

**SENATE ELECTORAL TRIBUNAL**  
**Supplemental Annual Procurement Plan**  
**For Fiscal Year 2022**

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 IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Lanyard/ ID lace with holder	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	24,000.00	24,000.00		
1	Electric Typewriter	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	60,000.00	60,000.00		
1	Whiteboard (4'x8') with stand; back-to-back; magnetic; with aluminum frame	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	30,000.00	30,000.00		
1	Token for Retirees	HRMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	42,000.00	42,000.00		
1	COVID-19 Testing	HRMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	90,000.00	90,000.00		
1	Supplies and Materials for Trainings	HRMS	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	18,000.00	18,000.00		
2	<b>Team Building Activity</b>	HRMS											
2	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	October	October	GoP	900,000.00	900,000.00		
2	Meals/Catering Service	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	900,000.00	900,000.00		
2	Training Package	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	420,000.00	420,000.00		
2	Transportation Expense	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	360,000.00	360,000.00		
2	COVID-19 Testing	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	102,000.00	102,000.00		
2	Prizes/Tokens/Supplies not in Inventory	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	102,000.00	102,000.00		
2	Function Room for the Opening Program	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	102,000.00	102,000.00		
2	Cultural Activity	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	60,000.00	60,000.00		
2	Uniform for Participants	HRMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	120,000.00	120,000.00		
2	<b>General Assembly</b>	HRMS											
2	Bus Rental	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	60,000.00	60,000.00		
2	Stage Decoration	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	30,000.00	30,000.00		
2	Prizes/Raffles/Materials for Games	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	120,000.00	120,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2	Antigen/RT-PCR Test for COVID-19	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	102,000.00	102,000.00		
2	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	300,000.00	300,000.00		
2	Meals/Catering Service	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	420,000.00	420,000.00		
2	Lights and Sounds	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	180,000.00	180,000.00		
1	Printing of SET Logo on Documentary Envelope	PPMS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	October	October	GoP	30,000.00	30,000.00		
1	Sticker on Window Glass	PPMS	NO	NP-53.9 - Small Value Procurement	September	N/A	October	October	GoP	90,000.00	90,000.00		
1	Self-Inking Stamp	PPMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	8,000.00	8,000.00		
1	Face Mask	PPMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	90,000.00	90,000.00		
1	Supply and Delivery of Janitorial Services	PPMS	YES	Competitive Bidding	November 2021	November 2021	December 2021	December 2021	GoP	2,300,000.00	2,300,000.00		
1	Supply and Delivery of Security Services	PPMS	YES	Competitive Bidding	November 2021	November 2021	December 2021	December 2021	GoP	2,500,000.00	2,500,000.00		
2	Newspaper Subscription	PPMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	45,000.00	45,000.00		
1	Procurement of SET Service Vehicle	PPMS	NO	Competitive Bidding	October	October	November	November	GoP	3,000,000.00		3,000,000.00	
2	Printing of Pamphlets of the "Primer on the Laws Protecting the Rights of Women and Children"	LS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	36,000.00	36,000.00		
2	Printing and layouting of textbook (Post EDSA Elections: An Overview)	CBS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	300,000.00	300,000.00		
2	Folder, 3-ring binder, Legal Size, Leather, with SET Logo, inner pockets, plastic slip in name placeholder	OSEC	NO	Shopping	October	N/A	October	October	GoP	90,000.00	90,000.00		
2	Signage/Plaque, Brass (SET Chairperson Gallery)	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	6,000.00	6,000.00		
2	Storage Bin, Plastic Clear, with cover, Height 6-8, inches, width and length 9-12 inches	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	3,600.00	3,600.00		
2	Sticker, White, A4 size, pack	OSEC	NO	Shopping	N/A	N/A	October	October	GoP	600.00	600.00		



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2	Letter Transfer, pack; black; length 25-35mm, width 8-12mm	OSEC	NO	Shopping	N/A	N/A	October	October	GoP	4,500.00	4,500.00		
2	Drawers, Plastic, Stackable, Transparent, (Assorted Sizes; Height and Width- 3-5)	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	4,320.00	4,320.00		
2	Drafting/Poster Tube, diameter 5-8 inches; Length 30-50 inches; clear (for old pictures/posters)	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	3,600.00	3,600.00		
2	Pictures (developing and editing services); colored; assorted sizes from 5R to 11R	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	2,400.00	2,400.00		
2	Frames, wooden, with cream matting	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	3,600.00	3,600.00		
2	Seal, SET Logo, colored, Metal engraved, wood mounted, diameter 16-18 inches	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	12,000.00	12,000.00		
2	Podium, metal, fiber glass and wood combination, with rollers/wheels	OSEC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	18,000.00	18,000.00		
1	Maintenance of Gender Neutral/PWD Accessible Comfort Room and Diaper Changing Room	GAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	14,400.00	14,400.00		
1	<b>Conduct of One Issue-Based Training for SET Personnel</b>												
1	Supply, delivery and administration of COVID-19 Antigen Test (78 pax) and RT PCR Test (2 pax)	GAD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	60,000.00	60,000.00		
1	Lease of Venue	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	October	October	GoP	15,000.00	15,000.00		
1	Office Supplies (notebook, paper, pens, marker, etc.)	GAD	NO	Shopping	N/A	N/A	October	October	GoP	6,000.00	6,000.00		
1	2.5HP Dual Inverter Split-Type Wall Mounted Airconditioner	ICSJRMS	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	180,000.00		180,000.00	
1	Network Security Firewall	ICSJRMS	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	180,000.00		180,000.00	
1	Desktop Computer with Operating System	ICSJRMS	NO	Shopping	October	N/A	October	October	GoP	504,000.00		504,000.00	
2	Colored Laser Printer - Multi Function (OSEC)	ICSJRMS	NO	Shopping	October	N/A	October	October	GoP	72,000.00		72,000.00	
2	InkJet Printer (3 in 1) (1LS, 2 PPMS, 1 ICS)	ICSJRMS	NO	Shopping	October	N/A	October	October	GoP	120,000.00	120,000.00		
2	Procurement of Various Supplies and Materials (Annex 1)	ICSJRMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	504,000.00	504,000.00		

