

**DEPARTMENT OF LABOR AND EMPLOYMENT
PROFESSIONAL REGULATION COMMISSION
REGIONAL OFFICE II**

ANNUAL PROCUREMENT PLAN FOR FY 2023 (Non-CSE)

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.III.a.1; A.1.a.1;	Cleaning Equipment and Supplies - Q1	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	12,330.00	12,330.00		- Procurement of Cleaning Equipment and Supplies for Q1 of 2023
A.III.a.1; A.1.a.1;	Cleaning Equipment and Supplies - Q2	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	12,330.00	12,330.00		- Procurement of Cleaning Equipment and Supplies for Q2 of 2023
A.III.a.1; A.1.a.1;	Cleaning Equipment and Supplies - Q3	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	12,330.00	12,330.00		- Procurement of Cleaning Equipment and Supplies for Q3 of 2023
A.III.a.1; A.1.a.1;	Cleaning Equipment and Supplies - Q4	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	12,330.00	12,330.00		- Procurement of Cleaning Equipment and Supplies for Q4 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Common Electrical Supplies - Q1 ONLY	Finance and Administrative Division, Licensure and Registration Division, Regulation Division; Office of the Regional Director - Legal	NO	NP-53.9 - Small Value Procurement	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	3,600.00	3,600.00		- Procurement of Common Electrical Supplies for Q1 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Common Office Supplies - Q1	Finance and Administrative Division, Licensure and Registration Division, Regulation Division; Office of the Regional Director - Legal	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	6,675.00	6,675.00		- Procurement of Common Office Supplies not available at DBM PS for Q1 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Common Office Supplies - Q2	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	5,142.00	5,142.00		- Procurement of Common Office Supplies not available at DBM PS for Q2 of 2023

A.III.a.1; A.1.a.1; A.III.b.1;	Common Office Supplies - Q3	Finance and Administrative Division; Licensure and Registration Division; Regulation Division	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	5,666.00	5,666.00	-	Procurement of Common Office Supplies not available at DBM PS for Q3 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Common Office Supplies - Q4	Finance and Administrative Division; Licensure and Registration Division; Regulation Division	NO	Shopping	1st Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	4,612.00	4,612.00	-	Procurement of Common Office Supplies not available at DBM PS for Q4 of 2023
A.III.b.2; A.1.a.1; A.III.b.1	Communication Expenses - Q1	Regulation Division; Finance and Administrative Division; Office of the Regional Director-Legal;	NO	NP-53.9 - Small Value Procurement	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	30,000.00	30,000.00	-	Communication Expenses for Q1 of 2023 - Procurement of Postage and Courier Services for 2023
A.III.b.2; A.1.a.1; A.III.b.1	Communication Expenses - Q2	Regulation Division; Finance and Administrative Division; Office of the Regional Director-Legal;	NO	NP-53.9 - Small Value Procurement	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	30,000.00	30,000.00	-	Communication Expenses for Q2 of 2023 - Procurement of Postage and Courier Services for 2023
A.III.b.2; A.1.a.1; A.III.b.1	Communication Expenses - Q3	Regulation Division; Finance and Administrative Division; Office of the Regional Director-Legal;	NO	NP-53.9 - Small Value Procurement	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	30,000.00	30,000.00	-	Communication Expenses for Q3 of 2023 - Procurement of Postage and Courier Services for 2023
A.III.b.2; A.1.a.1; A.III.b.1	Communication Expenses - Q4	Regulation Division; Finance and Administrative Division; Office of the Regional Director-Legal;	NO	NP-53.9 - Small Value Procurement	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	30,000.00	30,000.00	-	Communication Expenses for Q4 of 2023 - Procurement of Postage and Courier Services for 2023
A.III.b.2; A.III.a.1; A.1.a.1; A.III.b.1;	Consumables - Q1	Regulation Division; Finance and Administrative Division; Licensure and Registration Division; Office of the Regional Director-Legal;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	210,045.30	210,045.30	-	Procurement of Consumables for Q1 of 2023
A.III.b.2; A.III.a.1; A.1.a.1; A.III.b.1;	Consumables - Q2	Regulation Division; Finance and Administrative Division; Licensure and Registration Division; Office of the Regional Director-Legal;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	77,424.00	77,424.00	-	Procurement of Consumables for Q2 of 2023
A.III.b.2; A.III.a.1; A.1.a.1; A.III.b.1;	Consumables - Q3	Regulation Division; Finance and Administrative Division; Licensure and Registration Division; Office of the Regional Director-Legal;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	96,326.30	96,326.30	-	Procurement of Consumables for Q3 of 2023

