

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 2024 - 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 oosting 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, A.III.a.2	Arts and crafts equipment and accessories and supplies	GASS	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	25,056.77	25,056.77	-	Ballpen, sign pen, card case, certificate holder, etc.
A.III.a.2	Color compounds and dispersions	Legal	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	260.00	260.00	-	Inks for permanents markers (various colors) and ink for self-inking rubber stamps
A.I.a.1, A.III.a.2	Cleaning equipment and supplies	GASS, LRD, Regulation	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	24,860.00	24,860.00	-	Various cleaning, disinfection, sanitation, lactation and guest room supplies
A.I.a.1	Electrical equipment and component and supplies	GASS, Regulation	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	294.18	294.18	-	Cables ties, wire organizer, etc.
A.I.a.1	Furnitures and furnishings	GASS	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	98,360.00	98,360.00	-	Seat cushion pads, display racks and chairs including other semi-expendables
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	880.00	880.00	-	Various supplies, materials and equipment for job works, maintenance and related functions
A.I.a.1	Information and communication technology equipment and devices and accessories	LRD-Exam, Regulation, Database	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	4,079.20	4,079.20	-	Various ICT-related supplies and equipment, printing equipment, storage devices and other materials
A.I.a.1	Semi-expedable: Information and communication technology equipment and devices and accessories	LRD-Exam, Regulation, Database	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	100,000.00	100,000.00	-	Various semi-expendable ICT-related supplies and equipment, printing equipment, storage devices and other materials
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	13,640.00	13,640.00	-	Glue, various tapes
A.I.a.1, A.III.a.2, A.III.b.1, A.III.b.2, A.III.b.3, A.III.b.4, A.III.c.1	Office equipment and accessories and supplies	GASS, LRD, Legal, Regulation	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	2,880.42	2,880.42	-	Various supplies, materials and equipment for office and examination venue use, and other related purposes
			No	NP-53.9 - Small Value Procurement									
A.I.a.1, A.III.a.1, A.III.a.2	Papers, materials and products	GASS, LRD, Legal, Regulation	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	13,820.40	13,820.40	-	Various paper supplies and materials for office and examination venue use, and other related purposes
			No	NP-53.9 - Small Value Procurement									
A.I.a.1, A.III.a.1, A.III.a.2, A.III.c.1	Printer or facsimile or photocopier supplies	GASS, LRD, Legal, Regulation	No	Shopping	Within the year	Within the year	Within the year	Within the year	GoP	1,327,700.00	1,327,700.00	-	Various master rolls, toners, drum and ink for printers, photocopiers and duplicating machines
			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	55.64	55.64	-	Sports Equipment, etc.
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	469,000.00	469,000.00	-	Learning and development interventions
			No	Direct Contracting									
A.I.a.1, A.III.a.2, A.III.b.1, A.III.b.2	Supplies and materials expenses	GASS	No	Shopping	N/A	N/A	N/A	N/A	GoP	34,000.00	34,000.00	-	Petroleum, oil and lubricant products
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	122,000.00	122,000.00	-	Postage and related courier expenses
			No	Direct Contracting	Within first semester	Within first semester	Within first semester	Within first semester	GoP	87,000.00	87,000.00	-	Line subscription, connections and related expenses

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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	216,000.00	216,000.00	-	Janitorial Services
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	972,000.00	972,000.00	-	Security Services
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	130,000.00	130,000.00	-	Hauling, generator and other general related services
A.I.a.1	Repairs and maintenance expenses	GASS	No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	72,000.00	72,000.00	-	Transportation Equipment
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	36,000.00	36,000.00	-	Printing equipment
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	22,000.00	22,000.00	-	Semi-expendable printing equipment
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	22,000.00	22,000.00	-	Semi-expendable furniture and fixtures
A.I.a.1, A.III.a.2, A.III.b.2	Other maintenance and operating expenses	GASS, LRD, Regulation, Legal	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	216,000.00	216,000.00	-	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	516,000.00	516,000.00	-	Representation Expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	144,000.00	144,000.00	-	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	7,220,000.00	7,220,000.00	-	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					11,889,886.61			11,889,886.61			-		

Prepared by:  
RBAC SECRETARIAT

MARY JANE T. PORTE  
NIÑO EMMANUELLE A. CELESTE  
JALILA M. PACADA  
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Members

Appropriate Funds Available Certified by:  
  
LHEO MAR M. KISIM  
Administrative Officer V (Budget Officer III)

Recommending Approval:  
REGIONAL BIDS AND AWARDS COMMITTEE  
  
ATTY. HANNAH B. BAYENG-MAGALGALIT  
Member  
  
PHILIP JAY B. PAY-OEN  
Member  
  
ROLDAN C. TAA  
Member

Approved by:  
HEAD OF THE PROCURING ENTITY  
  
ATTY. CRESENTE B. LUMEREZ, JR.  
Member  
  
VIRGINIA N. MARTIN  
Vice Chairperson  
  
WAYNE B. CRISPIN  
Chairperson

JUANITA L. DOMOGEN  
Regional Director  
  
31 January 2024