

Civil Service Commission-National Capital Region Annual Procurement Plan for FY 2020


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 IBRE/	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10404010	Common-Use Supplies and Equipment Available per PS-DBM Catalogue	ALL OFFICES	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Quarterly	GoP	1,906,927.00	1,906,927.00	0.00	To be procured from PS-DBM	
50201010	Affaire for Local and International Travel	ALL OFFICES	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	January	GoP	300,000.00	300,000.00	0.00	To be procured from PS-DBM	
10404010	Supply and delivery of Toner for CSC NCR Printers	ALL OFFICES	NP-53.9 - Small Value Procurement	Quarterly	N/A	N/A	Quarterly	GoP	879,320.00	879,320.00	0.00	Supply for CSC NCR printers	
10404010	Supply and delivery for Risograph Machine	MSD, ESD, HRD	Direct Contracting	N/A	N/A	N/A	January	GoP	43,500.00	43,500.00	0.00	RISO Ink and Riso Master for RISO Machine exclusively distributed by Copylandia Inc.	
10404010	Supply, delivery and installation of Airconditioning Units	DOST, PNP	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	GoP	100,000.00	100,000.00	0.00	Window-type ACUs	
10404010	Supply and delivery of Service Cards	ALL OFFICES	NP-53.5 Agency-to-Agency	January	N/A	N/A	January	GoP	80,045.00	80,045.00	0.00	To be procured from NPO	
10404010	Printing of CSC Business Letterhead, Pre-labeled Exam Envelopes, and Picture Seat Plans	ALL OFFICES	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	GoP	454,200.00	454,200.00	0.00	Pre labeled envelopes and Picture Seat Plans for PPT Examinations	
10404010	Fabrication of Corrugated Carton Boxes	ESD, LSD, HRD	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	GoP	299,925.00	299,925.00	0.00	For boxing of inactive records and for use in PPT examinations	
10807010	Supply and Delivery of Office Appliances	BSP, DBP, DND, MANILA, SSS	NP-53.9 - Small Value Procurement	February	N/A	N/A	February	GoP	94,720.00	94,720.00	0.00	Includes wireless telephone, television and oven toaster	
10605030	Supply and Delivery of Steel Cabinets, Folding Tables and Chairs	DBP, SSS, COA, HOR, DOST, NIA, MSD, PSED, DPWH, MAKATI, NIA, DA	NP-53.9 - Small Value Procurement	February	N/A	N/A	February	GoP	609,792.00	609,792.00	0.00	Includes metal fabrication of CSC Service Card Cabinets with 6 drawers	
10404010	Supply and Delivery of ICT Equipment and Accessories	DBP, UP, BSP, DA, DND, NIA, MSD, PALD	NP-53.9 - Small Value Procurement	February	N/A	N/A	February	GoP	594,700.00	594,700.00	0.00	Desktop and Laptop PCs, External Drives and other Accessories	
102103040	Supply and Delivery of Toners with free use of printers	ALL OFFICES	NP-53.9 - Small Value Procurement	April	N/A	N/A	May	GoP	276,500.00	276,500.00	0.00	1 year supply of toners with free use of monochrome and color printers	
10404010	Supply and delivery of Rubber Stamps, self-inking automatic	ALL OFFICES	Shopping	February	N/A	N/A	February	GoP	43,500.00	43,500.00	0.00	Self-inking stamps	
10404010	Supply and delivery of Coffee Nook Supplies	PALD	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	GoP	46,200.00	46,200.00	0.00	For Coffee Nook at CSC OSS	
10404010	Supply and delivery of Exam Supplies and Materials	ESD	Shopping	January	N/A	N/A	February	GoP	843,086.50	843,086.50	0.00	Exam Supplies and Materials not Available at PS DBM	
50202010	Supply and delivery of Training Supplies and Materials	HRD	Shopping	January	N/A	N/A	February	GoP	334,240.50	334,240.50	0.00	Training Supplies and Materials not Available at PS DBM	
50202010	Supply and delivery of Office Supplies, Materials and Equipment	ALL OFFICES	Shopping	January	N/A	N/A	February	GoP	200,586.00	200,586.00	0.00	Office Supplies and Materials not Available at PS DBM	
50203990	Supply and delivery of supplies and materials for repairs and maintenance of CSC NCR Building and Equipment	MSD	NP-53.9 - Small Value Procurement	As necessary	N/A	As necessary	As necessary	GoP	250,000.00	250,000.00	0.00	Materials to be used to repair building fixtures and equipment	
10213040	Supply, design, and delivery of ID Lace and ID Jacket	MSD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	10,500.00	10,500.00	0.00	For distribution to all employees to be used for wearing of IDs	
10213040	Supply and delivery of Construction Materials for the construction of CSC NCR Fire Exit	MSD	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	645,405.00	645,405.00	0.00	Construction of Fire Exit facility to cover both new and old building	
