



AREA IX

LABORATORIES

C.1.2 REPLENISHMENT OF PERISHABLE MATERIALS





UNIVERSITY OF SOUTHERN MINDANAO

Annual Procurement Plan FY 2025

Fund - 06 - IGP

Code (PAP)	Procurement 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 Project)
					Advertisement (Posting of IBRE)	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Other Operating Expenses													
Part 1. PS-DBM ITEMS													
5020301000	Procurement of Common Use Supplies and Equipment (CSE) available at PS-DBM (Please refer APP CSE Part I attached)	USM - Kabacan	No	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	Income	2,903,041.19	2,903,041.19	-	
Part 2. N/A at PS-DBM													
II.A Other Common Use Office Supplies (Not Available in PS-DBM)													
5020301000	Supply and Delivery of other Common Use Office Supplies (Not Available in PS-DBM)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Income	10,815,477.29	10,815,477.29	-	
II.B Other Computer Supplies and Accessories													
5020301000	Supply and Delivery of Other Computer Supplies and Accessories	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	202,121.39	202,121.39	-	
II.C Printer Consumables													
5020301000	Supply and Delivery of Various Printers Consumables	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	346,290.75	346,290.75	-	
II.D Photocopier Consumables													
5020301000	Supply and Delivery of Various Photocopier Consumables	USM - Kabacan	No	Direct Contracting	N/A	N/A	Quarter 2	Quarter 2	Income	2,197,800.00	2,197,800.00	-	
II.E Travel Expenses													
5020100000	Procurement of Travel-Related Expenses	USM - Kabacan	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets and Online Subscription	N/A	N/A	ANA	ANA	Income	468,000.00	468,000.00	-	includes per diem and plane ticket

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					Advertisement (Posting of IBRE)	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020399000	Supply and Delivery of Various Hardware and Construction Supplies	USM - Kabacan	No	Competitive Bidding	Quarter 2	Quarter 2	Quarter 2	Quarter 2	Income	1,133,350.00	1,133,350.00	-	
II.J Fuels, Oils and Lubricants													
5020309000	Supply and Delivery of Fuels, Oils and Lubricants	USM - Kabacan	No	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	Income	2,091,900.00	2,091,900.00	-	
II.L Semi-Expendables													
5020321002	Supply and Delivery of Semi-expendable Office Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	Competitive Bidding	Quarter 2	Quarter 2	Quarter 2	Quarter 2	Income	1,010,420.00	1,010,420.00	-	
5020321003	Supply and Delivery of Semi-expendable I.C.T. Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	409,517.40	409,517.40	-	
5020321010	Supply and Delivery of Semi-expendable Medical Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	71,324.00	71,324.00	-	
5020321011	Supply and Delivery of Semi-expendable Printing Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	261,566.33	261,566.33	-	
5020321013	Supply and Delivery of Semi-expendable Technical and Scientific Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	392,800.00	392,800.00	-	
5020321099	Supply and Delivery of Semi-expendable Other Machinery and Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	666,000.00	666,000.00	-	
5020322001	Supply and Delivery of Semi-expendable Furniture and Fixtures (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	840,000.00	840,000.00	-	

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					Advertisement/Posting of IBID	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
ILO Other MOOE													
502005000	Procurement of Catering Services	USM - Kabacan	No	N/A	N/A	N/A	ANA	ANA	Income	4,705,000.00	4,705,000.00	-	
502999099	Procurement of Installation Services	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A	Income	100,000.00	100,000.00	-	
502999099	Payment of Membership, Dues, & Contribution Expenses	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A	Income	50,000.00	50,000.00	-	
502999099	Payment of Other MOOE and Miscellaneous Expenses	USM - Kabacan	No	NP-53.9 - Small Value Procurement	ANA	N/A	ANA	ANA		7,621,293.26	7,621,293.26	-	
502999099	Food Coupon	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A		2,250,000.00	2,250,000.00	-	
Total MOOE										104,661,089.13			
Capital Outlay													
Equipment													
506040501	Procurement of Various Machineries	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	565,000.00	-	565,000.00	
506040502	Procurement of Various Office Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	295,000.00	-	295,000.00	
506040503	Procurement of Various ICT Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	835,000.00	-	835,000.00	

