018 Sept. 10, 2018	April 20, 2018 Sept. 11, 2018	GAA	20,000	20,000	Fabrication of book shelves for library use
2018 - IES - 01 - 0040	PHIL - IRI	Admin Office		Small Value Procurement	January 17, 2018 July 9, 2018	Jan. 22, 2018 July 12, 2018	Jan. 22, 2018 Jan. 12, 2018	Jan. 23, 2018 July 13, 2018	GAA	6,000	6,000	
2018 - IES - 01 - 0041	ACCOUNTABLE FORMS EXPENSES	Admin Office		Agency to Agency					GAA	5,000	5,000	Year round
2018 - IES - 01 - 0042	WATER CONSUMPTION	Admin Office		Direct Contract					GAA	396,000	396,000	Year round
2018 - IES - 01 - 0043	LANDLINE / INTERNET	Admin Office		Direct Contract					GAA	108,360	108,360	Year round
2018 - IES - 01 - 0044	WEBSITE SUBSCRIPTION	Admin Office		Direct Contract					GAA	4,900	4,900	Procurement for website connection
										2,238,990	2,238,990	GRAND TOTAL

Department of Education  
National Capital Region  
**IMELDA ELEMENTARY SCHOOL**

**ANNUAL PROCUREMENT PLAN FOR FY 2018**

Code (PAF)	Procurement/Program/Project	PBO	Est. Year	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (P=)			Remarks Brief Description of Program/Project
					Adv/Post of BRRI	Sub/Type of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	

Type of Contract	TOTAL
Goods & Services (GS)	
Civil Works (CW)	
Consulting Services (CS)	
<b>GRAND TOTAL</b>	

Mode of Procurement	TOTAL
International Competitive Bidding (ICB)	
Competitive Bidding (CB)	
Alternative Methods of Procurement (AMP)	
Least Source of Bidding (LSB)	224,000.00
Direct Contracting (DC)	
Shopping (S)	
Restricted Procurement (RP)	
Advisory or Training (RP-AT)	584,750.00
Agency-to-Agency (RP-AA)	
Rights Technical Consideration (RP-RTC)	1,421,260.00
Third Class Procurement (RP-3CP)	
Leases of Real Property (RP-LRP)	
Heavy Participation (RP-HP)	
Community Participation (RP-CP)	
Joint Venture Agreements (RP-JVA)	2,230,000.00
<b>GRAND TOTAL</b>	

Prepared and Consolidated by:

*Emmanuel R. Biason*  
EMMANUEL R. BIASON  
BAC Secretary

Recommending Approval:

*Melody D. Morales*  
MELODY D. MORALES  
BAC Chairperson

*Joselyn C. Janopo*  
JOSELYN C. JANOPO  
BAC Vice Chairperson

Certified Fund Available/Certified Appropriate Fund Available

*Merilyn N. Miranda*  
MERILYN N. MIRANDA  
Budget Officer 2

Certified Fund Available:

*Salvacion G. Gillesana*  
SALVACION G. GILLESANA  
School Accounting Officer

*Mel Rosemarie S. Cosano*  
MEL ROSEMARIE S. COSANO  
BAC Member

*Rhodora S. Torres*  
RHODORA S. TORRES  
Accountant II

*Edna M. Pineda*  
EDNA M. PINEDA  
BAC Member

*Maida E. Siles*  
MAIDA E. SILES  
BAC Member

Approved by:

*Melinda C. San Pedro*  
MELINDA C. SAN PEDRO  
Principal  
Head of the Procuring Entity

Noted by:

*Melen Grambo, Go, Cesoy*  
MELEN GRAMBO, GO, CESO V  
School Division Superintendent