

SMALL BUSINESS CORPORATION
Annual Procurement Plan for FY 2015

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/Project)	
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO
	Air Conditioning Unit	ASG	public bidding													COB			1,000,000.00	replacement of old units
	Carpet Tiles	ASG	public bidding													COB			1,000,000.00	to replace worn out/damaged carpets
	CRBB Building Construction	ASG	public bidding													COB			16,000,000.00	for budget purposes
	Motor Vehicle	ASG	public bidding													COB			5,000,000.00	for budget purposes; awaiting DBM & OP Approval
	Warehouse Repair	ASG	public bidding													COB			600,000.00	for budget purposes; when the need arises
	Commercial Unit- Office Building	MG	public bidding													COB			4,900,000.00	proposed acquisition of the present office space unit
	Service Vehicle (4x4)	NLAO	public bidding													COB			1,500,000.00	for budget purposes; awaiting DBM & OP Approval
	Service Vehicle	PALAWAN	public bidding													COB			877,000.00	for budget purposes; awaiting DBM & OP Approval
	Automatic Dater	ASG	shopping													COB			25,000.00	for use of the Receiving Section
	Bar Code Printer	ASG	shopping													COB			25,000.00	for the Central Records
	Bar Code Scanner	ASG	shopping													COB			14,000.00	for the Central Records
	Clerical Chair	ASG	shopping													COB			10,000.00	for the use of the Receiving Section
	Clerical Desk	ASG	shopping													COB			10,000.00	for the use of the Receiving Section
	Desktop Computer	ASG	shopping													COB			40,000.00	Back up only
	External Drive	ASG	shopping													COB			7,000.00	to back up important files
	Office Equipment	ASG	shopping													COB			15,000.00	additional office equipment
	Printer/Fax/Copier	ASG	shopping													COB			15,000.00	for the use of the Receiving Section and Central Records
	Stand/Table Fan	ASG	shopping													COB			5,000.00	for the Central Records and ASG
	Digital Camera	BACOLOD	shopping													COB			10,000.00	for site visits
	Junior Executive Chair	BACOLOD	shopping													COB			5,000.00	to replace old units
	Office Table	BACOLOD	shopping													COB			5,000.00	to replace old units
	Visitor's Chair	BACOLOD	shopping													COB			5,000.00	to replace old units
	All-in-One Printer for BSO	BANTAYAN	shopping													COB			20,000.00	for daily transaction
	Bench for BSO	BANTAYAN	shopping													COB			20,000.00	for waiting clients
	Desktop Computer	BANTAYAN	shopping													COB			40,000.00	to replace old units



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	Digital Camera	BANTAYAN	shopping													COB			10,000.00	for site visits
	Electric Fan	BANTAYAN	shopping													COB			2,000.00	for additional ventilation
	Junior Executive Chair for BSO	BANTAYAN	shopping													COB			5,000.00	for the Satellite office
	Office Modular Bantayan Satellite office (BSO)	BANTAYAN	shopping													COB			25,000.00	for the Satellite office
	Visitor's Chair for BSO	BANTAYAN	shopping													COB			8,000.00	for the Satellite office
	Other PPE -Miscellaneous	BICOL (NAGA)	shopping													COB			20,000.00	misc. equipment
	All-in-One Printer	BUTUAN	shopping													COB			15,000.00	for daily transaction
	Digital Camera	BUTUAN	shopping													COB			4,000.00	for site visits
	Electric Fan	BUTUAN	shopping													COB			2,000.00	for additional ventilation
	Junior Executive Chair	BUTUAN	shopping													COB			5,000.00	to replace old units
	Steel Filing Cabinet	BUTUAN	shopping													COB			15,000.00	additional office equipment
	All-in-One Printer	CAGAYAN	shopping													COB			15,000.00	for daily transaction
	Digital Camera	CAGAYAN	shopping													COB			4,000.00	for site visits
	Electric Fan	CAGAYAN	shopping													COB			2,000.00	for additional ventilation
	Junior Executive Chair	CAGAYAN	shopping													COB			5,000.00	to replace old units
	Steel Filing Cabinet	CAGAYAN	shopping													COB			15,000.00	additional office equipment
	Laptop	CG	shopping													COB			40,000.00	for meeting presentation (budget for 4 units desktop computer reduced to 3 units to purchase 1 laptop)
	Aluminum Glass Framed Bulletin Board	CLLU	shopping													COB			10,000.00	for posting/publication of information
	Bread Toaster	CLLU	shopping													COB			3,000.00	for the use of staff
	Collapsible Filing System	CLLU	shopping													COB			40,000.00	for records keeping
	Colored Television (42")	CLLU	shopping													COB			30,000.00	for clients viewing
	Cubicle set	CLLU	shopping													COB			60,000.00	for modular partition
	Desktop Computer	CLLU	shopping													COB			40,000.00	for back up only
	Junior Executive Chair	CLLU	shopping													COB			20,000.00	additional office furniture