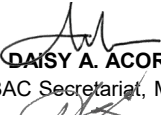
A.III.b.2; A.III.a.1; A.1.a.1; A.III.b.1;	Consumables - Q4	Regulation Division; Finance and Administrative Division; Licensure and Registration Division; Office of the Regional Director-Legal;	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	68,381.00	68,381.00	-	Procurement of Consumables for Q4 of 2023
A.III.a.1; A.1.a.1;	Drugs and Medicine - Q1	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	6,900.00	6,900.00	-	Procurement of Drugs and Medicine for Q1 of 2023
A.III.a.1; A.1.a.1;	Drugs and Medicine - Q2	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	6,900.00	6,900.00	-	Procurement of Drugs and Medicine for Q2 of 2023
A.III.a.1; A.1.a.1;	Drugs and Medicine - Q3	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	6,900.00	6,900.00	-	Procurement of Drugs and Medicine for Q3 of 2023
A.III.a.1; A.1.a.1;	Drugs and Medicine - Q4	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	6,900.00	6,900.00	-	Procurement of Drugs and Medicine for Q4 of 2023
A.1.a.1;	Flag or Accessories - Q1	Finance and Administrative Division	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	1,599.75	1,599.75	-	Procurement of Flag or Accessories for Q1 of 2023
A.1.a.1;	Flag or Accessories - Q3	Finance and Administrative Division	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	1,599.75	1,599.75	-	Procurement of Flag or Accessories for Q3 of 2023
A.III.a.1	General Services	Licensure and Registration Division	NO	NP-53.9 - Small Value Procurement	Within 2023	Within 2023	Within 2023	Within 2023	GoP	502,000.00	502,000.00	-	Procurement of Janitorial Services for Q1 of 2023 (General Services)
A.III.a.1; A.1.a.1;	ICT Equipment and Devices and Accessories - Q1	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	2,750.00	2,750.00	-	Procurement of ICT Equipment and Devices and Accessories for Q1 of 2023
A.III.a.1; A.1.a.1;	ICT Equipment and Devices and Accessories - Q2	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	250.00	250.00	-	Procurement of ICT Equipment and Devices and Accessories for Q2 of 2023
A.III.a.1; A.1.a.1;	ICT Equipment and Devices and Accessories - Q2	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	2,500.00	2,500.00	-	Procurement of ICT Equipment and Devices and Accessories for Q3 of 2023
A.1.a.1;	Lighting and Fixtures and Accessories - Q1	Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	6,250.00	6,250.00	-	Procurement of Lighting, Fixtures, and Accessories for Q1 of 2023
A.1.a.1;	Lighting and Fixtures and Accessories - Q2	Finance and Administrative Division;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	2,500.00	2,500.00	-	Procurement of Lighting, Fixtures, and Accessories for Q2 of 2023
A.1.a.1;	Lighting and Fixtures and Accessories - Q3	Finance and Administrative Division;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	6,250.00	6,250.00	-	Procurement of Lighting, Fixtures, and Accessories for Q3 of 2023
A.1.a.1;	Lighting and Fixtures and Accessories - Q4	Finance and Administrative Division;	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	2,500.00	2,500.00	-	Procurement of Lighting, Fixtures, and Accessories for Q4 of 2023

