

**DOJ-PAROLE AND PROBATION ADMINISTRATION REGION 02  
ANNUAL PROCUREMENT PLAN FOR FY 2018**

Code (PAF)	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 IBRE	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>LOCAL TRAININGS</b>												
502001002	Training Venue, Accomodation and catering services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoF	800,000.00	800,000.00	N/A	Venue Training (i.e., Trainer's Training for GBT, Training/Seminar/Workshop on RJ, Visitation, and TCLF)
5020021002	Training Venue, Accomodation and catering services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoF	339,800.00	339,800.00	N/A	Regional Management Conference, General Assembly and Various Committee Meetings (Awarding of Contracts are during 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter)
<b>SUPPLIES AND MATERIALS</b>												
5020301002	Common Use Supplies and Materials Available at Procurement Service	RO	NP-53.9 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoF	250,000.00	250,000.00	N/A	To be procured from PS-OSM
5020301002	Supplies and Materials not Available at Procurement Service	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoF	214,000.00	214,000.00	N/A	To be procured as the need arises and supplies needed for trainings
5020300000	Fuel and Lubricants Expenses	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoF	82,000.00	82,000.00	N/A	To be procured as the need arises
5020302000	Accountable Forms (Check)	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoF	3,000.00	3,000.00	N/A	To be procured as the need arises
<b>UTILITIES</b>												
5020401000	Water	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	7,000.00	7,000.00	N/A	Supply and delivery of drinking water
5020402000	Electricity Services	RO/CAG2	Direct Contracting	N/A	N/A	N/A	N/A	GoP	69,000.00	69,000.00	N/A	RO/Cagayan 2 Power Supply
<b>POSTAGE AND DELIVERY</b>												
5020501000	Postage and Courier Services	RO/PO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoF	88,000.00	88,000.00	N/A	To be procured as the need arises
<b>COMMUNICATIONS</b>												
5020602001	Mobile Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	23,000.00	23,000.00	N/A	Regional Office Phone Line requirement and Provision for RO and RO's Lead Allowance
5020602002	Landline Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	71,000.00	71,000.00	N/A	Regional Office Telephone Requirement
5020603000	Internet Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	201,500.00	201,500.00	N/A	Provision for Internet Lead Allowance of 9 Field Offices
5020604000	Cable, Satellite, Telegraph and Radio Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00	N/A	Annual Subscription of cable television services at RO
<b>LEGAL SERVICES</b>												
5021101000	Legal Services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	N/A	To be procured as the need arises
<b>OTHER PROFESSIONAL SERVICES</b>												
5021196000	Speaking Services	RO	NP-53.7 Highly Technical Consultants	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00	N/A	Lectures for trainings
5020301002	Drug Testing	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	23,500.00	23,500.00	N/A	Mandatory Drug Testing of Personnel
5020301002	Road Directional Signages of RO and Fire	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoF	45,000.00	45,000.00	N/A	To be procured as the need arises
5021196000	Job Orders for other services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	408,000.00	408,000.00	N/A	Procurement of services of support staff and driver

GENERAL SERVICES												
5021203000	Janitorial services	RD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	131,400.00	131,400.00	N/A	Contract of Service for 9 Utility Workers of RD and FOCs (Contract of Signing is January and July 2017)
REPAIR AND MAINTENANCE												
5021300002	RM-Office Equipment (Parts/Materials)	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	N/A	Repair and Maintenance of Office Equipments in RD and FOCs
5021300001	RM-Motor Vehicles (Parts/Materials)	RD	Direct Contracting	N/A	N/A	N/A	N/A	GoP	150,000.00	150,000.00	N/A	Preventive Maintenance of SUV and Replacement of defective parts on the road arises and steps board of SUV SAA 4WD
5021307000	RM-Furniture and Fixtures (Parts/Materials)	RD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	0,000.00	0,000.00	N/A	Repair of Furnitures and Fixtures in the RD and FOCs
INSURANCE SERVICES												
5021503000	Registration and Insurance of Motor Vehicles	RD	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	7,000.00	7,000.00	N/A	Registration and Insurance Coverage of PPART Service Vehicles
5021503000	Fidelity Bond	RD	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	22,000.00	22,000.00	N/A	Renewal of Bond of RD, ARD, ADIVACI and Property Officer
ADVERTISING SERVICES												
502901000	Advertising Services	RD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00	N/A	To be procured as the need arises
PRINTING AND PUBLICATION												
5029002000	Printing and Publication Services	RD/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	52,000.00	52,000.00	N/A	To be procured as the need arises
3009002000	Printing of Tarpaulin for Various Activities	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	N/A	To be procured as the need arises
RENTALS												
5029005001	Office Space	RO/CAO2/TCFPO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	124,000.00	124,000.00	N/A	Office Space for Cagayan 2 PPD
5029005005	Quarters (RD/ARD)	RD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00	N/A	Quarters of RD/ARD
5029005004	Office Equipment	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	N/A	To be procured as the need arises
5029007000	Subscription	RD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00	N/A	To be procured as the need arises
<b>TOTAL:</b>									<b>3,295,000.00</b>	<b>3,295,000.00</b>		

Prepared by:

Recommending Approval: BIDS AND AWARDS COMMITTEE

Approved by:

  
**AGV OLIVE GRACE F. PAGALILAUAN**  
 BAC Secretariat

  
**ARD DELIA L. NISHIGUCHI**  
 Chair

  
**CPPO TWILA G. DELA CRUZ**  
 Member

  
**CPPO ARLENE C. CACATIAN**  
 Member

  
**BENITA L. MARAMAG, DPA**  
 Regional Director

Funds Available:

  
**CPPO MA. CRISTINA C. VIBAR**  
 Designated Accountant 1

  
**CPPO GERVIEVE L. DAMIT-OG**  
 Member

  
**CPPO MARIA EMELIE C. CALAGUI**  
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