

NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2024
(For Non-Common-used Supplies and Equipment)

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Advertisement/P osting if IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(brief description of Program/Activity/Ptproject)
A. PROFESSIONAL SERVICES												
10001001	Other Consulting Services for Institutional ISO	QA	Public Bidding (Short of Award)	Oct.16-23, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA		GAA	150,000.00	150,000.00		Engagement of a consultant for Institutional ISO
10001001	Other Professional Services	QA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	1,100,000.00	1,100,000.00		Engagement of professional services for other university's programs and projects
B. PRINTING AND BINDING EXPENSES												
10001001	Supply and Delivery of Display Materials	College/Campus	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	200,000.00	200,000.00		Procurement of flyers and brochures for GAD trainings and seminars
10001001	Printing and Delivery of Display Materials	College/Campus	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	300,000.00	300,000.00		Supply and delivery of tarpaulins for different university activities
C. SUPPLIES AND MATERIALS												
10001001	Supply and Delivery of Electrical and Hardware Supplies and Materials	GS/SO	Small Value/Public Bidding (Short of Award)	Oct.10-18, 2023	Oct.30-31,2023	Upon approval and effectivity of GAA		GAA	4,000,000.00	4,000,000.00		For various day to day expenses of hardware supplies
10001001	Supply and Delivery of Janitorial Supplies and Materials	GS/SO	Small Value/Public Bidding (Short of Award)	Oct.10-18, 2023	Oct.30-31,2023	Upon approval and effectivity of GAA		GAA	2,300,000.00	2,300,000.00		For the day to day janitorial in all campuses
10001001	Supply and Delivery of Office Supplies for the Conduct of Trainings	GAD/RET	Small Value/Public Bidding (Short of Award)	Oct.10-18, 2023	Oct.30-31,2023	Upon approval and effectivity of GAA		GAA	1,572,000.00	1,572,000.00		Supply and delivery of various supplies for trainings/seminars conducted for NEUST students and personnel
10001001	Supply and Delivery of Office Supplies	SO	Small Value/Public Bidding (Short of Award)	Oct.10-18, 2023	Oct.30-31,2023	Upon approval and effectivity of GAA		GAA	13,732,000.00	13,732,000.00		Supply and delivery of supplies and materials to various offices
10001001	Supply and Delivery of ICT Office Supplies	SO	Small Value/Public Bidding (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	7,324,000.00	7,324,000.00		Various ICT supplies for use in instruction and offices
10001001	Supply and Delivery of Medical, Dental and Laboratory Supplies	Clinic	Small Value/Public Bidding (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	2,000,000.00	2,000,000.00		Supply and delivery of various medical, dental and laboratory supplies for clinic use
10001001	Supply and Delivery of Drugs and Medicines	Clinic	Small Value/Public Bidding (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	2,317,000.00	2,317,000.00		Supply and delivery of various drugs and medicines for clinic/infirmary and emergency use
10001001	Supply and Delivery of Accountable Forms	GA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	500,000.00	500,000.00		Supply and delivery of accountable forms for use in accocunting and cashier's offices

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Advertisement/P osting if IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(brief description of Program/Activity/Ptproject)
10001001	Supply and Delivery of Textbooks and Instructional Materials	College/Campus	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	500,000.00	500,000.00		Supply and delivery of various textbooks and instructional materials by different colleges/departments/campuses
10001001	Supply and Delivery of Charter Day Anniversary Souvenir Items	OP/SO	Small Value (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	150,000.00	150,000.00		Supply and delivery of souvenir items for NEUST personnel and guests
10001001	Gasoline, Oil and Lubricants	GA/SO	Shopping	N/A	N/A	N/A	N/A	GAA	1,445,000.00	1,445,000.00		For use of University vehicles and other equipment in connection with its operations/projects.
D. EQUIPMENT												
10001001	Office Equipment	GA	Small Value (Short of Award)	N/A	N/A	N/A	N/A	GAA	400,000.00	400,000.00		Supply of office equipment for use in instruction and offices
E. UTILITIES												
10001001	Water Expenses	GA	Direct Contracting	N/A	N/A	N/A	N/A	GAA	2,106,000.00	2,106,000.00		For water consumed in the University's operations, projects and activities
10001001	Electricity Expenses	GA	Direct Contracting	N/A	N/A	N/A	N/A	GAA	12,227,000.00	12,227,000.00		For electricity consumed in the University's operations, projects and activities
F. COMMUNICATION SERVICES												
10001001	Telecommunication Services (Landline and Mobile)	GA	Direct Contracting	GPPB Resolution 03-2011				GAA	450,000.00	450,000.00		Provision of telecommunications services (landline and mobile phones, cable and internet connections)
10001001	Internet Subscription Expenses	GA/MIS	Direct Contracting					GAA	1,250,000.00	1,250,000.00		
10001001	Postage and Couruer Services	GA	Direct Contracting					GAA	20,000.00	20,000.00		
10001001	Cable Subscription Expenses	GA	Direct Contracting					GAA	50,000.00	50,000.00		
G. ADVERTISING, PRINTING AND PUBLICATION EXPENSES												
10001001	Publication/Posting of University's projects and programs	GA	Shopping	As the need arises				GAA	683,000.00	683,000.00		Publication requirements of the university
10001001	Advertising Expenses	GA	Small Value (Short of Award)					GAA	250,000.00	250,000.00		Advertising Expenses to promote university's programs
H. SUBSCRIPTION EXPENSES												
10001001	Library and Other Reading Materials Subscription Expenses	Library/LRC	Shopping (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	276,000.00	276,000.00		Subscription of magazines and other reading materials for the university libraries/LRC
I. REPAIR AND MAINTENANCE												
10001001	Annual Pest and Termite Management	GS/IDO	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	935,000.00	935,000.00		Pest and termite control for the buildings and schoolbuildings
10001001	Cleaning of Air-conditioning units	GS	Shopping	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	250,000.00	250,000.00		Cleaning, repair and maintenance of aircon units in all campuses

