

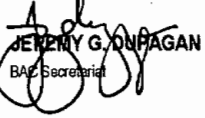
## Department of Budget and Management - Regional Office for Cordillera Administrative Region Annual Procurement Plan for FY 2020

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>Maintenance and Operating Expenses</b>												
<b>A. Training and Scholarship Expenses</b>									<b>869,100.00</b>	<b>869,100.00</b>		
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	GoP	105,000.00	105,000.00		Lease of venue including snacks (2) and meals (1) for 150 pax @ ₱700.00 per head/day.
A.2	Conduct of One (1) Day Budget Forum for LGUs	Technical Division A	Negotiated Procurement - Lease of Venue	June	June	June	June	GoP	192,500.00	192,500.00		Lease of venue including snacks (2) and meals (1) for 275 pax @ ₱700.00 per head/day.
A.3	Meeting with Full-Time Delivery Units of Delegated Agency Coverages	Technical Divisions A,B and C	NP-53.10 Lease of Real Property and Venue/NP-53.9 - Small Value Procurement	As identified by Technical Divisions concerned				GoP	215,600.00	215,600.00		<ul style="list-style-type: none"> <li>• FDU meetings with TESDA, DEPED, DOH, and DPWH (inclusive of snacks and meals)</li> <li>• Mode of procurement shall be Lease of Venue, if with venue. Otherwise, Small Value Procurement shall be used for snacks/meals only.</li> </ul>
A.4	Conduct regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	August	August	August	August	GoP	56,000.00	56,000.00		₱2,000.00/pax/day; 28 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.5	Conduct of Three (3) Day Year-End Assessment for CY 2020 including Strategic Planning for CY 2021	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	178,000.00	178,000.00		₱2,000.00/pax/3 days plus 10,000.00 Contingency Fund; 28 DBM Officials and Staff
A.6	Conduct of CY 2020 Team-Building Activities	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the HR.				GoP	122,000.00	122,000.00		₱2,000.00/pax/2 days plus 10,000.00 Contingency Fund; 28 DBM Officials and Staff
<b>B. Supplies and Materials Expenses</b>									<b>747,272.63</b>	<b>747,272.63</b>		
B.1	Common Use Office Supplies, (Regionwide)	FAD/ Technical Divisions A,B and C	Agency to Agency Procurement or Shopping (in case of non-availability from PS)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	443,272.63	443,272.63		Various regular office supplies per PS Price Catalogue
B.2	Common Use Office Supplies (Not available in the PS)	FAD/ Technical Divisions A,B and C	Shopping (b)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	120,000.00	120,000.00		Various office supplies (see Annex B).
B.3	Office Equipment	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	38,500.00	38,500.00		Three (3) Units Laser Jet Printer Cordless Phone
B.4	Supply and Delivery of Office Chairs	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP (FY 2019 Continuing Appropriations)	112,000.00	112,000.00		Midback: 22 Highback: 4 Senior Executive: 2 Color: Black Pneumatic height adjustment

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B.5	Kitchen Tools and Equipment	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	19,000.00	19,000.00		30 pcs. Hand towels, 30 pcs. Foot rugs, 2 pcs. Dish racks with trays (for plates and glasses), 2 dozens big mugs, saucers, and drinking glass, 2 pcs. Chopping boards, 2 pcs. Stainless steel basin (medium, large), 1 pc. Colander, 1 pc. Mechanical can opener, Pressure Cooker
B.6	Other Office Equipment	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	14,500.00	14,500.00		Analog wall clock, medicine cabinet, rubber stamp
<b>C. General Services</b>									<b>1,050,000.00</b>	<b>1,050,000.00</b>		
C.1	Janitorial Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	December 2019	December 2019	December 2019	December 2019	GoP	312,000.00	312,000.00		Provision of two (2) janitorial staff per approved technical specifications.
C.2	Security Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	December 2019	December 2019	December 2019	December 2019	GoP	738,000.00	738,000.00		Provision of four(4) security personnel per approved technical specifications.
<b>D. Repairs and Maintenance</b>									<b>175,000.00</b>	<b>175,000.00</b>		
D.1	Repair and maintenance of Generator Set (125KVA)	FAD	Direct Contracting	To be determined by the Driver				GoP (FY 2019 Continuing Appropriations)	70,000.00	70,000.00		Oil filter, fuel filter, 15W Multi Grade Oil, Labor.
D.2	Repair and general preventive maintenance and check-up of Motor Vehicles	FAD	Direct Contracting/Negotiated Procurement - Small Value Procurement	To be determined by the Driver				GoP	105,000.00	105,000.00		Change oil, other lubricants & maintenance check-up for the Toyota Innova SAA 3746, Toyota Hi-Ace Grandia SLA 965, and Isuzu Sportivo LMC 791
<b>E. Other Maintenance and Operating Expenses</b>									<b>183,500.00</b>	<b>183,500.00</b>		
E.1	Participation in GAD-related Activities (Women's Month Celebration, Campaign Against VAWC, etc.)	FAD	Negotiated Procurement - Small Value Procurement	April	April	April	April	GoP	70,000.00	70,000.00		Specifications to be determined by appropriate committee (GADFPS/FAD).
E.2	Conduct of Two (2)-Day Year-End Inventory Count of Supplies and PPE	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	10,000.00	10,000.00		Meals and T-shirt for the Inventory Team
E.3	FY 2020 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	GoP	98,000.00	98,000.00		Medical laboratory examination package for 28 pax at P 3,500.00/pax
E.4	Refill of 10 lbs Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	5,500.00	5,500.00		11 units
<b>Capital Outlays</b>												
<b>G. Machinery and Equipment Outlay</b>									<b>74,000.00</b>	<b>-</b>	<b>74,000.00</b>	
G.1	Desktop Computer (Records)	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP (FY 2019 Continuing Appropriations)	40,000.00		40,000.00	Complete System unit with licensed software (OS and Office), monitor, keyboard and mouse, UPS
G.2	Impact Dot Matrix Printer (24 pins, 136 columns)	Technical Division C	Agency to Agency Procurement or Shopping (in case of non-availability from PS)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP (FY 2019 Continuing Appropriations)	34,000.00		34,000.00	one (1) unit
									<b>3,098,872.63</b>	<b>3,024,872.63</b>	<b>74,000.00</b>	
<b>CONTINGENCY (4%)</b>									<b>120,994.91</b>	<b>120,994.91</b>		
<b>TOTAL</b>									<b>3,219,867.54</b>	<b>3,145,867.54</b>	<b>74,000.00</b>	

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PREPARED BY:

  
**JEREMY G. DUFAGAN**  
 BAC Secretariat

RECOMMENDING APPROVAL:

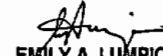
  
**MARIE CHRISTINE D. ANDAYA**  
 BAC Chairperson

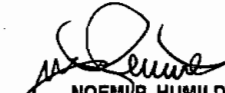
  
**MAYNA M. CAYMO**  
 BAC Vice Chairperson

  
**IRENE B. CAHID** 1/9/2020  
 Director IV

Approved  
 Disapproved

  
**MARIA LORETTA P. CUNANAN**  
 Member

  
**EMILY A. LUMPIO**  
 Member

  
**NOEM P. HUMILDE**  
 Member