DEPARTMENT OF LABOR AND EMPLOYMENT PROFESSIONAL REGULATION COMMISSION REGION II - TUGUEGARAO

INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2022 (Non-CSE)

Code (PAP)	Procurement	PMO/ End-User	Is this an Early		Schedule	for Each Pro	ocurement A	Activity	Source of	Estim	ated Budget ((PhP)	Remarks
	Program/Project		,		Advertisement/P osting of IB/REI		Notice of Award	Contract Signing	Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
	Various Office Supplies and Equipment - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation	NO	Shopping	1st Quarter 2022		1st Quarter 2022	1st Quarter 2022	GoP	46,343.20	46,343.20		- Procurement of Common Office Supplies and Equipment not available at PS DBM
100000100001000 310100100001000 31020010000100	Various Office Supplies and Equipment - 2nd Quarter	Division Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	GoP	34,944.30	34,944.30		- Procurement of Common Office Supplies and Equipment not available at PS DBM
100000100001000 310100100001000 31020010000100	Various Office Supplies and Equipment - 3rd Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	3rd Quarter 2022	3rd Quarter 2022	3rd Quarter 2022	3rd Quarter 2022	GoP	46,311.20	46,311.20		- Procurement of Common Office Supplies and Equipment not available at PS DBM
100000100001000 310100100001000 31020010000100	Various Office Supplies and Equipment - 4th Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	4th Quarter 2022	4th Quarter 2022	4th Quarter 2022	4th Quarter 2022	GoP	22,939.30	22,939.30		- Procurement of Common Office Supplies and Equipment not available at PS DBM
100000100001000 310100100001000 31020010000100	Consumables - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	NP-53.9 - Small Value Procurement	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	175,815.70	175,815.70		- Procurement of Consumables such as printer/photocopier/duplicating machine toners, cartridges, and inks not available at PS DBM
100000100001000 310100100001000 31020010000100	Consumables - 2nd Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	NP-53.9 - Small Value Procurement	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	GoP	156,885.70	156,885.70		- Procurement of Consumables such as printer/photocopier/duplicating machine toners, cartridges, and inks not available at PS DBM
100000100001000 310100100001000 31020010000100	Consumables - 3rd Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	NP-53.9 - Small Value Procurement	3rd Quarter 2022	3rd Quarter 2022	3rd Quarter 2022	3rd Quarter 2022	GoP	178,945.70	178,945.70		- Procurement of Consumables such as printer/photocopier/duplicating machine toners, cartridges, and inks not available at PS DBM