A.III.a.1; A.1.a.1; A.III.b.1;	Office Equipment and Accessories - Q1	Licensure and Registration Division; Finance and Administrative Division; Office of the Regional Director-Legal	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	12,000.00	12,000.00	-	Procurement of Office Equipment and Accessories for Q1 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Office Equipment and Accessories - Q2	Licensure and Registration Division; Finance and Administrative Division; Office of the Regional Director-Legal	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	1,500.00	1,500.00	-	Procurement of Office Equipment and Accessories for Q2 of 2023
A.III.a.1; A.1.a.1; A.III.b.1;	Office Equipment and Accessories - Q3	Licensure and Registration Division; Finance and Administrative Division; Office of the Regional Director-Legal	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	3,000.00	3,000.00	-	Procurement of Office Equipment and Accessories for Q3 of 2023
A.III.a.1; A.1.a.1;	Paper Materials and Products - Q1	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	18,958.61	18,958.61	-	Procurement of Paper Materials and Products for Q1 of 2023
A.III.a.1; A.1.a.1;	Paper Materials and Products - Q2	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	16,157.00	16,157.00	-	Procurement of Paper Materials and Products for Q2 of 2023
A.III.a.1; A.1.a.1;	Paper Materials and Products - Q3	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	18,793.20	18,793.20	-	Procurement of Paper Materials and Products for Q3 of 2023
A.III.a.1; A.1.a.1;	Paper Materials and Products - Q4	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	16,125.00	16,125.00	-	Procurement of Paper Materials and Products for Q4 of 2023
A.III.a.1; A.1.a.1;	Personal Protective Equipment - Q1	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	5,250.00	5,250.00	-	Procurement of Personal Protective Equipment for Q1 of 2023
A.III.a.1; A.1.a.1;	Personal Protective Equipment - Q2	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	2,500.00	2,500.00	-	Procurement of Personal Protective Equipment for Q2 of 2023
A.III.a.1; A.1.a.1;	Personal Protective Equipment - Q3	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	4,250.00	4,250.00	-	Procurement of Personal Protective Equipment for Q3 of 2023
A.III.a.1; A.1.a.1;	Personal Protective Equipment - Q4	Licensure and Registration Division; Finance and Administrative Division;	NO	Shopping	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	4th Quarter 2023	GoP	2,500.00	2,500.00	-	Procurement of Personal Protective Equipment for Q4 of 2023
A.III.a.1	Professional Services	Licensure and Registration Division	NO	Shopping	Within 2023	Within 2023	Within 2023	Within 2023	GoP	50,000.00	50,000.00	-	Procurement of Professional Services for 2023 (ISO Accreditation 9001:2015 Standard)

A.III.b.2; A.III.a.1; A.1.a.1;	Semi-expendable Furniture and Furnishings - Q1	Regulation Division; Licensure and Registration Division; Finance and Administrative Division	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	51,000.00	51,000.00	-	Procurement of Semi-expendable Furniture and Furnishings for Q1 of 2023
A.III.b.2; A.III.a.1; A.1.a.1;	Semi-expendable Furniture and Furnishings - Q2	Regulation Division; Licensure and Registration Division; Finance and Administrative Division	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	51,000.00	51,000.00	-	Procurement of Semi-expendable Furniture and Furnishings for Q2 of 2023
A.III.b.2; A.III.a.1; A.1.a.1;	Semi-expendable Furniture and Furnishings - Q3	Regulation Division; Licensure and Registration Division; Finance and Administrative Division	NO	Shopping	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	3rd Quarter 2023	GoP	136,500.00	136,500.00	-	Procurement of Semi-expendable Furniture and Furnishings for Q3 of 2023
A.III.c.1	Semi-expendable ICT equipment - Q2	ICT-FAD	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	247,360.00	247,360.00	-	Procurement of Semi-expendable ICT equipment for Q2 of 2023
A.III.a.1; A.1.a.1	Semi-expendable Office Equipment - Q1	Licensure and Registration Division; Finance and Administrative Division	NO	Shopping	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	1st Quarter 2023	GoP	78,000.00	78,000.00	-	Procurement of Semi-expendable Office Equipment for Q1 of 2023
A.III.a.1; A.1.a.1	Semi-expendable Office Equipment - Q2	Licensure and Registration Division; Finance and Administrative Division	NO	Shopping	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	2nd Quarter 2023	GoP	65,999.00	65,999.00	-	Procurement of Semi-expendable Office Equipment for Q2 of 2023
GRAND TOTAL											1,983,883.91		

