

Department of Budget and Management - Regional Office for Cordillera Administrative 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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Operating Expenses												
A. Training and Scholarship Expenses									761,500.00	751,500.00		
A 1	Conduct of One (1) Day Forum on Budget Execution and Fund Release Guidelines for NGAs	Technical Division B	Negotiated Procurement - Lease of Venue	January	January	January	January	FY 2018 GAA	56,000.00	56,000.00		Lease of venue including snacks (2) and meals (1) for 140 pax @ ₱400.00 per head/day
A 2	Conduct of One (1) Day Budget Forum for LGUs Batch 1	Technical Division A	Negotiated Procurement - Lease of Venue	June	June	June	June	FY 2018 GAA	70,000.00	70,000.00		Lease of venue including meals for 175 pax @ ₱400.00 per head/day
A 3	Conduct of One (1) Day Budget Forum for LGUs Batch 2	Technical Division A	Negotiated Procurement - Lease of Venue	June	June	June	June	FY 2018 GAA	70,000.00	70,000.00		Lease of venue including meals for 175 pax @ ₱400.00 per head/day
A 4	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - TESDA	Technical Division A	Negotiated Procurement - Small Value Procurement	May	May	May	May	FY 2018 GAA	10,000.00	10,000.00		Snacks (1) and meals (1) for 40 pax @ ₱250.00 per head
A 5	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DEPED	Technical Division A	Negotiated Procurement - Lease of Venue	May	May	May	May	FY 2018 GAA	12,500.00	12,500.00		Snacks (1) and meals (1) for 50 pax @ ₱250.00 per head
A 6	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - SUC and CHED	Technical Division B	Negotiated Procurement - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	FY 2018 GAA	10,500.00	10,500.00		Snacks (1) and meals (1) for 42 pax @ ₱250.00 per head
A 7	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DOH	Technical Division C	Negotiated Procurement - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	FY 2018 GAA	7,500.00	7,500.00		Snacks (1) and meals (1) for 30 pax @ ₱250.00 per head
A 8	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DPWH	Technical Division C	Negotiated Procurement - Lease of Venue	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	FY 2018 GAA	15,000.00	15,000.00		Snacks (1) and meals (1) for 60 pax @ ₱250.00 per head
A 9	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - TESDA	Technical Division A	Negotiated Procurement - Small Value Procurement	August	August	August	August	FY 2018 GAA	10,000.00	10,000.00		Snacks (1) and meals (1) for 40 pax @ ₱250.00 per head
A 10	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DEPED	Technical Division A	Negotiated Procurement - Lease of Venue	August	August	August	3rd Quarter	FY 2018 GAA	12,500.00	12,500.00		Snacks (1) and meals (1) for 50 pax @ ₱250.00 per head
A 11	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - SUC and CHED	Technical Division B	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	FY 2018 GAA	10,500.00	10,500.00		Snacks (1) and meals (1) for 42 pax @ ₱250.00 per head
A 12	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DOH	Technical Division C	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	FY 2018 GAA	7,500.00	7,500.00		Snacks (1) and meals (1) for 30 pax @ ₱250.00 per head
A 13	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DPWH	Technical Division C	Negotiated Procurement - Lease of Venue	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	FY 2018 GAA	15,000.00	15,000.00		Snacks (1) and meals (1) for 60 pax @ ₱250.00 per head
A 14	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - TESDA	Technical Division A	Negotiated Procurement - Small Value Procurement	November	November	November	November	FY 2018 GAA	14,000.00	14,000.00		Snacks (1) and meals (1) for 40 pax @ ₱250.00 per head
A 15	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DEPED	Technical Division A	Negotiated Procurement - Lease of Venue	November	November	November	November	FY 2018 GAA	10,000.00	10,000.00		Lease of venue including meals for 50 pax, one (1) day @ ₱500.00 per head/day
A 16	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - SUC and CHED	Technical Division B	Negotiated Procurement - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	FY 2018 GAA	20,000.00	20,000.00		Snacks (1) and meals (1) for 77 pax (6 meetings with 12-17 participants per meeting). Venue: DBM CAR Office
