

**DEPARTMENT OF LABOR AND EMPLOYMENT
PROFESSIONAL REGULATION COMMISSION
NATIONAL CAPITAL REGION
14th Floor Cyberpod 2 EDSA cor Quezon Ave., Brgy. Pinyahan, Quezon City
Indicative Annual Procurement Plan FY 2026
Non-CSE (as per NEP)**

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(Posting of IB/RE)	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	PRC National Capital Region	NO	NP-53.5 Agency to Agency	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	1,190,638.30	1,190,638.30	-	Procurement of various office supplies through DBM Procurement Service Depot
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	35,052.00	35,052.00	-	Procurement of Corrugated Box
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	12,231.00	12,231.00	-	Procurement of Customized File Box
A.I.a.1	Office Supplies	Finance and Administrative Division	YES	NP-53.9 Small Value Procurement	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	GoP	116,820.00	116,820.00	-	Procurement of Mailing Envelope with PRC Logo
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	105,000.00	105,000.00	-	Procurement of customized Shirt in celebration of Women's Month, PRC Anniversary, VAWC
A.I.a.1	Office Supplies	Finance and Administrative Division	YES	NP-53.9 Small Value Procurement	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	GoP	233,505.00	233,505.00	-	Procurement of Stationery with PRC Logo - Letter head, legal size
A.I.a.1	Office Supplies	Finance and Administrative Division	YES	NP-53.9 Small Value Procurement	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	GoP	183,380.00	183,380.00	-	Procurement of Stationery with PRC Logo - Letter head, A4 size
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	4,930.80	4,930.80	-	Procurement of PRC Sealing Tape
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	4,200.00	4,200.00	-	Procurement of 4-layer Desk Tray
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	1,870.00	1,870.00	-	Procurement of Certificate Holder
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	33,750.00	33,750.00	-	Procurement of Epson Ribbon Cartridge LQ 2190
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	4,553.65	4,553.65	-	Procurement of PQI
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	3,200.00	3,200.00	-	Procurement of Thumb Drive, 32 GB
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	4,560.00	4,560.00	-	Procurement of Trodat Ink
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	2,000.00	2,000.00	-	Procurement of Typewriter Correction Tape No. F583
A.I.a.1	Office Supplies	Finance and Administrative Division	NO	Shopping	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	3,309.25	3,309.25	-	Procurement of Ribbon for Nakajima Typewriter No. F746bksc
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	563,200.00	563,200.00	-	For the procurement of consumables for Brother TN-3448 Printer
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	519,700.00	519,700.00	-	For the procurement of consumables for the Brother Toner (HL-L6400 DW) Printer
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	84,806.40	84,806.40	-	For the procurement of consumables - Drum Cart for Brother DR-3455 Printer
A.I.a.1 A.III.b.7	ICT Office Supplies	FAD Regulation Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	337,200.00	337,200.00	-	For the procurement of consumables for Epson Printer - Ink 003 (Black, Cyan, Magenta, Yellow)
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	540,800.00	540,800.00	-	For the procurement of consumables for HP CE 250A - Black (HP Laserjet PRO M501) Printer
A.I.a.1 A.III.b.7	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	863,774.00	863,774.00	-	For the procurement of consumables for HP Laserjet Printer - Toner 87A
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	240,665.20	240,665.20	-	For the procurement of consumables for HP Laserjet Enterprise M 552 Printer - Toner 508 A (Black, Magenta, Cyan, Yellow)
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	229,320.00	229,320.00	-	For the procurement of consumables for Brother TN-3478 Printer - Black
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	145,000.00	145,000.00	-	For the procurement of consumables for Brother 107A Printer - Black
A.I.a.1	ICT Office Supplies	Finance and Administrative Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	237,734.40	237,734.40	-	For the procurement of consumables for Samsung MLT-D205L Printer - Black

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A.I.a.1	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	40,000.00	40,000.00	-	For the procurement of Filing Cabinet, Lateral, 4-drawers
A.I.a.1	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	36,000.00	36,000.00	-	For the procurement of Filing Cabinet, Vertical, 4-drawers
A.III.b.8	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	2,000.00	2,000.00	-	For the procurement of Bulletin Board / Cork Board - Wall Mounted
A.III.b.8	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	54,900.00	54,900.00	-	For the procurement of Filing Cabinet, Lateral, 3-drawers
A.III.b.8	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	26,100.00	26,100.00	-	For the procurement of Filing Cabinet, Vertical, 3-drawers
A.III.b.8	Furniture and Fixtures	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	2,000.00	2,000.00	-	For the procurement of White Board - Calendar
A.III.b.8	Communication Equipment	LRD - Registration Section	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	96,000.00	96,000.00	-	For the procurement of Portable Active Speaker System
A.III.b.6	Postage and Courier Services	Legal Division	NO	NP-53.9 Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	150,000.00	150,000.00	-	For the procurement of postage and courier services for the transmittal of official documents
A.III.a.4	Machinery (Capital Outlay)	LRD-Examination Section	NO	NP-53.9 - Small Value Procurement	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	1,020,000.00	-	1,020,000.00	For the procurement of Duplicating Machine
A.I.a.1	Motor Vehicle (Capital Outlay)	Finance and Administrative Division	NO	NP-53.5 Agency-to-Agency	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	GoP	2,784,000.00	-	2,784,000.00	For the procurement of Motor Vehicle (Passenger Van) through DBM Procurement Service Depot
A.III.a.4	Rents - Motor Vehicle	LRD-Examination Section	YES	Competitive Bidding	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	Fourth Quarter of FY 2025	GoP	6,540,000.00	6,540,000.00	-	For the procurement of Service Vehicle for the Conduct of Various Examination
A.I.a.1	Janitorial Services	Finance and Administrative Division	NO	Competitive Bidding	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	GoP	1,700,000.00	1,700,000.00	-	For the provision of Security Services
A.I.a.1	Security Services	Finance and Administrative Division	NO	Competitive Bidding	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	GoP	2,197,000.00	2,197,000.00	-	For the provision of Janitorial Services
A.I.a.1	Water Expenses	Finance and Administrative Division	NO	Competitive Bidding	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	First Quarter of FY 2026	GoP	1,173,000.00	1,173,000.00	-	For the provision of Drinking Water
A.III.b.8	Other General Services - Job Order	LRD - Registration Section	NO	Within FY 2026	Within FY 2026	Within FY 2026	Within FY 2026	2nd Quarter of FY 2025	GoP	3,269,000.00	3,269,000.00	-	For the provision of Job Orders
GRAND TOTAL										24,799,000.00	20,995,000.00	3,804,000.00	

Prepared by:

Certified Funds Available/Certified Appropriate Funds Available

Recommending Approval:

Approved by:

RBAC SECRETARIAT

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