

**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Professional Regulation Commission**  
**REGION V - LEGAZPI CITY**

**Annual Procurement Plan for FY 2021 (NON-CSE) based on Approved GAA**


Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Office Supplies (Not Available In DBM-PS)</b>											
A.I.a.1	BALLPEN (Black)	PRC Leg RO-V	Shopping		within 2021			GoP	7,500.00	7,500.00		
A.I.a.1	BALLPEN (Blue)	PRC Leg RO-V	Shopping		within 2021			GoP	5,000.00	5,000.00		
A.I.a.1	Cable Tie Or Zip Tie 5 x 300mm 100pcs Per Pack*	PRC Leg RO-V	Shopping		within 2021			GoP	1,000.00	1,000.00		
A.I.a.1	Cash Box	PRC Leg RO-V	Shopping		within 2021			GoP	1,500.00	1,500.00		
A.I.a.1	Cash Tray	PRC Leg RO-V	Shopping		within 2021			GoP	700.00	700.00		
A.I.a.1	CMOS Battery	PRC Leg RO-V	Shopping		within 2021			GoP	4,000.00	4,000.00		
A.I.a.1	Hot and Cold Water Dispenser	PRC Leg RO-V	Shopping		within 2021			GoP	3,836.11	3,836.11		
A.I.a.1	Laminator Machine	PRC Leg RO-V	Shopping		within 2021			GoP	1,000.00	1,000.00		
A.I.a.1	Money Counter Machine	PRC Leg RO-V	Shopping		within 2021			GoP	1,000.00	1,000.00		
A.I.a.1	Multi-Purpose Folding Aluminum Ladder with Max. Load of 150kg (Silver)	PRC Leg RO-V	Shopping		within 2021			GoP	300.00	300.00		
A.I.a.1	RJ45 100pcs per pack	PRC Leg RO-V	Shopping		within 2021			GoP	700.00	700.00		
A.I.a.1	STICKER PAPER	PRC Leg RO-V	Shopping		within 2021			GoP	200.00	200.00		
A.I.a.1	Thermal Paste	PRC Leg RO-V	Shopping		within 2021			GoP	400.00	400.00		
A.I.a.1	UV Light Money Detector	PRC Leg RO-V	Shopping		within 2021			GoP	80.00	80.00		
A.I.a.1	DRUM CART, BROTHER DR-3455	PRC Leg RO-V	Shopping		within 2021			GoP	14,112.80	14,112.80		
A.I.a.1	Kyocera Toner TK-5144C	PRC Leg RO-V	Shopping		within 2021			GoP	8,846.50	8,846.50		
A.I.a.1	Kyocera Toner TK-5144K	PRC Leg RO-V	Shopping		within 2021			GoP	8,846.24	8,846.24		
A.I.a.1	Kyocera Toner TK-5144M	PRC Leg RO-V	Shopping		within 2021			GoP	8,846.24	8,846.24		
A.I.a.1	Kyocera Toner TK-5144Y	PRC Leg RO-V	Shopping		within 2021			GoP	6,947.20	6,947.20		
A.I.a.1	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	PRC Leg RO-V	Shopping		within 2021			GoP	17,000.00	17,000.00		
A.I.a.1	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	PRC Leg RO-V	Shopping		within 2021			GoP	8,500.00	8,500.00		
A.I.a.1	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJet	PRC Leg RO-V	Shopping		within 2021			GoP	8,500.00	8,500.00		
A.I.a.1	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJet	PRC Leg RO-V	Shopping		within 2021			GoP	8,500.00	8,500.00		
A.III.a.1	Riso Ink	PRC Leg RO-V	Shopping		within 2021			GoP	180,000.00	180,000.00		
A.III.a.1	Master Roll	PRC Leg RO-V	Shopping		within 2021			GoP	45,600.00	45,600.00		
A.III.a.1	Corrugated Box	PRC Leg RO-V	Shopping		within 2021			GoP	11,999.49	11,999.49		
A.III.b.1	Self Inking Stamp	PRC Leg RO-V	Shopping		within 2021			GoP	1,704.16	1,704.16		
A.III.b.3	White Board	PRC Leg RO-V	Shopping		within 2021			GoP	7,284.00	7,284.00		

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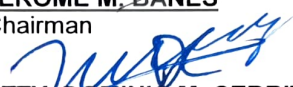



Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.I.a.1	Steel Cabinet, 3 drawers	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	6,000.00	6,000.00		
A.III.a.1	Acrylic Signages	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	60,000.00	60,000.00		
A.III.a.1	Gang Chair	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	139,000.00	139,000.00		
A.III.a.2	Sofa Bed	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	20,000.00	20,000.00		
A.III.a.2	3-drawer mobile pedestal	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	8,000.00	8,000.00		
A.III.a.2	Telephone Stand	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	5,000.00	5,000.00		
A.III.a.2	Movable Cabinet	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	7,000.00	7,000.00		
A.III.a.2	Office/Clerical Table	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	10,000.00	10,000.00		
A.III.a.2	Window Blinds	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	50,000.00	50,000.00		
	<b>Drugs and Medicines Expense</b>	PRC Leg RO-V			within 2021			GoP		-		For office use
A.I.a.1	Alaxan	PRC Leg RO-V	Shopping		within 2021			GoP	1,920.00	1,920.00		
A.I.a.1	Bioflu	PRC Leg RO-V	Shopping		within 2021			GoP	1,440.00	1,440.00		
A.I.a.1	Biogesic	PRC Leg RO-V	Shopping		within 2021			GoP	1,440.00	1,440.00		
A.I.a.1	Ibuprofen (Advil)	PRC Leg RO-V	Shopping		within 2021			GoP	1,920.00	1,920.00		
A.I.a.1	Loratadine (Claritin)	PRC Leg RO-V	Shopping		within 2021			GoP	9,075.00	9,075.00		
A.I.a.1	Ceterizine (Alix)	PRC Leg RO-V	Shopping		within 2021			GoP	5,760.00	5,760.00		
A.I.a.1	Multivitamins (Enervon)	PRC Leg RO-V	Shopping		within 2021			GoP	73,440.00	73,440.00		
A.I.a.1	Neozep	PRC Leg RO-V	Shopping		within 2021			GoP	1,805.00	1,805.00		
A.I.a.1	Serc 15mg	PRC Leg RO-V	Shopping		within 2021			GoP	4,200.00	4,200.00		
A.I.a.1	<b>Fuel, Oil &amp; Lubricants Expenses</b>	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	169,000.00	169,000.00		For Fuel of Avanza, Adventure & Innova
	<b>Water Consumption</b>	PRC Leg RO-V			within 2021			GoP		-		
A.I.a.1	Drinking Water	PRC Leg RO-V	Direct Contracting		within 2021			GoP	23,000.00	23,000.00		
A.III.a.1	Water District	PRC Leg RO-V	Direct Contracting		within 2021			GoP	60,000.00	60,000.00		
A.I.a.1	<b>Postage and Courier Expenses</b>	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	36,000.00	36,000.00		
A.III.a.1		PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	115,000.00	115,000.00		
A.I.a.1	<b>Internet Subscription Expenses</b>	PRC Leg RO-V	Direct Contracting		within 2021			GoP	13,000.00	13,000.00		
A.I.a.1	<b>Cable, Satellite, Telegraph and Radio Expenses</b>	PRC Leg RO-V	Direct Contracting		within 2021			GoP	5,000.00	5,000.00		
	<b>Telephone Expenses</b>									-		
A.III.a.1	Mobile	PRC Leg RO-V	Direct Contracting		within 2021			GoP	26,000.00	26,000.00		
A.I.a.1	<b>Janitorial Services</b>	PRC Leg RO-V	Competitive Bidding		within 2021			GoP	630,974.12	630,974.12		For Cleaning Services
A.III.a.1												
A.I.a.1	<b>Security Services</b>	PRC Leg RO-V	Competitive Bidding		within 2021			GoP	1,256,000.00	1,256,000.00		For Security Services
	<b>Repairs and Maintenance</b>											
A.I.a.1	Repair and Maintenance, Building	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	98,000.00	98,000.00		Periodic and preventive maintenance
A.I.a.1	Repair and Maintenance, Office Equipment	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	125,000.00	125,000.00		Periodic and preventive maintenance
A.I.a.1	Repair and Maintenance, ICT Equipment	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	38,000.00	38,000.00		Periodic and preventive maintenance
A.I.a.1	Repair and Maintenance, Machinery	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	13,000.00	13,000.00		Periodic and preventive maintenance
A.I.a.1	Repair and Maintenance, Other Machinery &	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	15,000.00	15,000.00		Periodic and preventive maintenance
A.I.a.1	Repair and Maintenance, Transportation Equipment	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	156,000.00	156,000.00		Periodic and preventive maintenance

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A.I.a.1	Repair and Maintenance, Furniture & Fixtures	PRC Leg RO-V	NP-53.9 - Small Value Procurement		within 2021			GoP	2,000.00	2,000.00		Periodic and preventive maintenance
A.I.a.1	Advertising Expense	PRC Leg RO-V	Direct Contracting		within 2021			GoP	7,000.00	7,000.00		
A.I.a.1	Printing and Publication	PRC Leg RO-V	Shopping		within 2021			GoP	24,000.00	24,000.00		
A.I.a.1	Library and Other Reading Materials Subscription	PRC Leg RO-V	Shopping		within 2021			GoP	5,000.00	5,000.00		
A.III.a.1	Other Subscription Expense	PRC Leg RO-V	Shopping		within 2021			GoP	16,000.00	16,000.00		
A.III.a.1	Other MOOE	PRC Leg RO-V	Shopping		within 2021			GoP	50,000.00	50,000.00		
Grand Total									4,081,132.73	4,081,132.73		

Prepared by:   
**JUDELYN L. DANA O**  
BAC Secretary



Recommending Approval:  
The Regional BAC

  
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Approved by:   
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