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					Advertisement/Posting of IBID	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5060405011	Procurement of Medical Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	795,000.00	-	795,000.00	
5060405012	Procurement of Printing Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	250,000.00	-	250,000.00	
5060405011	Procurement of Laboratory Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	150,000.00	-	150,000.00	
5060405099	Procurement of Other Machinery and Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	140,000.00	-	140,000.00	
5060407001	Procurement of Various Furnitures and Fixtures	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	400,000.00	-	400,000.00	
TOTAL Capital Outlay										3,430,000.00			
TOTAL										108,091,089.22			

Prepared by:

MERCHIA C. MAYORMONTE
BAC Secretariat

Reviewed by:

MYRNA E. TAN
Head, BAC Secretariat

Recommending Approval

QUENELYN L. DURENDES
BAC Chairperson, Infrastructure

Approved by:

JONALD L. PIMENTEL, PhD
Head of Procuring Entity/Agency

SAMSUDIN S. PANDAY
BAC Chairperson, Goods and Services

All laboratories in the university are manned by a laboratory head, laboratory technician and laboratory aides. The technician and/or the aides are responsible in the routine check-up and minor repairs of the equipment.

To ensure material control, accountability and maintenance, the Biology Central Laboratory is divided into three sections: (1) Equipment and Microscopy Section, (2) Glasswares and Anatomical Models Section, and (3) Chemical and Specimens Section. Each section has Staff in-charge who takes full responsibility of all materials belonging to their section. They keep careful and complete record of any materials being borrowed or used as well as in the care and maintenance of such. Complete inventory of materials as to the number of materials available, damaged item or broken apparatus, functional and non-functional equipment and amount or volume of any chemicals or reagents available in the lab are noted.

At the start of the semester, the students are oriented on the proper use and care of the laboratory equipment. Then the students are allowed to do hands-on exercises on the equipment with the close supervision of the teacher or laboratory personnel in-charge. Each equipment is provided with a notebook/logbook where students are asked to record the date, time, name of user, and the purpose of using the equipment every time he/she uses the equipment. Every after use, the staff in-charge checks the equipment as to functionality, missing parts and cleanliness. He then signs in the "checked by" section of the logbook if he finds the equipment in good condition. If not, this is noted in the incident report logbook for record and future references.

The laboratories have annual budget for repair, maintenance and calibration of equipment and renovation of laboratories. For the equipment, routine maintenance is done monthly by the laboratory technician and laboratory aides such as cleaning of microscopes and its lenses. These are entered in a log book for future reference. Equipment such as laminar flow, analytical balance, pH meter, etc. have regular maintenance check-up and calibration by trained technician either from the supplier as part of the after sales agreement annually or third party check-up from accredited servicing firms requested through public bidding. These have annual budget allocation from the laboratory fees.

For proper documentation, faculty, staff and students should report any damaged equipment to the laboratory staff in-charge in the equipment and microscopy section. For damaged glassware and other apparatus, it should be reported to the laboratory staff in-charge in the glassware and anatomical models section. The need for repair of the damaged equipment is determined by the laboratory staff in-charge. He shall assess the damaged part, nature and severity of the damage and makes report of the incident as evidenced in his incidence report logbook and relay the incident to the laboratory head.

The laboratory head then instructs the laboratory staff concerned to prepare request (Purchase Request) for repair. PR shall then be submitted to Records Office for Barcoding. Entries in the PR shall be checked and verified by the Bids and Awards Committee staff. The PR shall be submitted to different offices for signing including Supply Officer, Budget Officer, and University President. When the PR is approved, BAC prepares Request for Quotation/Canvass which shall then be approved by the President. Repairing party shall be selected through public bidding. Winning party shall then be informed to repair the equipment. When the service is satisfactorily rendered, which is determined by the laboratory head, staff in-charge and faculty user, proof of calibrations such as certificate of calibration and sticker label glued in the equipment shall be given by the technician/servicing company. Payment for services shall be claimed by the technician/company from the University cashier's office.

In some minor cases, the laboratory staff may repair slightly damaged equipment. For monitoring, the laboratory head shall perform scheduled inspection at least once a month and spot inspection as well of records and maintenance logs to assure that procedures are being followed and provide feedbacks. This shall then be recorded in his own logbook for future references.

