



ANNUAL PROCUREMENT PLAN - NON CSE for FY 2025

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No?)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting if IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. PROFESSIONAL SERVICES													
10001001	Other Consulting Services for Institutional ISO	QA	No	Small Value Procurement	Aug.2025	Sept.2025	Upon approval and effectivity of GAA		GoP	160,000.00	160,000.00		Engagement of a consultant for Institutional ISO
10001001	Other Professional Services	QA	No	Agency to Agency	As the need arises				GoP	1,156,000.00	1,156,000.00		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	No	Small Value Procurement	As the need arises				GoP	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	No	Small Value Procurement	As the need arises				GoP	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	Yes	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	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	Yes	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	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 and Seminars	GAD/RET	Yes	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	1,650,000.00	1,650,000.00		Supply and delivery of various supplies for trainings/seminars conducted for NEUST students and personnel
10001001	Supply and Delivery of Office Supplies	SO	Yes	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	14,059,000.00	14,059,000.00		Supply and delivery of supplies and materials to various offices
10001001	Supply and Delivery of ICT Office Supplies	SO	Yes	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	7,690,000.00	7,690,000.00		Various ICT supplies for use in instruction and offices
10001001	Supply and Delivery of Medical, Dental and Laboratory Supplies	Clinic	Yes	Public Bidding (Short of Award)	Nov.28-Dec.5, 2024	Dec.18, 2024	Upon approval and effectivity of GAA		GoP	2,100,000.00	2,100,000.00		Supply and delivery of various medical, dental and laboratory supplies for clinic use
10001001	Supply and Delivery of Drugs and Medicines	Clinic	Yes	Public Bidding (Short of Award)	Nov.28-Dec.5, 2024	Dec.18, 2024	Upon approval and effectivity of GAA		GoP	2,433,000.00	2,433,000.00		Supply and delivery of various drugs and medicines for clinic/infirmary and emergency use
10001001	Supply and Delivery of Accountable Forms	GA	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	525,000.00	525,000.00		Supply and delivery of accountable forms for use in accounting and cashier's offices

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No?)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting if IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10001001	Supply and Delivery of Textbooks and Instructional Materials	College/Campus	No	Small Value Procurement	As the need arises				GoP	525,000.00	525,000.00		Supply and delivery of various textbooks and instructional materials by different colleges/departments/campuses
10001001	Fuel, Oil and Lubricants	GA/SO	No	Shopping/Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,517,000.00	1,517,000.00		For use of University vehicles and other equipment in connection with its operations/projects.
10001001	Other Supplies and Materials Expenses	GA/SO	No	Public Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA		GoP	8,947,000.00	8,947,000.00		For use of University vehicles and other equipment in connection with its operations/projects.
D. EQUIPMENT													
10001001	Office Equipment	GA	No	Small Value Procurement	N/A	N/A	N/A	N/A	GoP	420,000.00	420,000.00		Supply of office equipment for use in instruction and offices
E. UTILITIES													
10001001	Water Expenses	GA	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,212,000.00	2,212,000.00		For water consumed in the University's operations, projects and activities
10001001	Electricity Expenses	GA	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	12,839,000.00	12,839,000.00		For electricity consumed in the University's operations, projects and activities
F. COMMUNICATION SERVICES													
10001001	Telecommunication Services (Landline and Mobile)	GA	No	Direct Contracting	GPPB Resolution 03-2011				GoP	473,000.00	473,000.00		Provision of telecommunications services (landline and mobile phones, cable and internet connections)
10001001	Internet Subscription Expenses	GA/MIS	No	Direct Contracting					GoP	1,313,000.00	1,313,000.00		
10001001	Postage and Courier Services	GA	No	Direct Contracting					GoP	21,000.00	21,000.00		
10001001	Cable Subscription Expenses	GA	No	Direct Contracting					GoP	53,000.00	53,000.00		
G. ADVERTISING, PRINTING AND PUBLICATION EXPENSES													
10001001	Publication/Posting of University's projects and programs	GA	No	Shopping	As the need arises				GoP	717,000.00	717,000.00		Publication requirements of the university
10001001	Advertising Expenses	GA	No	Small Value Procurement					GoP	263,000.00	263,000.00		Advertising Expenses to promote university's programs
H. SUBSCRIPTION EXPENSES													
10001001	Library and Other Reading Materials Subscription Expenses	Library/LRC	No	Small Value Procurement	As the need arises				GoP	290,000.00	290,000.00		Subscription of magazines and other reading materials for the university libraries/LRC
I. REPAIR AND MAINTENANCE													
10001001	Annual Pest and Termite Management	GS/IDO	No	Small Value Procurement	As the need arises				GoP	940,000.00	940,000.00		Pest and termite control for the buildings and school buildings

