

DEPARTMENT OF LABOR AND EMPLOYMENT
PROFESSIONAL REGULATION COMMISSION
Cordillera Administrative Region (Baguio)

Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal Monument, 2600 Baguio City, Philippines

ANNUAL PROCUREMENT PLAN FOR FY 2025 - NON-COMMON USE SUPPLIES AND EQUIPMENT

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	
MAINTENANCE AND OTHER OPERATING EXPENSES													
A.I.a.1, A.III.a.2, A.III.b.2, A.III.b.3	Arts and Crafts Equipment and Accessories and Supplies	GASS, LRD-Exam, LRD-Regulation, LRD-Registration	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	40,600.00	40,600.00	-	Ballpen, sign pen, card case, certificate holder, etc.
A.I.a.1	Batteries and Cells and Accessories	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	462.80	462.80	-	Batteries
A.I.a.1, A.III.a.2	Cleaning equipment and supplies	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	28,087.85	28,087.85	-	Various cleaning, disinfection, sanitation, lactation and guest room supplies
A.III.a.2	Bed, Clothes, Linens and Towels	LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	6,000.00	6,000.00	-	Various beds, pillows and blankets
A.I.a.1, A.III.a.2	Color Compounds and Dispersions	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	1,560.00	1,560.00	-	Inks for various stamps
A.III.b.1	Furnitures and furnishings	Legal	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	28,722.05	28,722.05	-	Seat cushion pads, display racks and chairs including other semi-expendables
A.I.a.1	Hardware and construction supplies	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	880.00	880.00	-	Various supplies, materials and equipment for job works, maintenance and related functions
A.I.a.1, A.III.b.1	Information and communication technology equipment and devices and accessories	GASS, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	18,378.76	18,378.76	-	Various ICT-related supplies and equipment, printing equipment, storage devices and other materials
A.I.a.1, A.III.a.2, A.III.b.3	Manufacturing component and supplies	GASS, LRD-Exam, LRD-Registration	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	83,070.00	83,070.00	-	Glue, various tapes
A.I.a.1, A.III.a.2, A.III.b.2, A.III.b.3	Papers, materials and products	GASS, LRD-Exam, LRD-Registration, LRD-Regulation	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	130,896.28	130,896.28	-	Various paper supplies and materials for office and examination venue use, and other related purposes
A.I.a.1, A.III.a.2, A.III.b.1, A.III.b.2, A.III.b.3	Office equipment and accessories and supplies	GASS, LRD-Exam, LRD-Registration, LRD-Regulation, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	22,177.12	22,177.12	-	Various supplies, materials and equipment for office and examination venue use, and other related purposes
A.I.a.1, A.III.a.2, A.III.b.1, A.III.b.3	Printer or facsimile or photocopier supplies	GASS, LRD-Exam, LRD-Registration, Legal	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	1,427,408.09	1,427,408.09	-	Various master rolls, toners, drum and ink for printers, photocopiers and duplicating machines
			No	Direct Contracting									
A.I.a.1, A.III.a.2	Supplies and materials expenses	GASS, LRD-Exam	No	NP-53.14 Direct Retail Purchase of Petroleum, Oil and Lubricants and Airline Tickets	N/A	N/A	N/A	N/A	GoP	332,000.00	332,000.00	-	Petroleum, oil and lubricant products
A.I.a.1	Professional Service	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	66,080.00	66,080.00	-	Professional services (ISO certifying body)

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A.I.a.1	Electrical Equipment and Component and Supplies	GASS	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	190.00	190.00	-	Cable ties, wire organizers, etc.
A.I.a.1	Training Expenses	GASS	No	NP-53.5 Agency-to-Agency	Within the year	Within the year	Within the year	Within the year	GoP	291,500.00	291,500.00	-	Learning and development interventions
			No	Direct Contracting									
A.I.a.1	Communication expenses	GASS	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	48,000.00	48,000.00	-	Postage and related courier expenses
A.I.a.1	Utility Expenses	GASS	No	Direct Contracting	Within first semester	Within first semester	Within first semester	Within first semester	GoP	240,000.00	240,000.00	-	Electricity Expenses
A.I.a.1, A.III.a.2	General Services	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	504,000.00	504,000.00	-	Janitorial Services
			No	Competitive Bidding	Within the year	Within the year	Within the year	Within the year	GoP	1,492,236.00	1,492,236.00	-	Security Services
A.I.a.1, A.III.a.2	Repairs and maintenance expenses	GASS, LRD-Exam	No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	144,000.00	144,000.00	-	Transportation Equipment
			No	Direct Contracting	Within the year	Within the year	Within the year	Within the year	GoP	185,000.00	185,000.00	-	Printing equipment
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	24,000.00	24,000.00	-	Semi-expendable machinery and equipment
A.I.a.1, A.III.a.2	Other maintenance and operating expenses	GASS, LRD-Exam	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Within the year	Within the year	Within the year	Within the year	GoP	12,000.00	12,000.00	-	Printing and publication expenses, and subscription expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	262,000.00	262,000.00	-	Representation Expenses
			No	NP-53.9 - Small Value Procurement	Within the year	Within the year	Within the year	Within the year	GoP	537,000.30	537,000.30	-	Transportation and delivery services, lease of motor vehicles
			No	NP-53.5 Agency-to-Agency	Within the year	Within the year	Within the year	Within the year	GoP	10,720,000.00	10,720,000.00	-	Lease of real property and venue
No	NP-53.10 Lease of Real Property and Venue	Within the year	Within the year	Within the year	Within the year								
A.I.a.1, A.III.a.2	Semi-expendable: Information and communication technology equipment and devices and accessories	GASS, LRD-Exam	No	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within first semester	Within first semester	GoP	127,780.09	127,780.09	-	Various semi-expendable ICT-related supplies and equipment, printing equipment, storage devices and other materials
A.III.a.2	Personal Protective Equipment	LRD-Exam	No	NP-53.9 - Small Value Procurement	Within first quarter	Within first quarter	Within first quarter	Within first quarter	GoP	1,500.00	1,500.00	-	Gloves
GRAND TOTAL										16,775,529.34	16,775,529.34	-	

Prepared by:
RBAC SECRETARIAT

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Members

Appropriate Funds Available Certified by:

LHEO MAR M. KISIM
Administrative Officer V (Budget Officer III)

Recommending Approval:

REGIONAL BIDS AND AWARDS COMMITTEE

ATTY. CRESENTE B. LUMEREZ, JR.
Member

PHILIP JAY B. PAY-OEN
Member

MAILYN R. UGALI
Member

VIRGINIA N. MARTIN
Vice-Chairperson

WAYNE B. CRISPIN
Chairperson

Approved by:
HEAD OF THE PROCURING ENTITY

JUANITA L. DOMOGEN
Regional Director

14 January 2025