

**PROFESSIONAL REGULATION COMMISSION  
REGIONAL OFFICE IV-B (MIMAROPA)**

**ANNUAL PROCUREMENT PLAN FOR FY 2025**

INDICATIVE   
  FINAL   
  UPDATED [Version No. 1]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
Fuel, Oil and Lubricants Expenses	FAD, LRD-Exam	Gasoline for Motor Vehicle	Shopping	No	-	N/A		GAA 2025 - Current Appropriations	110,000.00	-	-
ICT Office Supplies	FAD, LRD-Exam, Regulation Division, LRD-Registration	Procurement of consumables for existing printers - Brother Toner Cartridge TN 2480	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	195,675.00	-	Transferred budget allocation amounting Php18,925.00 to HP 215 A Blk LJ Toner Cart W2310A
ICT Office Supplies	FAD, LRD-Exam, Regulation Division, LRD-Registration	Procurement of consumables for existing printers - Drum Cartridge, Brother DR-2455, Black	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	63,346.40	-	Transferred budget allocation amounting Php8,160.66 to HP 215 A Cyan LJ Toner Cart W2310A, Php4,000.00 to HP consumables, Php8,492.94 to Provisions of Meals for Strengthening Professional Networks Capacity Building for APOs in MIMAROPA
ICT Office Supplies	LRD-Registration	Procurement of consumables for Epson L3210 Printer - Epson Ink 003 Black, Cyan, Magenta & Yellow	Shopping	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	12,930.00	-	-
ICT Office Supplies	LRD-Exam, LRD-Registration	Procurement of consumables - Toner HP Laserjet Print Cart, (76A) CF276A	NP 53.9 - Small Value Procurement	No	LCRB	07 2025	09 2025	GAA 2025 - Current Appropriations	115,050.00	-	Changed mode of procurement from Shopping to NP 53.9 - Small Value Procurement
ICT Office Supplies	FAD, LRD-Exam, Regulation Division	Procurement of consumables - 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	NP 53.9 - Small Value Procurement	No	-	04 2026	06 2026	GAA 2025 - Current Appropriations	101,600.00	-	Changed mode of procurement from Shopping to NP 53.9 - Small Value Procurement, Transferred budget allocation amounting to Php14,900.00 to HP consumables
ICT Office Supplies	FAD, LRD-Exam, Legal	Procurement of ink for Epson L6270 001 - Black, Cyan, Magenta and Yellow	NP 53.9 - Small Value Procurement	No	LCRB	07 2025	09 2025	GAA 2025 - Current Appropriations	31,600.00	-	Changed mode of procurement from Shopping to NP 53.9 - Small Value Procurement, transferred budget allocation amounting to Php1,700.00 to Epson consumables
ICT Office Supplies	FAD, Regulation Division, LRD-Registration	Procurement of consumables for existing printers - HP Toner 107A Black	NP 53.9 - Small Value Procurement	No	LCRB	1st Quarter		GAA 2025 - Current Appropriations	95,646.84	-	Transferred budget allocation amounting Php4,353.16 to HP 215 A Yellow LJ Toner Cart W2310A
ICT Office Supplies	FAD, LRD-Exam	Fujifilm Ddrum for MFP Apeos 2150 NDA and Fujifilm Toner Cartridge for MFP Apeos 2150 NDA	NP 53.9 - Small Value Procurement	No	LCRB	04 2025	06 2025	GAA 2025 - Current Appropriations	65,365.00	-	Transferred budget allocation amounting Php72,635.00 to Signature Pad
ICT Office Supplies	LRD-Exam	Epson L6270 Maintenance Box, C13T04D100	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	38,640.00	-	-
Information and Communication Technology Equipment	ICT	Laptop, Mid range	Public Bidding	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	5,775,000.00	-	-
Information and Communication Technology Equipment	ICT	Network Infrastructure (Structured-Cabling)	Public Bidding	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	1,037,500.00	-	-
Internet Subscription Expenses	ICT, LRD-Exam	Provision of Internet Subscription	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	228,000.00	-	-
Janitorial Services	FAD	Provision of Janitorial Services	Public Bidding/NP 53.9 - Small Value Procurement/Direct Acquisition	Yes	LCRB	11 2024	12 2024	GAA 2025 - Current Appropriations	1,600,046.21	-	Transferred budget allocation amounting to Php543,598.83 to procurement of meals, refreshments & expenses for the capacity building, gang chair, junior executive chair and Brother and HP consumables, allocation to meals and refreshments for the Inauguratio of CBLE Php39,000.00 and tokens Php9,500.00, Php81,800.00 to Appreciation Basket, food & venue for the conduct of the CY 2025 Year-end Gathering Program
Office Supplies Expenses		Procurement of consumables for RISO Machine (Riso Ink F II Type Black UA, Riso Master F II Type 70 A4)	Direct Contracting	No	-	07 2025	09 2025	GAA 2025 - Current Appropriations	133,820.00	-	-

