

South Cotabato State College Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		CO	Remarks (brief description of Project)
					Advertisement/Posting of IBRE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE		
	Travelling Expense	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	240,000.00	240,000.00		as indicated
	Travelling Expense	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	464,000.00	464,000.00		as indicated
	Travelling Expense	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	70,000.00	70,000.00		as indicated
	Training Expenses												
	Human Resource Related Trainings	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	59,500.00	59,500.00		as indicated
	Procurement Specialist Level II Intermediate Level	GAS	NO	Direct Contracting	Q3	Q3	Q3	Q3	GoP	40,000.00	40,000.00		as indicated
	Trainings and Seminars of Finance Department	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	20,000.00	20,000.00		as indicated
	PAGBA (Finance and Human Resource)	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	50,500.00	50,500.00		as indicated
	Training Expenses												
	Human Resource related Trainings	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	77,000.00	77,000.00		as indicated
	Faculty Trainings	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	143,000.00	143,000.00		as indicated
	Training Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	70,000.00	70,000.00		as indicated
	Office Supplies Expenses	GAS	NO	NP-53.9 Agency-to-Agency	Q1	Q1	Q1	Q1	GoP	550,000.00	550,000.00		as indicated
	Office Supplies Expenses	HES	NO	NP-53.9 Agency-to-Agency	Q1	Q1	Q1	Q1	GoP	750,000.00	750,000.00		as indicated
	Accountable Form Expenses	GAS	NO	NP-53.9 Agency-to-Agency	Q1	Q1	Q1	Q1	GoP	50,000.00	50,000.00		as indicated
	Fuel, Oil and Lubricants Expenses	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	50,000.00	50,000.00		as indicated
	Fuel, Oil and Lubricants Expenses	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	450,000.00	450,000.00		as indicated
	Textbooks and Instructional Materials Expenses												
	Purchase of Office Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	96,000.00	96,000.00		as indicated
	Purchase of Office Equipment Parts and Accessories	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	1,547.00	1,547.00		as indicated
	Purchase of Hardware and Construction Supplies	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	2,740.00	2,740.00		as indicated
	Purchase of Professional Education Books	HES	NO	Competitive Bidding	Q2	Q2	Q2	Q2	GoP	2,349,835.00	2,349,835.00		as indicated
	Printed Journals Subscription (Jan-Dec, 2026)	HES	NO	Direct Contracting	Q3	Q3	Q3	Q3	GoP	289,328.00	289,328.00		as indicated
	Phil. E-journals Subs. Renewal (Nov. 2025-Nov. 2026)	HES	NO	Direct Contracting	Q3	Q3	Q3	Q3	GoP	280,000.00	280,000.00		as indicated
	Independent Wi-Fi Subscription Renewal (Nov. 2025-Nov. 2026)	HES	NO	Direct Contracting	Q3	Q3	Q3	Q3	GoP	38,000.00	38,000.00		as indicated
	Remote Server Subs. Renewal (Nov. 2025-Nov. 2026)	HES	NO	Direct Contracting	Q3	Q3	Q3	Q3	GoP	129,600.00	129,600.00		as indicated
	Labor and Wages	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	313,950.00	313,950.00		as indicated
	Other Supplies & Materials Expenses												
	Purchase of Appliances	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	30,800.00	30,800.00		as indicated
	Purchase of Office Equipment Parts and Accessories	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	26,400.00	26,400.00		as indicated
	Purchase of Furniture	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	307,752.00	307,752.00		as indicated
	Purchase of Office Equipment	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	444,548.00	444,548.00		as indicated
	Purchase of Photographic Equipment	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	48,400.00	48,400.00		as indicated
	Purchase of Hardware and Construction Supplies	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	29,375.00	29,375.00		as indicated
	Purchase of General Merchandise	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	41,725.00	41,725.00		as indicated
	Other Supplies & Materials Expenses												
	Purchase of Appliances	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	724,116.00	724,116.00		as indicated
	Purchase of Office Equipment Parts and Accessories	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	83,328.50	83,328.50		as indicated
	Purchase of Furniture	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	561,944.78	561,944.78		as indicated
	Purchase of Furniture	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	529,366.00	529,366.00		as indicated
	Purchase of Electronic parts and components	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	78,075.95	78,075.95		as indicated
	Purchase of Office Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	491,490.00	491,490.00		as indicated
