

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

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	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					GoP	110,000.00	110,000.00	-	Gasoline for Motor Vehicle
A.I.a.1 A.II.a.1 A.III.a.4 A.III.b.6 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	749,300.00	749,300.00	-	Procurement of consumables for existing printers - HP TONER 107A BLACK, DRUM CARTRIDGE, BROTHER DR-2455, Black, 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, Brother Toner Cartridge TN-2480, Fujifilm Drum for MFP Apeos 2150 NDA, Fujifilm Toner Cartridge for MFP Apeos 2150 NDA
A.I.a.1 A.III.a.4 A.III.b.8	ICT Office Supplies	PRC Region IV-B	NO	Shopping	Every Quarter	Every Quarter	N/A	Every Quarter	GoP	73,330.00	73,330.00	-	Consumables for existing printers - Ink for EPSON L6270 001 black, Ink for EPSON L6270 001 cyan, Ink for EPSON L6270 001 magenta, Ink for EPSON L6270 001 yellow, TONER HP LASERJET PRINT CART, (76A) CF276A, EPSON INK 003 Black, EPSON INK 003 Cyan, EPSON INK 003 Magenta,EPSON INK 003 Yellow
A.II.a.1	Information and Communication Technology Equipment	PRC Region IV-B	NO	Public Bidding	N/A	N/A	N/A	1st Quarter	GoP	6,812,500.00		6,812,500.00	Laptop, Mid-range, 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	168,000.00	168,000.00		Provision for Internet Subscription
A.I.a.1	Janitorial Services	PRC Region IV-B	YES	Public Bidding	N/A	N/A	N/A	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	N/A	N/A	1st Quarter	1st Quarter	GoP	150,720.00	150,720.00		Procurement of consumables for RISO Machine (Riso Ink F II Type Black UA, Riso Master F II Type 70 A4)
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	Every Quarter	Every Quarter	N/A	Every Quarter	GoP	108,121.80	108,121.80		Procurement of office supplies - Extension Cord, UTP Cable , 300m, heavy duty, FACE MASK, PAPER, STICKER ,A4 size, 10 sheets per pack, STAMP PAD, felt, LOOSELEAF COVER, RUBBER BAND (small/big), BALLPEN, Black, 12s/box, BROWN ENVELOPE, long, 50pcs/ream, DRY SEAL, MAGAZINE FILE BOX, Large, Electronic Ballast EB -C 228 TL5 28 watts, Florescent Tube TL5 28 Watts, RIBBON CARTRIDGE, Tape Flags, BOND PAPER, A4,70gsm, BOND PAPER, LEGAL,70gsm, STAPLE WIRE, FILE CASE ORGANIZER, enclosed, legal, plastic (for Board Cert.), BALLPEN - Blue, 12 pc/box, BROTHER INK CARTRIDGE C, K, M (for Printer T710), FASTENER, standard, plastic coated, 50 sets per box, GLASS CLEANER, solution, 250-500ml, spray type, GLASS WINDOW CLEANER, extendable, GLUE, multi purpose, MOPHEAD, made of rayon, SCISSOR, standard size, CLEAR TAPE, 24mm, BALLPEN - Red, 12 pc/box, DATA FILE storage box, w/ cover made with chipboard, SIGN PEN, LIQUID GEL, blue, Plastic wrap
A.III.a.4 A.III.b.8	Office Supplies Expenses	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	N/A	3rd Quarter	GoP	33,119.00	33,119.00		Procurement of office supplies - CORRUGATED BOX, Brother Ink BT D60BK, Down light/Drop light square 30x30
A.III.a.4 A.III.b.8	Other Supplies and Materials Expenses	PRC Region IV-B	NO	Shopping	1st Quarter	1st Quarter	N/A	1st Quarter	GoP	3,200.00	3,200.00		Procurement of Trodat ink bottle 28ml, Tarpaulin
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	450,000.00	450,000.00		Accommodation, Meals, supplies and materials, and other related expenses for the conduct of various activities
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.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	50,000.00	50,000.00		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	within the year	within the year	N/A	within the year	GoP	385,000.00	385,000.00		Lease of Office Space

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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	Information and Communication Technology (SE)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	6,000.00	6,000.00		Repairs and Maintenance - ICT Equipment 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
A.I.a.1	Security Services	PRC Region IV-B	YES	Public Bidding	1st Quarter	1st Quarter	N/A	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	1st Quarter	1st Quarter	N/A	1st 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	1st Quarter	1st Quarter	N/A	1st 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.a.4	Semi-Expendable (Other Machinery and Equipment)	PRC Region IV-B	NO	NP 53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	N/A	2nd Quarter	GoP	40,000.00	40,000.00		Procurement of Air Purifier
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	28,000.00	28,000.00		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	Water Expenses	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

Total MOOE	6,348,586.80
Total Capital Outlay	6,812,500.00
GRAND TOTAL	13,161,086.80

Prepared by:

Certified Funds Available/ Certified Appropriate Funds Available

Recommending Approval:

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