



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN (APP), CY 2024
NON PROCUREMENT SERVICE (NON PS)

Code (PAP)	Procurement	Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity						Source of Funds	Total	MOOE	CO	Remarks
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing							
General Administration and Support															
Maintenance and Other Operating Expenses (MOOE)															
	Travelling Expenses														
5-02-01-010-00	Travelling Expenses - Local			n/a	n/a	n/a	n/a	n/a	n/a	GAA	356,000.00	356,000.00			
	Travelling Expenses for Admin Activities		BAI-Admin												
5-02-02-010-00	Training and Scholarship Expenses														
	Attendance to PAGBA/AGIA/AGAP		BAI-Admin	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	150,000.00	100,000.00			
	Updating of RA 9184 to RDCs		BAI-Admin	SVP/LOV	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	50,000.00	50,000.00			
5-02-03-010-01	Supplies and Materials Expenses														
	ICT Office Supplies Expenses														
	Link for EPSON L3110 (C/Y/M/B)		Admin - Budget	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	372,000.00	35,000.00			
	Toner for Kyocera FS-1320 D		Admin - Budget	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	15,000.00	15,000.00			
	Flash Drives (16GB/32GB)		Admin - Budget	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	15,000.00	15,000.00			
	Toner for Printer EPSON (L380)C664 M664 Y664 BK664		Admin - Records	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	4,000.00	4,000.00			
	Toner for Kyocera Ecosys P6230cdn		Admin - Records	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	90,000.00	90,000.00			
	Various Inks and Toners		Admin - PMS/BAC	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	110,000.00	110,000.00			
	Various Inks and Toners		BAI-Admin	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	103,000.00	103,000.00			
5-02-03-010-02	Office Supplies Expenses														
	Common-use supplies not available in PS-DBM including toners		BAI-Admin/Property	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	422,000.00	100,000.00			
	Common-use supplies not available in PS-DBM including toners		BAI-Admin/Property	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	169,000.00	169,000.00			
	Toner for Sharp copier machine		Admin - PMS/BAC	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	50,000.00	50,000.00			
	Toner for Sharp BP-30M28 (Budget)		Admin - Budget	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	85,000.00	85,000.00			
	Copier Toner Cartridge (MX-235 PT) (Records)		Admin - Records	SVP/DC	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	18,000.00	18,000.00			
5-02-03-090-01	Fuel, Oil and Lubricant Expenses														
	Fuel, oil and lubricants		BAI-Admin	Purchase		as needed				GAA	122,000.00	122,000.00			
5-02-03-210-01	Semi-Expendable Mechanicries & Equipment Expenses														
	Furniture and Fixture														
	Office chair: 1 pc		Admin - PMS/BAC	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	10,000.00	10,000.00			
5-02-03-990-00	Other Supplies & Materials Expenses														
	Various supplies/other supplies		Admin - Budget	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	50,000.00	50,000.00			
	Various supplies/other supplies		Admin - ICU	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	10,000.00	10,000.00			
	Various supplies/other supplies		Admin - SAO	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	24,000.00	24,000.00			
	Various supplies/other supplies		Admin - OAD	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	25,000.00	25,000.00			
	Various supplies/other supplies		Admin - OD	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	74,350.00	74,350.00			
	Various supplies/other supplies		Admin - PMS/BAC	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	140,000.00	140,000.00			
	Various supplies/other supplies		Admin-Property/GSS	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	100,000.00	100,000.00			
	Various supplies/other supplies		Admin- Records	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	5,000.00	5,000.00			