ADJ # 1

Handwritten signatures and initials:
 B.P. (blue ink), P.P. (blue ink), J. (black ink), and N.M. (black ink)

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	Mobile Pedestal	CLLU	shopping													COB			10,000.00	additional office furniture
	Overhead Projector	CLLU	shopping													COB			40,000.00	for meeting presentation
	VOIP Phone	CLLU	shopping													COB			7,000.00	for communication to head office and other area and desk offices
	White Board	CLLU	shopping													COB			10,000.00	locator chart
	Desktop Computer	CRMG	shopping													COB			40,000.00	Back up only
	Panasonic Stand Fan	CRMG	shopping													COB			2,000.00	for additional ventilation
	Furniture & Fixtures	DAGUPAN	shopping													COB			30,000.00	additional furniture
	Other PPE -Miscellaneous	DAGUPAN	shopping													COB			10,000.00	misc. equipment
	Desktop Computer	DAVAO DEL NORTE	shopping													COB			40,000.00	to replace old units
	Digital Camera	DAVAO DEL NORTE	shopping													COB			9,000.00	for site visits
	Electric Fan	DAVAO DEL NORTE	shopping													COB			2,000.00	for additional ventilation
	Facsimile	DAVAO DEL NORTE	shopping													COB			8,000.00	for fast communication
	Junior Executive Chair	DAVAO DEL NORTE	shopping													COB			5,000.00	additional furniture
	Mobile Pedestal	DAVAO DEL NORTE	shopping													COB			4,000.00	additional furniture
	Office Table	DAVAO DEL NORTE	shopping													COB			5,000.00	additional furniture
	Printer	DAVAO DEL NORTE	shopping													COB			15,000.00	for daily transaction
	Steel Filing Cabinet	DAVAO DEL NORTE	shopping													COB			15,000.00	for records keeping
	Visitor's Chair	DAVAO DEL NORTE	shopping													COB			4,000.00	for clients
	Desktop Computer	ERMPD	shopping													COB			40,000.00	Back up only
	Laptop	ERMPD	shopping													COB			40,000.00	for meeting presentation
	Furniture & Fixtures	FCBS	shopping													COB			50,000.00	additional furniture
	IT Equipment	FCBS	shopping													COB			80,000.00	to replace old units
	Other PPE -Miscellaneous	FCBS	shopping													COB			50,000.00	misc. equipment
	Laptop	FIDG	shopping													COB			40,000.00	for meeting presentation
	Laserjet Printer	FIDG	shopping													COB			40,000.00	to replace old units



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	LCD Projector	FIDG	shopping													COB			35,000.00	for meeting presentation
	Modular Partition	FIDG	shopping													COB			50,000.00	for additional cubicle
	Desktop Computer	FSMG	shopping													COB			40,000.00	Back up only
	All-in-One Printer	GENSAN	shopping													COB			15,000.00	for daily transaction
	Digital Camera	GENSAN	shopping													COB			4,000.00	for site visits
	Electric Fan	GENSAN	shopping													COB			2,000.00	for additional ventilation
	Junior Executive Chair	GENSAN	shopping													COB			5,000.00	additional furniture
	Modular Partition	GENSAN	shopping													COB			20,000.00	for additional cubicle
	Bookshelf	HRMDG	shopping													COB			10,000.00	for records keeping
	Desktop Computer	HRMDG	shopping													COB			40,000.00	Back up only
	USB Laser Presenter	HRMDG	shopping													COB			5,000.00	for meeting presentation
	Electric Fan	IAG	shopping													COB			2,000.00	for additional ventilation
	Desktop Computer	ILOILO	shopping													COB			40,000.00	to replace old units
	Digital Camera	ILOILO	shopping													COB			10,000.00	for site visits
	Officer's Chair	ILOILO	shopping													COB			5,000.00	additional furniture
	Other PPE -Miscellaneous	ILOILO	shopping													COB			6,000.00	misc. equipment
	Steel Filing Cabinet	ILOILO	shopping													COB			15,000.00	for records keeping
	UPS	ILOILO	shopping													COB			50,000.00	to protect files during power interruption
	Electric Fan	ISABELA	shopping													COB			2,000.00	for additional ventilation
	Renovation of Office Staff's Quarter	ISABELA	shopping													COB			25,000.00	minor repair
	Other PPE -Miscellaneous	LAGUNA	shopping													COB			10,000.00	misc. equipment
	Furniture & Fixtures	LEGAZPI	shopping													COB			40,000.00	additional furniture
	Other PPE -Miscellaneous	LEGAZPI	shopping													COB			20,000.00	misc. equipment
	UPS	LEGAZPI	shopping													COB			6,000.00	to protect files during power interruption
	Desktop Computer	LSG	shopping													COB			40,000.00	Back up only