Office Supplies Expenses	FAD, ICT, LRD-Exam, Legal, Regulation Division, LRD-Registration	Procurement of office supplies - Ballpen - Blue, 12 pc/box; Ballpen - Black, 12 pc/box; Bond Paper- A4 size, 70gsm; Bond Paper - Legal, 70gsm; Brown Envelope, long, 50pcs/ream; Clear Tape, 24mm; Electronic Ballast EB C228 TL5 28 watts; Face Mask; Fastener; Standard Plastic coated, 50 sets per box; Florescent Tube TL5 28 watts; Glass Cleaner, solution, 250-500ml, spray type; Glass Window Cleaner, extendable; Glue, multi-purpose; Looseleaf Cover; Rubber Band (small/big); Magazine File Box, large; Mophead, made of rayon; Plastic Wrap; Ribbon Cartridge, Epson 5015632 18.0m/59.0ft; Scissor, standard Size; Stamp Pad, Felt; Staple Wire; Tape Flags & UTP Cable, 300m, Heavy Duty; Extension Cord; File Case Organizer, enclosed, legal, plastic (for Board Cert)	Shopping	No	-	01 2026	12 2026	GAA 2025 - Current Appropriations	41,818.68	-	Transferred budget allocation amounting Php5,170.56 to HP 215 A Yellow LJ Toner Cart W2310A; Transferred budget allocation amounting Php 26,405.00 to Toner HP Laserjet Print Cart, (76A) CF276A
Office Supplies Expenses	Regulation Division, LRD-Registration Section	Dry Seal	Shopping	No	-	2nd Quarter		GAA 2025 - Current Appropriations	2,000.00	-	Transferred budget allocation amounting Php 2,000.00 to Toner HP Laserjet Print Cart, (76A) CF276A
Office Supplies Expenses	LRD-Exam, LRD-Registration	Procurement of office supplies - Corrugated Box, Corrugated Box w/ Cover, Down light/Drop light square 30x30	NP 53.9 - Small Value Procurement	No		2nd Quarter		GAA 2025 - Current Appropriations	27,891.00	-	-
Office Supplies Expenses	LRD-Registration	Procurement of consumables for Brother Printer T710 - Brother Ink Cartridge C, Brother Ink Cartridge K, Brother Ink Cartridge M and Brother Ink BT D60BK	Shopping	No	-	1st Quarter		GAA 2025 - Current Appropriations	7,500.00	-	Transferred budget allocation amounting Php 17,600.00 to Toner HP Laserjet Print Cart, (76A) CF276A
Other General Services-RMOOE & Others	FAD	Accommodation, meals, supplies and materials, and other related expenses for the conduct of various activities	NP 53.9 - Small Value Procurement/Direct Acquisition	No	LCRB	within the year		GAA 2025 - Current Appropriations	135,851.00	-	Transferred budget allocation amounting Php109,300.00 to Accommodation and meals for the conduct of 52nd PRC Founding Anniversary, 2025 Professional Regulation Week, and 1st Quarter Performance Statagic Plan,Php74,000 for Appreciation Basket for the conduct of the CY 2025 Year-end Gathering Program, Php849.00 to traveling xpenses
Other Supplies and Materials Expenses	LRD-Registration	Tarpulin (Palawan)	Shopping	No	-	within the year		GAA 2025 - Current Appropriations	2,700.00	-	
Other Supplies and Materials Expenses	LRD-Exam, Legal	Procurement of First Aid Kit, Trodat Stamp, Gavel Wood	NP 53.9 - Small Value Procurement	No	LCRB	2nd Quarter		GAA 2025 - Current Appropriations	7,944.00	-	
Semi-Expendable (Communication Equipment)	LRD-Exam	DSLr Camera	NP 53.9 - Small Value Procurement	No	LCRB	04 2025	06 2025	GAA 2025 - Current Appropriations	39,499.00	-	
Postage and Courier Services	FAD, LRD-Exam	For regular transmittal of documents to other Regional Office	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	100,000.00	-	
Rents - Building and Structures (Office)	FAD	Lease of Office Space for Regional Office in Quezon City	NP-53.10 Lease of Real Property and Venue	No	LCRB	07 2025	09 2025	GAA 2025 - Current Appropriations	219,262.41	-	Transferred budget allocation amounting Php107,275.00 to Gang Chair (4 Seater); Transferred budget allocation amounting Php58,462.59 to Curtain Roller Blinds (Set)
