

DEPARTMENT OF LABOR AND EMPLOYMENT  
PROFESSIONAL REGULATION COMMISSION  
REGION III  
Provincial Capitol Compound, Barangay Sto. Niño City of San Fernando, Pampanga  
ANNUAL PROCUREMENT PLAN FOR FY 2021-NON CSE per GAA  
Revised as of August 20, 2021

| 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<br>(Brief Description of Program/Activity/Project)  |
|--|--------------------------------------|--------------|---|---------------------|--|-----------------------------|-----------------|------------------|-----------------|------------------------|---------|----|---|
|  |                                      |              |   |                     | Advertisement / Posting of IB/REI      | Submission/ Opening of Bids | Notice of Award | Contract Signing |                 | Total                  | MOOE    | CO |   |
| A.III b.3<br>A.III b.4<br>A.III. a.1<br>A.III. b.1<br>A.III. c.1 | Office Supplies NOT available at PS  | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 250,816                | 250,816 |    | Ballpen (BLACK), Ballpen (BLUE), Ballpen (RED), Box (CORRUGATED BOX), CUSTOMIZED PERRC BOX, Envelope (Mailing Envelope- PRC Logo), GLUE, all purpose, gross weight: 1000 grams, Push pin, Reproduction of Stationery (LONG&SHORT) - PRC Logo, Sticky Notes (12mm x 44mm)(100/pack), Table Desk Organizer, Tape (SEALING), PRC, PAPER, Multi-Purpose (COPY) A4, 80 gsm, PAPER, Multi-Purpose (COPY) Legal, 70 gsm, RECORD BOOK, 300 PAGES, size: 214mm x 278mm min, TOILET TISSUE PAPER, 2-ply, 100% recycled, SURGICAL MASK, 3-ply, GLOVES NETRILE, MEDIUM, CORRECTION TAPE, film base type, UL 6m min, FACE SHIELD, direct splash protection, KN95 FACE MASK |
| A.I. a.1<br>A.III b.3<br>A.III. b.4<br>A.III. c.1                | Other Office Supplies                | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 83,019                 | 83,019  |    | 20 Meter Heavy Duty Complete Garden Hose Set for Cleaning, Acrylic Signage, Door closer, Doorbell with remote switch, EXIT SIGN, Parking sign Post, ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml), ALCOHOL, ethyl, 68%-72%, scented, 3.785L, DISINFECTANT SPRAY, aerosol type, 400-550 grams, HAND SOAP, Liquid, 500ml   |
| A.III b.3,<br>A.III. a.1,  | Cleaning Equipment and Supplies      | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 7,949                  | 7,949   |    | Vaccum Cleaner, Fabric Conditioner 900ML, Doormat, dirt trap, Dishwashing Liquid 790ML  |
| A.I. a.1   | Common Electrical Supplies           | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 11,500                 | 11,500  |    | 3000W Digital Inverter Gasoline generator   |
| A.I. a.1,<br>A.III b.3,<br>A.III. c.1                            | Semi-Expendable-Furniture & Fixtures | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 338,438                | 338,438 |    | 4in1 Bed Sheet, CORK BOARD, DRUM FOR WATER STORAGE, High Back Chair, High Task Chair with Arms, Long Table, Mobile Pedestal - 3 drawers, PILLOW, ROLLER WINDOW BLINDS Step Ladder, 6 ft, Storage rack-Srack, VERTICAL STEEL FILING, CABINET, 4 DRAWER, Wall Clock with battery, WHITEBOARD Wall Mounted 2FT X 4FT   |
| A.I. a.1,<br>A.III b.3,<br>A.III. c.1                            | Semi-Expendable-Other Equipment      | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 86,083                 | 86,083  |    | Air Purifier, Electric Stove, Paper Shredder, Thermal Scanner with alcohol dispenser, Water Dispenser (Hot and Cold), Cooking wares, Extension Wire, Headset with microphone, IP CAMERA, Magnifying Glass, PRC DRY SEAL, Self Inking Stamp  |
| A.III. c.1   | Semi-Expendable-ICT Equipment        | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 55,015                 | 55,015  |    | Document Scanner with Printer, Short range radio  |
| A.III. a.2,<br>A.III b.4,<br>A.III. a.1                          | Consumables NOT available at PS      | RO3-PAMPANGA | NO  | Shopping            | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 323,394                | 323,394 |    | INK for Customized Rubber Stamp (Oil Based), Master Roll (DUPLO MASTER ROLL), Brother dye refill ink (BT D60 BK), Brother dye refill ink (cyan, Magenta and yellow), TONER CART, HP M607 (CF237A) Black, Toner Cartridge, HP CF287A (HP87) black, TONER CART, HP M521W (HP55A) BLACK  |



