

Professional Regulation Commission - Regional Office IV-B Annual Procurement Plan for FY 2025
ANNUAL PROCUREMENT PLAN FOR FY 2025 - Non CSE

Code (PAP)	Procurement 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 Project)
					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.I.a.1 A.III.a.4	Fuel, Oil and Lubricants Expenses	PRC Region IV-B	NO	Shopping	within the year	N/A	N/A	N/A	GoP	110,000.00	110,000.00	-	Gasoline for Motor Vehicle
A.I.a.1 A.III.a.4 A.III.b.7 A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	214,600.00	214,600.00	-	Procurement of consumables for existing printers - Brother Toner Cartridge TN-2480
A.I.a.1 A.III.a.4 A.III.b.7 A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	80,000.00	80,000.00	-	Procurement of consumables for existing printers - DRUM CARTRIDGE, BROTHER DR-2455, Black
A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	Shopping	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	12,930.00	12,930.00	-	Procurement of consumables for Epson L3210 Printer - EPSON INK 003 Black , Cyan, Magenta & Yellow
A.III.a.4 A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	Shopping	3rd Quarter	3rd Quarter	N/A	3rd Quarter	GoP	50,000.00	50,000.00	-	Procurement of consumables - TONER HP LASERJET PRINT CART, (76A) CF276A
A.I.a.1 A.III.a.4 A.III.b.7	ICT Office Supplies	PRC Region IV-B	NO	Shopping	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	116,500.00	116,500.00	-	Procurement of consumables - HP 215 A BLK LJ Toner Cart W2310A, HP 215 A CYAN LJ Toner Cart W2311A, HP 215 A MAGENTA LJ Toner Cart W2313A & HP 215 A YELLOW LJ Toner Cart W2312A
A.I.a.1 A.III.a.4 A.III.b.6	ICT Office Supplies	PRC Region IV-B	NO	Shopping	3rd Quarter	3rd Quarter	N/A	3rd Quarter	GoP	33,300.00	33,300.00	-	Procurement of ink for Epson L6270 001 - Black, Cyan, Magenta and Yellow
A.I.a.1 A.III.b.7 A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	100,000.00	100,000.00	-	Procurement of consumables for existing printers - HP TONER 107A BLACK
A.I.a.1 A.III.a.4	ICT Office Supplies	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	4th Quarter	4th Quarter	N/A	4th Quarter	GoP	138,000.00	138,000.00	-	Fujifilm Drum for MFP Apeos 2150 NDA & Fujifilm Toner Cartridge for MFP Apeos 2150 NDA
A.III.a.4	ICT Office Supplies	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	38,640.00	38,640.00	-	Epson L6270 Maintenance Box, C13T04D100
A.II.a.1	Information and Communication Technology Equipment	PRC Region IV-B	NO	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	5,775,000.00		5,775,000.00	Laptop, Mid-range
A.II.a.1	Information and Communication Technology Equipment	PRC Region IV-B	NO	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	1,037,500.00		1,037,500.00	Network Infrastructure (Structured-Cabling)
A.II.a.1 A.III.a.4	Internet Subscription Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	228,000.00	228,000.00		Provision for Internet Subscription
A.I.a.1	Janitorial Services	PRC Region IV-B	YES	Public Bidding	November 22, 2024	December 16, 2024	1st Quarter	1st Quarter	GoP	2,273,945.04	2,273,945.04		Provision for Janitorial Services
A.III.a.4	Office Supplies Expenses	PRC Region IV-B	NO	Direct Contracting	3rd Quarter	3rd Quarter	N/A	3rd Quarter	GoP	133,820.00	133,820.00		Procurement of consumables for RISO Machine (Riso Ink Fill Type Black UA, Riso Master Fill Type 70 A4)