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	Steel Filing Cabinet (4-drawers)	LSG	shopping														COB			30,000.00	for records keeping
	Steel Filing Cabinet (fireproof) with safe and 3-drawers	LSG	shopping														COB			40,000.00	for records keeping and protection of records
	Digital Camera	MDCGG	shopping														COB			10,000.00	for site visits
	Recorder	MDCGG	shopping														COB			10,000.00	for meetings
	Air Conditioning Unit	MG	shopping														COB			70,000.00	for additional ventilation
	Clerical Chair	MG	shopping														COB			12,000.00	additional furniture
	Conference Table with Chairs	MG	shopping														COB			30,000.00	for meeting room
	Digital Camera	MG	shopping														COB			6,000.00	for site visits (amount reduced from P8K to P6K (P2K shall be used to purchase 2 units celphones)
	Cellphone units	MG	shopping														COB			2,000.00	for the use of staff (P2K taken from budget of digital camera)
	Electric Fan	MG	shopping														COB			2,000.00	for additional ventilation
	Junior Executive Chair	MG	shopping														COB			8,000.00	additional furniture
	Major Repair of Vehicle	MG	shopping														COB			50,000.00	vehicle rehab
	Steel Filing Cabinet (with vault)	MG	shopping														COB			30,000.00	for the protection of records
	Other PPE -Miscellaneous	MINDORO	shopping														COB			10,000.00	misc. equipment
	Coffee Maker	NLAO	shopping														COB			5,000.00	for staff use
	Computer Table	NLAO	shopping														COB			10,000.00	additional furniture
	Desktop Computer	NLAO	shopping														COB			80,000.00	to replace old units
	Dish Rack	NLAO	shopping														COB			5,000.00	for staff use
	Junior Executive Chair	NLAO	shopping														COB			18,000.00	additional furniture
	Laptop	NLAO	shopping														COB			40,000.00	for meeting presentation
	Monitor for CCTV	NLAO	shopping														COB			5,000.00	for security purposes
	Wooden File Rack (4' x 6')	NLAO	shopping														COB			75,000.00	for records keeping
	External Hard Disk	OBS	shopping														COB			10,000.00	to back up important files
	Steel Filing Cabinet (3-Drawers)	OBS	shopping														COB			15,000.00	for records keeping and protection of records

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Handwritten signatures and initials:
 VBP, PMP, J, HRS

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	37" Television	OC	shopping														COB			30,000.00	for the use of the Chairman
	Junior Executive Chair	OC	shopping														COB			10,000.00	additional furniture
	Laserjet Printer	OC	shopping														COB			40,000.00	additional equipment
	Senior Executive Chair	OC	shopping														COB			10,000.00	additional furniture
	SLR Camera	OC	shopping														COB			35,000.00	for the use of the Chairman
	Sofa	OC	shopping														COB			40,000.00	for the use of the Chairman
	Visitor's Chair	OC	shopping														COB			25,000.00	for the use of the Chairman
	Desktop Computer	OCCO	shopping														COB			40,000.00	Back up only
	IT Equipment	✓ OP	shopping														COB			80,000.00	✓ additional equipment
	Other PPE -Miscellaneous	✓ OP	shopping														COB			20,000.00	✓ additional equipment
	AVR	PALAWAN	shopping														COB			0,500.00	to protect the computer
	Junior Executive Chair	PALAWAN	shopping														COB			5,000.00	additional furniture
	Office Table	PALAWAN	shopping														COB			10,000.00	for the clients
	UPS	PALAWAN	shopping														COB			1,500.00	to protect files during power interruption
	48-Ports Switch/Hub POE	PTG	shopping														COB			60,000.00	for information technology
	Desktop Computer	PTG	shopping														COB			80,000.00	Back up only
	HP Proliant Server Hot Plug-gable Hard Disk	PTG	shopping														COB			60,000.00	for information technology
	Memory Module for Server (4G per set)	PTG	shopping														COB			40,000.00	for information technology
	Server Rack	PTG	shopping														COB			50,000.00	for information technology
	Digital Camera	QUEZON	shopping														COB			10,000.00	for site visits
	UPS	QUEZON	shopping														COB			13,000.00	to protect files during power interruption
	VOIP Phone	QUEZON	shopping														COB			10,000.00	for communication to head office and other area and desk offices
	Conference Table with Chairs	SLG	shopping														COB			25,000.00	for the conference room
	Desktop Computer (for Batangas)	SLG	shopping														COB			40,000.00	Back up only

