

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

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

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/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Various Office Supplies and Equipment - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	1st Quarter 2022	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Various Office Supplies and Equipment - 2nd Quarter	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	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 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	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 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Consumables - 4th Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	NP-53.9 - Small Value Procurement	4th Quarter 2022	4th Quarter 2022	4th Quarter 2022	4th 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 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Cleaning Supplies and Materials - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	10,205.00	10,205.00		- Procurement of Cleaning Supplies and Materials not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Cleaning Supplies and Materials - 2nd Quarter	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	2,955.00	2,955.00		- Procurement of Cleaning Supplies and Materials not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Cleaning Supplies and Materials - 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	10,205.00	10,205.00		- Procurement of Cleaning Supplies and Materials not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Cleaning Supplies and Materials - 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	2,955.00	2,955.00		- Procurement of Cleaning Supplies and Materials not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Drugs and Medicines - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	41,860.00	41,860.00		- Procurement of Vitamins for all PRC Tuguegarao Employees (Safety and Wellness of all employees)
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Drugs and Medicines - 2nd Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	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 (Safety and Wellness of all employees)
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Drugs and Medicines - 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	41,860.00	41,860.00		- Procurement of Vitamins for all PRC Tuguegarao Employees (Safety and Wellness of all employees)
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Drugs and Medicines - 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	41,860.00	41,860.00		- Procurement of Vitamins for all PRC Tuguegarao Employees (Safety and Wellness of all employees)

100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Electrical Supplies - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	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
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Electrical Supplies - 2nd Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	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
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Electrical Supplies - 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	3,750.00	3,750.00		- Procurement of Electrical Supplies including replacement bulbs not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Electrical Supplies - 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	3,750.00	3,750.00		- Procurement of Electrical Supplies including replacement bulbs not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	COVID-19 prevention Supplies, Materials and PPEs - 1st Quarter	Finance and Administrative Division, Licensure and Registration Division, Regulation Division	NO	Shopping	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	219,950.00	219,950.00		- Procurement of COVID-19 prevention Supplies, Materials and PPEs not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	COVID-19 prevention Supplies, Materials and PPEs - 2nd Quarter	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	100,850.00	100,850.00		- Procurement of COVID-19 prevention Supplies, Materials and PPEs not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	COVID-19 prevention Supplies, Materials and PPEs - 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	182,150.00	182,150.00		- Procurement of COVID-19 prevention Supplies, Materials and PPEs not available at PS DBM
100000100001000 310100100001000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	COVID-19 prevention Supplies, Materials and PPEs - 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	97,600.00	97,600.00		- Procurement of COVID-19 prevention Supplies, Materials and PPEs not available at PS DBM
100000100001000	Semi Expandable Office Equipment- 2nd Quarter	Finance and Administrative Division	NO	Shopping	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	2nd Quarter 2022	GoP	232,500.00	232,500.00		- Procurement of Semi Expandable Furniture and Fixtures not available at PS DBM
100000100001000	Semi Expandable Furniture and Fixtures - 2nd Quarter	Finance and Administrative Division	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
100000100001000 310100100001000	Postage and Courier Services	Finance and Administrative Division, Licensure and Registration Division	NO	NP-53.9 - Small Value Procurement	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	1st Quarter 2022	GoP	84,000.00	84,000.00		- Postage and Deliveries/Courier Expenses of PRC Tuguegarao Regional Office and Off-Site Delivery Center, Robinsons Place, Santiago City, Isabela


100000100001000	Repair and Maintenance - Buildings	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	60,000.00	60,000.00		- Repair and Maintenance of Buildings
100000100001000	Repair and Maintenance - Office Equipment (CO)	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	60,000.00	60,000.00		- Repair and Maintenance Office Equipment
310300100001000	Repair and Maintenance - Information and Communication Technology Equipment (CO)	Finance and Administrative Division - ICT Section	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	60,000.00	60,000.00		- Repair and Maintenance of ICT Equipment
100000100001000	Repair and Maintenance - Motor Vehicles (CO)	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	60,000.00	60,000.00		- Repair and Maintenance of Motor Vehicles
100000100001000	Repair and Maintenance - Furniture and Fixtures (CO)	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	20,000.00	20,000.00		- Repair and Maintenance of Furnitures and Fixtures
100000100001000	Repair and Maintenance - Office Equipment (SE)	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	30,000.00	30,000.00		- Repair and Maintenance of Semi-Expandable Office Equipment
310300100001000	Repair and Maintenance - Information and Communication Technology Equipment (SE)	Finance and Administrative Division - ICT Section	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	30,000.00	30,000.00		- Repair and Maintenance of Semi-Expandable ICT Equipment
100000100001000	Repair and Maintenance - Furniture and Fixtures (SE)	Finance and Administrative Division	NO	NP-53.9 - Small Value Procurement	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	within 2022 / as the need arises	GoP	10,000.00	10,000.00		- Repair and Maintenance of Semi-Expandable Furnitures and Fixtures

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Regional Director


HELEN G. BUGUINA
Member

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 Foreign-funded 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.

of Section 5 of Joint Circular No.2013-1, and the approved budget for the contract (i.e., the full 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 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

