

**DBM RO12 Annual Procurement Plan FY 2018**

Department/Bureau/Office: **DEPARTMENT OF BUDGET AND MANAGEMENT**

Region: **XII**

Address: **BARANGAY MORALES, KORONADAL CITY**

GPPB Form 02 / Rev. 0

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Ads/Post of IAFB	Sub/Open of Bids	Notice of Award	Contract Signing (PO)	Source of Funds	Approved Budget (PhP)			Remarks (brief description of Program/Project)	
									Total	MOOE	CO		
<b>Supplies and Materials Expenses</b>	Office Supplies Expense	FAD.& Technical Division FAD.	Agency to Agency Procurement (PS) Small Value Procurement				Quarterly	2018 GAA	1,599,586.45	1,599,586.45		See attached APP-CSE (To be procured from PS)	
	Other Supplies & Materials Expense												
	Petroleum, Oil and Lubricant Expenses	FAD.	Small Value Procurement					Quarterly	2018 GAA	45,000.00	45,000.00		For GenSet Fuel (vehicle c/o CO Fleet Card)
<b>Travelling Expenses</b>	Plane Tickets	FAD.& Technical Division	Small Value Procurement				Jan- Dec	2018 GAA	1,000,000.00	1,000,000.00			
<b>Communication Expenses</b>	Postage & Courier Services	FAD	Agency to Agency & SVP				Monthly	2018 GAA	135,000.00	135,000.00		Agency to Agency for PhilPost and SVP for express couriers	
	Telephone Expenses Mobile	FAD	Small Value Procurement				January	2018 GAA	134,000.00	134,000.00			
<b>General Services</b>	Jantorial Services	FAD	Public Bidding	13-Jan-18	22-Jan-18	06-Feb-18	09-Feb-18	2018 GAA	843,000.00	843,000.00		8 utility workers	
	Security Services	FAD	Public Bidding	13-Jan-18	22-Jan-18	06-Feb-18	09-Feb-18	2018 GAA	480,000.00	480,000.00		3 Guards on an 8-hour shift	
	Other General Services		Small Value Procurement					2018 GAA	167,000.00	167,000.00		Foreseeable emergencies	
<b>Repair and Maintenance</b>	<b>Buildings (Including fixtures)</b>												
	Repair & Repainting of ARD Comfort Room	FAD	Small Value Procurement				January	2018 GAA	35,000.00	35,000.00		Flooring Tiles & Bowl, plumbing	
	Plumbing works for Ground level Comfort Rooms	FAD	Small Value Procurement				February	2018 GAA	10,000.00	10,000.00			
	Plumbing works Guest House Comfort Rooms		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00			
	Repair of Glass Door - FAD & Ground lobby		Small Value Procurement				January	2018 GAA	15,000.00	15,000.00			
	Repair of Acoustic Board		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00			
	Electrical Rewiring		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00			
	<b>Machinery &amp; Equipment</b>												
	Monthly Cleaning and/or maintenance of 25 units Airconditioner	FAD	Small Value Procurement				Monthly	2018 GAA	24,000.00	24,000.00			
	Repair of Network Printers and Photocopiers		Small Value Procurement				April	2018 GAA	21,000.00	21,000.00			
	Repair & Maintenance of GenSet		Small Value Procurement				April	2018 GAA	10,000.00	10,000.00			
	Replacement of Battery for the back up power of IT Equipment		Small Value Procurement				March	2018 GAA	12,000.00	12,000.00			
	<b>Transportation Equipment</b>												
	Tire 285 / 70 R-16	FAD	Small Value Procurement					2018 GAA	44,000.00	44,000.00			4 units of tire
	General Check-up and Repair of the DBM vehicle (Strada Pick Up) with plate number (NFO394)	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00			
Performance kms PMS Check Up, Change oil.													
General Check-up and Repair of the DBM new vehicle (Ford Ranger) with temporary plate number performance kms PMS Check Up, Change oil.	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00				
General Check-up and Repair of the DBM vehicle (Toyota Commuter Van) with plate number (SKE378) Performance kms PMS Check Up, Change oil.	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00				