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	Digital Camera	SLG	shopping													COB			20,000.00	for site visits
	Electric Fan	SLG	shopping													COB			4,000.00	for additional ventilation
	Fax Machine	SLG	shopping													COB			7,000.00	for transmitting messages and communication
	Glass Board	SLG	shopping													COB			15,000.00	for posting/publication of information
	Printer/Scanner/Copier	SLG	shopping													COB			17,000.00	for daily transaction
	Sofa	SLG	shopping													COB			12,000.00	for the use of the Group Head
	Steel Filing Cabinet (4-drawers)	SLG	shopping													COB			40,000.00	for records keeping and protection of records
	Television	SLG	shopping													COB			25,000.00	for clients viewing
	Vault	SLG	shopping													COB			15,000.00	to protect important documents
	Wall Fan	SLG	shopping													COB			5,000.00	for additional ventilation
	Digital Voice Recorder	SPCO	shopping													COB			8,000.00	for site vists
	External Hard Disk	SPCO	shopping													COB			5,000.00	to back up important files
	Laptop	SPCO	shopping													COB			40,000.00	for meeting presentation
	Steel Filing Cabinet (4-drawers)	SPCO	shopping													COB			8,000.00	for records keeping
	Air Conditioning Unit	TACLOBAN/ NORTHERN SAMAR	shopping													COB			45,000.00	for additional ventilation
	Conference Table with Chairs	TACLOBAN/ NORTHERN SAMAR	shopping													COB			26,000.00	for the conference room
	Desktop Computer	TACLOBAN/ NORTHERN SAMAR	shopping													COB			80,000.00	to replace old units
	Fax Machine	TACLOBAN/ NORTHERN SAMAR	shopping													COB			8,000.00	to transmit messages and communications
	Junior Executive Chair	TACLOBAN/ NORTHERN SAMAR	shopping													COB			12,000.00	additional furniture
	Office Table	TACLOBAN/ NORTHERN SAMAR	shopping													COB			15,000.00	additional furniture
	Printer/Scanner/Copier	TACLOBAN/ NORTHERN SAMAR	shopping													COB			20,000.00	for daily transaction

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	VOIP Phone	TACLOBAN/ NORTHERN SAMAR	shopping														COB			6,000.00	to communication to head office and other area and desk offices
	Window Blinds	TACLOBAN/ NORTHERN SAMAR	shopping														COB			10,000.00	to protect from direct heat of the sun
	Wooden Filing Cabinet (4-Layer)	TACLOBAN/ NORTHERN SAMAR	shopping														COB			10,000.00	for records keeping
	Air Conditioning Unit	TUGUEGARAO-KALINGA	shopping														COB			35,000.00	for additional ventilation
	All-in-One Printer	TUGUEGARAO-KALINGA	shopping														COB			15,000.00	for daily transaction
	Computer Table	TUGUEGARAO-KALINGA	shopping														COB			5,000.00	additional furniture
	Desktop Computer	TUGUEGARAO-KALINGA	shopping														COB			40,000.00	to replace old units
	Digital Camera	TUGUEGARAO-KALINGA	shopping														COB			10,000.00	for site visits
	Electric Fan	TUGUEGARAO-KALINGA	shopping														COB			2,000.00	for additional ventilation
	Junior Executive Chair	TUGUEGARAO-KALINGA	shopping														COB			4,000.00	additional furniture
	Steel Filing Cabinet	TUGUEGARAO-KALINGA	shopping														COB			20,000.00	for records keeping
	Visitor's Chair	TUGUEGARAO-KALINGA	shopping														COB			7,500.00	additional furniture
	Water Dispenser	TUGUEGARAO-KALINGA	shopping														COB			5,000.00	for staff's use
	48 Port POE Switch	VG	shopping														COB			25,000.00	additional equipment
	Customized filing cabinet	VG	shopping														COB			30,000.00	for records keeping
	Digital Voice Recorder	VG	shopping														COB			10,000.00	for the meetings and site visits
	Junior Executive Chair	VG	shopping														COB			5,000.00	additional furniture
	Office Table	VG	shopping														COB			5,000.00	additional furniture

