

Department of Labor and Employment
PROFESSIONAL REGULATION COMMISSION
Regional Office XIII (Butuan)

FY 2023 INDICATIVE ANNUAL PROCUREMENT PLAN NON- CSE

Code (PAP)	Procurement Activity 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/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000 310100100001000 310200100001000	Conduct of training/seminar with provision of meals and venue	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	145,000.00	145,000.00	-	Training and Capacity Building Activities/Learning Development Interventions
100000100001000 310100100001000 310100100002000 310200100001000 310200100002000 310200100003000 310200100004000 310300100001000	Supply and delivery of various office supplies, materials and equipment not available at DBM-PS	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	174,832.00	174,832.00	-	Various supplies, materials and equipments not available at DBM-PS but necessary in the operationalization.
				NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	216,668.00	216,668.00	-	Procurement of toners/inks (unlimited) with free use of printers
100000100001000 310100100001000	Procurement of Fuel, Oil and Lubricants	RO 13	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	January - December 2023	January - December 2023	GoP	94,000.00	94,000.00	-	Fuel expenses for the office vehicle
100000100001000	Procurement of Drugs and Medicines	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	9,000.00	9,000.00	-	Purchase of Over-the-Counter medicines/supplies.
100000100001000	Procurement of semi-expendable office equipment	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	10,000.00	10,000.00	-	Acquisition/replacement of paper cutting machine, shredder, thermal scanner and other related office equipment.
310300100001000	Procurement of semi-expendable ICT equipment	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	19,000.00	19,000.00	-	Acquisition/replacement of unserviceable UPS, network routers, and other related ICT equipment.
100000100001000	Procurement of semi-expendable furniture and fixtures	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	45,000.00	45,000.00	-	Acquisition of office tables, chairs and filing cabinets of the newly hired personnel and replacement of old and unserviceable equipment.
100000100001000 310100100001000	Procurement of other supplies and materials	RO 13	NO	Shopping	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	64,900.00	64,900.00	-	Procurement COVID related items/equipment, janitorial supplies and other related supplies.
100000100001000 310100100001000	Procurement of Purified Drinking Water	RO 13	NO	NP-53.9 - Small Value Procurement	January 2023	N/A	January 2023	January 2023	GoP	15,000.00	15,000.00	-	Drinking water consumption in RO and CPR
100000100001000 310100100001000 310200100001000	Provision of Postage, Courier and Delivery Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2023	N/A	January - February 2023	January - February 2023	GoP	81,000.00	81,000.00	-	Mailing/sending of documents to PRC Central Office & other Regional Offices
100000100001000 310100100001000 310200100001000	Procurement of Cellular Load Card for Mobile	RO 13	NO	Shopping	January 2023	N/A	January 2023	January 2023	GoP	11,400.00	11,400.00	-	For PACD use as hotline number and legal office use
100000100001000	Provision of Janitorial Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - February 2023	N/A	January - February 2023	January - February 2023	GoP	130,000.00	130,000.00	-	To ensure COVID 19 precautionary measures such as disinfections and regular cleaning of office premises are implemented.
100000100001000 310100100001000	Provision of Manpower Services	RO 13	NO	Competitive Bidding	January - March 2023	January - March 2023	January - March 2023	January - March 2023	GoP	528,000.00	528,000.00	-	Two (2) outsourced workers for frontline services and support/admin services c/o Central Office
100000100001000 310300100001000	Other General Services -Others	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	99,000.00	99,000.00	-	Other expenses not covered by existing object of expenditures.

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					Advertisement/Posting of B/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000	Provision of Repair and Maintenance - Office Equipment	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	3,000.00	3,000.00	-	Periodic preventive maintenance of office equipment to ensure usefulness and operational efficiency.
100000100001000	Provision of Repair and Maintenance - ICT Equipment	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	3,000.00	3,000.00	-	Periodic preventive maintenance, replacement of ICT parts and other corrective actions to ensure operational efficiency and/or increase useful life
100000100001000 310100100001000 310200100002000	Provision of meals for office activities and events (Representation/Event Management)	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	160,000.00	160,000.00	-	To be used in various office activities related to the operationalization such as management committee meeting, entrance/exit CGA conference, BAC meetings, budget preparation meetings, WFP formulation and target setting, SPMS activities, GAD related activities, inter-agency activities and other office activities.
100000100001000 310100100001000	Provision of Transportation and Delivery and Hauling Services	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	40,000.00	40,000.00	-	For delivery and hauling of the examination materials and equipment from Central Office as well as other transportation needs.
100000100001000	Lease and Rental of Property or Building for Storage and Records Room	RO 13	NO	NP-53.9 - Small Value Procurement	January 2023	N/A	January 2023	January 2023	GoP	240,000.00	240,000.00	-	Records and archive office and storage room for the shredded test questionnaires and other examination related paraphernalia awaiting approval from NAP for its disposition.
310300100001000	Subscription for Microsoft Office and Videotelephony Software Program	RO 13	NO	NP-53.9 - Small Value Procurement	January - December 2023	N/A	January - December 2023	January - December 2023	GoP	40,000.00	40,000.00	-	For upgrading of our office software or firmware with a newer and updated version, for continuous system maintenance and video platform for all communication needs, including meetings, chat, phone, webinars, and online events.
GRAND TOTAL										2,128,800.00	2,128,800.00	-	

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