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Advertisement/P osting if IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	(brief description of Program/Activity/Ptproject)
10001001	Repair and Replacement of Defective Parts for Office Equipment, Furnitures and Fixtures	College/Campus	Shopping	As the need arises				GAA	150,000.00	150,000.00		As needed repair of defective parts office equipment, furnitures and fixtures
10001001	Repair and Maintenance of Buildings and Schoolbuildings	GS/IDO	NP-Small Value	As the need arises				GAA	2,903,000.00	2,903,000.00		As needed repair of university buildings and schoolbuildings
10001001	Repair and Maintenance of University Vehicles	Motor Pool	Shopping	As the need arises				GAA	910,000.00	910,000.00		As needed repair of defective parts of motor vehicles
J. SURVEY, RESEARCH, EXPLORATION AND AND DEVELOPMENT EXPENSES												
10001001	Conduct of surveys (cadastral, structural, topographical and or statistical)	Research/IDO/ Campus/College	Agency to Agency	N/A	N/A	N/A	N/A	GAA	150,000.00	150,000.00		Conduct of cadastral, structural and other type of surveys
10001001	Conduct of studies for policy/ies use of the University	Research Unit/ Campus/College	Agency to Agency	N/A	N/A	N/A	N/A	GAA	350,000.00	350,000.00		Conduct of studies to gain scientific or technical knowledge on future projects including development, refinement or evaluation of policies for use of University
K. GENERAL SERVICES												
10001001	Other General Services	GS	Small Value (Short of Award)	As the need arises				GAA	935,000.00	935,000.00		As need outsourcing of skilled workers for the university buildings maintenance
L. RENT EXPENSES												
10001001	Rental of Equipment	Auxiliary	Small Value (Short of Award)	As the need arises				GAA	300,000.00	300,000.00		For use in university's activities
M. LEASE OF VENUE												
10001001	Lease of venue for Planning Workshops	OP/PO	Small Value (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	200,000.00	200,000.00		Lease of venue for action planning workshops of university's administrative council
N. REPRESENTATION EXPENSES												
10001001	Catering for meetings, programs, seminars, trainings and other school activities	PO	Small Value/Public Bidding (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	1,000,000.00	1,000,000.00		Monthly/Quarterly catering services in the conduct of school programs and activities
O. INSURANCE EXPENSES												
10001001	Insurance of Buildings, vehicles and other properties of the University	GA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	4,525,000.00	4,525,000.00		For the premiums paid for the insurable risks of University's properties
SUB-TOTAL, MOOE									67,910,000.00	67,910,000.00		

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P. OTHER MACHINERY AND EQUIPMENT												
310100100002000	Purchase of Other Machinery and Equipment	Sumacab Campus	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA	GAA	15,000,000.00		15,000,000.00	Purchase of other machinery and equipment needed for the newly constructed buildings at NEUST Sumacab Campus	
SUB-TOTAL, MOOE								15,000,000.00		15,000,000.00		
Q. INFRASTRUCTURE												
310100200061000	Completion of University Dormitory	Sumacab Campus	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA	GAA	15,000,000.00		15,000,000.00	This project is the completion of the three-storey Dormitory building that has six (6) bedrooms capacity with amenities; such as study area, living area, kitchen, comfort rooms, dining area and laundry area.	
SUB-TOTAL, MOOE								15,000,000.00		15,000,000.00		
R. VEHICLE												
100000100001000	Procurement of Motor Vehicle	Auxiliary Services	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA	GAA	8,000,000.00		8,000,000.00	Transportation service to be used by the NEUST officials, faculty, staff and students	
SUB-TOTAL, MOOE								8,000,000.00		8,000,000.00		
GRAND TOTAL								67,910,000.00	67,910,000.00	76,000,000.00		

