



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Representation Expenses(5029903000-001)

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	Biscuits	pack	50.00	20	1,000.00	0	0.00	0	0.00	0	0.00	20	1,000.00	Legal Office	SW
2	Biscuits Assorted flavors of biscuits, 10pcs/pack	pack	80.00	35	2,800.00	0	0.00	0	0.00	0	0.00	35	2,800.00	OVC-Student Services	SW
3	Breakfast Meals	lot	250.00	10	2,500.00	2	500.00	4	1,000.00	4	1,000.00	20	5,000.00	Various CC	FA
4	Chocolate Drink, powdered 300 grams	pack	400.00	5	2,000.00	0	0.00	0	0.00	0	0.00	5	2,000.00	OVC-Student Services	SW
5	COE PRE-COM 2025 1.Subject for Final Date/ Time and Day of COE- PRE COM 2025 2.Subject for how many persons 3.Final Job Order will be issued PRIOR the COE PRE COM		106,000.00	0	0.00										
6	Coffee Powder 200 grams	lot				1	106,000.00	0	0.00	0	0.00	1	106,000.00	College of Engineering	SW
7	Coffee Powder	bottle	800.00	15	12,000.00	0	0.00	0	0.00	0	0.00	15	12,000.00	OVC-Student Services	SW
8	Creamer, coffee	bottle	750.00	9	6,750.00	0	0.00	0	0.00	0	0.00	9	6,750.00	Legal Office	SW
9	Heavy Snacks	lot	250.00	15	3,750.00	0	0.00	0	0.00	0	0.00	15	3,750.00	Various CC	SW
10	Heavy Snacks	lot	200.00	45	9,000.00	45	9,000.00	45	9,000.00	40	8,000.00	175	35,000.00	Various CC	FA
11	Juice Drink, bottled canned 240ml	bottle	200.00	187	37,400.00	122	24,400.00	187	37,400.00	137	27,400.00	633	126,600.00	Various CC	FA
12	Meals (2 viands + Dessert/Fruit)	lot	35.00	120	4,200.00	0	0.00	0	0.00	0	0.00	120	4,200.00	OVC-Student Services	SW
13	Meals (2 viands + Dessert/Fruit)	lot	300.00	0	0.00	20	6,000.00	30	9,000.00	0	0.00	50	15,000.00	Admission Office	FA
14	Meals (2 viands + Dessert/Fruit)	lot	300.00	523	156,900.00	457	137,100.00	266	79,800.00	133	39,900.00	1379	413,700.00	Various CC	FA
15	Meals (3 viands + Dessert/Fruit)	lot	300.00	56	16,800.00	125	37,500.00	50	15,000.00	68	20,400.00	299	89,700.00	Various CC	FA
16	Meals (3 viands + Dessert/Fruit)	lot	250.00	75	214,700.00	75	146,800.00	10	155,750.00	10	95,200.00	170	612,450.00	OVCIA International Affairs	FA
17	Meals (3 viands + Dessert/Fruit)	lot	300.00	15		15		15		15		60	0.00	Cashiering Section	FA
18	Meals (3 viands + Dessert/Fruit)	lot	350.00	547		353		425		252		1577	0.00	Various CC	FA
19	Meals, table assisted (3 viands)	lot	350.00	15	5,250.00	15	5,250.00	15	5,250.00	15	5,250.00	60	21,000.00	Office of the Budget Mgmt.	FA
20	Meals, table assisted (3 viands) 25 pax x 450 table assisted meals	lot	450.00	90	40,500.00	75	33,750.00	25	11,250.00	40	18,000.00	230	103,500.00	Various CC	FA
21	Peanuts	lot		0	0.00	0	0.00	25	11,250.00	0	0.00	25	11,250.00	OQUAMS	FA
22	Regular Snacks	pack	80.00	20	1,600.00	0	0.00	0	0.00	0	0.00	20	1,600.00	Legal Office	SW
23	Regular Snacks am/pm snacks 45 pax x 120	lot	120.00	507	60,840.00	424	50,880.00	169	20,280.00	123	14,760.00	1223	146,760.00	Various CC	FA
24	any month during each quarter	lot													FA
25	Regular Snacks	lot	120.00	314	37,680.00	462	55,440.00	0	0.00	45	5,400.00	135	16,200.00	OQUAMS	FA
26	Representation Expenses Light snacks	lot	120.00	25	3,000.00	25	3,000.00	290	34,800.00	275	33,000.00	1341	160,920.00	Various CC	FA
27	Representation Expenses Regular Snacks Lunch (2 viands+dessert/fruit)	lot	6,000.00	1	6,000.00	1	6,000.00	1	6,000.00	1	6,000.00	4	24,000.00	AEFC / Alumni	FA
28	Representation Expenses	lot	5,000.00	2	10,000.00	1	5,000.00	0	0.00	0	0.00	3	15,000.00	Cultural & Arts Study Center	FA



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28	Representation Expenses Meals for monthly office meetings	1 lot	300.00	10	3,000.00	10	3,000.00	10	3,000.00	10	3,000.00	40	12,000.00	Office of Business Affairs	FA
29	Lunch (2 viands, rice, fruits and vegetables and drink)	lot	120.00	790	94,800.00	725	87,000.00	418	50,160.00	205	24,600.00	2138	256,560.00	Various CC	FA
30	Snacks, Regular	lot	120.00	4	480.00	0	0.00	0	0.00	0	0.00	4	480.00	Legal Office	FA
31	Sugar, brown	kilogram	250.00	10	2,980.00	0	0.00	0	0.00	0	0.00	10	2,980.00	OVC-Student Services	OSP

740,850.00

722,020.00

451,940.00

304,910.00

2,219,720.00

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