Rents - Building and Structures (School Rental)	LRD-Exam	Rents - Buildings and Structures (School Rental)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	7,788.93	-	Transferred budget allocation amounting Php30,211.07 to Transportation and Delivery of Beds and Mobile Pedestals to PRC Testing Center, Palawan
Repairs and Maintenance - ICT SE	LRD-Exam	Repairs and Maintenance - ICT SE	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	6,000.00	-	
Repairs and Maintenance - Motor Vehicles (CO)	FAD, LRD-Exam	Repairs and Maintenance - Motor Vehicles (CO)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	50,000.00	-	
Repairs and Maintenance - Office Equipment (CO)	LRD-Exam	Labor, Supplies, and Materials for the Repairs and Maintenance of Office Equipment (CO)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	20,000.00	-	
Repairs and Maintenance - Office Equipment (SE)	LRD-Exam	Repairs and Maintenance - Office Equipment (SE)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	3,000.00	-	
Representation Expenses	FAD	Meals for ISO Surveillance Audit, Meals, supplies and materials, and other related expenses for the conduct of various Gender and Development Activities	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	48,804.33	-	Transferred budget allocation amounting Php18,666.80 to Representation Expenses - Procurement of VAWC Advocacy Polo Shirt, Php52,528.87 to Appreciation Basket for the conduct of the CY 2025 Year-end Gathering Program
Security Services	FAD	Provision of Security Services	Public Bidding	Yes	LCRB	December 16, 2024		GAA 2025 - Current Appropriations	1,415,115.96	-	
Semi-Expendable (Communication Equipment)	Legal	Digital Voice Memo Recorder	Shopping	No	-	01 2026	03 2026	GAA 2025 - Current Appropriations	6,000.00	-	
Semi-Expendable (Furniture and Fixtures)	FAD	Procurement of white board/cork board	Shopping	No	-	04 2026	06 2026	GAA 2025 - Current Appropriations	1,900.00	-	
Semi-Expendable (Furniture and Fixtures)	Legal	Procurement Cabinet, Filing Steel, Lateral 4 Drawers	NP 53.9 - Small Value Procurement	No		04 2026	06 2026	GAA 2025 - Current Appropriations	14,000.00	-	
Semi-Expendable (ICT Equipment)	FAD	Procurement of Digital Voice Recorder 4GB	Shopping	No	-	01 2026	03 2026	GAA 2025 - Current Appropriations	5,999.00	-	
Training Expenses	Regulation Division	Meals, supplies and materials, and other related expenses for the conduct of various training and orientation series	NP 53.9 - Small Value Procurement	No	LCRB	01 2026	12 2026	GAA 2025 - Current Appropriations	14,692.94	-	Transferred budget allocation amounting Php2,307.06 to Provisions of Meals for Strengthening Professional Networks Capacity Building for APOs in MIMAROPA
Training Expenses	FAD	Registration Fee for Training	NP 53.5 - Agency-to-Agency	No	LCRB	01 2026	12 2026	GAA 2025 - Current Appropriations	20,000.00	-	
Purified Drinking Water	FAD, LRD-Exam, LRD-Registration	Provision of drinking water	NP 53.9 - Small Value Procurement	No	LCRB	01 2026	12 2026	GAA 2025 - Current Appropriations	17,892.00	-	
Semi-Expendable (ICT Equipment)	ICT	Branded Desktop Computer with latest Professional 64-bit Operating System	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	499,990.00	-	
Semi-Expendable (ICT Equipment)	ICT	Coloured Printer (Multi-Function)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	138,000.00	-	

