


Regional Conciliation and Mediation Branch VII 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 IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Office Supplies Exp.	OFFICE SUPPLIES (PS)	DIR/CONMED/PTSU /ADMIN	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoP	75,000.00	75,000.00		
Office Supplies Exp.	Office Supplies Non-PS	DIR/CONMED/PTSU /ADMIN	Shopping	Quarterly	N/A	Quarterly	Quarterly	GoP	140,000.00	140,000.00		Office supplies not available at PS
Rent-Building & Structure	Rent of Office Space	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,405,000.00	1,405,000.00		
Electricity Exp.	Payment of Electricity Expenses	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	N/A	N/A	GoP	250,000.00	250,000.00		
Tel Exp. - Landline	Telephone Subscription Expenses	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	N/A	N/A	GoP	92,000.00	92,000.00		
Internet Subs. Exp.	Payment for PLDT Internet	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	N/A	N/A	GoP	35,000.00	35,000.00		
Postage & Courier Exp.	Postage and Courier Service Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	31,000.00	31,000.00		
Water Exp.	Purchase of Drinking Water	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	13,000.00	13,000.00		
Janitorial Services	Janitorial Service Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	143,000.00	143,000.00		
Security Services	Security Service Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	156,000.00	156,000.00		
Other Gen. Services	Driving Services Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	133,000.00	133,000.00		
Subscription Exp.	Newspaper Subscription	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	12,000.00	12,000.00		
R&M- ICT	Computer Maintenance Service Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	25,000.00	25,000.00		
R&M-Office Eqpt.	Aircon Maintenance Service Provider	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Nov-19	N/A	Jan-20	Jan-20	GoP	33,000.00	33,000.00		
Representation Exp.	Food and Venue for NCMB Meeting with SENA Focal Persons	DIR/CONMED/PTSU	NP-53.10 Lease of Real Property and Venue	as needed	N/A	as needed	as needed	GoP	6,000.00	6,000.00		
R&M Furniture and Fixture	Purchase of Blinds for conference room	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Dec-19	N/A	Jan-20	Jan-20	GoP	49,000.00	49,000.00		
Printing & Publication Exp	Printing of Booklets(FOI, Drug-Free, Citizens Charter, Data Privacy), Letterhead	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Dec-19	N/A	Jan-20	Jan-20	GoP	12,000.00	12,000.00		
R&M-Office Eqpt.	Repair & Maintenance of Other Office Equipments	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	GoP	20,000.00	20,000.00		
R&M-Office Eqpt.	Repair & Maintenance of Photocopier	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	as needed	as needed	GoP	10,000.00	10,000.00		
R&M-Motor Vehicle	Repair and Maintenance of Service Vehicle Mitsubishi Adventure SKL 330 and Isuzu Sportivo CQ 0730	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	as needed	as needed	GoP	69,000.00	69,000.00		
Representation Exp.	Food and Venue for Various NCMB with Social Partners Meeting (AVAC,AIPA)	PTSU/DIR /CONMED	NP-53.10 Lease of Real Property and Venue	as needed	N/A	as needed	as needed	GoP	30,000.00	30,000.00		
Representation Exp.	Food and Venue for Hosting of RCC Meeting	DIRECTOR	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-20	Jan-20	GoP	9,750.00	9,750.00		
Representation Exp., Travel Exp.	Food and Venue for Various Area Wide seminar at Region VII	DIR/CONMED/PTSU	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	GoP	250,000.00	250,000.00		
Insurance Exp.	Renewal of insurance for Service Vehicle Isuzu Sportivo CQ 0730	DIR/CONMED/PTSU /ADMIN	NP-53.5 Agency-to-Agency	N/A	N/A	Feb-20	Feb-20	GoP	15,000.00	15,000.00		
Insurance Exp.	Renewal of Fire Insurance for Building Contents	DIR/CONMED/PTSU /ADMIN	NP-53.5 Agency-to-Agency	N/A	N/A	Mar-20	Mar-20	GoP	12,000.00	12,000.00		

