

SOUTHERN LUZON STATE UNIVERSITY

Indicative Annual Procurement Plan for FY 2021

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 IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Payment for Training Expenses (Attendance to different accredited organizations/training center for specific program)	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement	not applicable	not applicable	not applicable	not applicable	GAA	1,510,995.00	1,510,995.00		To be awarded to a accredited service provider
	Conduct of GAD Training (Different Colleges/Campuses/Office/ Unit)	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement					GAA	2,861,005.00	2,861,005.00		To be awarded to a service provider - caterer/hotel/restauran t as the need arises
	2021 Womens Month Celebration (including but not limited to all internal and external trainings, seminar, IEC maetrial and Women's Month related activities	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement					GAA	350,000.00	350,000.00		To be awarded to a service provider - caterer/hotel/restauran t as the need arises
	18 Day Campaign Against VAW	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement					GAA	40,000.00	40,000.00		To be awarded to a service provider - caterer/hotel/restauran t as the need arises
	Gender Sensitivity Training (for 7 Colleges and 8 satellite campuses and Lab School)	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement					GAA	150,000.00	150,000.00		To be awarded to a service provider - caterer/hotel/restauran t as the need arises
	SLSU M.O.V.E.	Campuse s/ Colleges/ Offices/ Units	Small Value Procurement					GAA	30,000.00	30,000.00		To be awarded to a service provider - caterer/hotel/restauran t as the need arises

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	Levelling sessions, Training of Trainors and other internal Training and Development for the SLSU GAD Focal Point System Members	Campuses/ Colleges/ Offices/ Units	Small Value Procurement					GAA	50,000.00	50,000.00		To be awarded to a service provider - caterer/hotel/restaurant as the need arises
	Comprehensive Gender Responsive Mental Health Awareness Program	Campuses/ Colleges/ Offices/ Units	Small Value Procurement					GAA	50,000.00	50,000.00		To be awarded to a service provider - caterer/hotel/restaurant as the need arises
	SLSU GAD COVID 19 Response Fund	Campuses/ Colleges/ Offices/ Units	Small Value Procurement					GAA	200,000.00	200,000.00		To be awarded to a service provider - caterer/hotel/restaurant as the need arises
	Travelling Expenses	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	not applicable	not applicable	not applicable	not applicable	GAA	3,873,500.00	3,873,500.00		(Travel reimbursement of SLSU Faculty/Non-Teaching Personnel on their official Travel)
	Conduct of BOR Meetings	UBS	Small Value Procurement	not applicable	not applicable	not applicable	not applicable	GAA	583,500.00	583,500.00		(Travel reimbursement of BOR Members on their official Travel)
	Purchase of Common Supplies and Materials for the 1st quarter of the year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	1,142,000.00	1,142,000.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchase of Common Supplies and Materials for the 2nd Quarter of the year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	March 2021	April 2021	April 2021	April 2021	GAA	1,142,000.00	1,142,000.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS

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	Purchase of Common Supplies and Materials for the 3rd Quarter of the year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	June 2021	July 2021	July 2021	July 2021	GAA	1,142,000.00	1,142,000.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchase of Common Supplies and Materials for the 4th Quarter of the year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	Sept. 2021	Oct 2021	Oct 2021	Oct 2021	GAA	1,142,000.00	1,142,000.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchase of Accountable Forms	Cashier's Office	Agency to Agency	May 2021	June 2021	June 2021	June 2021	GAA	303,000.00	303,000.00		Procured the National Printing Office
	Purchase of Fuel. Oil and Lubricants	VP's/PPF	Small Value Procurement	All Year-round				GAA	569,000.00	569,000.00		
	Purchase of Instructional Materials	Campuses/ Colleges	Small Value Procurement					GAA	744,500.00	744,500.00		Distributed to different Campuses and Colleges
	Purchase for Physical and Natural Science laboratory	CAS	Small Value Procurement					GAA	134,000.00	134,000.00		
	Purchase for different Laboratory Supplies	CIT	Small Value Procurement					GAA	90,000.00	90,000.00		
	Purchase of Anatomy Supplies	CAM	Small Value Procurement					GAA	10,000.00	10,000.00		
	Purchase of Engineering Laboratory Supplies	CEN	Small Value Procurement					GAA	300,000.00	300,000.00		
	Purchase of Agri, HRM Supplies	SLSU Tayabas	Small Value Procurement					GAA	460,000.00	460,000.00		
	Purchase of Textbooks/ e-books/ Journals/ Magazines	Campuses/ Colleges	Small Value Procurement					GAA	1,738,500.00	1,738,500.00		Distributed to different Campuses and Colleges
	Purchased of student chairs	SLSU LHS	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	1,350,000.00	1,350,000.00		

