

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Cordillera Administrative Region

KALINGA PROVINCIAL OFFICE
Annual Procurement Plan for Non Common Use of Supplies and Equipment (Non-CSE) CY 2021

Code (PAP)	Procurement Program/Project	PMO/	End-User	Is this and Early Procurement Activity? (Yes/No)	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (PhP) & Fund source			Remarks
					Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		PS	MOOE	CO	
A. PROPERTY PLANT & EQUIPMENT													
03-000014	Computer, Desktop PC,	TESDA PO-KALINGA	No	Delegated to the Administrative Service	N/A	Delegated to the Administrative Service	Delegated to the Administrative Service	GOP		35,000.00			
03-000014	Printer, office jet	TESDA PO-KALINGA	No	Delegated to the Administrative Service	N/A	Delegated to the Administrative Service	Delegated to the Administrative Service	GOP		10,000.00			
03-000014	Lap top, acer	TESDA PO-KALINGA	No	Delegated to the Administrative Service	N/A	Delegated to the Administrative Service	Delegated to the Administrative Service	GOP		45,000.00			
03-000014	External Drive	TESDA PO-KALINGA	No	Delegated to the Administrative Service	N/A	Delegated to the Administrative Service	Delegated to the Administrative Service	GOP		10,500.00			
	Subtotal									100,500.00			
B. REPAIR AND MAINTENANCE													
03-000014	Replacement of defective parts of Two (2) Motor vehicles	Admin	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP					
03-000014	a. Toyota Innova, Plate No. SKV-991	Admin	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		40,000.00			
03-000014	b. Nissan Patrol, Plate No. SEK-550	Admin	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		33,000.00			
03-000014	Office Equipment	Admin	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		25,000.00			
03-000014	IT Equipment & Softwares	Admin	No	N/A	N/A	N/A	N/A	GOP		25,000.00			
	Subtotal								-	123,000.00			
C. Accountable Forms Inventory / Expenses - 156/756													
03-000014	Check booklets	TESDA PO-KALINGA	No	delegated to the Administrative Services				GOP		3,000.00			
03-000014	Official Receipt, carbonless	TESDA PO-KALINGA	No	delegated to the Administrative Services				GOP		3,000.00			
03-000014	National Certificates (NC)	TESDA PO-KALINGA	No	delegated to the Administrative Services				GOP		30,000.00			
	Subtotal								-	36,000.00			

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D. COMMUNICATION													
03-000014	Telecommunication Services										-		
03-000014	a. Telephone expense (1 mobile/cellular)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		60,000.00			
03-000014	b. Internet expense (2 wireless broadband Services)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		24,000.00			
	Subtotal								-	84,000.00			
E. SERVICES													
03-000014	Security Services 2019 (January-December 2019)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		170,000.00			
03-000014	Janitorial Services 2019 (January-December 2019)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		96,000.00			
03-000014	Other Professional Services	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		96,000.00			
03-000014	Catering Services (provision of meals & snacks / venue)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP					
03-000014	f. Industry Forum	TESDA PO-KALINGA	No	Jul-21	N/A	44378	44378	GOP		51,500.00			
03-000014	h. Profiling	TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A	GOP		20,000.00			
03-000014	i. Planning	TESDA PO-KALINGA	No	Jan-21	N/A	44197	44197	GOP		50,000.00			
03-000014	j. Catering services during TESDA Anniversary/Partnership	TESDA PO-KALINGA	No	Aug-21	N/A	44409	44409	GOP		25,000.00			
03-000014	Career Guidance	TESDA PO-KALINGA	No	March-Dec. 2021	N/A	March-Dec. 2021	March-Dec. 2021	GOP		15,000.00			
03-000014	Fidelity bond	TESDA PO-KALINGA	No	Jun-21	N/A	6/1/2021	6/1/2021	GOP		5,000.00			
	Subtotal								-	623,500.00			
F. UTILITIES													
03-000014	Water Services	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		12,000.00			
03-000014	Electricity Services	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		144,000.00			
03-000014	Drinking Water	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		6,000.00			
	Subtotal								-	162,000.00			

