

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

**INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2026 - 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/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>													
a.III.a.4, a.III.b.8, a.III.b.6	Arts and Crafts Equipment and Accessories and Supplies	LRD-Exam, LRD-Registration, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	3,480.00	3,480.00	-	Ballpen, sign pen, card case, certificate holder, etc.
a.III.b.8	Audio and Visual Equipment and Supplies	LRD-Registration	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	2,992.54	2,992.54	-	Microphone
a.III.a.4	Batteries and Cells and Accessories	LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	33,600.00	33,600.00	-	Batteries
A.I.a.1	Cleaning equipment and supplies	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	15,150.00	15,150.00	-	Various cleaning, disinfection, sanitation, lactation and guest room supplies
a.III.a.4, a.III.b.8	Information and Communication Technology (ICT) Equipment and Devices and Accessories	LRD-Exam, LRD-Registration	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	204,600.00	204,600.00	-	Various ICT equipmnet and accessories
A.I.a.1, a.III.a.4	Color Compounds and Dispersions	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	260.00	260.00	-	Inks for various stamps
A.I.a.1, a.III.a.4	Manufacturing component and supplies	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	123,780.00	123,780.00	-	Glue, various tapes
a.III.a.4	Medical Thermometers, Equipment and Supplies	LRD-Exam	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	-	Facemask
A.I.a.1, a.III.a.4, a.III.b.8, a.III.b.6	Office equipment and accessories and supplies	GASS, LRD-Exam, LRD-Registration, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	5,501.99	5,501.99	-	Various supplies, materials and equipment for office and examination venue use, and other related purposes
a.III.a.4, a.III.b.8	Papers, materials and products	LRD-Exam, LRD-Registration	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	41,960.05	41,960.05	-	Various paper supplies and materials for office and examination venue use, and other related purposes
a.III.a.4	Personal Protective Equipment	LRD-Exam	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	9,300.00	9,300.00	-	Gloves
a.III.a.4, a.III.b.6	Printer or facsimile or photocopier supplies	LRD-Exam, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	3,159,998.20	3,159,998.20	-	Various master rolls, toners, drum and ink for printers, photocopiers and duplicating machines
a.III.a.4, a.III.b.7, a.III.b.6	Supplies and materials expenses	LRD-Exam, Regulation, Legal	No	NP-53.14 Direct Retail Purchase of Petroleum, Oil and Lubricants and Airline Tickets	N/A	N/A	N/A	N/A	GoP	310,000.00	310,000.00	-	Petroleum, oil and lubricant products

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					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.I.a.1	Professional Service	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	65,000.00	65,000.00	-	Professional services (ISO certifying body)
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	100,000.00	100,000.00	-	Learning and development interventions
			No	Direct Contracting									
A.I.a.1, a.III.a.4, a.III.b.6	Communication expenses	GASS, LRD-Exam, Legal	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	382,000.00	382,000.00	-	Postage and related courier expenses
A.I.a.1	Utility Expenses	GASS	No	Direct Contracting	Within first semester	Within first semester	Within first semester	Within first semester	GoP	350,000.00	350,000.00	-	Electricity Expenses
A.I.a.1	General Services	GASS	No	Competitive Bidding	Within the year	Within the year	Within the year	Within the year	GoP	350,000.00	350,000.00	-	Janitorial Services
			No	NP-53.1 Two Failed Biddings	Within the year	Within the year	Within the year	Within the year	GoP	1,232,000.00	1,232,000.00	-	Security Services
A.I.a.1, A.III.a.4	Repairs and maintenance expenses	GASS, LRD-Exam	No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	96,000.00	96,000.00	-	Transportation Equipment
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	72,000.00	72,000.00	-	Printing equipment
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	237,000.00	237,000.00	-	Semi-expendable machinery and equipment
A.I.a.1, A.III.a.4	Other maintenance and operating expenses	GASS, LRD-Exam	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	6,000.00	6,000.00	-	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	50,000.00	50,000.00	-	Representation Expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	540,000.00	540,000.00	-	Transportation and delivery services, lease of motor vehicles
			No	NP-53.5 Agency-to-Agency NP-53.10 Lease of Real Property and Venue	Within the year	Within the year	Within the year	Within the year	GoP	27,124,000.00	27,124,000.00	-	Lease of real property and venue
A.III.b.8	Semi-expendable: Furniture and Fixtures	LRD-Registration	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	40,000.00	40,000.00	-	Various semi-expendable furniture and fixtures
A.III.a.4	Machinery and Equipment	LRD-Exam	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	1,052,000.00	-	1,052,000.00	Shredding and Duplicating machine
<b>GRAND TOTAL</b>										<b>35,609,322.78</b>	<b>34,557,322.78</b>	<b>1,052,000.00</b>	

Prepared by:  
RBAC SECRETARIAT

MARY JANE T. PORTE  
 NIÑO EMMANUELLE A. CELESTE  
 DEBORAH S. BAGANGAO-OCYADEN  
 SHELLAH LILI PIMENTEL  
 Members

Appropriate Funds Available Certified by:

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

Recommending Approval:  
REGIONAL BIDS AND AWARDS COMMITTEE

(03)  
 ATTY. CRESENTE B. LUMEREZ, JR.  
 Member

PHILIP JAY B. PAY-OEN  
 Member

MAILYN R. UGALI  
 Member

VIRGINIA N. MARTIN  
 Vice-Chairperson

WAYNE B. CRISPIN  
 Chairperson

Approved by:  
HEAD OF THE PROCURING ENTITY

JUANITA L. DOMOGEN  
 Regional Director

29 August 2025