


NATIONAL CONCILIATION AND MEDIATION BOARD
Cordillera Administrative Region
ANNUAL PROCUREMENT PLAN
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 the Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
General Support Services	GOODS AND SERVICES											
	- Procurement of Office Supplies	Branch	agency to agency/shopping	N/A	N/A	N/A	February	GF-101	43,100.00	43,100.00		
	- Procurement of Office Supplies - Xerox Toner	Branch	Direct contracting	N/A	N/A	N/A	February	GF-101	5,000.00	5,000.00		
	- Procurement of supplies tokens for seminar speakers	Branch	shopping	N/A	N/A	N/A	March	GF-101	5,000.00	5,000.00		
	- Procurement of Office Supplies - Seminar Kit bag/env.	Branch	Small value procurement	N/A	N/A	N/A	March	GF-101	18,000.00	18,000.00		
	- Procurement of supplies for women's month celebration	Branch	agency to agency/shopping	N/A	N/A	N/A	March	GF-101	3,000.00	3,000.00		
	- Procurement of Desktop Computers	Branch	Small value procurement	N/A	N/A	N/A	February	GF-101	140,000.00	140,000.00		
	- Procurement of Software subscription: Adobe Creative Cloud	Branch	Small value procurement	N/A	N/A	N/A	March	GF-101	62,500.00	62,500.00		
	- Procurement of Office Supplies	Branch	agency to agency/shopping	N/A	N/A	N/A	April	GF-101	21,500.00	21,500.00		
	- Procurement of Printer: Laserjet	Branch	Small value procurement	N/A	N/A	N/A	April	GF-101	60,000.00	60,000.00		
	- Procurement of software subscription: Anti-virus	Branch	Small value procurement	N/A	N/A	N/A	April	GF-101	25,500.00	25,500.00		
	- Procurement of Software subscription: Firewall Security Value subscription	Branch	Small value procurement	N/A	N/A	N/A	May	GF-101	75,000.00	75,000.00		
	- Procurement of Office Supplies - Seminar Kit bag/env.	Branch	agency to agency/shopping	N/A	N/A	N/A	May	GF-101	17,500.00	17,500.00		
	- Procurement of supplies tokens for seminar speakers	Branch	shopping	N/A	N/A	N/A	May	GF-101	5,000.00	5,000.00		
	- Procurement of Office Supplies	Branch	agency to agency/shopping	N/A	N/A	N/A	July	GF-101	27,000.00	27,000.00		
	- Procurement of Office Supplies - Xerox Toner	Branch	Direct contracting	N/A	N/A	N/A	July	GF-101	5,000.00	5,000.00		
	- Procurement of Office Supplies - Seminar Kit bag/env.	Branch	agency to agency/shopping	N/A	N/A	N/A	October	GF-101	17,500.00	17,500.00		
	- Procurement of supplies tokens for seminar speakers	Branch	shopping	N/A	N/A	N/A	October	GF-101	5,000.00	5,000.00		
	- Procurement of Office Supplies	Branch	agency to agency/shopping	N/A	N/A	N/A	October	GF-101	20,300.00	20,300.00		
	- Procurement of IT Supplies	Branch	agency to agency/shopping	N/A	N/A	N/A	1st, 2nd, 3rd and 4th quarter	GF-101	21,000.00	21,000.00		
	MAINTENANCE AND REPAIRS											
	- IT Equipment Maintenance and Repairs	Branch	Small Value Procurement/ Direct Contracting	N/A	N/A	N/A	1st, 2nd, 3rd and 4th quarter	GF-101	30,000.00	30,000.00		
	- Maintenance Check up, Service, and Change oil for Montero	Branch	Direct contracting	N/A	N/A	N/A	1st, 2nd, 3rd and 4th quarter	GF-101	20,000.00	20,000.00		
	TRAININGS/SEMINARS											
	- Conduct of GAD/LMC Convergence Seminar	Branch	Lease of Real Property and Venue	N/A	N/A	N/A	February	GF-101	85,000.00	85,000.00		

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	- Conduct of IT Training for Branch staff	Branch	Small Value Procurement	N/A	N/A	August	September	GF-101	20,000.00	20,000.00		
	CONTRACTS											
	Branch Team Building	Branch	Small Value Procurement	N/A	N/A	N/A	August	GF-101	45,000.00	45,000.00		
	- Janitorial Services from October 1, 2020 - September 30, 2021	Branch	Small Value Procurement	N/A	N/A	August 2020	September	GF-101	140,000.00	140,000.00		
	- Annual Lease Contract from February 1, 2020 to January 31, 2021	Branch	Lease of Real Property and Venue	N/A	N/A	January 2020	January	GF-101	720,000.00	720,000.00		

Prepared By:


KENJIE D. WALANG
Supply-Officer Designate

Requested By:


LYLA JANE B. TACIO
Administrative Officer IV

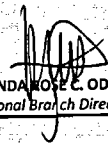
Reviewed by:


LYLA JANE B. TACIO
Administrative Officer IV

Budget Allocation Attested By:


LYLA JANE B. TACIO
Budget Officer Designate

APPROVED BY:


BRENDA ROSE C. ODSEY
Regional Branch Director