Prepared by:


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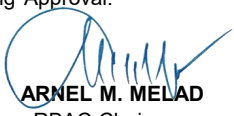

JOHNNY T. SAWADAN
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Certified Funds Available / Certified Appropriate Funds Available:



IVAN MARK B. CARANGUIAN / KRISTINA CASSANDRA A. CARAG
Accountant


Budget Officer

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ARNEL M. MELAD
RBAC Chairman


DANILO B. GUMABAY
Vice-Chairperson


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Member


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Member

Approved by:


RODRIGO F. BALAGUI, JR.
Regional Director


HELEN G. BUGUINA
Member

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6
STEP 7

#1
#2
#3
#4

GUIDE TO PREPARE APP

In the Code (PAP) column, kindly indicate the Procuring Entity's (PEs) internal numbering system or use the Unified Account Codes (UACS) may be used as PAP Codes. Please refer to Joint Circular No.2013-1 COA-DBM-DOF-Unified Accounts Code Structure.

For the Procurement Program/Project column, please align descriptions of program/projects with budget documents and ensure clarity and accuracy in describing each procurement program/project.

For PMO/End-User, please indicate the PMO/End-User unit who will implement/utilize the procurement program/project. Multiple end-user units are allowed only if the procurement activity was consolidated by the BAC to procure requirements of the end-user units.

For Mode of Procurement and Schedule for Each Procurement Activity, all modes of procurement are available as a dropdown list and requirements for a specific schedule for Ads/Post of IB/REI, Sub/Open of Bids, Notice of Award, and/or Contract Signing are automatically identified thru the MS Excel formula. Note that for Foreign-funded procurement, please use Others - Foreign-funded procurement as the Mode of Procurement.

Kindly indicate a specific period (dates, month, quarter) when each Procurement Activity will be done. Please refer to our website: <http://www.gppb.gov.ph/timelines/timelines.htm> for the specific periods for each activity.

Note: For SVP, IB/REI is similar to RFQ.

For Source of Funds, a dropdown list is available. If the Source of Funds the PE will use is not included, please indicate "Others" and specify under the Remarks column.

but will automatically compute for the total MOOE and CO components of the project. This breakdown is needed for tracking purposes. Finally, please ensure that amounts indicated are aligned with budget documents.

Before submission to the GPPB, ensure that the Head of the Procuring Entity (HoPE) approves/signs the APP.

GENERAL INFORMATION

improperly filled out cells.

To ensure that automated indicator which procurement activity needs to be filled out with specific periods, PE must copy entire Excel row with the mode of procurement for the specific procurement program/project and paste on the last sample row "Negotiated Procurement-53.13" in the template.

If PE wishes to edit formatting and design of borders, fonts, among others of the APP template, it is suggested to utilize the automated formulas in the template before copying contents and reformatting.

of Section 5 of Joint Circular No.2013-1, and approved budget for the Contract (ABC) shall be the full amount reflected in the MYOA". Hence, the ABC in the Annual Procurement Plan (APP) shall be the full amount stated in the MYOA with remarks added on how much will be actually disbursed for that particular fiscal year. Moreover, the Procurement Monitoring Report (PMR) should also reflect full amount in the MYOA if the entire contract was awarded within the fiscal year. Thus, for succeeding years, actual disbursements from the MYOA need not be reflected in the APPs and PMRs, unless current contract with MYOA is terminated and a new procurement activity is undertaken.

DEFINITIONS

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

APP COLUMN HEADER/S				
Code (PAP)				
Procurement Program/Project				
PMO/End-User				
Mode of Procurement	Schedule for Each Procurement Activity			
	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing
Source of Funds				
Estimated Budget (Php)				

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund
7. Estimated Budget - Agency approved estimate of project/program costs
8. Remarks - brief description of program or project

