



Department of Budget and Management-National Capital Region Annual Procurement Plan for FY 2018


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)
				Advertisement/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
SUPPLIES AND MATERIALS EXPENSES												
100010001	Office Supplies and Other Supplies & Materials Expenses	FAD, Technical Divisions A,B and C	Procurement Service, Shopping, Small Value Procurement	Within the FY 2018				GoP	802,000.00	802,000.00		Inclusive of Semi-Expendable Property, Plant and Equipment
	Petroleum Oil and Lubricant Expenses								150,000.00	150,000.00		
MACHINERY AND EQUIPMENT												
100010001	Communication Equipment	FAD, Technical Divisions A,B and C	Small Value Procurement	Within the FY 2018				GoP	320,000.00		320,000.00	Purchase of various communication equipment such as but not limited to two LED televisions, projector and intercom system. Subject to the approval of the realignment of funds.
100010001	ICT Equipment								210,000.00		210,000.00	Purchase of various IT equipment such as but not limited to two big heavy duty printers. Subject to the approval of the realignment of funds.
FURNITURE AND FIXTURE												
100010001	Furniture and Fixtures	FAD, Technical Divisions A,B and C	Small Value Procurement	Within the FY 2018				GoP	180,000.00		180,000.00	Purchase of various furniture and fixtures such as but not limited to sofa set and sofas for receiving and waiting areas. Subject to the approval of the realignment of funds.
UTILITY EXPENSES												
100010001	Water Expenses	FAD, Technical Divisions A,B and C	Direct Contracting, Small Value Procurement	Within the FY 2018				GoP	62,000.00	62,000.00		Inclusive of Drinking Water.
	Electricity Expenses								780,000.00	780,000.00		
COMMUNICATION EXPENSES												
100010001	Postage and Courier Services	FAD, Technical Divisions A,B and C	Shopping, Small Value Procurement	Within the FY 2018				GoP	40,000.00	40,000.00		
	Telephone Expenses											
	Mobile								87,000.00	87,000.00		
	Landline								96,000.00	96,000.00		
	Internet Expenses			50,000.00	50,000.00							
PROFESSIONAL SERVICES												
100010001	Other Professional Services	FAD, Technical Divisions A,B and C	Direct Contracting	Within the FY 2018				GoP	36,000.00	36,000.00		
GENERAL SERVICES												
100010001	Janitorial Services	FAD, Technical Divisions A,B and C	Direct Contracting, Shopping, Small Value Procurement	Within the FY 2018				GoP	576,000.00	576,000.00		Janitorial and Security Services procured on FY 2017 are effective until December 31, 2018
100010001	Security Services								984,000.00	984,000.00		
100010001	Other General Services								40,000.00	40,000.00		
REPAIRS AND MAINTENANCE												
100010001	Machinery and Equipment	FAD, Technical Divisions A,B and C	Shopping, Small Value Procurement	Within the FY 2018				GoP				Inclusive of Aircon Maintenance
	Office Equipment								170,000.00	170,000.00		
	Transportation Equipment								80,000.00	80,000.00		
TAXES, INSURANCE PREMIUMS AND OTHER FEES												
100010001	Taxes, Duties and Licenses	FAD, Technical Divisions A,B and C	Direct Contracting	Within the FY 2018				GoP	11,000.00	11,000.00		
	Fidelity Bond Premiums								60,000.00	60,000.00		
	Insurance Expenses								70,000.00	70,000.00		Inclusive of Building and Transportation Equipment Insurances
OTHER MAINTENANCE AND OPERATING EXPENSES												
100010001	Advertising Expenses	FAD, Technical Divisions A,B and C	Direct Contracting, Shopping, Small Value Procurement	Within the FY 2018				GoP	10,000.00	10,000.00		
	Printing and Publication Expenses								10,000.00	10,000.00		
	Representation Expenses								289,000.00	289,000.00		
	Rent/Lease Expenses											
	Rents - Building and Structures								1,427,000.00	1,427,000.00		
	Rents - Equipment								85,000.00	85,000.00		
	Subscription Expenses								10,000.00	10,000.00		Inclusive of Newspaper Subscription.
	Other Maintenance & Other Operating Expenses								70,000.00	70,000.00		

Recommending Approval:


M. A. BERBIE
Member


MIGUEL J. GLORIA
Member


CARMENCITA S. MARASIGAN
Vice-Chairperson


LUCENA M. LEDESMA
Chairperson

Approved by:


JOSEPH CUCERO M. SY
OIC-Director IV