



**Republic of the Philippines**  
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**MIMAROPA Region**



**ANNUAL PROCUREMENT PLAN FOR FY 2025**

INDICATIVE   
  FINAL   
  UPDATED [Version No. \_\_\_\_]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
Conduct of Regional 1st MANCOM meeting	FASU	Catering services, Venue rental, Van hire for the transportation services	SVP	No	LCRB	01/2025	01/2025	GAA 2025- Current Appropriation	₱361,100.00	Engagement of Procurement Agent	Budgetary allocation released from the Regional Office
Accommodation and materials expenses conducted during the Management Committee meeting	FASU	Printing of tarpaulin, catering services during welcome party, rental of additional tables and chairs	SVP	No	LCRB	01/2025	01/2025	GAA 2025- Current Appropriation	₱22,500.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Conduct of Workshop on the Development of Function Analysis Competency Standard in 3D Printing and Assessment Moderation	FOU	Catering services during the conduct of activities	SVP	No	LCRB	02/2025	02/2025	GAA 2025- Current Appropriation	₱21,600.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of souvenir/token item(butterfly) to be given during the celebration of Araw ng Marinduque, as TESDA counterpart on February 21,2025 at Capitol, Boac	FASU	Purchase of token items as promotional as well	SVP	No	LCRB	02/2025	02/2025	GAA 2025- Current Appropriation	₱8,000.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of toner for xerox machine (model AR-7024)	FASU	Purchase of requested item	Exclusive Distributor agreement	No	LCRB	02/2025	02/2025	GAA 2025- Current Appropriation	₱19,990.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of fuel use for the official vehicle	FASU	Purchase of fuel 1st qrt consumption	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱30,002.25	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of supplies and materials for the improvement of facility	FASU	Purchase of s/m needs for the proposal activity	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱20,080.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of t-shirt in different sizes use in 2025 Women's Month celebration	FASU	Procurement of tshirt in the observance of WM activity	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱2,660.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of office supplies 1st qrt consumption	FASU	Procurement of requested items	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱20,000.00	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of meals(PM snacks) to serve during the activity of National Women's month celebration	FASU	Catering services	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱3,300.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of meals(AM snacks and Lunch) during the conduct of PTESDC meeting	FOU	Catering services during the conduct of 1st PTSDC meeting	SVP	No	LCRB	03/2025	03/2025	GAA 2025- Current Appropriation	₱4,700.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of room accommodation and meals to cater during the team building activity	FASU	Accommodation during the conduct of team building activity	SVP	No	LCRB	04/2025	04/2025	GAA 2025- Current Appropriation	₱36,848.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of office supplies, and for filing of documents	FOU	Procurement of requested items needed in filing of documents	SVP	No	LCRB	05/2025	05/2025	GAA 2025- Current Appropriation	₱49,560.00	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of supplies for vehicle maintenance (innova)	FASU	Purchase of items for the maintenance of service vehicle toyota innova SHY 857	SVP	No	LCRB	05/2025	05/2025	GAA 2025- Current Appropriation	₱46,600.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009
Request of supplies use in filing of UTPRAS documents	FOU	Purchase of supplies intended in records filing	SVP	No	LCRB	05/2025	05/2025	GAA 2025- Current Appropriation	₱2,800.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009



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Request of fuel use for the official vehicle	FASU	Purchase of fuel 2nd qrt consumption	SVP	No	LCRB	06/2025	06/2025	GAA 2025- Current Appropriation	₱30,517.40	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of polo shirt with logo printing, tarpaulin and catering services during the conduct of World Café of Opportunities on August 14, 2025	FASU	Purchase of polo shirt, tarpaulin layout printing and catering services during the conduct of WCO 2025	SVP	No	LCRB	08/2025	08/2025	GAA 2025- Current Appropriation	₱32,435.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of office supplies use in Field Operations Unit	FOU	Purchase of office supplies used in FOU (3rd qrt )	SVP	No	LCRB	08/2025	08/2025	GAA 2025- Current Appropriation	₱20,015.00	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of PM snacks during the conduct of Financial Literacy Training on September 5, 2025	FASU	Catering of PM snacks during the conduct of Financial Literacy Training	SVP	No	LCRB	09/2025	09/2025	GAA 2025- Current Appropriation	₱3,045.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of PM snacks during the conduct of turn-over ceremony between the outgoing and incoming Provincial Directors on October 20, 2025 at PTC Hall	FASU	Catering services during the conduct of turn-over ceremony new leadership	SVP	No	LCRB	10/2025	10/2025	GAA 2025- Current Appropriation	₱7,500.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of fuel use in the operational activities (official vehicle)	FASU	Purchase of fuel (4th qrt consumption)	SVP	No	LCRB	10/2025	10/2025	GAA 2025- Current Appropriation	₱30,000.25	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of SIMLABOR for the service vehicle maintenance	FASU	Repair and maintenance of service vehicle, replacement of bushing, rack end and wheel alignment	SVP	No	LCRB	10/2025	10/2025	GAA 2025- Current Appropriation	₱11,800.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009
Request of Official Receipt	FASU	Procurement of Accountable Forms # 51	Negotiated Procurement - Agency to Agency	No	SRRB	11/2025	11/2025	GAA 2025- Current Appropriation	₱5,000.00	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of meals (packed lunch) during the conduct of CTEC meeting on November 18, 2025 at PTC Hall	FOU	Catering services during the conduct of CTEC meeting Final Quarter	SVP	No	LCRB	11/2025	11/2025	GAA 2025- Current Appropriation	₱2,100.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of tshirt with logo printing and meals in participation (18-day campaign) of 2025 VAW free Philippines	FASU	Purchase of tshirt and catering services during the training in participation of 18 day campaign of VAW free	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱10,260.00	Engagement of Procurement Agent	Transition to full implementation of RA12009
Request of fuel use in the operational activities (official vehicle)	FASU	Additional allocation of fuel CY 2025	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱40,005.40	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009
Request of office supplies use in Field Operations Unit	FOU	Purchase of office supplies used in FOU (4th qrt )	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱30,000.00	Warehousing and Inventory Activities	Transition to full implementation of RA12009
Request of supplies and materials for the improvement of facility (perimeter fence, covered pathway, concreting of pavement)	FASU	Repair, maintenance and improvement of Provincial Office outside facility	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱101,900.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009
Request of semi-expendable IT equipment to upgrade and improve an advance services in clientele	FOU	Procurement of semi-expendable IT equipment	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱374,000.00	Life Cycle Assessment/Warehousing and Inventory Activities (LCA) and Life Cycle	Approval of IT Upgrade proposal CY 2022
Request of office supplies (Admin section)	FASU	Additional purchase of office supplies in Admin section	SVP	No	LCRB	12/2025	12/2025	GAA 2025- Current Appropriation	₱26,007.15	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	Transition to full implementation of RA12009







































