10213040	Supply and delivery of CSC Signages and Stickers	MSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	8,300.00	8,300.00	0.00	To update signages and stickers with old CSC logos	
10213040	Supply and delivery of materials for 6th floor roof renovation	MSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	181,900.00	181,900.00	0.00	Renovation of Roof to sound and water proof	
10213040	Supply and delivery of Construction Materials for fabrication of Counters	MSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	97,867.00	97,867.00	0.00	Includes PACD and guard counters	
50203990	Supply and delivery of Fire Extinguishers	MSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	198,000.00	198,000.00	0.00	Includes re-fill of existing and purchase of new fire extinguishers and fixtures	
50203990	Materials for Search for Outstanding Government Workers Regional Screening	PALD	NP-53.9 - Small Value Procurement	April	N/A	May	May	GoP	27,189.25	27,189.25	0.00	Honor Awards Program	
50203990	Supply, customization and delivery of Race Bibs for Fun Run	PALD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	714,000.00	714,000.00	0.00	Race Bibs are with RFID and equipment and staff during the Fun Run	
50203990	Lease of Audio and Visual Equipment and LED Wall for Fun Run	PALD	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	150,000.00	150,000.00	0.00	Included installation of all audio and video equipment for the Fun Run	
50203990	Lease of Venue for Function Room for Honor Awards Recognition Rights	PALD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	96,000.00	96,000.00	0.00	Honor Awards Program	
50203990	Lease of Venue for Appreciation Lunch/Dinner for PCSA Partners and Sponsors	PALD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	180,000.00	180,000.00	0.00	Partner includes representatives of agencies and sponsors who contributed to the conduct of the Fun Run	
10605030	Supply and delivery of materials and software for Computer Preventive Maintenance	PALD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	216,300.00	216,300.00	0.00	Includes anti-virus software and tools	
50203990	Supply and delivery of Materials for Updating of CSC NCR Citizen's Charter	PALD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	6,572.50	6,572.50	0.00	Tarpaulins and other materials	
50203990	Supply and Delivery of Materials for Commendation for CSC NCR Officials and Employees	PALD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	63,731.25	63,731.25	0.00	Tokens for officials and employees	
10213040	Supply and delivery of Construction Materials for fabrication of Modular Cubicles at the ESD	ESD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	124,028.00	124,028.00	0.00	Fabrication of office cubicles at ESD	
10213040	Supply and delivery of Construction materials for the Fabrication of 4 Seater Workstations	DND	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	180,000.00	180,000.00	0.00	Fabrication of office cubicles at CSC DND FO	
5029990	Lease of Venue for Function for Conduct of Seminar on the IRR of RA 9184	BAC	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	275,000.00	275,000.00	0.00	Annual conduct of Seminar on the IRR of RA 9184	
10213040	Supply, delivery and installation of Shelving System	PNP	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	28,350.00	28,350.00	0.00	For improvement of Records Room of CSC PNP FO	
10213040	Supply and delivery of Black-out Roller Blinds	LSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	35,000.00	35,000.00	0.00	Replacement of worn window blinds	
50202010	Lease of Venue for external training on BCSS-Public Offering	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	133,200.00	133,200.00	0.00	Training offered to the public	
50202010	Lease of Venue for external training on LACE-Public Offering	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	399,600.00	399,600.00	0.00	Training offered to the public	
50202010	Lease of Venue for external training on SDC-Public Offering	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	1,864,800.00	1,864,800.00	0.00	Training offered to the public	
50202010	Lease of Venue for external training on PSEA-Public Offering	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	268,400.00	268,400.00	0.00	Training offered to the public	