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	Purchases of Other Supplies and Materials Expenses for the 1st Quarter of the Year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	843,750.00	843,750.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchases of Other Supplies and Materials Expenses for the 2nd Quarter of the Year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	March 2021	April 2021	April 2021	April 2021	GAA	843,750.00	843,750.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchases of Other Supplies and Materials Expenses for the 3rd Quarter of the Year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	June 2021	July 2021	July 2021	July 2021	GAA	843,750.00	843,750.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Purchases of Other Supplies and Materials Expenses for the 4th Quarter of the Year	Campuses/ Colleges/ Offices/ Units	Agency to Agency(PS DBM)/ Shopping/ Small Value Procurement	Sept. 2021	Oct 2021	Oct 2021	Oct 2021	GAA	843,750.00	843,750.00		To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
	Payment for Water Expenses	Campuses/ Colleges/ Offices/ Units	Direct Contracting	All Year-round				GAA	372,000.00	372,000.00		Apolinario de la Cruz Water Works
	Payment for Electricity Expenses	Campuses/ Colleges/ Offices/ Units	Direct Contracting	All Year-round				GAA	4,646,000.00	4,646,000.00		Meralco/Quezelco

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	Payment for Postage and Courier Services	SLSU Main	Direct Contracting	All Year-round				GAA	20,000.00	20,000.00		Phil Postal Corp./ other courier service provider
	Payment for Mobile Expenses	Campuses/ Colleges/ Offices/ Units	Direct Contracting	All Year-round				GAA	494,000.00	494,000.00		Globe Telecom Inc. & Smart Communication Inc.
	Payment for Landline Expenses	Campuses/ Colleges/ Offices/ Units	Direct Contracting	All Year-round				GAA	331,000.00	331,000.00		Luktel, Inc., PLDT
	payment for Internet Subscription	SLSU	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	2,920,000.00	2,920,000.00		
	Lot 1 - SLSU Main Campus			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 2 - SLSU Alabat			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 3 - SLSU Catanauan			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 4 - SLSU Infanta			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 5 - SLSU Lucena			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 6 - SLSU Polillo			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 7 - SLSU Gumaca			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 8 - SLSU Tiaong			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 9 - SLSU Tagkawayan			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					
	Lot 10 - SLSU Tayabas			Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021					

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	Payment for Cable, Satellite, Telegraph and radio Expenses	SLSU Lucban	Small Value Procurement					GAA	15,000.00	15,000.00	✓	Converge
	Research Exploration and Development Expenses	Research Office	Small Value Procurement					GAA	443,827.61	443,827.61	✓	
	Procurement for On-going researches	Research Office	Small Value Procurement					GAA	535,790.00	535,790.00	✓	
	Procurement of Newly approved researches	Research Office	Small Value Procurement					GAA	392,510.00	392,510.00	✓	
	Inter-Collegiate Researches	Research Office	Small Value Procurement					GAA	186,500.00	186,500.00	✓	
	Recognition and Awards	Research Office	Small Value Procurement					GAA	300,000.00	300,000.00	✓	
	Meetings (Research Coordinators/on going researches/staff/proposal pre-screening)	Research Office	Small Value Procurement					GAA	47,000.00	47,000.00	✓	
	Research Office Supplies	Research Office	Small Value Procurement					GAA	92,372.39	92,372.39	✓	
	Extraordinary and Miscellaneous Expenses	Office of the President	Small Value Procurement	All Year-round				GAA	174,000.00	174,000.00	✓	
	Other Professional Services	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	9,773,000.00	9,773,000.00	✓	To assist in the implementation of various programs and services
	Janitorial Services	Campuses/ Colleges/ Offices/ Units	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GAA	3,487,000.00	3,487,000.00	✓	To assist in the maintenance of cleanliness of the office
	Security Services	Campuses/ Colleges/ Offices/ Units	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GAA	3,101,000.00	3,101,000.00	✓	To secure the office from imminent danger/threats
	Repair and Maintenance of SLSU Facilities/Buildings/Other Property, Plant and Equipment	PPF	Small Value Procurement					GAA	803,000.00	803,000.00	✓	As the need arises
	Floor tiling of Faculty Room and Registrar's Office	SLSU Gumaca	Small Value Procurement					GAA	200,000.00	200,000.00	✓	
	Repair and Rehabilitation of New Windows	SLSU Gumaca	Small Value Procurement					GAA	250,000.00	250,000.00	✓	

