

[Agency Letterhead with Logo]

ANNUAL PROCUREMENT PLAN FOR FY _____

☐ INDICATIVE

☐ FINAL

☐ UPDATED [Version No. _____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (Php)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects:

Total Amount of CSEs to be purchased from PS-DBM:

Total Amount of Estimated Budget:

Prepared by:

Recommended by:
By the Authority of the Bids and Awards Committee:

Approved by:

Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Date : _____

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : _____

Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : _____

Guide to Filling Out the APP Form

Column No.	Particular	Basis/References, if any	Notes	Illustrations / Examples		
				Goods	Infrastructure	Consulting
Heading	Agency Letterhead with Logo Name of Procurement Project		Insert the official agency letterhead, including the agency name and logo at the top of the form for proper identification and authenticity of the submitted APP.		-	-
	ANNUAL PROCUREMENT PLAN FOR FY _____	Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 - Section 7.7.2 and 7.7.5	<p>Indicate the applicable Fiscal Year (FY) in the blank space provided on the second row of the form. Then, place a checkmark (✓) in the appropriate box to identify the nature of the submission—whether it is an Indicative APP, the Final APP, or a versioned Updated APP (e.g., Version 1-Q1, Version 2-Q2, etc.), as applicable.</p> <p>Types of APP:</p> <p>a. Indicative APP Check this box if the submission consolidates Indicative Project Procurement Management Plans (PPMPs) for inclusion in the budget proposal for the succeeding fiscal year. The Indicative APP is prepared by the BAC Secretariat based on the PPMPs submitted by End-User or Implementing Unit and accordingly updated upon receipt of revised PPMPs that reflect the budgetary allocations indicated in the National Expenditure Program (NEP), proposed Corporate Operating Budget, or Local Expenditure Program, as applicable. The indicative APP/s are submitted to the BAC for its final recommendation to the Head of the Procuring Entity (HoPE) on the appropriate mode of procurement.</p> <p>b. Final APP Check this box if the submission consolidates the revised PPMPs following the approval of, and in accordance with, the General Appropriations Act (GAA), Corporate Budget, or Appropriations Ordinance, as applicable to your entity. This serves as the final APP to be implemented for the fiscal year and shall be consistent with the final approved budget allocations. The final APP is prepared by the BAC Secretariat, which shall be recommended by the BAC for approval of the HoPE.</p> <p>c. Updated APP Check this box if the submission is an updated version of the APP, reflecting changes made after the approval of the Final APP. The updated APP presents a complete record of all procurement projects and activities for the year, including both revised items (e.g., changes in schedule, mode of procurement, scope, or budget) and those originally included in the Final APP without any modifications. To enhance visibility, the entire row of newly added or revised items are highlighted, and the specific changes shall be shown in bold font in the updated APP. Each version must be clearly labeled with a version number and date (e.g., Version 1, Version 2) to distinguish it from earlier submissions.</p>			
Column No. 1	Project Title	IRR of RA No. 12009 Sec 7.7.2 (a)	<p>Provide a specific, action-based title that clearly describes the main deliverables and scope of the procurement project.</p> <p>NOTE: List each lot of a project on a separate row, if applicable.</p>	<div>Supply and Delivery of Various Materials under a Framework Agreement for the Implementation of the Billy Bayong Program for the National Roads and Bridges Unit, X Office, Brgy. X, Municipality of X, X City</div> <div>Lot 1 – Supply and Delivery of 14,000 pieces of short-sleeved T-Shirts with Customized Print and 14,000 pcs. handtowels 8 inches x 12 inches</div> <div>Lot 2 – Supply and Delivery of 2,200 pieces of Standard Shovels and 1,300 pieces of Heavy-Duty Wheelbarrows</div>	Improvement/Repair of Facilities/Buildings & Structures of the Proposed Construction of Billy Bayong Sports Complex	Procurement of Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification
Column No. 2	End-User or Implementing Unit	IRR of RA No. 12009 Sec 7.7.2 (b)	Indicate the name of implementing unit or office, or project management office. In case of multiple end-users, all units shall be indicated.	Administrative and General Services Division	Engineering Services Division	Office of the Governor

