

Department of Labor and Employment  
PROFESSIONAL REGULATION COMMISSION  
Regional Office XIII (Butuan)

FY 2024 INDICATIVE ANNUAL PROCUREMENT PLAN NON- CSE  
Per National Expenditure Program (NEP)

Code (PAP)	Procurement Activity 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	
100000100001000 310100100001000	Conduct of training/seminar with provision of meals and venue	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	150,000.00	150,000.00	-	Training and Capacity Building Activities/Learning Development Interventions
100000100001000 310100100001000 310100100002000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Supply and delivery of various office supplies, materials and equipment not-available at DBM-PS	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	177,335.00	177,335.00	-	Various supplies, materials and equipments not available at DBM-PS but necessary in the operationalization.
100000100001000	Procurement of Drugs and Medicines	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	6,000.00	6,000.00	-	Purchase of Over-the-Counter medicines/supplies.
100000100001000 310100100001000	Procurement of Fuel, Oil and Lubricants	RO 13	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January - December 2024	January - December 2024	GoP	100,000.00	100,000.00	-	Fuel expenses for the office vehicle
100000100001000 310200100004000	Procurement of semi-expendable office equipment	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	43,600.00	43,600.00	-	Acquisition/replacement of paper cutting machine, shredder, aircon and other related office equipment.
310100100001000 310200100004000 310300100001000	Procurement of semi-expendable ICT equipment	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	83,000.00	83,000.00	-	Acquisition/replacement of unserviceable UPS, network routers, and other related ICT equipment.
100000100001000	Procurement of semi-expendable communication equipment	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	5,000.00	5,000.00	-	Acquisition of mobile phone for legal office use.
100000100001000 310200100004000	Procurement of semi-expendable furniture and fixtures	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	40,000.00	40,000.00	-	Acquisition of office tables, chairs and filing cabinets of the newly hired personnel and replacement of old and unserviceable equipment.
100000100001000 310100100001000 310200100004000	Procurement of other supplies and materials	RO 13	NO	Shopping	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	66,890.00	66,890.00	-	Procurement janitorial supplies and other related supplies and equipment.
100000100001000 310100100001000 310200100001000 310200100004000	Provision of Postage, Courier and Delivery Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2024	N/A	January - February 2024	January - February 2024	GoP	76,000.00	76,000.00	-	Mailing/sending of documents to PRC Central Office & other Regional Offices
100000100001000	Provision of Janitorial Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2024	N/A	January - February 2024	January - February 2024	GoP	130,000.00	130,000.00	-	To ensure COVID 19 precautionary measures such as disinfections and regular cleaning of office premises are implemented.
100000100001000	Provision of Security Services	RO 13	YES	Competitive Bidding	October 2023	November 2023	January 2024	January 2024	GoP	1,050,000.00	1,050,000.00	-	To maintain orderliness in the office, regulate the crowd, secure the confidential printing room, and ensure security and safety of clients, employees, supplies, equipment, and test questionnaires kept in the storage rooms, prior to the schedule of shredding.
100000100001000 310100100001000 310200100004000	Procurement of Purified Drinking Water	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2024	N/A	January - February 2024	January - February 2024	GoP	19,500.00	19,500.00	-	Drinking water consumption in RO, CPR and Offsite



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000 310300100001000	Provision of Unlimited Toner Printing Services with free use of printer	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2024	N/A	January - February 2024	January - February 2024	GoP	226,200.00	226,200.00	-	Procurement of toners/inks (unlimited) with free use of printers
100000100001000 310100100001000 310200100004000	Other General Services -Others	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	70,000.00	70,000.00	-	Other expenses not covered by existing object of expenditures.
100000100001000 310100100001000	Provision of Repair and Maintenance - Motor Vehicle	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	110,000.00	110,000.00	-	Periodic preventive maintenance of office motor vehicle to ensure usefulness and operational efficiency.
100000100001000 310100100001000 310200100001000 310200100002000	Provision of meals and venue rentals for office activities and events (Representation/Event Management)	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	230,000.00	230,000.00	-	To be used in various office activities related to the operationalization such as management committee meeting, entrance/exit COA conference, BAC meetings, budget preparation meetings, WFP formulation and target setting, SPMS activities, GAD related activities, inter-agency activities, PRC Week and other office activities.
100000100001000	Provision of Transportation and Delivery and Hauling Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	10,000.00	10,000.00	-	For delivery and hauling for the examination materials and equipment from Central Office as well as other transportation needs.
100000100001000	Lease and Rental of Property or Building for Storage and Records Room	RO 13	NO	NP-53.9 - Small Value Procurement	January 2024	N/A	January 2024	January 2024	GoP	300,000.00	300,000.00	-	Records and archive office and storage room for the shredded test questionnaires and other examination related paraphernalia awaiting approval from NAP for its disposition.
310300100001000	Subscription for Microsoft Office and Videotelephony Software Program	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2024	N/A	January - December 2024	January - December 2024	GoP	50,000.00	50,000.00	-	For upgrading of our office software or firmware with a newer and updated version, for continuous system maintenance and video platform for all communication needs, including meetings, chat, phone, webinars, and online events.
GRAND TOTAL										2,943,625.00	2,943,625.00	-	

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