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|--|--|--------------|---|--|--|-----------------------------|-----------------|------------------|-----------------|------------------------|------------------|----|--|
|  |  |              |   |  | Advertisement / Posting of IB/REI      | Submission/ Opening of Bids | Notice of Award | Contract Signing |                 | Total                  | MOOE             | CO |  |
| A.I. a.1, A.III. a.1                         | Communication Expenses                                   | RO3-PAMPANGA | NO  | Direct Contracting                                     | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 71,601                 | 71,601           |    | Internet Subscription, Landline, Mobile  |
| A.I. a.1                                     | Postage and Deliveries                                   | RO3-PAMPANGA | NO  | Direct Contracting & NP-53.9 - Small Value Procurement | 2ND QUARTER                            | 2ND QUARTER                 | 2ND QUARTER     | 2ND QUARTER      | GoP             | 121,000                | 121,000          |    | Postage, Courier and Delivery Service  |
| A.I. a.1, A.III. b.2, A.III. a.1, A.III. c.1 | Representation Expenses                                  | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 290,859                | 290,859          |    | Representation Expenses during official meetings/workshop/aothaking  |
| A.I. a.1                                     | Training Expenses  | RO3-PAMPANGA | NO  | NP-53.5 - Agency-to-Agency                             | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 290,000                | 290,000          |    | Training Materials and Services (inhouse and outside trainings)  |
| A.I. a.1, A.III. a.1,                        | Water Expenses   | RO3-PAMPANGA | NO  | Direct Contracting                                     | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 303,543                | 303,543          |    | For water consumption (Supplied by PRIME Water District) including drinking water                                  |
| A.I. a.1, A.III. a.1,                        | Electricity Expenses                                     | RO3-PAMPANGA | NO  | Direct Contracting                                     | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 819,926                | 819,926          |    | Supplied by SFELAPCO   |
| A.I. a.1                                     | Fuel, Oil, and Lubricants Expense                        | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 156,000                | 156,000          |    | POL requirements of two PRC vehicles   |
| A.I. a.1                                     | Repair and Maintenance, Motor Vehicle                    | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 91,000                 | 91,000           |    | Repair and Maintenance for 2PRC Vehicle-change oil, cleaning and or under/body wash vacuum, vulcanizing etc.       |
| A.I. a.1                                     | Repair and Maintenance, Office Equipment-CO              | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 20,000                 | 20,000           |    | Repair and maintenance of various Office Equipment-Capital Outlay  |
| A.I. a.1                                     | Repair and Maintenance, Semi Expendable-Office Equipment | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 10,000                 | 10,000           |    | Repair and maintenance of various Semi Expendable Office Equipment   |
| A.I. a.1                                     | Repairs & Maintenance-Building and Other Structures      | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 246,993                | 246,993          |    | Repairs, Maintenance and Improvements of bldg structures and CPR   |
| A.III. a.1                                   | Security Services  | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | 2ND QUARTER                            | 2ND QUARTER                 | 2ND QUARTER     | 2ND QUARTER      | GoP             | 418,920                | 418,920          |    | For security services  |
| A.I. a.1                                     | Taxes, Duties and Licenses                               | RO3-PAMPANGA | NO  | NP-53.5 - Agency-to-Agency                             | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 2,369                  | 2,369            |    | LTO Registration renewal of PRC Vehicle  |
| A.I. a.1                                     | Fidelity Bond Premiums                                   | RO3-PAMPANGA | NO  | NP-53.5 - Agency-to-Agency                             | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 45,128                 | 45,128           |    | Fidelity Bond for disbursing, collecting and supply officer  |
| A.I. a.1                                     | Insurance Expenses                                       | RO3-PAMPANGA | NO  | NP-53.5 - Agency-to-Agency                             | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 48,961                 | 48,961           |    | Payment for Insurance Premiums fo PRC Vehicle and Property Plant & Equipment                                       |
| A.I. a.1                                     | Transportation and Delivery Expenses                     | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 10,700                 | 10,700           |    | Other transpotation expenses   |
| A.III. a.2                                   | Rents - Building and Structures (School Rental)          | RO3-PAMPANGA | NO  | NP-53.5 - Agency-to-Agency                             | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 154,000                | 154,000          |    | Rental of Examination Venue  |
| <b>OTHER GENERAL SERVICES</b>                |  |              |   |  |  |                             |                 |                  |                 |                        |                  |    |  |
| A.III. a.1, A.I. a.1                         | Other General Services-RMOOE & Others                    | RO3-PAMPANGA | NO  | NP-53.9 - Small Value Procurement                      | within 2021                            | within 2021                 | within 2021     | within 2021      | GoP             | 1,598,144              | 1,598,144        |    | Other expenses notcovered byexisting object of expenditures, Tarpulin for various events, laminations, laborer etc |
| A.III. a.2                                   | Other General Services-Exam                              | RO3-PAMPANGA | NO  | Not Applicable   | Not Applicable                         | Not Applicable              | Not Applicable  | Not Applicable   | GoP             | 1,426,986              | 1,426,986        |    | For Examination Expenses-allowances of exam personnel & other incidental expenses                                  |
| <b>CAPITAL OUTLAY</b>                        |  |              |   |  |  |                             |                 |                  |                 | <b>NONE</b>            |                  |    |  |
| <b>GRAND TOTAL</b>                           |  |              |   |  |  |                             |                 |                  |                 | <b>7,282,344</b>       | <b>7,282,344</b> |    |  |


Prepared by: RBAC Secretariat

  
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