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	Repair and Rehabilitation of Parappet Wall	SLSU Gumaca	Small Value Procurement					GAA	150,000.00	150,000.00		
	Repair & Maintenance (Glass door)	Accounting	Small Value Procurement					GAA	100,000.00	100,000.00		
	Design and Innovation Building	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Engineering Building A	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Engineering Building B	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Administration Building	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Student Center	SLSU Lucena	Small Value Procurement					GAA	20,000.00	20,000.00		
	Food Hub Building	SLSU Lucena	Small Value Procurement					GAA	150,000.00	150,000.00		
	Covered Walk	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Water pump	SLSU Lucena	Small Value Procurement					GAA	30,000.00	30,000.00		
	Kyocera Photocopier Maintenance	SLSU Lucena	Small Value Procurement					GAA	10,000.00	10,000.00		
	Printer Repair and Maintenance	SLSU Lucena	Small Value Procurement					GAA	16,000.00	16,000.00		
	R & M - Medical, dental & Laboratory Equipment	SLSU Lucena	Small Value Procurement					GAA	5,000.00	5,000.00		
	R & M - Other Machinery & Equipment	SLSU Lucena	Small Value Procurement					GAA	10,000.00	10,000.00		
	R & M - Deep Well	SLSU Lucena	Small Value Procurement					GAA	40,000.00	40,000.00		
	R & M - Ground Maintenance	SLSU Lucena	Small Value Procurement					GAA	40,000.00	40,000.00		
	R & M - Door replacement	SLSU Lucena	Small Value Procurement					GAA	40,000.00	40,000.00		
	Repainting of covered court	SLSU Lucena	Small Value Procurement					GAA	50,000.00	50,000.00		
	Repainting of Buildings	SLSU Lucena	Small Value Procurement					GAA	100,000.00	100,000.00		
	R & M - Equipment	Supply	Small Value Procurement					GAA	80,000.00	80,000.00		
	Re-painting	Planning	Small Value Procurement					GAA	500,000.00	500,000.00		
	R & M - Construction of Fire Exit	Budget	Small Value Procurement					GAA	50,000.00	50,000.00		

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	Improvement & rehabilitation of Materials Recovery Facilities (MRF)	PPF	Small Value Procurement					GAA	300,000.00	300,000.00		
	Repair, repainting of Interior & Exterior of Genset House, including floor Marking & Repair of Windows	PPF	Small Value Procurement					GAA	50,000.00	50,000.00		
	Improvement & rehabilitation of Entrance Gate of the Extension & Research Office (Digitel)	PPF	Small Value Procurement					GAA	400,000.00	400,000.00		
	Fabrication of 4 units Outdoor Composting Bins of Trees/Plant Litters	PPF	Small Value Procurement					GAA	400,000.00	400,000.00		
	Repair & Improvement of Elevated Tank Supporting Structure at the back of CEN Building	PPF	Small Value Procurement					GAA	140,000.00	140,000.00		
	Repair & Improvement of Elevated Tank Supporting Structure at the back of CAG Main Building	PPF	Small Value Procurement					GAA	140,000.00	140,000.00		
	Waterproofing, repair & repainting of roof deck and exterior and Interior of Engineering Lab	PPF	Small Value Procurement					GAA	150,000.00	150,000.00		
	Waterproofing, repair & repainting of roof of Boiler House	PPF	Small Value Procurement					GAA	30,000.00	30,000.00		
	Supply of Materials & Labor for Water Potability Testing	PPF	Small Value Procurement					GAA	70,000.00	70,000.00		
	Supply of Materials & Labor for Maintenance of Elevator Set at CABHA	PPF	Small Value Procurement					GAA	150,000.00	150,000.00		
	Repair of Information and Communication Technology Equipment	Supply Office	Small Value Procurement					GAA	293,000.00	293,000.00	/	As the need arises and to be procured/repaired on various repair shops