	Purchase of Photographic Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	42,000.00	42,000.00		as indicated
	Purchase of Electrical Supplies	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	20,908.00	20,908.00		as indicated
	Purchase of Power Generation and Distribution Machinery	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	63,310.00	63,310.00		as indicated
	Purchase of Agricultural Products	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	47,789.16	47,789.16		as indicated
	Purchase of Hardware and Construction Supplies	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	81,455.16	81,455.16		as indicated
	Purchase of General Merchandise	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	140,463.16	140,463.16		as indicated
	Purchase of Drugs and Medicine	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	24,358.80	24,358.80		as indicated
	Purchase of Medical Supplies and Laboratory Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	26,161.20	26,161.20		as indicated
	Purchase of Agricultural Machinery and Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	118,000.00	118,000.00		as indicated
	Purchase of Laboratory Supplies and Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	119,850.00	119,850.00		as indicated
	Purchase of Chemicals and Chemical Products	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	72,133.29	72,133.29		as indicated
	Purchase of Animal Feeds	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	16,200.00	16,200.00		as indicated
	Purchase of Sporting Goods	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	44,050.00	44,050.00		as indicated
	Purchase of Kitchenware	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	30,000.00	30,000.00		as indicated
	Purchase of Textiles	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	85,000.00	85,000.00		as indicated
	Purchase of Janitorial Supplies	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	80,000.00	80,000.00		as indicated
	Purchase of Fire Fighting & Rescue and Safety Equipment	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	20,000.00	20,000.00		as indicated
	Other Supplies & Materials Expenses												
	Purchase of Electrical Supplies	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	11,500.00	11,500.00		as indicated
	Purchase of General Merchandise	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	25,400.00	25,400.00		as indicated
	Purchase of Fuel	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	23,100.00	23,100.00		as indicated
	Water Expenses	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	50,000.00	50,000.00		as indicated
	Water Expenses	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	100,000.00	100,000.00		as indicated
	Electricity Expenses	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	200,000.00	200,000.00		as indicated
	Electricity Expenses	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	1,700,000.00	1,700,000.00		as indicated
	Electricity Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	80,000.00	80,000.00		as indicated
	Communication Expenses												
	Mobile	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	24,000.00	24,000.00		as indicated
	Internet Subscription Expenses	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	610,000.00	610,000.00		as indicated
	Research, Exploration and Development Expenses												
	Purchase of Furniture	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	192,000.00	192,000.00		as indicated
	Purchase of Office Equipment	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	336,500.00	336,500.00		as indicated
	Purchase of Photographic Equipment	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	38,000.00	38,000.00		as indicated
	Purchase of Fuel	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	28,000.00	28,000.00		as indicated
	Travelling Expenses - National	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	240,000.00	240,000.00		as indicated
	Travelling Expenses - Local	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	360,000.00	360,000.00		as indicated
	Training Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	300,000.00	300,000.00		as indicated
	Water Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	60,000.00	60,000.00		as indicated
	Electricity	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	108,000.00	108,000.00		as indicated
	Internet Subscription Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	300,000.00	300,000.00		as indicated
	Chemical/Laboratory Analyses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	160,000.00	160,000.00		as indicated
	Survey Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	300,000.00	300,000.00		as indicated
	Research, Exploration and Development Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	360,000.00	360,000.00		as indicated
	Consultancy Services	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	75,000.00	75,000.00		as indicated