50202010	Lease of Venue for external training on SDC-Public Offering	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	2,664,000.00	2,664,000.00	0.00	Training offered to the public
5029990	Supply and delivery of Audio Visual Equipment for the LAC Room Refurbishment	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	1,050,000.00	1,050,000.00	0.00	To improve current equipment
10213040	Supply and delivery of Materials for the Renovation of LAC Room	HRD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	483,500.00	483,500.00	0.00	To improve conduciveness of training venue
10805020	Supply and delivery of Training Tables and Foldable Chairs	HRD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	540,000.00	540,000.00	0.00	To improve conduciveness of training venue
50202010	Lease of Venue for Training of Trainers on Gender Related Seminars	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	250,000.00	250,000.00	0.00	Training for CSC Officials and Employees
5029990	Lease of Venue for L&D Strategic Planning	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	February	GoP	79,200.00	79,200.00	0.00	Session for crafting of CSC NCR Learning and Development Plan
5029990	Lease of Venue for Monthly Activities for Health and Wellness	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	48,000.00	48,000.00	0.00	Various activities for CSC NCR Health and Wellness
5029990	Lease of Venue with Meals for 2020 Family Day/Employee's Day	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	412,610.00	412,610.00	0.00	Culminating Activity in celebration of CSC Anniversary
5029990	Lease of Venue with Meals for Year-End Culminating Activity	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	314,600.00	314,600.00	0.00	Includes Rewards and Recognition of Officials and Employees
502010111	Airfare for Local Travel for CHRMP	HRD	NP-53.5 Agency-to-Agency	N/A	N/A	As necessary	As necessary	GoP	80,000.00	80,000.00	0.00	Annual participation of Officials to the CHRMP
5029990	Rental of Booths for Job Fair	HRD	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	100,000.00	100,000.00	0.00	For conduct of Job Fair as one of the activities in celebration of CSC Anniversary
5029990	Rental of Chairs and Tables for Job Fair	HRD	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	40,000.00	40,000.00	0.00	For conduct of Job Fair as one of the activities in celebration of CSC Anniversary
5029990	Rental of Lights and Sounds for Job Fair	HRD	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	50,000.00	50,000.00	0.00	For conduct of Job Fair as one of the activities in celebration of CSC Anniversary
5029990	Travel Agency Services for Team Building Activity	HRD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	990,000.00	990,000.00	0.00	Team Building Activity held every two years
5029990	Lease of Venue for GAD Advocate Summit	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	240,000.00	240,000.00	0.00	Gender And Development activity to raise awareness and promote gender and equality
5029990	Lease of Venue for Gender Related Seminar	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	August	August	GoP	250,000.00	250,000.00	0.00	Gender And Development activity to raise awareness and promote gender and equality
5029990	Lease of Venue for Cascading of Polices/Knowledge Sharing Exercises/GAD Training	HRD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	1,210,000.00	1,210,000.00	0.00	Gender And Development activity to raise awareness and promote gender and equality
5029990	Supply and Materials for Mural Painting	PALD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	20,000.00	20,000.00	0.00	Materials for use in mural painting of national heroes
5029990	Catering Service for MANCOM Meetings	FOCIC	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	231,000.00	231,000.00	0.00	For MANCOM Meetings, Strategic Planning and Review within Metro Manila
5029990	Lease of Venue for PRIME HRM Awarding Ceremony	PSED	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	130,000.00	130,000.00	0.00	PRIME HRM Awarding
5029990	Supply and delivery of Construction Materials for the construction of PSED Cubicles	PSED	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	257,436.30	257,436.30	0.00	For improvement of Office

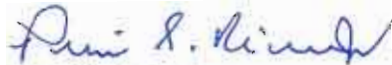
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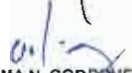

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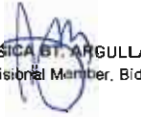
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