



DEPARTMENT OF LABOR AND EMPLOYMENT
PROFESSIONAL REGULATION COMMISSION
Cordillera Administrative Region (Baguio)

Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal Monument, 2600 Baguio City, Philippines



ANNUAL PROCUREMENT PLAN FOR FY 2022 - NON-COMMON USE SUPPLIES AND EQUIPMENT

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES													
A.I.a.1	Appliances	GASS	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	9,000.00	9,000.00	-	Portable vacuum cleaner
A.I.a.1; A.III.a.2	Arts and crafts equipment and accessories and supplies	GASS; LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	6,748.00	6,748.00	-	Card cases, certificate holders, wrapping paper and other related supplies
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	23,000.00	23,000.00	-	Flower pots, flower stands, compost soil and other related supplies
A.I.a.1	Audio-visual and equipment supplies	GASS	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	42,500.00	42,500.00	-	Digital camera, microphone and speaker
A.I.a.1	Batteries, cells and accessories	GASS	No	Shopping	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	600.00	600.00	-	BATTERY, dry cell, alkaline, 9v
A.I.a.1	Bed clothes, linens and towels	GASS	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	35,000.00	35,000.00	-	Curtains and curtain rods
A.I.a.1	Color compounds and dispersions	GASS	No	Shopping	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	610.00	610.00	-	Inks for permanent markers and rubber stamps
A.I.a.1; A.III.a.2	Cleaning equipment and supplies	GASS; LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	117,981.68	117,981.68	-	Various cleaning, disinfection and sanitation supplies, and related items
A.I.a.1	Electrical equipment and component and supplies	GASS	No	NP-53.9 - Small Value Procurement	Within third quarter	Within third quarter	Within third quarter	Within third quarter	GoP	11,415.00	11,415.00	-	Cables ties, cable wire, current outlet, male plug, PVC moulding and related supplies
A.I.a.1	Films	GASS	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	2,870.00	2,870.00	-	Laminating film and sheets
A.I.a.1	Fixtures	GASS	No	Shopping	Within first semester	Within first semester	Within first semester	Within first semester	GoP	103,600.00	103,600.00	-	Bidet, window blinds and related supplies
A.I.a.1	Furnitures and furnishings	GASS	No	Shopping	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	30,000.00	30,000.00	-	Folding table
A.I.a.1	Hardware and construction supplies	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	27,804.80	27,804.80	-	Bolt and nuts, door knob, wood glue, locks, nails, drill bit, paint, sand papers, crates, storage bins and related items
	Heating and ventilation and air circulation		No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	0.00	0.00	-	
A.I.a.1; A.III.a.2	Information and communication technology equipment and devices and accessories	GASS; LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	32,955.00	32,955.00	-	CD, clicker presenter, DVD, mouse and pad, RJ45, printer, tester, switch, UTP cables and related supplies
A.I.a.1	Kitchen equipment, component and supplies	GASS	No	Shopping	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	3,500.00	3,500.00	-	Dish rack/cabinet
A.I.a.1	Lighting and fixtures and accessories	GASS	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	1,000.00	1,000.00	-	Bulb and lamps
A.I.a.1; A.III.a.2	Manufacturing component and supplies	GASS; LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	3,175.00	3,175.00	-	Tape, multi-purpose glue and related items
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	2,700.00	2,700.00	-	PRC personalized tapes
A.I.a.1	Measuring and observing and testing equipment	GASS	No	Shopping	Within second quarter	Within second quarter	Within second quarter	Within second quarter	GoP	2,400.00	2,400.00	-	Bathroom scale
A.I.a.1; A.III.a.2	Medical thermometers, equipment and supplies	GASS; LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	82,000.00	82,000.00	-	Face mask, medicine kits and related supplies
A.I.a.1; A.III.a.2; A.III.b.2; A.III.b.4	Office equipment and accessories and supplies	GASS; LRD-Exam; REGU, LRD-Registration	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	161,630.00	161,630.00	-	Adding machine tape, clip board, envelope, rubber stamps, staple wire, and other related supplies
	No	NP-53.9 - Small Value Procurement											

Handwritten signatures and initials in blue ink.

Handwritten signature in blue ink.

