

DEPARTMENT OF LABOR AND EMPLOYMENT

PROFESSIONAL REGULATION COMMISSION

REGION X (CAGAYAN DE ORO)

Skypark, Limketkai Center, Cagayan de Oro City

INDICATIVE FY 2021 ANNUAL PROCUREMENT PLAN NON-CSE (per NEP)


| 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/Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| A.I.a.1 | Travelling Expenses - Local | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 135,000.00 | 135,000.00 | | Travelling allowances and per diem based on EO 77, series 2019 |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 1,600,000.00 | 1,600,000.00 | | |
| A.III.a.2 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 2,000.00 | 2,000.00 | | |
| A.III.b.2 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 498,000.00 | 498,000.00 | | |
| A.III.a.1 | Training Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 170,000.00 | 170,000.00 | | Training expenses, Hotel accommodation and other related training costs |
| A.I.a.1 | Office Supplies | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 603,000.00 | 603,000.00 | | Various regular office supplies |
| A.III.a.1 | | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 849,000.00 | 849,000.00 | | |
| A.III.a.2 | | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 725,000.00 | 725,000.00 | | |
| A.III.b.1 | | CDO | No | Sec. 52 Shopping | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 25,000.00 | 25,000.00 | | |
| A.III.b.3 | | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 573,000.00 | 573,000.00 | | |
| A.III.b.4 | | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 698,000.00 | 698,000.00 | | |
| A.III.c.1 | | CDO | No | Sec. 50 Direct Contracting | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 347,000.00 | 347,000.00 | | Ink/ Toner/ Master Roll |

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|-----------|--|-----|----|----------------------------------|-------------|-------------|-------------|----------------|-----|--------------|--------------|--|---|
| A.I.a.1 | Postage and Deliveries | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 49,000.00 | 49,000.00 | | Delivery and mailing services of documents to PRC Central Office and other Regional Offices & verification of various documents (offsite & Regional expenses) |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 50,000.00 | 50,000.00 | | |
| A.I.a.1 | Telephone Expenses - landline | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 4,000.00 | 4,000.00 | | Cost of transmitting messages thru landlines |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 16,000.00 | 16,000.00 | | |
| A.I.a.1 | Telephone Expenses - Mobile | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 12,000.00 | 12,000.00 | | Mobile load for the official mobile number |
| A.I.a.1 | Security Services | CDO | No | Sec. 10 Competitive Bidding | July 2021 | July 2021 | August 2021 | September 2021 | GoP | 213,000.00 | 213,000.00 | | Provision of Security Services to the Regional Office to ensure safety of properties and peace and order |
| A.III.a.1 | | CDO | No | Sec. 10 Competitive Bidding | July 2021 | July 2021 | August 2021 | September 2021 | GoP | 1,800,000.00 | 1,800,000.00 | | |
| A.I.a.1 | Repairs & Maintenance- Office Equipment | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 7,000.00 | 7,000.00 | | Periodic preventive maintenance to increase usability |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 45,000.00 | 45,000.00 | | |
| A.I.a.1 | Repairs & Maintenance - Furniture and Fixtures | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 2,000.00 | 2,000.00 | | |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 10,000.00 | 10,000.00 | | |
| A.I.a.1 | Repairs & Maintenance- ICT Equipment | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 3,000.00 | 3,000.00 | | |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 20,000.00 | 20,000.00 | | |
| A.I.a.1 | Repairs & Maintenance - Transportation Equipment | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 31,000.00 | 31,000.00 | | Periodic preventive maintenance, replacement of parts and other corrective actions to increase service life |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 100,000.00 | 100,000.00 | | |
| A.I.a.1 | Representation Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 23,000.00 | 23,000.00 | | Expenses incurred during Management review meeting |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 40,000.00 | 40,000.00 | | |


