



DEPARTMENT OF JUSTICE
PAROLE AND PROBATION ADMINISTRATION - REGION XI
 2/F Hall of Justice, Ecoland, Davao City

ANNUAL PROCUREMENT PLAN
For the Year 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/RE!	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOE	CO	
A. SUPPLIES AND MATERIALS												
50203010	Common Use Supplies available at PS-DBM	RO/FOs	NP-53.5 Agency-to-Agency				Not Applicable	GoP	478,794.53	478,794.53	-	Procurement of office supplies and semi-expendable expenses at PS-DBM.
50203010	Other Supplies and Materials not available at PS-DBM	RO/FOs	NP-53.9 - Small Value Procurement				Not Applicable	GoP	477,653.77	477,653.77	-	Procurement of common electrical supplies, office equipment, office supplies, janitorial supplies, audio and visual presentation equipment, photographic or video equipment, furniture and fixtures, computer supplies and others not available at PS-DBM
50203090	Fuel, Oil and Lubricants	RO	Direct Contracting				To be procured as the need arises	GoP	46,000.00	46,000.00	-	Fuel consumption of one (1) Alto and one (1) Expander
B. UTILITIES												
50204010	Water Services	RO/FOs	Direct Contracting				Not Applicable	GoP	34,000.00	34,000.00	-	Cost for supply and delivery of drinking water for the Region and Field Offices
50204020	Electricity Services	FOs	Direct Contracting				Not Applicable	GoP	297,000.00	297,000.00	-	Cost for Electric consumption of the Region and Field Offices
C. COMMUNICATION												
50205010	Postage and Courier Services	RO/FOs	Direct Contracting				Not Applicable	GoP	124,000.00	124,000.00	-	Philpost annual expenses and other related expenses for the mailing of official documents by the Region and Field Offices
50205020	Telephone-Mobile	RO	Direct Contracting				Not Applicable	GoP	39,000.00	39,000.00	-	Load allowance of the Regional Director and Assistant Regional Director
50205020	Telephone-Landline	RO/FOs	Direct Contracting				Not Applicable	GoP	150,000.00	150,000.00	-	Provided by PLDT, MATELCO and Innove Communication to the Region and Field Offices
50205030	Internet Subscription	RO/FOs	Direct Contracting				Not Applicable	GoP	113,000.00	113,000.00	-	Provided by PLDT and Innove Communication to the Region and Field Offices
D. JANITORIAL SERVICES												
50212020	Janitorial Services (1 year)	FOs	Direct Contracting				Not Applicable	GoP	237,000.00	237,000.00	-	Twelve (12) janitorial personnels for the twelve (12) field offices
E. OTHER GENERAL SERVICES												
50212990	Reimbursement of Travelling expense of VPAs	FOs	Direct Contracting				Not Applicable	GoP	66,600.00	66,600.00	-	
50212990	Job Order Personnels (Quarterly)	RO/FOs	Direct Contracting				Not Applicable	GoP	1,346,400.00	1,346,400.00	-	
F. REPAIRS AND MAINTENANCE												
50213040	Repairs and Maintenance - Building and Structures	RD	NP-53.9 - Small Value Procurement				To be procured as the need arises	GoP	21,000.00	21,000.00	-	Repair for the common areas of the Region and Field offices building
50213050	Repairs and Maintenance - Office Equipment	RO/FOs	NP-53.9 - Small Value Procurement				To be procured as the need arises	GoP	31,000.00	31,000.00	-	Repair of airconditioning unit and other office equipment of the Region and Field Offices
50213060	Repairs and Maintenance - Motor Vehicle	RO/FOs	NP-53.9 - Small Value Procurement				To be procured as the need arises	GoP	32,000.00	32,000.00	-	Preventive maintenance and other repairs of one (1) unit Suzuki Alto and one (1) MPV

G. RENTS - BUILDING AND STRUCTURES											
	Quarter for the Regional Director			Not Applicable		GoP	25,000.00	25,000.00	-	Rental for the quarter of the Regional Director	
H. TRAININGS AND SEMINARS											
50202010	Eshe Seminar- Workshop on Probation Information System, Single Capeta System & Case Mgr. Information System	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	28,000.00	28,000.00	-		
50202010	FPQBC for Newly Hired Field Officers	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	72,000.00	72,000.00	-		
50202010	Qac- Related Seminar	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	28,000.00	28,000.00	-		
50202010	Seminar on Disaster Preparedness, Basic First on Cuts, Wounds, Minor Fractures & Food Poison	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	28,000.00	28,000.00	-		
50202010	Family Day - Seminar on "Family Communicating in Love" & Team and Building Activity	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	28,000.00	28,000.00	-		
50202010	Seminar on R.A. 9594 (Expanded Senior Citizens Act of 2020) /Seminar on RA 10754 Expanded Benefits & Privileges of PWDs and Seminar on Child and Youth Development	FOs	NP-53 9 - Small Value Procurement	Not Applicable		GoP	28,000.00	28,000.00	-		
I. INSURANCE AND OTHER FEES											
50215030	Registration and insurance of Motor Vehicle including fidelity Bond Premium and Insurance of DOJ-PPA Properties	RC	Direct Contracting	Not Applicable		GoP	30,000.00	30,000.00	-	Fidelity bond of accountable officers, and insurance of equipment and vehicles	

Prepared by:

Grace B. Castillo
GRACE B. CASTILLO

BAC Secretariat

Corzena T. Gentindatu
CORZENA T. GENTINDATU
 BAC-Chairman

Nieveva J. Ramo
NENIEVEVA J. RAMO
 BAC Member

Aljon C. Caña
ALJON C. CAÑA
 BAC Member

Recommended for Approval by:
 BIDS AND AWARDS COMMITTEE

Ma. Emelita T. Valenzona
MA. EMELITA T. VALENZONA
 BAC-Member

Gerardo S. Operario
GERARDO S. OPERARIO
 BAC-Member

Arfe June V. Mosquera
ARFE JUNE V. MOSQUERA
 BAC-Member

Approved by:

BENJAMIN C. CUTAY JR.
 Regional Director

By the Authority of the
 Regional Director:

Artes B. Gutierrez
 CMO - OIC/ARO Artes B. Gutierrez