A 17	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DOH	Technical Division C	Negotiated Procurement - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	FY 2018 GAA	7,500.00	7,500.00		Snacks (1) and meals (1) for 30 pax @ ₱250.00 per head
A 18	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DPWH	Technical Division C	Negotiated Procurement - Lease of Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	FY 2018 GAA	15,000.00	15,000.00		Snacks (1) and meals (1) for 60 pax @ ₱250.00 per head
A 19	Conduct of CY 2018 Team-Building Activities	FAD	Negotiated Procurement - Lease of Venue	To be determined by the BAC				FY 2018 GAA	108,000.00	108,000.00		₱2,000.00/pax/2 days, 27 DBM Officials and Staff
A 20	Conduct regular in-house GAD-related trainings/briefings for all personnel	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	FY 2018 GAA	54,000.00	54,000.00		₱2,000.00/pax/day, 27 DBM Officials and Staff Meals and accommodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses (venue, materials, transportation, communication, other supplies)

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A.21	Conduct of year-end assessment on the implementation of the GAD Plan and Workshop on the Preparation of the Proposed Annual GPB for the ensuing budget year	FAD	Negotiated Procurement - Lease of Venue	To be determined by the BAC				FY 2018 GAA	54,000.00	54,000.00		₱2,000.00/pax/day; 27 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.22	Conduct of Three (3) Day Year-End Assessment for CY 2018	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	December	December	December	December	FY 2018 GAA	162,000.00	162,000.00		₱2,000.00/pax/3 days; 27 DBM Officials and Staff
B. Supplies and Materials Expenses								457,975.74	457,975.74			
B.1 Office Supplies Expense								399,975.74	399,975.74			
B.1.1	Common Use Office Supplies, 1st Quarter (Regionwide)	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	FY 2018 GAA	102,812.52	102,812.52		Various regular office supplies per PS Price Catalogue
B.1.2	Common Use Office Supplies, 2nd Quarter	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	to be determined by Procuring Unit depending on inventory levels (re-order point)				FY 2018 GAA	52,988.81	52,988.81		Various regular office supplies per PS Price Catalogue
B.1.3	Common Use Office Supplies, 3rd Quarter	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	FY 2018 GAA	96,698.76	96,698.76		Various regular office supplies per PS Price Catalogue
B.1.4	Common Use Office Supplies, 4th Quarter	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	to be determined by Procuring Unit depending on inventory levels (re-order point)				FY 2018 GAA	34,406.82	34,406.82		Various regular office supplies per PS Price Catalogue
B.1.5	Common Use Office Supplies (Not available with PS)	FAD/ Technical Divisions A,B and C	Shopping (b)	March	March	March	March	FY 2018 GAA	31,288.83	31,288.83		Various office supplies (see Annex B).
B.1.6	Toner for Kyocera FS-C5150DN, TK584K	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2018 GAA	14,700.00	14,700.00		Color: Black (3500 pages)

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B.1.7	Toner for Kyocera FS-C5150DN, TK584C	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2018 GAA	10,500.00	10,500.00		Color: Cyan (2800 pages)
B.1.8	Toner for Kyocera FS-C5150DN, TK584M	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2018 GAA	10,500.00	10,500.00		Color: Magenta (2800 pages)
B.1.9	Toner for Kyocera FS-C5150DN, TK584Y	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2018 GAA	10,500.00	10,500.00		Color: Yellow (2800 pages)
B.1.10	Risograph Ink, CZ Black - 4 pcs	FAD	Direct Contracting	February	February	February	February	FY 2018 GAA	5,340.00	5,340.00		Color: Black, 800ml
B.1.11	Risograph Master Roll - 3 rolls	FAD	Direct Contracting	February	February	February	February	FY 2018 GAA	8,340.00	8,340.00		
B.1.12	Toner Cartridge (Toner TN 118)	FAD	Direct Contracting	March	March	March	March	FY 2018 GAA	12,500.00	12,500.00		Color: Black (12000 pages)
B.1.13	Rubber Stamp	FAD	Negotiated Procurement - Small Value Procurement	January	January	January	January	FY 2018 GAA	5,000.00	5,000.00		For Division Chiefs (4 pieces)
B.1.14	Procurement of 20 reams of Coloured Copy Paper - Yellow for DBM uploaded transactions	FAD	Shopping (b)	March	March	March	March	FY 2018 GAA	4,400.00	4,400.00		For acknowledgement receipts to be attached to transactions uploaded in the Document Management System (DMS) of the Office.
