



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
A. Bonifacio Ave., Iligan City

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Printing and Publication Expenses(5029902000-001)

No.	Item Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total		PMO/End-User	Mode of Procurement
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
1	Annual Report PRINTING OF ANNUAL REPORT Number of Copies: 200 pcs Number of Pages per Copy: max of 150 pages including front and back cover Terms & Condition 1. Compatible with PSD & In-Design Formats 2. Paper Quality: Matte 80 (high-quality paper stock; thicker paper, matte paper, laminated coated, etc); Cover: Matte 105 3. Paper size: A4 4. Good Printing Quality (combination of graphic design utilizing high resolution images printed at ultra-high line screen values; contains the most amount of color information possible) 5. Can provide technical assistance in terms of creativity, technical expertise, etc 6. Can adjust time availability for editing, lay-outting and printing 7. Should print and submit the actual paper printing sample dummy to OVCSI 8. Can deliver within 15 days after submission of the final draft														
2	Brochure	lot	50.00	200	10,000.00	0	0.00	0	0.00	0	0.00	200	10,000.00	IDEYA	PB
3	Printing for university merchandise; tokens; collaterals, etc.	lot	50,000.00	1	50,000.00	0	0.00	0	0.00	0	0.00	1	50,000.00	Office of Communications	
4	Printing and Binding	lot	5,000.00	10	50,000.00	0	0.00	10	50,000.00	0	0.00	20	100,000.00	OVCI/ International Affairs	
5	Printing and Binding INWW Proceedings	lot	55,000.00	0	0.00	1	55,000.00	0	0.00	0	0.00	1	55,000.00	Cultural & Arts Study Center	
6	Printing (brochure, poster, journal, etc.) and Publication Printing of Commencement Ceremonies Postcards;	lot	75,000.00	0	0.00	1	75,000.00	0	0.00	0	0.00	1	75,000.00	Office of Communications	
7	Printing (brochure, poster, journal, etc.) and Publication - 3rd Issue of the 12th of July (AEEC Magazine)	lot	50,000.00	1	50,000.00	0	0.00	0	0.00	0	0.00	1	50,000.00	AEEC / Alumni	
8	Printing (brochure, poster, journal, etc.) and Publication	lot	1,000.00	20	20,000.00	10	10,000.00	0	0.00	0	0.00	30	30,000.00	Career Center	
9	Printing (brochure, poster, journal, etc.) and Publication	lot	5,000.00	1	5,000.00	0	0.00	0	0.00	0	0.00	1	5,000.00	College of Education	
10	Printing (brochure, poster, journal, etc.) and Publication	lot	20,000.00	0	0.00	1	20,000.00	1	20,000.00	0	0.00	2	40,000.00	Various CC	
11	Printing (brochure, poster, journal, etc.) and Publication	lot	50,000.00	0	0.00	1	50,000.00	0	0.00	0	0.00	1	50,000.00	OVC-Adm. & Finance	
12	Printing of Calling Card	lot	300.00	50	15,000.00	0	0.00	0	0.00	0	0.00	50	15,000.00	College of Education	
13	Printing of manuals	lot	500.00	20	10,000.00	0	0.00	0	0.00	0	0.00	20	10,000.00	College of Education	
14	Printing of Program	lot	500.00	20	10,000.00	20	10,000.00	0	0.00	0	0.00	40	20,000.00	College of Education	



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15	Printing of Streamer	lot	1,000.00	10	10,000.00	5	5,000.00	0	0.00	0	0.00	15	15,000.00	College of Education	
16	Printing of Tarpaulin Printing of Tarpaulins; University Banners; Roll-up Banners	lot	100,000.00	1	100,000.00	0	0.00	0	0.00	0	0.00	1	100,000.00	Office of Communications	
17	Printing of Tarpaulin	lot	650.00	10	6,500.00	10	6,500.00	0	0.00	0	0.00	20	13,000.00	College of Education	
18	Printing Press and Consumables Printing for brochures, magazines, desk calendars, reports/office manuals and calling cards	lot	50,000.00	0	0.00	0	0.00	1	50,000.00	0	0.00	1	50,000.00	Office of Business Affairs	
19	Printing Press and Consumables	lot	10,000.00	1	10,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00	(OUR) University Registrar	
20	Printing Press and Consumables	lot	85,000.00	1	85,000.00	0	0.00	0	0.00	0	0.00	1	85,000.00	Office of Communications	
21	Supply of Labor Supply of labor and materials in printing, binding of journals, articles, proceedings, and other publication expenses	lot	200,000.00	1	200,000.00	2	400,000.00	0	0.00	0	0.00	3	600,000.00	OPF - Research	
				<u>851,500.00</u>		<u>631,500.00</u>		<u>120,000.00</u>		<u>0.00</u>		<u>1,603,000.00</u>			

Prepared By:

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Recommending Approval:

Atty. Amer Hussien B. Manaros, CPA
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Prof. Alzedney M. Ditucalan, JD, LLM
Chancellor