Prepared by:

JOEL C. DE MESA
Head, BAC Secretariat for Goods and Services

MICHELLE A. SUPENA
Head, BAC Secretariat for Infrastructure

Recommending Approval:

DR. HONORATO P. PANAHON
BAC Chairperson

Approved by:

DR. FELICIANA P. JACOBA
University President

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10001001	Other Professional Services	QA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	1,100,000.00	1,100,000.00		Engagement of professional services for other university's programs and projects
B. PRINTING AND BINDING EXPENSES												
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10001001	Printing and Delivery of Display Materials	College/Campus	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	300,000.00	300,000.00		Supply and delivery of tarpaulins for different university activities
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10001001	Supply and Delivery of Medical, Dental and Laboratory Supplies	Clinic	Small Value/Public Bidding (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	2,000,000.00	2,000,000.00		Supply and delivery of various medical, dental and laboratory supplies for clinic use
10001001	Supply and Delivery of Drugs and Medicines	Clinic	Small Value/Public Bidding (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	2,317,000.00	2,317,000.00		Supply and delivery of various drugs and medicines for clinic/Infirmarary and emergency use
10001001	Supply and Delivery of Accountable Forms	GA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	500,000.00	500,000.00		Supply and delivery of accountable forms for use in accounting and cashier's offices

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10001001	Supply and Delivery of Charter Day Anniversary Souvenir Items	OP/SO	Small Value (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	150,000.00	150,000.00		Supply and delivery of souvenir items for NEUST personnel and guests
10001001	Gasoline, Oil and Lubricants	GA/SO	Shopping	N/A	N/A	N/A	N/A	GAA	1,445,000.00	1,445,000.00		For use of University vehicles and other equipment in connection with its operations/projects.
D. EQUIPMENT												
10001001	Office Equipment	GA	Small Value (Short of Award)	N/A	N/A	N/A	N/A	GAA	400,000.00	400,000.00		Supply of office equipment for use in instruction and offices
E. UTILITIES												
10001001	Water Expenses	GA	Direct Contracting	N/A	N/A	N/A	N/A	GAA	2,106,000.00	2,106,000.00		For water consumed in the University's operations, projects and activities
10001001	Electricity Expenses	GA	Direct Contracting	N/A	N/A	N/A	N/A	GAA	12,227,000.00	12,227,000.00		For electricity consumed in the University's operations, projects and activities
F. COMMUNICATIONS												
10001001	Telecommunication Services (Landline and Mobile)	GA	Direct Contracting	GPPB Resolution 03-2011				GAA	450,000.00	450,000.00		Provision of telecommunications services (landline and mobile phones, cable and internet connections)
10001001	Internet Subscription Expenses	GA/MIS	Direct Contracting					GAA	1,250,000.00	1,250,000.00		
10001001	Postage and Couruer Services	GA	Direct Contracting					GAA	20,000.00	20,000.00		
10001001	Cable Subscription Expenses	GA	Direct Contracting					GAA	50,000.00	50,000.00		
G. ADVERTISING, PUBLICATION AND INFORMATION EXPENSES												
10001001	Publication/Posting of University's projects and programs	GA	Shopping	As the need arises				GAA	683,000.00	683,000.00		Publication requirements of the university
10001001	Advertising Expenses	GA	Small Value (Short of Award)					GAA	250,000.00	250,000.00		Advertising Expenses to promote university's programs
H. SUBSCRIPTION EXPENSES												
10001001	Library and Other Reading Materials Subscription Expenses	Library/LRC	Shopping (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	276,000.00	276,000.00		Subscription of magazines and other reading materials for the university libraries/LRC
I. REPAIR AND MAINTENANCE												
10001001	Annual Pest and Termite Management	GS/IDO	Small Value (Short of Award)	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	935,000.00	935,000.00		Pest and termite control for the buildings and schoolbuildings
10001001	Cleaning of Air-conditioning units	GS	Shopping	Oct.19-27, 2023	Nov.8-9,2023	Upon approval and effectivity of GAA		GAA	250,000.00	250,000.00		Cleaning, repair and maintenance of aircon units in all campuses