B.2	Other Office Supplies								58,000.00	58,000.00		
B.2.1	Procurement of Seven (7) Units UPS (Minimum Power Capacity: 325 Watts/ 625V A)	FAD/ Technical Divisions A, B and C	Negotiated Procurement - Small Value Procurement	January	January	January	January	FY 2018 GAA	30,000.00	30,000.00		
B.2.2	Procurement of Four (4) Sets CPU Stand/ Holder	FAD/ Technical Divisions A, B and C	Negotiated Procurement - Small Value Procurement	January	January	January	January	FY 2018 GAA	2,000.00	2,000.00		
B.2.3	Procurement of One (1) Unit LCD Monitor	FAD	Negotiated Procurement - Small Value Procurement	January	January	January	January	FY 2018 GAA	7,000.00	7,000.00		21.5" LED Monitor
B.2.4	Supply, Delivery and Installation of Glass-framed Bulletin Board	FAD	Negotiated Procurement - Small Value Procurement	January	January	January	January	FY 2018 GAA	14,000.00	14,000.00		Size: 10ft (W) x 3ft (H) x 4 inch (T), with 1inch cork and fabric backing; with lock and keys
B.2.5	Refill of Eight (8) 10 lbs Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	June	June	June	June	FY 2018 GAA	5,000.00	5,000.00		
C.	General Services								969,000.00	969,000.00		
C.1	Janitorial Services	FAD/ Technical Divisions A, B and C	Negotiated Procurement - Small Value Procurement	December 2017	December 2017	December 2017	December 2017	FY 2018 GAA	273,000.00	273,000.00		Provision of two (2) janitorial staff per approved technical specifications.
C.2	Security Services	FAD/ Technical Divisions A, B and C	Negotiated Procurement - Small Value Procurement	December 2017	December 2017	December 2017	December 2017	FY 2018 GAA	696,000.00	696,000.00		Provision of five (5) security personnel per approved technical specifications.
D.	Repairs and Maintenance								100,000.00	100,000.00		
D.2	Machinery and Equipment								10,000.00	10,000.00		
D.2.1	Conduct of Change Oil and Filter - Generator Set (125KVA)	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2018 GAA	10,000.00	10,000.00		Oil filter, fuel filter, 15W Multi Grade Oil, Labor.
D.3	Transportation Equipment								90,000.00	90,000.00		
D.3.1	Regular maintenance and check-up for Toyota Hi Ace Grandia, SLA 965	FAD	Direct Contracting	To be determined by the BAC				FY 2018 GAA	30,000.00	30,000.00		Change oil, other lubricants & maintenance check-up.
D.3.2	Regular maintenance and check-up for Toyota Innova, SAA 3746	FAD	Direct Contracting	To be determined by the BAC				FY 2018 GAA	30,000.00	30,000.00		Change oil, other lubricants & maintenance check-up.
D.3.3	Repair/Maintenance of Isuzu Sportivo with Plate No. LMC 791	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2018 GAA	30,000.00	30,000.00		Specifications of the necessary repairs to be determined after evaluation of repair shop
E.	Other Maintenance and Operating Expenses								193,155.00	193,155.00		