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	Repair of Motor Vehicles	PPF	Small Value Procurement					GAA	822,000.00	822,000.00	✓	As the need arises and to be procured/repaired on various repair shops
	Payment for Taxes, Duties and Licenses	Supply Office	Small Value Procurement	All Year-round				GAA	611,000.00	611,000.00	✓	GSIS/ LTO
	Payment for Fidelity Bond Premiums for bonded officials	Cashier's Office	Small Value Procurement	All Year-round				GAA	103,000.00	103,000.00		Bureau of Treasury
	Payment for Building/Motor Insurance	Supply Office	Small Value Procurement	All Year-round				GAA	420,000.00	420,000.00	✓	GSIS
	Payment for Student Assistants (Labor and Wages)	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	110,000.00	110,000.00	✓	To assist in the implementation of various programs and services
	Payment for Advertising Services	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	145,000.00	145,000.00	✓	
	Payment for Printing and Publication Expenses	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	1,688,000.00	1,688,000.00	✓	PS-DBM / Reproduction of forms is done by Risographing/ Photocopying Machine in the Office.
	Conduct of meetings (Representation Expenses)	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	836,000.00	836,000.00	✓	To be awarded to various service providers - caterers/hotels/restaurant; as the need arises
	Payment to Transportation and Delivery Services	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	25,000.00	25,000.00	✓	Delivery by LBC/JRS Express etc..
	Payment for Rents - Building and Structures	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	193,000.00	193,000.00	✓	

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	Payment for Membership Dues and Contributions to Organizations	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	All Year-round				GAA	250,000.00	250,000.00	✓	
	Payment for Newspaper Subscription	Campuses/ Colleges/ Offices/ Units	Small Value Procurement	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	50,000.00	50,000.00	✓	
	Capital Outlay:											
	Improvement of Audio Visual Room/ GSI Facility (College of Agriculture)	SLSU CAG	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	650,000.00	✓	650,000.00	
	Construction of A 10-Sow Level Piggery Project (College of Agriculture)	SLSU CAG	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	900,000.00	✓	900,000.00	
	Construction of Nursery for Fruit Trees and Ornamental Plants (College of Agriculture)	SLSU CAG	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	500,000.00	✓	500,000.00	
	Repair and Conversion of Room to Multimedia and Digital Language Laboratory (College of Arts and Sciences)	SLSU CAS	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	1,700,000.00	✓	1,700,000.00	
	Rehabilitation /Repair of LICUP Building (College of Arts and Sciences)	SLSU CAS	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	900,000.00	✓	900,000.00	
	Facility Improvement - Student Lounge/Welcoming Area (CABHA)	SLSU CABHA	Small Value Procurement	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	400,000.00	✓	400,000.00	
	Procurement of Robotics Kit for Build-Up Robotics towards Industry 4.0 (College of Engineering)	SLSU CEN	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	1,000,000.00	✓	1,000,000.00	
	Upgrading of Music Room and Purchase of Musical Instruments (College of Teacher Education)	SLSU CTE	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	500,000.00	✓	500,000.00	


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	Enhancement of Science and Laboratory Room, SLSU Alabat Campus	SLSU Alabat	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	3,484,000.00		3,484,000.00	
	Construction of International Affairs and Graduate School Building	SLSU Main	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	18,500,000.00		18,500,000.00	
	Construction of R & D Center for Mt. Banahaw	SLSU Main	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	16,000,000.00		16,000,000.00	
	Construction of Road Network in the New Campus of SLSU Gumaca	SLSU Gumaca	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	11,000,000.00		11,000,000.00	
	Establishment and Operation of SLSU Broadcasting Station	SLSU Main	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	2,000,000.00		2,000,000.00	
	Establishment of SLSU Mass Production Facility for Sanitation Products	SLSU Main	Competitive Bidding	Dec. 2020	Jan. 2021	Jan. 2021	Jan. 2021	GAA	5,000,000.00		5,000,000.00	
	Total								123,476,000.00			

Prepared by:


MARGARITA L. PLACINO
 Head, BAC Secretariat

Certify as to Mode of Procurement:



DR. MARI JANE A. LEE
 Chair, Bids and Awards Committee


DR. EVANGELINE B. MECIJA
 Member, Bids & Awards Committee


PROF. GERALD R. VILLASEÑOR
 Member, Bids & Awards Committee


ENGR. MARIA ROSSANA D. DE VELUZ
 Vice-Chair, Bids & Awards Committee


MS. MARIBETH VILLON
 Member, Bids & Awards Committee


MS. MARITESS DE VELUZ
 Member, Bids & Awards Committee

Certify as to Allotment:


MARIA CRISTINE D. ABSULIO
 Budget Officer

Certify as to Availability of fund:


ERWIN D. VILLAVERDE, DBA
 University Accountant

Recommending Approval:


FREDERICK T. VILLA, DT
 Vice President for Admin. & Financial Affairs

Approved by:


DORACIE B. ZOLETA - NANTES, PhD
 University President