100000100001000	Consumables - 4th Quarter	Finance and	NO	NP-53.9 - Small Value Procurement	4th Quarter 2022	4th Quarter	4th Quarter	4th Quarter	GoP	178,945.70	178,945.70	- Procurement of Consumables such as
310100100001000		Administrative				2022	2022	2022		·		printer/photocopier/duplicating machine toners, cartridges,
310200100001000		Division,										and inks not available at PS DBM
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
		Division										
100000100001000	Cleaning Supplies and Materials - 1st	Finance and	NO	Shopping	1st Quarter 2022	1st Quarter	1st Quarter	1st Quarter	GoP	10,205.00	10,205.00	- Procurement of Cleaning Supplies and Materialss not
310100100001000	Quarter	Administrative				2022	2022	2022				available at PS DBM
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
		Division										
100000100001000			NO	Shopping	2nd Quarter 2022		2nd Quarter	2nd Quarter	GoP	2,955.00	2,955.00	- Procurement of Cleaning Supplies and Materialss not
310100100001000	Quarter	Administrative				2022	2022	2022				available at PS DBM
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
		Division										
	Cleaning Supplies and Materials - 3rd	Finance and	NO	Shopping	3rd Quarter 2022		3rd Quarter	3rd Quarter	GoP	10,205.00	10,205.00	- Procurement of Cleaning Supplies and Materialss not
310100100001000	Quarter	Administrative				2022	2022	2022				available at PS DBM
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
		Division										
	Cleaning Supplies and Materials - 4th	Finance and	NO	Shopping	4th Quarter 2022		4th Quarter	4th Quarter	GoP	2,955.00	2,955.00	- Procurement of Cleaning Supplies and Materialss not
310100100001000	Quarter	Administrative				2022	2022	2022				available at PS DBM
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
40000040004000		Division	110	lou :	1 . 0			1.10		44.000.00	44.000.00	D + ()(" + (
100000100001000	Drugs and Medicines - 1st Quarter	Finance and	NO	Shopping	1st Quarter 2022		1st Quarter	1st Quarter	GoP	41,860.00	41,860.00	- Procurement of Vitamins for all PRC Tuguegarao Employees
310100100001000		Administrative				2022	2022	2022				(Safety and Wellness of all employees)
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
400000400004000	Drugs and Medicines - 2nd Quarter	Division Finance and	NO	Chammin	2nd Quarter 2022		within 2021		GoP	44.000.00	41,860.00	Description of Vitageins for all DDC Transports Frances
100000100001000	Drugs and Medicines - 2nd Quarter		NO	Shopping	2nd Quarter 2022	Within 2021	Within 2021	Within 2021	GOP	41,860.00	41,860.00	- Procurement of Vitamins for all PRC Tuguegarao Employees
310100100001000 310200100001000		Administrative Division,					1					(Safety and Wellness of all employees)
310200100001000		Licensure and					1					
310200100002000		Registration					1					
310200100003000		Division,					1					
310300100004000		Regulation					1					
3 10300 10000 1000		Regulation Division					1					
100000100001000	Drugs and Medicines - 3rd Quarter	Finance and	NO	Shopping	3rd Quarter 2022	3rd Quarter	3rd Quarter	3rd Quarter	GoP	41,860.00	41,860.00	-Procurement of Vitamins for all PRC Tuguegarao Employees
310100100001000	5.4g5 and modionies - 5th Quarter	Administrative	140	sppia	ora Quarter 2022	2022	2022	2022	001	41,000.00	-1,000.00	(Safety and Wellness of all employees)
310200100001000		Division,				2022	2022	2022				Callety and Welliness of all employees,
310200100001000		Licensure and					1					
310200100002000		Registration					1					
310200100003000		Division,					1					
310300100004000		Regulation					1					
3 10300 10000 1000		Division					1					
100000100001000	Drugs and Medicines - 4th Quarter	Finance and	NO	Shopping	4th Quarter 2022	4th Quarter	4th Quarter	4th Quarter	GoP	41,860.00	41,860.00	-Procurement of Vitamins for all PRC Tuguegarao Employees
310100100001000	5.335 and Modionios - 4th Quarter	Administrative	140	skea	-ui Quarter 2022	2022	2022	2022	001	41,000.00	-1,000.00	(Safety and Wellness of all employees)
310200100001000		Division,				-022		-522				County and Womitoos of all offipioyoos)
310200100001000		Licensure and					1					
310200100002000		Registration					1					
310200100003000		Division,					1					
310300100004000		Regulation					1					
3 10300 10000 1000		Division			I	1	1	1				