*Pages 8* *[Signature]* *[Signature]* *[Signature]* *[Signature]*

*[Signature]*

**DBM RO12 Annual Procurement Plan FY 2018**

Department/Bureau/Office: **DEPARTMENT OF BUDGET AND MANAGEMENT**

Region: **XII**

Address: **BARANGAY MORALES, KORONADAL CITY**

GPPB Form 02 / Rev. 0

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing (PO)	Source of Funds	Approved Budget (Php)			Remarks (brief description of Program/Project)
									Total	MOOE	CO	
<b>Other Maintenance and Operating Expenses</b>												
<b>Representation Expenses</b>												
	Venue and Catering Services for the following: FY 2019 Budget Forum FY 2019 Budget Forum for LGUs Quarterly Management Review	FAD	Small Value Procurement					2018 GAA				
	Monthly Staff Meeting						January July Quarterly	2018 GAA	110,000.00 110,000.00 8,000.00	110,000.00 110,000.00 8,000.00		200 participants (1 AM snacks and lunch) 200 participants (1 AM snacks and lunch) Mgt Review to be conducted every 2nd Monday of the Quarter
	Conduct of Team Building	FAD	Small Value Procurement				Monthly	2018 GAA	38,000.00	38,000.00		to be conducted every 1st Monday of the month
	Conduct of Year End Assessment	FAD	Small Value Procurement				February	2018 GAA	162,000.00	162,000.00		25 warmbodies @ P6K each including the anticipated
	Conduct of Christmas Party Gathering	FAD	Small Value Procurement				December	2018 GAA	162,000.00 50,000.00	162,000.00 50,000.00		2 new hlres 50 warmbodies (w/ JO, COS, OJT & COA)
	RIAT Meeting	FAD	Small Value Procurement				Quarterly	2018 GAA	8,000.00	8,000.00		
	RALBO Meeting	FAD	Small Value Procurement				Semestral	2018 GAA	6,000.00	6,000.00		
	FDU Meetings	FAD	Small Value Procurement				Quarterly	2018 GAA				
	DepEd (1 Batch/Qtr)								24,000.00	24,000.00		
	SUCs (5 batches/Qtr)								40,000.00	40,000.00		
	DPWH (1 Batch/Qtr)								20,000.00	20,000.00		
	TESDA (1 Batch/Qtr)								8,000.00	8,000.00		
	CHED (1 Batch/Qtr)								8,000.00	8,000.00		
	DOH (1 Batch/Qtr)								8,000.00	8,000.00		
<b>Other MOOE</b>												
	Printer & Photocopier Toners	FAD	Small Value Procurement				February	2018 GAA	126,500.00	126,500.00		P135,000 per GAA (deficit shall be sourced from R&M savings) 10 units Toner TN323 (black) P80,000.00 3 units Toner TN214K P18,000.00 1 unit Toner TN214C P9,500.00 1 unit Toner TN214M P9,500.00 1 unit Toner TN214Y P9,500.00
	Wireless Multi Function Printer (bluetooth)	ARD	Small Value Procurement				February		15,000.00	15,000.00		
	Wireless Phones (2 units)	ARD & COA	Small Value Procurement				February		5,000.00	5,000.00		
	Wireless Keyboards and mouse (13 sets)	FAD & Tech	Small Value Procurement				February		19,500.00	19,500.00		@ P2,500/unit
	Scanner (quick scanning)	Cashier	Small Value Procurement				February		8,000.00	8,000.00		@ P1,500/unit
	Money Counter	Cashier	Small Value Procurement				February		5,000.00	5,000.00		
	Paper Shredder (5 units)	E-center, COA, RD, FAD, Tech	Small Value Procurement				February		35,000.00	35,000.00		@ P7,000/unit
	Table/Desk	ARD	Small Value Procurement				February		15,000.00	15,000.00		
	Ergonomic Chairs (24 units)	All Personnel	Small Value Procurement				February		156,000.00	156,000.00		@ P6,500/unit
	Office sofa / couch (ARD room)	ARD	Small Value Procurement				February		15,000.00	15,000.00		
	Laser Printer	E Center	Small Value Procurement				February		15,000.00	15,000.00		
	Cash Vault	Cashier	Small Value Procurement				February		15,000.00	15,000.00		
	MP3 Player	FAD	Small Value Procurement				February		5,000.00	5,000.00		For flag ceremony
<b>TOTAL</b>								P	<b>5,919,586.45</b>	<b>5,919,586.45</b>	-	

Prepared by:

Recommending Approval:

**PAUL NELSON BRAGA**  
BAC Secretary

**LIBERTINE G. CAGANG**  
BAC Chairman

**ASIMA A. ADLONG**  
BAC Vice-Chairman

**AMALIA A. JARABELO**  
BAC Member

Approved  
Disapproved

**CHERRY W. BRAVO**  
BAC Member

**NASRUDIN P. SALIK**  
BAC Member

**AKMAD J. USMAN**  
Regional Director