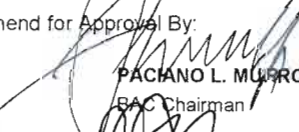
Other MOOE	Purchase of Tshirt for Womens month Celebration	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Mar-20	N/A	Mar-20	Mar-20	GoP	4,500.00	4,500.00		
Representation Exp.	Womens Month Activity	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Mar-20	N/A	Mar-20	Mar-20	GoP	26,000.00	26,000.00		
Other MOOE	Purchase of Books, Magazine, and Other GAD Related Reading Materials	DIR/CONMED/PTSU /ADMIN	Direct Contracting	N/A	N/A	Mar-20	Mar-20	GoP	5,000.00	5,000.00		
Semi-Exp. Furn & Fixt.	Purchase of Office Chairs	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	30,000.00	30,000.00		
Semi-Exp. Office Eqpt.	Purchase of Scanner	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	14,999.00	14,999.00		
Representation Exp.	Tshirt for Labor Day Activities	DIR/CONMED/PTSU /ADMIN	NP-53.9 - Small Value Procurement	Apr-20	N/A	Apr-20	Apr-20	GoP	5,600.00	5,600.00		
Representation Exp.	Food and Venue for Team Enhancement Seminar	DIR/PTSU/CONMED /ADMIN	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May-20	May-20	GoP	60,000.00	60,000.00		
Representation Exp.	Food and Venue for Mid-year Planning and Assessment with Social Partners	DIR/PTSU/CONMED /ADMIN	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jun-20	Jun-20	GoP	6,000.00	6,000.00		
Representation Exp.	Food for Senior Citizen Orientation Seminar	DIR/PTSU/CONMED /ADMIN	NP-53.9 - Small Value Procurement	June 2019	N/A	Jun-20	Jun-20	GoP	30,000.00	30,000.00		
Insurance Exp.	Renewal of Building Insurance	ADMIN	NP-53.5 Agency-to-Agency	N/A	N/A	Jul-20	Jul-20	GoP	45,000.00	45,000.00		
Representation Exp.	Food for PWD Orientation Seminar	DIR/PTSU/CONMED /ADMIN	NP-53.9 - Small Value Procurement	Sep-20	N/A	Sep-20	Sep-20	GoP	30,000.00	30,000.00		
Insurance Exp.	Renewal of Insurance for Service Vehicle Mitsubishi Adventure SKL330	DIR/PTSU/CONMED /ADMIN	NP-53.5 Agency-to-Agency	N/A	N/A	November 2019	November 2019	GoP	10,000.00	10,000.00		
Representation Exp.	Food and Venue for Branch's Year-end Planning and Assessment	DIR/PTSU/CONMED /ADMIN	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Dec-20	Dec-20	GoP	15,000.00	15,000.00		
Representation Exp.	Food and Venue for NCMB-AVAC-AIPA Year-End Planning & Assesment	DIR/PTSU/CONMED	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Dec-20	Dec-20	GoP	26,000.00	26,000.00		
Representation Exp.	Food and Venue for SEADO Training	DIR/PTSU/CONMED	NP-53.10 Lease of Real Property and Venue	Jul-20	N/A	Jul-20	Jul-20	GoP	20,000.00	20,000.00		
Semi-Exp. Office Eqpt.	Purchase of Airconditioning Unit (1HP) Window type	DIR/PTSU/CONMED	NP-53.9 - Small Value Procurement	Feb-20	N/A	Feb-20	Feb-20	GoP	14,999.00	14,999.00		
Office Supplies Exp.	Purchase of ISSP	DIR/PTSU/CONMED	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	544,062.50	304,062.50	240,000.00	
Representation Exp.	Food for Branch's In-House Seminar	DIR/PTSU/CONMED /ADMIN	NP-53.9 - Small Value Procurement	as needed	N/A	as needed	as needed	GoP	24,000.00	24,000.00		
Office Supplies Exp.	Purchase of UPS 720VA	DIR/PTSU/CONMED /ADMIN	NP-53.9 - Small Value Procurement	December 2019	N/A	January 2020	January 2020	GoP	6,000.00	6,000.00		


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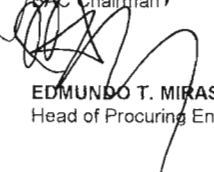

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