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					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.I.a.1 A.II.a.1 A.III.a.4 A.III.b.6 A.III.b.7 A.III.b.8	Office Supplies Expenses	PRC Region IV-B	NO	Shopping	within the year	within the year	N/A	within the year	GoP	73,394.24	73,394.24		Procurement of office supplies - BALLPEN - Blue, 12 pc/box; BALLPEN - Black, 12 pc/box; Bond Paper - A4 size, 70 gsm; BOND PAPER - LEGAL, 70gsm; BROWN ENVELOPE, long, 50pcs/ream; CLEAR TAPE, 24mm; Electronic Ballast EB - C 228 TL5 28 watts; FACE MASK; FASTENER, standard, plastic coated, 50 sets per box; Florescent Tube TL5 28 Watts ; GLASS CLEANER, solution, 250-500ml, spray type; GLASS WINDOW CLEANER, extendable; GLUE, multi purpose; LOOSELEAF COVER, RUBBER BAND (small/big); MAGAZINE FILE BOX, Large; MOPHEAD, made of rayon; Plastic Wrap; RIBBON CARTRIDGE, EPSON S015632 18.0 meters/59.0 feet; SCISSOR, standard size; STAMP PAD, felt; STAPLE WIRE; Tape Flags & UTP Cable , 300m, heavy duty; Extension Cord; FILE CASE ORGANIZER, enclosed, legal, plastic (for Board Cert.)
A.III.b.7 A.III.b.8	Office Supplies Expenses	PRC Region IV-B	NO	Shopping	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	4,000.00	4,000.00		Dry Seal
A.III.a.4 A.III.b.8	Office Supplies Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	27,891.00	27,891.00		Procurement of office supplies - CORRUGATED BOX, CORRUGATED BOX w/ cover, Down light/Drop light square 30x30
A.III.b.8	Office Supplies Expenses	PRC Region IV-B	NO	Shopping	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	25,100.00	25,100.00		Procurement of consumables for Brother Printer T710 - BROTHER INK CARTRIDGE C , BROTHER INK CARTRIDGE K & BROTHER INK CARTRIDGE M and Brother Ink BT D60BK
A.I.a.1	Other General Services-RMOOE & Others	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	320,000.00	320,000.00		Accommodation, Meals, supplies and materials, and other related expenses for the conduct of various activities
A.III.b.8	Other Supplies and Materials Expenses	PRC Region IV-B	NO	Shopping	within the year	within the year	N/A	within the year	GoP	2,700.00	2,700.00		Tarpulin (Palawan)
A.III.a.4 A.III.b.6	Other Supplies and Materials Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	7,944.00	7,944.00		Procurement of FIRST AID KIT, Trodat stamp, GAVEL, WOOD
A.III.a.4	Semi-Expendable (Communication Equipment)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	39,499.00	39,499.00		DSLR CAMERA
A.I.a.1 A.III.a.4	Postage and Courier Services	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	100,000.00	100,000.00		For regular transmittal of documents to other Regional Offices
A.I.a.1	Rents - Building and Structures (Office)	PRC Region IV-B	NO	NP-53.10 Lease of Real Property and Venue	3rd Quarter	3rd Quarter	N/A	3rd Quarter	GoP	385,000.00	385,000.00		Lease of Office Space for Regional Office in Quezon City
A.III.a.4	Rents - Building and Structures (School Rental)	PRC Region IV-B	NO	NP-53.10 Lease of Real Property and Venue	within the year	within the year	N/A	within the year	GoP	38,000.00	38,000.00		Rents - Building and Structures (School Rental)
A.III.a.4	Repairs and Maintenance - ICT SE	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	6,000.00	6,000.00		Repairs and Maintenance - ICT SE
A.I.a.1 A.III.a.4	Repairs and Maintenance - Motor Vehicles (CO)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	50,000.00	50,000.00		Repairs and Maintenance - Motor Vehicles (CO)
A.III.a.4	Repairs and Maintenance - Office Equipment (CO)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	20,000.00	20,000.00		Labor, Supplies, and Materials for the Repairs and Maintenance of Office Equipment (CO)
A.III.a.4	Repairs and Maintenance - Office Equipment (SE)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	3,000.00	3,000.00		Repairs and Maintenance - Office Equipment (SE)
A.I.a.1	Representation Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	120,000.00	120,000.00		Meals for ISO Surveillance Audit, Meals, supplies and materials, and other related expenses for the conduct of various Gender and Development Activities

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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	Security Services	PRC Region IV-B	YES	Public Bidding	November 22, 2024	December 16, 2024	1st Quarter	1st Quarter	GoP	1,415,115.96	1,415,115.96		Provision for Security Services
A.III.b.6	Semi-Expendable (Communication Equipment)	PRC Region IV-B	NO	Shopping	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	6,000.00	6,000.00		Digital Voice Memo Recorder
A.I.a.1	Semi-Expendable (Furniture and Fixtures)	PRC Region IV-B	NO	Shopping	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	1,900.00	1,900.00		Procurement of white board/cork board
A.III.b.6	Semi-Expendable (Furniture and Fixtures)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	14,000.00	14,000.00		Procurement CABINET, Filing Steel, lateral, 4 Drawers
A.I.a.1	Semi-Expendable (ICT Equipment)	PRC Region IV-B	NO	Shopping	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	5,999.00	5,999.00		Procurement of Digital Voice Recorder 4GB
A.III.b.7	Training Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	within the year	within the year	N/A	within the year	GoP	17,000.00	17,000.00		Meals, supplies and materials, and other related expenses for the conduct of various training and orientation series
A.I.a.1	Training Expenses	PRC Region IV-B	NO	NP 53.5 - Agency-to-Agency	within the year	within the year	N/A	within the year	GoP	20,000.00	20,000.00		Registration Fee for Training
A.I.a.1 A.III.a.4 A.II.b.8	Purified Drinking Water	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	Every Quarter	Every Quarter	N/A	Every Quarter	GoP	17,892.00	17,892.00		Provision of drinking water
A.II.a.1	Semi-Expendable (ICT Equipment)	ICT Section	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	499,990.00	499,990.00		Branded Desktop Computer with latest Professional 64-bit Operating System
A.II.a.1	Semi-Expendable (ICT Equipment)	ICT Section	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	138,000.00	138,000.00		Coloured Printer (Multi-Function)
A.II.a.1	Semi-Expendable (ICT Equipment)	ICT Section	NO	NP 53.9 - Small Value Procurement	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	108,000.00	108,000.00		Monochrome Printer (Multi-Function)
A.II.a.1	Information and Communication Technology Equipment	ICT Section	NO	Public Bidding	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	592,305.00		592,305.00	Mid-Range Laptop Computer with latest Professional 64-bit Operating System

Total MOOE	6,996,160.24
Total Capital Outlay	7,404,805.00
GRAND TOTAL	14,400,965.24

Prepared by:


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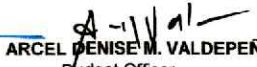

ARVIN K. LUNAR
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 Secretariat


Certified Funds Available/ Certified Appropriate Funds Available


 **DAVY ROSE F. FALCESO**
 Accountant


 **ARCEL DENISE M. VALDEPEÑA**
 Budget Officer


Recommending Approval:


REGIONAL BIDS AND AWARDS COMMITTEE



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 Regional Director
 Head of Procuring Entity (HoPE)