100000100001000 310100100001000 31020010000100	Electrical Supplies - 1st Quarter	Finance and Administrative Division, Licensure and	NO	Shopping	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	3,750.00	3,750.00	-Procurement of Electrical Supplies including replacement bulbs not available at PS DBM
310200100003000 310200100004000 310300100001000		Registration Division, Regulation										
310300100001000		Division										
100000100001000 310100100001000	Electrical Supplies - 2nd Quarter	Finance and Administrative	NO	Shopping	2nd Quarter 2022	within 2021	within 2021	within 2021	GoP	3,750.00	3,750.00	Procurement of Electrical Supplies including replacement bulbs not available at PS DBM
310200100001000 310200100002000		Division, Licensure and										
310200100003000 310200100004000		Registration Division,										
310300100001000		Regulation Division										
100000100001000	Electrical Supplies - 3rd Quarter	Finance and	NO	Shopping	3rd Quarter 2022	3rd Quarter	3rd Quarter	3rd Quarter	GoP	3,750.00	3,750.00	- Procurement of Electrical Supplies including replacement
310100100001000 310200100001000		Administrative Division,				2022	2022	2022				bulbs not available at PS DBM
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000 310300100001000		Division, Regulation										
100000100001000	Electrical Supplies - 4th Quarter	Division Finance and	NO	Shopping	4th Quarter 2022	4th Quarter	4th Quarter	4th Quarter	GoP	3,750.00	3,750.00	- Procurement of Electrical Supplies including replacement
310100100001000	Licotrical Supplies - 4th Quarter	Administrative	NO	Опоррину	Hill Qualter 2022	2022	2022	2022	GUF	3,750.00	3,730.00	bulbs not available at PS DBM
310200100001000		Division,				1						
310200100002000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation Division										
100000100001000	COVID-19 prevention Supplies,	Finance and	NO	Shopping	1st Quarter 2022	1st Quarter	1st Quarter	1st Quarter	GoP	219,950.00	219,950.00	- Procurement of COVID-19 prevention Supplies, Materials and
310100100001000	Materials and PPEs - 1st Quarter	Administrative				2022	2022	2022				PPEs not available at PS DBM
310200100001000		Division,										
310200100002000 310200100003000		Licensure and Registration										
310200100003000		Division,										
310300100001000		Regulation										
		Division										
	COVID-19 prevention Supplies,	Finance and	NO	Shopping	2nd Quarter 2022		2nd Quarter	2nd Quarter	GoP	100,850.00	100,850.00	- Procurement of COVID-19 prevention Supplies, Materials and
310100100001000 310200100001000	Materials and PPEs - 2nd Quarter	Administrative Division.				2022	2022	2022				PPEs not available at PS DBM
310200100001000		Licensure and										
310200100003000		Registration										
310200100004000		Division,										
310300100001000		Regulation Division										
100000100001000	COVID-19 prevention Supplies,	Finance and	NO	Shopping	3rd Quarter 2022	3rd Quarter	3rd Quarter	3rd Quarter	GoP	182,150.00	182,150.00	- Procurement of COVID-19 prevention Supplies, Materials and
310100100001000		Administrative		- Children and the chil	ora quarter 2022	2022	2022	2022	00.	102,100.00	102,100.00	PPEs not available at PS DBM
310200100001000		Division,										
310200100002000		Licensure and										
310200100003000 310200100004000		Registration Division,										
310300100004000		Regulation										
		Division										
	COVID-19 prevention Supplies,	Finance and	NO	Shopping	4th Quarter 2022		4th Quarter	4th Quarter	GoP	97,600.00	97,600.00	- Procurement of COVID-19 prevention Supplies, Materials and
	Materials and PPEs - 4th Quarter	Administrative				2022	2022	2022				PPEs not available at PS DBM
310200100001000 310200100002000		Division, Licensure and										
310200100002000		Registration										
310200100004000		Division,										
310300100001000		Regulation										
400000400004000	Semi Expandable Office Equipment-	Division Finance and	NO	Chamina	2nd Quarter 2022	Ond Overden	On d. Outside in	2nd Quarter	GoP	232,500.00	232,500.00	- Procurement of Semi Expandable Furniture and Fixtures not
100000100001000	2nd Quarter	Administrative Division	NO	Shopping	2nd Quarter 2022	2022	2nd Quarter 2022	2022	GOP	232,500.00	232,500.00	available at PS DBM
100000100001000	Semi Expandable Furniture and Fixtures - 2nd Quarter	Finance and Administrative	NO	Shopping	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	GoP	315,000.00	315,000.00	- Procurement of Semi Expandable Furniture and Fixtures not available at PS DBM
		Division										
	Postage and Courier Services	Finance and	NO	NP-53.9 - Small Value Procurement	1st Quarter 2022		1st Quarter	1st Quarter	GoP	84,000.00	84,000.00	
310100100001000		Administrative				2022	2022	2022				Tuguegarao Regional Office and Off-Site Delivery Center,
		Division, Licensure and										Robinsons Place, Santiago City, Isabela
		Registration										
		Division										
	·											