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G. RENT													
03-000014	Quarter's Allowance	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		30,000.00			
	Subtotal	30,000.00											
G. ADVERTISING													
03-000014	Cable Television Services Subscription	TESDA PO-KALINGA	No	June & December 2021	N/A	June & December 2021	June & December 2021	GOP		12,000.00			
03-000014	Newspaper	TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A	GOP		1,000.00			
03-000014	Printing / Advertising expenses (tarp)	TESDA PO-KALINGA	No	March-Dec. 2021	N/A	March-Dec. 2021	March-Dec. 2021	GOP		10,000.00			
	Subtotal								-	23,000.00			
H. TAXES, IN SURANCE PREMUIMS & OTHER FEES													
03-000014	Insurance/registration of vehicle SEK-550	Admin	No	not applicable				GOP		13,000.00			
03-000014	Insurance/registration of vehicle SKV-991	Admin	No	not applicable				GOP		15,000.00			
	Subtotal								-	28,000.00			
I. Office Supplies Inventory / Expense													
03-000014	Common use supplies and materials available at (Procurement Service)	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		137,000.00			
03-000014	Common use supplies not available at Procurement Service	ORD	No	N/A	N/A	N/A	N/A	GOP		100,000.00			
03-000014	Additional Provision for inflation (10%)	ORD	No	N/A	N/A	N/A	N/A						
03-000014	Common office devices available at (Procurement Service)	TESDA PO-KALINGA	No	Jul-21	N/A	44378	44378	GOP		65,000.00			

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03-000014	Common office equipment available at (Procurement Service)	TESDA PO-KALINGA	No	March, July 2021	N/A	March, July 2021	March, July 2021	GOP		50,000.00		
03-000014	c. Janitorial Cleaning Supplies	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		15,000.00		
03-000014	Carpentry/Masonry/Plumbing/Electrical	TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A	GOP		30,000.00		
03-000014	Common use supplies not available at Procurement Service	ROD	No	N/A	N/A	N/A	N/A	GOP				
03-000014	Additional Provision for inflation (10%)	TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A	GOP				
03-000014	Petroleum, oil & lubricants	TESDA PO-KALINGA	No	Jan-Dec 2021	N/A	Jan-Dec 2021	Jan-Dec 2021	GOP		18,000.00		
03-000014	Tools for two (2) service vehicles	TESDA PO-KALINGA	No	February, October 2021	N/A	February, October 2021	February, October 2021	GOP		15,000.00		
03-000014	Tires, for official vehicle (SEK-550, SKV-991,	TESDA PO-KALINGA	No	February, October 2021	N/A	February, October 2021	February, October 2021	GOP		50,000.00		
03-000014	Drugs/medicines	FASD	No	Mach, June 2021	N/A	Mach, June 2021	Mach, June 2021	GOP		5,000.00		
03-000014	Construction of PWD Ramp	FASD	No	Oct-21	N/A	44470	44470	GOP		15,000.00		

	Subtotal								-	500,000.00		
J. Awards and Indemnities												
03-000014	Awards (KABALIKAT, Idol, Tatak)	FASD	No	Jul-21	N/A	Jul-21	Jul-21			10,000.00		
03-000014	SDP & Physical Fitness activity/Sports Wear	FASD	No	N/A	N/A	N/A	N/A			18,000.00		
03-000014	Regisatration/Participation to various seminars	TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A			30,000.00		
03-000014	Prizes, Awards & Incentives to employees	FASD	No	N/A	N/A	N/A	N/A			10,000.00		
	Subtotal								-	68,000.00		

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K. Training Expenses														
03-000014	Honorarium of Trainers		TESDA PO-KALINGA	No	N/A	N/A	N/A	N/A		130,000.00				
										130,000.00				
	TOTAL									-	1,908,000.00	-		
	Add: 4% Lumpsum (For Contingency)										76,320.00	-		
	GRANDTOTAL										2,060,640.00			

Prepared by:



JUDYNNE PEARL G. DE GUZMAN

Recommending Approval:



SUSANA B. SANTOS

Approved:



ENGR. VICTOR P. BRIOSO