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Code (PAP)	Procurement	Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity							Source of Funds	Estimated Budget (Php)		CO	Remarks
					Advertisement/ Posting of IB/RFI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Total	MOOE						
	Various supplies/other supplies		Admin- Accounting	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	10,000.00	10,000.00				
	Various supplies/other supplies		Admin- Cashier	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	8,650.00	8,650.00				
5-02-04-010-00	Utility Expenses										4,434,000.00	4,000,000.00				
	Water Expenses		BAI	n/a	n/a	n/a	n/a	n/a	n/a	GAA	4,000,000.00	4,000,000.00				
	Purified drinking water		BAI	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	434,000.00	434,000.00				
5-02-04-020-00	Electricity Expenses										16,947,000.00	16,947,000.00				
	Electrical Expenses		BAI	n/a	n/a	n/a	n/a	n/a	n/a	GAA	16,947,000.00	16,947,000.00				
	Communication Expenses															
5-02-05-010-00	Postage and Courier Services										108,000.00	108,000.00				
	Postage and Courier Services		Admin-Records	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	108,000.00	108,000.00				
5-02-05-020-01	Telephone Expenses										9,000.00	7,000.00				
	Mobile - cell cards/postpaid		Admin	SVP/Shopping	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	7,000.00	7,000.00				
5-02-05-020-02	Landline		Admin	n/a	n/a	n/a	n/a	n/a	n/a	GAA	2,000.00	2,000.00				
5-02-10-030-00	Extraordinary and Miscellaneous Expenses										136,000.00	136,000.00				
	Food for the meeting and other expenses		Admin	SVP	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	Jan - Dec 2024	GAA	136,000.00	136,000.00				
5-02-11-010-00	Professional Services										6,926,000.00	225,000.00				
	Legal Services		Admin	n/a	n/a	n/a	n/a	n/a	n/a	GAA	225,000.00	225,000.00				
5-02-11-020-00	Auditing Services		Admin	n/a	n/a	n/a	n/a	n/a	n/a	GAA	300,000.00	300,000.00				
5-02-11-990-00	Other Professional Services										6,401,000.00	258,840.00				
	Administrative Assistant III		Admin - Budget	n/a	n/a	n/a	n/a	n/a	n/a	GAA	258,840.00	258,840.00				
	Administrative Officer II		Admin - Accounting	n/a	n/a	n/a	n/a	n/a	n/a	GAA	330,307.20	330,307.20				
	Administrative Assistant I		Admin - ICU	n/a	n/a	n/a	n/a	n/a	n/a	GAA	226,627.20	226,627.20				
	Administrative Assistant I		Admin- Cashier	n/a	n/a	n/a	n/a	n/a	n/a	GAA	226,627.20	226,627.20				
	Administrative Aide IV		Admin-Records	n/a	n/a	n/a	n/a	n/a	n/a	GAA	190,281.60	190,281.60				
	Administrative Assistant I		Admin-Property/GSS	n/a	n/a	n/a	n/a	n/a	n/a	GAA	330,307.20	330,307.20				
	Computer Operator III		Admin-Property/GSS	n/a	n/a	n/a	n/a	n/a	n/a	GAA	226,627.20	226,627.20				
	Administrative Assistant I		Admin-Property/GSS	n/a	n/a	n/a	n/a	n/a	n/a	GAA	213,796.80	213,796.80				
	Administrative Aide VI (Clerk III)		Admin - OAD	n/a	n/a	n/a	n/a	n/a	n/a	GAA	258,840.00	258,840.00				
	Administrative Assistant II		Admin - Budget	n/a	n/a	n/a	n/a	n/a	n/a	GAA	241,315.20	241,315.20				
	Administrative Aide IV		Admin - Budget	n/a	n/a	n/a	n/a	n/a	n/a	GAA	190,281.60	190,281.60				
	Sr Admin Assist III (Electronics & Comm Equipm Tech IV)		Admin - ICTU	n/a	n/a	n/a	n/a	n/a	n/a	GAA	439,646.40	439,646.40				
	Administrative Assistant II		Admin - ICTU	n/a	n/a	n/a	n/a	n/a	n/a	GAA	439,646.40	439,646.40				
	Administrative Assistant I		Admin - Personnel Section	n/a	n/a	n/a	n/a	n/a	n/a	GAA	226,627.20	226,627.20				
	Administrative Aide VI		Admin - Personnel Section	n/a	n/a	n/a	n/a	n/a	n/a	GAA	213,796.80	213,796.80				

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