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| A.I.a.1 | | CDO | No | NP- 53.10 Lease of Rela Property and Venue | | | | | GoP | 426,000.00 | 426,000.00 | | |
| A.III.a.1 | Rent/Lease Expenses | CDO | No | NP- 53.10 Lease of Rela Property and Venue | | | | | GoP | 1,778,000.00 | 1,778,000.00 | | MYOA (2019 - 2022) |
| A.III.a.2 | | CDO | No | NP- 53.10 Lease of Rela Property and Venue | | | | | GoP | 360,000.00 | 360,000.00 | | |
| A.I.a.1 | Internet Subscription Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 10,000.00 | 10,000.00 | | Cost of using internet services in government operations |
| A.I.a.1 | ICT Subscription Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 48,000.00 | 48,000.00 | | Cost of using ICT services in government operations |
| A.III.a.1 | Library and Other Reading Materials Subscription Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 5,000.00 | 5,000.00 | | Cost of monthly subscription of library and other reading materials |
| A.I.a.1 | Other Subscription Expenses | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 2,000.00 | 2,000.00 | | Monthly newspaper subscription |
| A.I.a.1 | Water Expenses | CDO | No | Negotiated | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 3,000.00 | 3,000.00 | | Water consumption (tap water and drinking water) |
| A.III.a.1 | | CDO | No | Negotiated | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 50,000.00 | 50,000.00 | | |
| A.I.a.1 | Electricity Expenses | CDO | No | Negotiated | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 111,000.00 | 111,000.00 | | Electricity consumption |
| A.III.a.1 | | CDO | No | Negotiated | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 1,100,000.00 | 1,100,000.00 | | |
| A.I.a.1 | Taxes, Duties & Licenses | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 5,000.00 | 5,000.00 | | Payment of licenses for motor vehicle |
| A.I.a.1 | Insurance Expenses | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 7,000.00 | 7,000.00 | | Payment of insurance for PPE |
| A.I.a.1 | Fidelity Bond | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 15,000.00 | 15,000.00 | | Payment of fidelity bond for bonded employees (i.e. cash collecting and special disbursing officer) |
| A.III.a.1 | | CDO | No | NP- 53.5 Agency-to-agency | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 40,000.00 | 40,000.00 | | |
| A.I.a.1 | Other Professional Services | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 13,000.00 | 13,000.00 | | Cost of other professional services contracted by the agency (i.e. ISO) |
| A.I.a.1 | Extraordinary and Miscellaneous Expenses | CDO | No | NA | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 119,000.00 | 119,000.00 | | Expenses paid for performance of official function of RD, such as: meetings, consultative meetings and conferences, public relations, educational, cultural and athletic activities, membership fees in govt. organization. |
| A.I.a.1 | Other General Services - Job Order | CDO | No | Sec. 10 Competitive Bidding | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 534,000.00 | 534,000.00 | | Salaries and wages for Job Order |
| A.III.a.1 | | CDO | No | Sec. 10 Competitive Bidding | Within 2021 | Within 2021 | Within 2021 | Within 2021 | GoP | 1,291,000.00 | 1,291,000.00 | | |

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|-------------|-------------------------------|-----|----|----------------------------------|-------------|----|-------------|-------------|-----|---------------|---------------|---|---|
| A.III.a.1 | Other General Services - Exam | CDO | No | NA | | | | | GoP | 219,000.00 | 219,000.00 | | Conduct of various licensure examinations for FY 2021 and other related costs |
| A.III.a.2 | | CDO | No | NA | | | | | GoP | 3,190,000.00 | 3,190,000.00 | | |
| A.III.b.3 | | CDO | No | NA | | | | | GoP | 30,000.00 | 30,000.00 | | |
| A.III.b.4 | | CDO | No | NA | | | | | GoP | 30,000.00 | 30,000.00 | | |
| A.III.c.1 | | CDO | No | NA | | | | | GoP | 60,000.00 | 60,000.00 | | |
| A.I.a.1 | Fuel, Oil, and Lubricants | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 35,000.00 | 35,000.00 | | Fuel & lubricants for motor vehicle |
| A.III.a.1 | | CDO | No | NP- 53.9 Small Value Procurement | Within 2021 | NA | Within 2021 | Within 2021 | GoP | 93,000.00 | 93,000.00 | | |
| Grand Total | | | | | | | | | | 18,224,000.00 | 18,224,000.00 | - | |

Prepared by:


CHERRY B. TORRES
Secretary, RBAC

Certified Funds Available/
Certified Availability of Allotment :

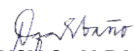

MARIANNE FELIZ O. LEGASPI
Accountant III


CHRISTIAN M. ORTIZ
Budget Officer

Recommending Approval:
The Regional BAC:


FLORIZA A. TAN
Chairperson



MARIA MEL/ GROS A. GOLIS
Vice- Chairperson


DAISY Q. ALBAÑO
Member


MARICHOR N. EMPEDRAD
Member


DONNA T. GARZON
Member

Approved:


JULIE L. SABAIZA
Chief PRO, LRD/OIC, Regional Director