

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

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR 2019 - NON-CSE

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)	Remarks (Explaining changes from the APP)
				Advertisement/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
REGIONAL OFFICE PROCUREMENT													
A.I.a.1	Semi-expendable Books	GASS	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	5,160.00	5,160.00	-	Procurement of printed publications and other reading materials	-
A.I.a.1, A.III.a, A.III.b.1-5, A.III.c.1	Semi-expendable Furniture and Fixtures ¹	All Divisions	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	769,700.00	769,700.00	-	Bookshelves, filing cabinet (3- and 4-drawer), keyholder, lockers, sofa, table and wardrobe plastic cabinet	-
A.I.a.1, A.III.a	Consumer Electronics ²	GASS, Licensure and Reg Division	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	87,000.00	87,000.00	-	Cellphone and television units	-
A.I.a.1, A.III.a, A.III.b.1-5, A.III.c.1	Semi-expendable Office Equipment ³	All Divisions	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	39,000.00	39,000.00	-	Monochrome printers	-
A.I.a.1	Printing Services	GASS	NP-53.9 - Small Value Procurement	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	20,000.00	20,000.00	-	Printing of PRC stationery envelope	-
A.I.a.1	Repair and Maintenance - Office Equipment	GASS	NP-53.9 - Small Value Procurement	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	40,500.00	40,500.00	-	Repair and maintenance of various printing equipment	-
A.I.a.1	Training Materials and Services ⁴	GASS	NP-53.9 - Small Value Procurement	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	41,400.00	41,400.00	-	Physical Fitness Program	-

¹ Bookshelf for reference materials per ISO Sage 1 Audit recommendation; Replacement for 1990+ acquired steel filing cabinets which are rusty and not safe for use by various divisions; Locks not functional which does not comply with safekeeping of important records and documents; Replacement for fabricated open wooden racks; For safekeeping of exposed documents; multi-purpose top for printers and scanners; Two (2) units for storage of tools, petty carpentry and maintenance supplies (nails, screws, bolt and nuts with washer) and other Finance and Admin stuff; One (1) unit for Confidential Printing Room personnel during conduct of exam for personal belongings; One (1) unit for security files/logbooks and security personnel stuff; For various divisions as storage/cabinets for personal belongings (rain boots, slippers, personal files) which shall not be displayed in the office work area especially frontline processors; For janitorial supplies and equipment of utility workers - third and fifth floors; Reception area for visitors and double purpose for office library per ISO Stage 1 Audit recommendation on the availability of reference materials; For Chiefs/Heads of various divisions/sections; Non-rusting cabinet to organize janitorial supplies and equipment used at third and fifth floors;

² Communication equipment for use by Application and Examination Sections; Communication lines to examination applicants and personnel; TV sets for queuing and viewing of schedules to be installed at staff lounge, Conference Room and Finance and Administrative Division;

³ Portable printers for offsite processing, and converted counter tables during peak of transactions;

⁴ Physical fitness program for Regional Office employees pursuant to the adoption and implementation of the Great Filipino Workout; Paraphernalia for DOLE-RCC and inter-agency tournaments

Prepared by:

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Funds Availability Certified by:

JOVIE CHRISTIE T. ANONGOS
Accountant III

PHILIP JAY B. PAY-OEN
Administrative Officer V

Recommending Approval:
Regional Bids and Awards Committee

JEFFREY P. REMIENDO
Member

WAYNE B. CRISPIN
Vice Chairman

ATTY. CRESENTE B. LUMEREZ, JR.
Chairman

(on leave)
CHARITO A. MARQUEZ
Member

ATTY. HANNAH B. BAYENG
Member

Approved by:

JUANITA L. DOMOGEN
Officer-in-Charge

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REGIONAL OFFICE PROCUREMENT													
A.I.a.1	Semi-expendable Furniture and Fixtures ¹	GASS	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	14,500.00	14,500.00	-	Safe vault for offsite back-up storage	-
A.I.a.1	Semi-expendable Office Equipment ²	GASS	Shopping	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	20,000.00	20,000.00	-	Air cooling machine good for small-spaced room of IT Server and Stock Rooms	-
A.I.a.1	Training Materials and Services ³	GASS	NP-53.9 - Small Value Procurement	Within last quarter	Within last quarter	Within last quarter	Within last quarter	GoP	22,950.00	22,950.00	-	GAD campaign materials - T-shirt and canvass bags	-

¹ For offsite back-up storage at a partner agency;

² For IT Server Room and stock room; Maintenance of ideal temperature level due to lack of ventilation;

³ Regional GAD campaign against violence - supplies and materials for information dissemination and awareness program

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JOVIE CHRISTIE T. ANONGOS
Accountant III

Appropriate Funds Available:

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REGIONAL OFFICE PROCUREMENT													
A.I.a.1	Evaporative Air Cooling Machine	GASS	NP-53.9 - Small Value Procurement	Within first semester	Within first semester	Within second semester	Within second semester	GoP	65,000.00	-	65,000.00	For third and fifth floors office lobbies;	

**Note: Transfer of fund from PRC Central Office Procurement and Supply Division*

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Member, RBAC Secretariat

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