	Other Professional Services	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	490,800.00	490,800.00		as indicated
	Janitorial Services	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	232,320.00	232,320.00		as indicated
	Other General Services	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	72,000.00	72,000.00		as indicated
	Labor and Wages	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	987,568.00	987,568.00		as indicated
	Advertising, Promotional and Marketing Expenses	RESEARCH	NO	Direct Contracting	Q2	Q2	Q2	Q2	GoP	7,812.00	7,812.00		as indicated
	Printing and Publication Expenses	RESEARCH	NO	Direct Contracting	Q4	Q4	Q4	Q4	GoP	100,000.00	100,000.00		as indicated
	Representation Expenses	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	120,000.00	12		

Other Professional Fees	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	200,000.00	200,000.00		as indicated
Other Professional Fees	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	235,000.00	235,000.00		as indicated
Other Professional Fees	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	50,000.00	50,000.00		as indicated
General Services												
Janitorial Services	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	300,000.00	300,000.00		as indicated
Janitorial Services	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	350,000.00	350,000.00		as indicated
Security Services	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	311,000.00	311,000.00		as indicated
Security Services	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	429,000.00	429,000.00		as indicated
Repairs and Maintenance												
School Buildings (Repair of Academic Classrooms at Community Outreach Center (COC))	HES	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	700,000.00	700,000.00		as indicated
Other Structures (Repair of Entrance Gate)	GAS	NO	NP-53.9 - Small Value Procurement	Q2	Q2	Q2	Q2	GoP	400,000.00	400,000.00		as indicated
Repair and Maintenance-Transportation Expense (L200 MITSUBISHI SFM 916, LAWIN JEEP SDV 820, TOYOTA INNOVA SHR 891 and Mitsubishi Trito SMA 1115)	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	150,000.00	150,000.00		as indicated
Repair and Maintenance-Transportation Expense(L200 MITSUBISHI SFM 916, LAWIN JEEP SDV 820, TOYOTA INNOVA SHR 891 and Mitsubishi Trito SMA 1115)	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	22,000.00	22,000.00		as indicated
Financial Assistance/Subsidy	HES	NO						GoP	7,620,000.00	7,620,000.00		as indicated
Taxes, Insurance Premiums and Other Fees												
Fidelity Bond Premiums	GAS	NO	NP-53.5 Agency-to-Agency	Q1	Q1	Q1	Q1	GoP	150,000.00	150,000.00		as indicated
Labor and Wages	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	150,000.00	150,000.00		as indicated
Other Maintenance and Operating Expenses												
Advertising Expenses	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	25,000.00	25,000.00		as indicated
Printing and Publication Expenses	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	55,000.00	55,000.00		as indicated
Printing and Publication Expenses	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	30,000.00	30,000.00		as indicated
Representation Expenses	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	150,000.00	150,000.00		as indicated
Representation Expenses	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	100,000.00	100,000.00		as indicated
Representation Expenses	RESEARCH	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	30,000.00	30,000.00		as indicated
Transportation and Delivery Expenses	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	45,000.00	45,000.00		as indicated
Transportation and Delivery Expenses	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	25,000.00	25,000.00		as indicated
Membership Dues and Cont'n to Org.	GAS	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	50,000.00	50,000.00		as indicated
Membership Dues and Cont'n to Org.	HES	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	40,000.00	40,000.00		as indicated
Membership Dues and Cont'n to Org.	RESEARCH	NO	Direct Contracting	Q1	Q1	Q1	Q1	GoP	70,000.00	70,000.00		as indicated
Subscription Expenses	GAS	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	75,000.00	75,000.00		as indicated
Subscription Expenses	HES	NO	NP-53.9 - Small Value Procurement	Q1	Q1	Q1	Q1	GoP	200,000.00	200,000.00		as indicated
Other Maintenance and Operating Expenses												
Capital Outlay												
Machinery and Equipment Outlay	HES	NO	Competitive Bidding	Q3	Q3	Q3	Q3	GoP	2,800,000.00	2,800,000.00		as indicated
Supply, Delivery and Installation of Modular Office Partition for Administration Building	GAS	NO	Competitive Bidding	Q3	Q3	Q3	Q3	GoP	2,200,000.00	2,200,000.00		as indicated
GRAND TOTAL									35,914,000.00	30,914,000.00	5,000,000.00	

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