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2	Procurement of Meals for the participants of MS Office Essentials Training	ICSJRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	14,976.00	14,976.00		

**Total** 14,759,996.00 10,823,996.00 3,936,000.00

Prepared by:

Recommended for Approval by:

  
**JULIUS B. REMUDARO**  
BAC Secretariat

  
**ELEANOR S. FRANCISCO-ANUNCIACION**  
BAC Chairperson

  
**LAMBERTO B. DELLEVA**  
BAC Regular Member

  
**CRISANTA V. VALERA**  
Secretary, Senate Electoral Tribunal

Certified Appropriate Funds Available:

  
**JAMES G. ALLANIGUE**  
BAC Provisional Member

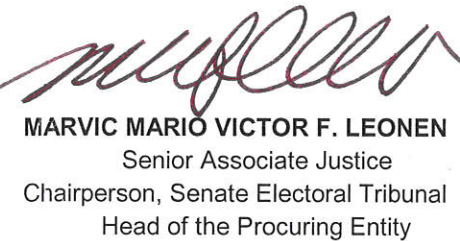
  
**JEFFREY P. TUMALA**  
BAC Provisional Member

Approved by:

  
**ELOISA L. MARQUEZ**  
Director III, FMS  
BAC Regular Member

  
**ARNIE P. SUMOGAT**  
End-user Representative, GAD

  
**ANGELINA L. GABAT**  
End-user Representative, AS

  
**MARVIC MARIO VICTOR F. LEONEN**  
Senior Associate Justice  
Chairperson, Senate Electoral Tribunal  
Head of the Procuring Entity

  
**NANCY G. CAÑETE**  
End-user Representative, OSEC

  
**CHRISTIANN LEONARD P. AGODON**  
End-user Representative, HRMS



# ANNEX 1

End-User	Item & Specifications	Unit of Measure	Quantity	Cost per Unit	Total Amount for the year
ICSJRMS	Solid State Drive SSD (480GB)	pc	19	3,500.00	66,500.00
ICSJRMS	USB Flash Drives 3.0 (1TB)	pc	9	1,000.00	9,000.00
ICSJRMS	USB Flash Drives 3.0 (2TB)	pc	9	1,500.00	13,500.00
ICSJRMS	External Hard Drive 1TB 2.5 HDD USB 3.0	pc	4	3,000.00	12,000.00
ICSJRMS	Replacement Mouse	pc	12	500.00	6,000.00
ICSJRMS	Colored Ink Jet Printer (3 in 1)	pc	6	7,000.00	42,000.00
ICSJRMS	portable printer for tribunal meetings (OSEC)	pc	1	20,000.00	20,000.00
ICSJRMS	Replacement keyboard	pc	8	500.00	4,000.00
ICSJRMS	U-Control UCA 222 2 in /2 out USB Audio Interface with Digital Output	pc	1	6,000.00	6,000.00
ICSJRMS	2 x RCA Plug-2 x6.3mm MONO Plug 1-3m	pc	2	1,300.00	2,600.00
ICSJRMS	2 RCA Plug to 2 x RCA Plug 3m Mono Cable 3m	pc	1	1,300.00	1,300.00
ICSJRMS	1 x 3.5 mm stereo plug to 2 x 6.3mm mono plug 3m	pc	1	1,000.00	1,000.00
ICSJRMS	office document scanner with ADF (OSEC)	pc	1	30,000.00	30,000.00
ICSJRMS	AVR (800VA)	pc	12	2,000.00	24,000.00
ICSJRMS	HDMI cable 4k UltraHD (20 M)	pc	4	1,000.00	4,000.00
ICSJRMS	Projector Screen with stand	pc	1	8,000.00	8,000.00
ICSJRMS	Projector Stand	pc	2	3,000.00	6,000.00
ICSJRMS	heavy duty paper shredder (DepSec & ICSJRMS)	pc	2	30,000.00	60,000.00
ICSJRMS	Color Laser Jet Pro MFP M282nw toner cartridges (black, cyan, magenta, yellow)	pc	1	20,000.00	20,000.00
ICSJRMS	Other supplies and materials	lot	1	84,100.00	84,100.00
<b>TOTAL</b>					<b>P 420,000.00</b>
+ 10% Provision for Inflation					<b>P 42,000.00</b>
+ 10% Contingency					<b>P 42,000.00</b>
<b>TOTAL ESTIMATED BUDGET:</b>					<b>P 504,000.00</b>