Semi-Expendable (ICT Equipment)	ICT	Monochrome Printer (Multi-Function)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	108,000.00	-	
Information and Communication Technology Equipment	ICT	Mid-Range Laptop Computer with latest Professional 64 bit Operating System	Public Bidding	No	LCRB	01 2025	03 2025	GAA 2025 - Current Appropriations	592,305.00	-	
Signature Pad	LRD-Exam	Procurement of Signature Pad	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	72,635.00	-	
Accommodation and meals for the conduct of 52nd PRC Founding Anniversary, 2025 Professional Regulation Week, and 1st Quarter Performance Statagic Plan	FAD	Accommodation and meals for the conduct of 52nd PRC Founding Anniversary, 2025 Professional Regulation Week, and 1st Quarter Performance Statagic Plan	Agency-to-Agency	No	-	10 2025	12 2025	GAA 2025 - Current Appropriations	109,300.00	-	
Representation Expenses	FAD	Procurement of VAWC Advocacy Polo Shirt	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	18,666.80	-	
Gang Chair (4 Seater)	FAD,LRD-Exam	Gang Chair (4 Seater)	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	291,175.00	-	
Curtain Roller Blinds (Set)	LRD-Exam	Curtain Roller Blinds (Set)	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	58,462.59	-	
Junior Executive Chair	FAD	Junior Executive Chair	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	131,799.96		
Procurement of Meals and Refreshments for the capacity building on How My Personal Values Shape My Work Ethics and Relationships	FAD	Procurement of Meals and Refreshments for the capacity building on How My Personal Values Shape My Work Ethics and Relationships	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	50,000.00		
Supply and Delivery of Various Printer Consumbles (Lot 1 to 4)	FAD, LRD-Exam, LRD-Registration	Supply and Delivery of Various Printer Consumbles (Lot 1 to 4)	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	503,521.24		
Procurement of Tokens for the Inauguration Ceremony of CBLE	FAD	Procurement of Tokens for the Inauguration Ceremony of CBLE	Direct Contracting	No	-	10 2025	12 2025	GAA 2025 - Current Appropriations	9,500.00		Changed mode of procurement from NP 53.9 - Small Value Procurement to Direct Contracting
Procurement of Meals and Refreshments for the Inauguration of CBLE in Palawan	FAD	Procurement of Meals and Refreshments for the Inauguration of CBLE in Palawan	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	39,000.00		
Transportation and Delivery of Beds and Mobile Pedestals to PRC Testing Center, Palawan	LRD-Exam	Transportation and Delivery of Beds and Mobile Pedestals to PRC Testing Center, Palawan	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	30,211.07		
Appreciation Basket for the conduct of the CY 2025 Year-end Gathering Program	FAD	Appreciation Basket for the conduct of the CY 2025 Year-end Gathering Program	Direct Acquisition	-	-	10 2025	12 2025	GAA 2025 - Current Appropriations	81,000.00		
Provision of Food with venue for the conduct of CY 2025 year-end gathering Program	FAD	Provision of Food with venue for the conduct of CY 2025 year-end gathering Program	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2025 - Current Appropriations	56,100.00		
Provision of Food and materials for the conduct of CY 2025 Year-end gathering Program	FAD	Provision of Food and materials for the conduct of CY 2025 Year-end gathering Program	Direct Acquisition	-	-	10 2025	12 2025	GAA 2025 - Current Appropriations	18,700.00		
Provisions of Meals for Strengthening Professional Networks Capacity Building for APOs in MIMAROPA	REGULATION DIVISION	Provisions of Meals for Strengthening Professional Networks Capacity Building for APOs in MIMAROPA	Direct Acquisition	-	-	10 2025	12 2025	GAA 2025 - Current Appropriations	10,800.00		