100000100001000	Repair and Maintenance - Buildings	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as	within 2022 /	within 2022	within 2022	GoP	60.000.00	60,000.00	- Repair and Maintenance of Buildings
	'	Administrative			the need arises	as the need	/ as the need	/ as the need		,	,	
		Division				arises	arises	arises				
100000100001000	Repair and Maintenance - Office	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as	within 2022 /	within 2022	within 2022	GoP	60,000.00	60,000.00	- Repair and Maintenance Office Equipment
	Equipment (CO)	Administrative			the need arises	as the need	/ as the need	/ as the need				
		Division				arises		arises				
310300100001000	Repair and Maintenance - Information	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as	within 2022 /	within 2022	within 2022	GoP	60,000.00	60,000.00	- Repair and Maintenance of ICT Equipment
	and Communication Technology	Administrative			the need arises	as the need	/ as the need	/ as the need				
	Equipment (CO)	Division - ICT				arises	arises	arises				
		Section										
100000100001000	Repair and Maintenance - Motor	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as			within 2022	GoP	60,000.00	60,000.00	- Repair and Maintenance of Motor Vehicles
	Vehicles (CO)	Administrative			the need arises	as the need		/ as the need				
		Division				arises	arises	arises				
100000100001000	Repair and Maintenance - Furniture	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as			within 2022	GoP	20,000.00	20,000.00	 Repair and Maintenance of Furnitures and Fixtures
	and Fixtures (CO)	Administrative			the need arises	as the need		/ as the need				
		Division				arises		arises				
100000100001000	Repair and Maintenance - Office	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as			within 2022	GoP	30,000.00	30,000.00	- Repair and Maintenance of Semi-Expandable Office
	Equipment (SE)	Administrative			the need arises	as the need		/ as the need				Equipment
0.4.0.0.0.4.0.0.0.4.0.0.0		Division		ND 50 0 0 111/1 D	:::	arises		arises	0.5	00 000 00	00.000.00	5
310300100001000	Repair and Maintenance - Information	Finance and	NO	NP-53.9 - Small Value Procurement	within 2022 / as			within 2022	GoP	30,000.00	30,000.00	- Repair and Maintenance of Semi-Expandable ICT Equipment
	and Communication Technology	Administrative			the need arises	as the need		/ as the need				
	Equipment (SE)	Division - ICT				arises	arises	arises				
400000400004000	D	Section	NO	NP-53.9 - Small Value Procurement				within 2022	0.0	40.000.00	40.000.00	Danis and Maintanana at Const English English and at
100000100001000	Repair and Maintenance - Furniture	Finance and Administrative	NO	INP-53.9 - Small value Procurement	within 2022 / as				GoP	10,000.00	10,000.00	-Repair and Maintenance of Semi-Expandable Furnitures and
	and Fixtures (SE)				the need arises	as the need		/ as the need				Fixtures
		Division				arises	arises	arises				
İ												

Prepared by:

MARK VINCENT J. GOCAL RBAC Secretary

DAYSY A. ACORDA
RBAC Secretariat, Member

PHILIBERT C. BANGLAG RBAC Secretariat, Member

Johnny T. SAWADAN
RBAC Secretariat, Member

Certified Funds Available / Certified Appropriate Funds Available:

IVAN MARK B. CARANGUIAN / KRISTINA CASSANDRA A CARAG Accountant Budget Officer (Abulle

Recommending Approval:

ARNEL M. MELAD RBAC Chairman 4 Aleala amon

Regional Director

DANILO B. GUMABAY
Vice-Chairperson

GLICERIA G. NATIVIDAD Member ATLYN C. MANGUPA

ENG. BUGUINA

Approved by:

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 Foreignfunded 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.

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 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