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No?)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting if IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10001001	Cleaning of Air-conditioning units	GS	No	Small Value Procurement	As the need arises				GoP	255,000.00	255,000.00		Cleaning, repair and maintenance of aircon units in all campuses
10001001	Repair and Replacement of Defective Parts for Office Equipment, Furnitures and Fixtures	College/Campus	No	Small Value Procurement	As the need arises				GoP	578,000.00	578,000.00		As needed repair of defective parts office equipment, furnitures and fixtures
10001001	Repair and Maintenance of Buildings and Schoolbuildings	GS/IDO	No	Small Value Procurement	As the need arises				GoP	2,364,000.00	2,364,000.00		As needed repair of university buildings and schoolbuildings
10001001	Repair and Maintenance of University Vehicles	Motor Pool	No	Shopping	As the need arises				GoP	956,000.00	956,000.00		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	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	155,000.00	155,000.00		Conduct of cadastral, structural and other type of surveys
10001001	Conduct of studies for policy/ies use of the University	Research Unit/ Campus/College	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	355,000.00	355,000.00		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	No	Small Value Procurement	As the need arises				GoP	982,000.00	982,000.00		As need outsourcing of skilled workers for the university buildings maintenance
L. RENT EXPENSES													
10001001	Rental of Equipment	Auxiliary	No	Small Value Procurement	As the need arises				GoP	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	No	Small Value Procurement	As the need arises				GoP	225,000.00	225,000.00		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	No	Small Value Procurement	As the need arises				GoP	970,000.00	970,000.00		Monthly/Quarterly catering services in the conduct of school programs and activities

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No?)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting if IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
O. INSURANCE EXPENSES													
10001001	Insurance of Buildings, vehicles and other properties of the University	GA	No	Agency to Agency	N/A	N/A	N/A	N/A	GoP	4,527,000.00	4,527,000.00		For the premiums paid for the insurable risks of University's properties
SUB-TOTAL, MOOE										78,770,000.00	78,770,000.00		
P. OTHER MACHINERY AND EQUIPMENT													
310100100002000	Other Machinery and Equipment	Campus/College	Yes	Competitive Bidding (Short of Award)	Nov.28-Dec.5, 2024	Dec.19,2024	Upon approval and effectivity of GAA	GAA		15,000,000.00		15,000,000.00	Purchase of various machinery and equipment for colleges/campuses
SUB-TOTAL, MOOE										15,000,000.00		15,000,000.00	
Q. INFRASTRUCTURE													
310100200068000	Construction of Training Center (San Isidro-Tabon Campus) Phase I	San Isidro-Tabon Campus	Yes	Competitive Bidding (Short of Award)	Nov.28-Dec.5, 2024	Dec.19,2024	Upon approval and effectivity of GAA	GoP		25,000,000.00		25,000,000.00	This project envisioned to serve dual purposes: providing students with hands-on training facilities and modern classrooms that foster an effective learning environment. This project is located at NEUST San Isidro-Tabon Campus, San Isidro, Nueva Ecija
SUB-TOTAL, MOOE										25,000,000.00		25,000,000.00	
R. VEHICLE													
100000100001000	Procurement of Motor Vehicle	Auxiliary Services	Yes	Competitive Bidding (Short of Award)	Nov.13-20, 2024	Dec.3-4, 2024	Upon approval and effectivity of GAA	GoP		7,500,000.00		7,500,000.00	Transportation service to be used by the NEUST officials, faculty, staff and students
SUB-TOTAL, MOOE										7,500,000.00		7,500,000.00	
GRAND TOTAL										78,770,000.00	78,770,000.00	95,000,000.00	

Prepared by:

Recommending Approval:

Approved by:

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

LORNA N. ELAR
Budget Officer IV

ATTY. BEMBOL D. CASTILLO
BAC Chairperson

DR. RHODORA B. JUGO
University President

MICHELLE A. SUPEÑA
Head, BAC Secretariat for Infrastructure