Other Professional Services	FAD	Engagement of a Certifying body for a Third-Party Audit Certification under ISO 9001:2005 Quality Management System	Public Bidding	No	LCRB	10 2025	12 2025	GAA 2024 - Continuing Appropriations	76,487.00		
Representation Expenses	LRD-Exam	Meals and Refreshments for the Inauguration of Calapan Service Center (Change in procurement mode)	Shopping 52.1 (b)	No	-	10 2025	12 2025	GAA 2024 - Continuing Appropriations	30,000.00		
Representation Expenses	LRD-Exam	Tokens for the Inauguration of Calapan Service Center (Change in mode of procurement)	Shopping 52.1 (b)	No	-	10 2025	12 2025	GAA 2024 - Continuing Appropriations	7,500.00		
Other General Services-RMOOE & Others	LRD-Exam	Accommodations, supplies and materials, and other related expenses for the Inauguration of Calapan Service Center	Shopping 52.1 (b)	No	-	10 2025	12 2025	GAA 2024 - Continuing Appropriations	23,000.00		
Transportation and Delivery Expenses	LRD-Exam	Provision for transportation and delivery of Heavy Duty Shredding Machines	NP 53.9 - Small Value Procurement	No	LCRB	10 2025	12 2025	GAA 2024 - Continuing Appropriations	100,000.00		
Lease of Office Space for the conduct of Computer-Based Licensure Examination	LRD-Exam	Lease of Office space for CBLE in Puerto Princesa City, Palawan from July 2025 to June 2028 (MYCA)-RMB-P-25-0000431	NP 53.10 - Lease of Real Property or Venue	No	LCRB	10 2025	12 2025	GAA 2024 - Continuing Appropriations	1,510,000.00		
Other Professional Services	FAD	Engagement of a Certifying body for a Third-Party Audit Certification under ISO 9001:2005 Quality Management System	Public Bidding	No	LCRB	10 2025	12 2025	GAA 2024 - Continuing Appropriations	76,487.00		
Rents - Building and Structures (School Rental)	LRD-Exam	Rents - Buildings and Structures (School Rental)	NP 53.9 - Small Value Procurement	No	LCRB	01 2025	12 2025	GAA 2025 - Current Appropriations	297,679.61	-	Transferred from Central Office with sub-aro number PRC-CO-2025-09-075 Transferred budget allocation to Traveling Expenses - Local for the conduct of Les (55,132.04), Gang Chair (4 seater) (107,275.00) and Curtain Roller Blinds (Set) (58,462.59)
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
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<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Supply & Delivery of Various Common Office Supplies and Equipment	FAD, LRD-Exam, Legal, Regulation Division,LRD-Reg	Procurement of Common-Used Supplies and Equipments with PS-DBM - (Goods)	Agency-to-Agency (RA 12009, Sec. 35.5.2.c)	No	-	01 2025	12 2025	GAA 2025 - Current Appropriations	557,592.02	-	Transferred budget allocation amounting Php8,492.94 to Brother DR-2455, Drum; Transferred budget allocation amounting Php 19,045 to Toner HP Laserjet Print Cart, (76A) CF276A; Transferred budget allocation amounting Php 12,738.00 to Travelling Expenses - Local for MS

**Total Amount of Estimated Budget for EPA Projects: 3,015,162.17**  
**Total Amount of CSEs to be purchased from PS-DBM: 557,592.02**  
**Total Amount of Estimated Budget: 16,462,519.36**

Prepared by:

**Recommended by:**  
By the Authority of the Bids and Awards Committee:

**Approved by:**

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LIEZEL F. CASTILLO

Supervising PRO

*Bids and Awards Committee Secretariat*

Date : January 31, 2026

  
MAYROSE L. QUEZON

Chief Professional Regulations Officer

*Bids and Awards Committee Chairperson*

Date : January 31, 2026

  
REYNALDO D. AGCAOILI

Regional Director

*Head of the Procuring Entity*

Date : January 31, 2026