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	Refrigerator (5 cu.ft.)	VG	shopping														COB			12,000.00	additional furniture
	UPS	VG	shopping														COB			80,000.00	to protect files during power interruption
	Visitor's Chair	VG	shopping														COB			10,000.00	additional furniture
	BCP Building Renovation	ASG	small value														COB			400,000.00	for compliance to safety requirements
	BCP Equipment	ASG	small value														COB			200,000.00	for compliance to safety requirements
	Central Receiving Section	ASG	small value														COB			400,000.00	construction of a separate area for receiving official communications
	Furniture & Fixtures	ASG	small value														COB			262,500.00	additional furniture
	Heavy-Duty Scanner	ASG	small value														COB			300,000.00	for the Central Records
	Magnetic Door Lock	ASG	small value														COB			200,000.00	for security purposes
	Projector with Screen	ASG	small value														COB			150,000.00	for meetings and conferences
	VOIP Appliances	ASG	small value														COB			150,000.00	for communication to different area and desk offices
	Wood/Plastic Divider	ASG	small value														COB			100,000.00	for cubicles
	Desktop Computer	CG	small value														COB			120,000.00	Back up only ((budget for 4 units desktop computer reduced to 3 units to purchase 1 laptop)
	Desktop Computer	CLLU	small value														COB			40,000.00	consolidation of request (CLLU, FIDG, and OC) w/ (PO)
	Desktop Computer	FIDG	small value														COB			40,000.00	consolidation of request (CLLU, FIDG, and OC) w/ (PO)
	Guard Machine	HRMDG	small value														COB			100,000.00	for security purposes
	Desktop Computer	MG	small value														COB			120,000.00	for back up only
	Modular Partition	MG	small value														COB			100,000.00	for cubicles
	Office Renovation	NLAO	small value														COB			300,000.00	renovation of the area office in Mindanao
	Photo copier Machine	NLAO	small value														COB			100,000.00	for daily transaction
	Projector with Screen	NLAO	small value														COB			150,000.00	for meeting presentation
	Server, UPS & 24 Port POE Switch	NLAO	small value														COB			380,000.00	for back up of important documents
	Desktop Computer	OC	small value														COB			40,000.00	consolidation of request (CLLU, FIDG, and OC) w/ (PO)

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SMALL BUSINESS CORPORATION
Annual Procurement Plan for FY 2015

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/Project)			
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO		
	Furniture & Fixtures	✓ OP	small value														COB		✓	100,000.00	✓	additional furniture
	Anti-Spam Appliance	PTG	small value														COB			250,000.00		for security purposes
	Backup Tape Device for Oracle Database	PTG	small value														COB			150,000.00		for back up of important documents
	Bandwidth Management Appliance	PTG	small value														COB			300,000.00		for back up of important documents
	HP Proliant Server	PTG	small value														COB			300,000.00		for back up of important documents
	NAS for Centralize File Server	PTG	small value														COB			100,000.00		for back up of important documents
	Replication/Backup Software	PTG	small value														COB			250,000.00		for back up of important documents
	Desktop Computer	SLG	small value														COB			160,000.00		Back up only
	Office Renovation	SLG	small value														COB			400,000.00		for additional cubicles
	Server	SLG	small value														COB			220,000.00		for back up of important documents
	Desktop Computer	VG	small value														COB			200,000.00		for back only
	Office modular for approx.110 sq.m flr. Area (with office chairs)	VG	small value														COB			200,000.00		renovation of area office in Visayas

Note: : Mode of procurement was changed from shopping to small value procurement due to lump sum procurement of 3 units amounting to P120,000.00, which is above the threshold for shopping.

41,000,000.00

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**SMALL BUSINESS CORPORATION
Annual Procurement Plan for FY 2015**

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/Project)
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE	

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APPROVED BY THE HEAD OF AGENCY

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