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.I.a.1; A.III.a.1; A.III.a.2	Papers, materials and products	GASS; LRD-Applic, LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	23,751.52	23,751.52	-	Corrugated boxes, note pads, paper and paper cups
			No	NP-53.9 - Small Value Procurement									
A.I.a.1	Perfumes or colognes or fragrances	GASS	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	5,220.00	5,220.00	-	Hand sanitizer
A.I.a.1; A.III.a.1; A.III.a.2	Personal protective equipment	GASS; LRD-Applic, LRD-Exam	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	96,150.00	96,150.00	-	Surgical gloves and PPE set
A.I.a.1; A.III.a.1; A.III.a.2; A.III.b.2	Printer or facsimile or photocopier supplies	GASS; LRD-Applic; LRD-Exam; REGU	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	1,130,170.00	1,130,170.00	-	Ribbon and toner carts, master rolls and inks
			No	Direct Contracting									
A.I.a.1	Sports equipment	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	14,423.96	14,423.96	-	Compliance with the Physical Fitness and Mental Wellness Program
A.I.a.1	Training Expenses	GASS	No	NP-53.5 Agency-to-Agency	Within the year	Within the year	Within the year	Within the year	GoP	415,000.00	415,000.00	-	Administrative and management fee for learning and development programs
			No	Direct Contracting									
A.I.a.1	Supplies and materials expenses	GASS	No	NP-53.14 Direct Retail Purchase of Petroleum, Oil and Lubricants and Airline Tickets	N/A	N/A	N/A	N/A	GoP	252,000.00	252,000.00	-	Fuel, oil and lubricant products
		GASS	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	72,000.00	72,000.00	-	Semi-Expendable Furniture, Fixtures and Books Expenses
A.I.a.1	Communication expenses	GASS	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	179,000.00	179,000.00	-	Postage and courier services
			No	Direct Contracting	Within first semester	Within first semester	Within first semester	Within first semester	GoP	12,000.00	12,000.00	-	Cable subscription
A.I.a.1	Professional services	GASS	No	NP-53.7 Highly Technical Consultants	Within first semester	Within first semester	Within first semester	Within first semester	GoP	50,000.00	50,000.00	-	Consultancy services
A.I.a.1	General Services	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	201,000.00	201,000.00	-	Janitorial Services
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	36,000.00	36,000.00	-	Hauling and related services
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	114,000.00	114,000.00	-	Generator services, hauling expenses, RT-PCR, antigen testing and COVID-19 vaccine, outsourced services and other related services
			No	NP-53.5 Agency-to-Agency	Within the year	Within the year	Within the year	Within the year					
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year					
A.I.a.1; A.III.c.1	Repairs and maintenance expenses	GASS; Database Mgmt	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	457,000.00	457,000.00	-	Machinery and equipment
			No	Direct Contracting					GoP	459,000.00	459,000.00	-	Transportation Equipment
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	30,000.00	30,000.00	-	Furniture and fixtures
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	36,000.00	36,000.00	-	Semi-expendable machinery and equipment and furniture and fixtures
			No	NP-53.9 - Small Value Procurement						72,000.00	72,000.00	-	Semi-expendable machinery and equipment
A.I.a.1; A.III.a.2; A.III.b.2	Other maintenance and operating expenses	GASS; Exam; REGU	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Within the year	Within the year	Within the year	Within the year	GoP	26,000.00	26,000.00	-	Printing and publication expenses, and subscription expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	960,000.00	960,000.00	-	Representation Expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	980,000.00	980,000.00	-	Transportation and delivery services, lease of motor vehicles
			No	NP-53.5 Agency-to-Agency	Within the year	Within the year	Within the year	Within the year	GoP	2,265,000.00	2,265,000.00	-	Lease of real property and venue
				NP-53.10 Lease of Real Property and Venue	Within the year	Within the year	Within the year	Within the year					
GRAND TOTAL										8,586,204.96	8,586,204.96	-	

*Lease of Office Space and Security Services were not included. Procurement under Lease of Venue/Competitive Bidding modes in 2021. Outsourced personnel for procurement c/o PRC Central Office, funded by the Regional Office's budget allocation.

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	

Prepared by:
RBAC SECRETARIAT

NIÑO EMMANUELLE A. CELESTE
 IVY D. GAYON
 JASON ROMMEL L. LOPEZ
 PHILIP JAY B. PAY-OEN
 MARY JANE T. PORTE
 Members

Appropriate Funds Available Certified by:

LHEO MAR M. KISIM
 Administrative Officer V (Budget Officer III)

Funds Availability Certified by:

JOVY CHRISTIE T. ANONGOS
 Accountant III

Recommending Approval:
 REGIONAL BIDS AND AWARDS COMMITTEE

VIRGINIA N. MARTIN
 Member

WAYNE B. CRISPIN
 Vice Chairman

CHARITO A. MARQUEZ
 Member

ATTY. HANNAH B. BAYENG
 Member

ATTY. CRESENTE B. LUMEREZ, JR.
 Chairman

Approved by:
 HEAD OF THE PROCURING ENTITY

JUANITA L. DOMOGEN
 Regional Director