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10001001	Repair and Replacement of Defective Parts for Office Equipment, Furnitures and Fixtures	College/Campus	Shopping	As the need arises				GAA	150,000.00	150,000.00		As needed repair of defective parts office equipment, furnitures and fixtures
10001001	Repair and Maintenance of Buildings and Schoolbuildings	GS/IDO	NP-Small Value	As the need arises				GAA	2,903,000.00	2,903,000.00		As needed repair of university buildings and schoolbuildings
10001001	Repair and Maintenance of University Vehicles	Motor Pool	Shopping	As the need arises				GAA	910,000.00	910,000.00		As needed repair of defective parts of motor vehicles
J. SURVEY, RESEARCH, EXPLORATION AND DEVELOPMENT EXPENSES												
10001001	Conduct of surveys (cadastral, structural, topographical and or statistical)	Research/IDO/ Campus/College	Agency to Agency	N/A	N/A	N/A	N/A	GAA	150,000.00	150,000.00		Conduct of cadastral, structural and other type of surveys
10001001	Conduct of studies for policy/ies use of the University	Research Unit/ Campus/College	Agency to Agency	N/A	N/A	N/A	N/A	GAA	350,000.00	350,000.00		Conduct of studies to gain scientific or technical knowledge on future projects including development, refinement or evaluation of policies for use of University
K. GENERAL SERVICES												
10001001	Other General Services	GS	Small Value (Short of Award)	As the need arises				GAA	935,000.00	935,000.00		As need outsourcing of skilled workers for the university buildings maintenance
L. RENTAL OF EQUIPMENT												
10001001	Rental of Equipment	Auxiliary	Small Value (Short of Award)	As the need arises				GAA	300,000.00	300,000.00		For use in university's activities
M. LEASE OF VENUE												
10001001	Lease of venue for Planning Workshops	OP/PO	Small Value (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	200,000.00	200,000.00		Lease of venue for action planning workshops of university's administrative council
N. REPRESENTATION EXPENSES												
10001001	Catering for meetings, programs, seminars, trainings and other school activities	PO	Small Value/Public Bidding (Short of Award)	Nov.16-24,2023	Dec.6-7,2023	Upon approval and effectivity of GAA		GAA	1,000,000.00	1,000,000.00		Monthly/Quarterly catering services in the conduct of school programs and activities
O. INSURANCE EXPENSES												
10001001	Insurance of Buildings, vehicles and other properties of the University	GA	Agency to Agency	N/A	N/A	N/A	N/A	GAA	4,525,000.00	4,525,000.00		For the premiums paid for the insurable risks of University's properties
SUB-TOTAL, MOOE									17,210,000.00	17,210,000.00		

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				Advertisement/P osting If IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
330100100002000	Purchase of Other Machinery and Equipment	Sumacab Campus	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA		GAA	15,000,000.00		15,000,000.00	Purchase of other machinery and equipment needed for the newly constructed buildings at NEUST Sumacab Campus
3301002000061000	Completion of University Dormitory	Sumacab Campus	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA		GAA	15,000,000.00		15,000,000.00	This project is the completion of the three-storey Dormitory building that has six (6) bedrooms capacity with amenities; such as study area, living area, kitchen, comfort rooms, dining area and laundry area.
SUB-TOTAL MOOE												
100000100001000	Procurement of Motor Vehicle	Auxiliary Services	Competitive Bidding (Short of Award)	Oct.17-24, 2023	Nov.6-7,2023	Upon approval and effectivity of GAA		GAA	8,000,000.00		8,000,000.00	Transportation service to be used by the NEUST officials, faculty, staff and students

Prepared by:

JOEL G. DE MESA
Head, BAC Secretariat for Goods and Services

MICHELLE A. SUPENA
Head, BAC Secretariat for Infrastructure

Recommending Approval:

DR. HONORATO P. PANAHON
BAC Chairperson

Approved by:

DR. FELICIANO P. JACABA
University President



Republic of the Philippines
NUEVA ECIA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Cabanatuan City


INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2024
(For CAPITAL OUTLAY)

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/Activity/Project)
				Advertisement/ Posting of B/R/E	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Equipment for Infrastructure and Smart Campus Development, Operationalization of Face-to-Face Classes (Mechatronics/Data Center Building)	NEUST Sumacab Campus, Cabanatuan City	Competitive Bidding (Short of Award)	Oct.9-16,2023	Oct.30, 2023	Upon approval and effectivity of GAA		GAA	15,000,000.00		15,000,000.00	This project includes the needed equipment for the utilization of the constructed Mechatronics/Data Center Building.
	Purchase of Motor Vehicles	NEUST Gen. Tinio (St.) Campus, Cabanatuan City	Competitive Bidding (Short of Award)	Nov. 6-13,2023	Nov.27,2023	Upon approval and effectivity of GAA		GAA	8,000,000.00		8,000,000.00	Transportation service of the University
TOTAL									23,000,000.00		23,000,000.00	

Prepared by:


JOEL G. DE MESA
Head, BAC Secretariat for Goods and Services

Recommending Approval:


HONORABLE P. PANAHON, Ph.D.
BAC Chairperson

Approved by:


FELICIANO P. JACOBA, Ed.D.
University President