Column No. 3	General Description of the Project	IRR of RA No. 12009 Sec 7.7.2 (c)	Provide a brief and specific description of the project, including its type of procurement (e.g., Goods, General Services, Infrastructure Project [Civil Works], or Consulting Services)	<i>Supply and Delivery of Uniform short sleeved T-shirt with Print and handtowels, Shovel and Wheelbarrow for Billy Bayong Program - (Goods)</i>	<i>Improvement/Repair of Facilities/Buildings & Structures / Proposed Construction of Billy Bayong Sports Complex (Infrastructure) to be undertaken by Administration</i>	<i>Engagement of a consulting firm to provide Technical Assistance for QMS Implementation towards ISO 9001:2015 Certification (Consulting Services)</i>
Column No. 4	Mode of Procurement	IRR of RA No. 12009 Sec 7.7.2 (d)	Indicate applicable procurement mode under RA No. 12009 recommended by the Bids and Awards Committee	<i>Competitive Bidding</i>	<i>N/A (To be undertaken by Administration)</i>	<i>Negotiated Procurement – Highly Technical Consultant</i>
Column No. 5	To be covered by an Early Procurement Activity?	IRR of RA No. 12009 Sec 7.7.2 (i)	Indicate Yes/No.	<i>No</i>	<i>N/A</i>	<i>No</i>
Column No. 6	Criteria for Bid Evaluation (Including Sustainability & Domestic Preference)	IRR of RA No. 12009 Sec 7.7.2 (e)	Choose among: 1. Lowest Calculated Responsive Bid or LCRB 2. Most Economically Advantageous Responsive Bid or MEARB – for quality-cost criteria including environmental / social factors 3. Most Advantageous Responsive Bid or MARB/Highest/Single Rated Responsive Bid or HRRB/SRRB 4. Lowest Comparative or Competitive Responsive Bid or LCCRB NOTE: If using MEARB, ensure sustainability indicators are in technical specifications.	<i>LCRB</i>	<i>-</i>	<i>HRRB</i>
Column No. 7	Start of Procurement Activity	IRR of RA No. 12009 Sec 7.7.2 (f)	Indicate the projected month and year (MM/YYYY) of the start of procurement activity which will depend on the prescribed procurement timeline of the applicable mode of procurement used by the Procuring Entity (e.g. Pre-procurement Conference, Publication, Posting, Issuance of the RFQ, as the case may be).	<i>04/2026</i>	<i>-</i>	<i>03/2026</i>
Column No. 8	End of Procurement Activity		Indicate the projected month and year (MM/YYYY) of issuance of Notice of Award or Purchase Order, as the case may be, based on the prescribed procurement timelines of the applicable mode of procurement used by the Procuring Entity.	<i>05/2025</i>	<i>-</i>	<i>03/2026</i>
Column No. 9	Source of Funds	IRR of RA No. 12009 Sec 7.7.2 (g)	Indicate the proposed source of fund for the Project. This may include, but is not limited to: the General Appropriations Act - Current or Continuing, Corporate Operating Budget, Appropriation Ordinance, Internally Generated Income, Special Purpose Fund, Trust Fund, or Foreign-Assisted Fund. Ensure consistency with the agency's approved budget document.	<i>GAA 2026 - Current Appropriation</i>	<i>GAA 2024 - Continuing Appropriation</i>	<i>Internally - Generated Income</i>
Column No. 10	Estimated Budget / Approved Budget for the Contract (PhP)	IRR of RA No. 12009 Sec 7.7.2 (h)	Indicate the estimated budget for each procurement project or lot, based on the End-User's approved PPMP. Once the General Appropriations Act (GAA), Corporate Operating Budget, or Appropriations Ordinance is approved, reflect the Approved Budget for the Contract (ABC), as applicable.	<i>₱12,499,544.00</i>	<i>₱15,900,000.00</i>	<i>₱750,000.00</i>
Column No. 11	Procurement Strategy or Tools	IRR of RA No. 12009 Sec 7.7.2 (k)	Indicate if the Procuring Entity shall use one or more of any of the following strategies: 1) Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)- 2) Subcontracting - 3) Multi-Year Contracting 4) Design-and-Build Scheme for Infrastructure Projects 5) Engagement of a Procurement Agent 6) Use of Framework Agreement Section 7) Pooled Procurement Section 17 8) Renewal of Regular and Recurring Services - 9) Warehousing and Inventory Activities	<i>Use of Framework Agreement</i>	<i>Design-and-Build Scheme</i>	<i>-</i>
Column No. 12	Remarks (Other relevant descriptions of the procurement project, if applicable)	IRR of RA No. 12009 Sec 7.7.2 (j)	Provide additional details of the project. This may include, but is not limited to the following: a. Basis of change/s from previously submitted APP (e.g., change in scope, mode, schedule, or budget). b. Contract package details : i.e, estimated budget for the whole project in case of multi-year contracts. c. Information whether the procurement project consider the marginalized sector (start ups, social businesses, microenterprises and vulnerable sectors) , as applicable, in accordance with Sec.75.5 of the IRR of RA 12009.	<i>One-time requirement for newly created satellite office; targets MSME supplier</i>	<i>Phase 1 of 2-year infrastructure program; will employ local labor/military personnel assigned in the area, by Administration</i>	<i>New strategic direction requested by the Governor; involves agri-cooperatives and investigation in terms</i>

Updated APP illustration:

Two APP versions are shown below: the Final APP or last APP version and the Updated APP version. The Updated APP includes both revised items (with changes in schedule, mode, or ABC, as the case may be) and unchanged items from the previous version. In this way, the Updated APP version provides a clear and complete view of all procurement activities and makes it easier to track any changes made. Examples of procurement projects are included to illustrate the types of revisions and how they are reflected in the Updated APP.

<u>FINAL APP - (Approved General Appropriations Act -based)</u>	<u>UPDATED APP Version 6 (June 28, 2025)</u>	<u>UPDATED APP: Version 2 (April 28, 2025)</u>
<p>1.Name of Procurement Project: Supply and Delivery of Laptops for Regional Training Centers Mode of Procurement: Small Value Procurement Start of Procurement Activity: February 2025 ABC (Php): 1,500,000.00 Remarks: Original entry</p> <p>2. Name of Procurement Project: Procurement of Modular Office Furniture for Newly Renovated Division Offices Mode of Procurement: Public Bidding ABC (Php): 3,000,000.00 Remarks: Original Entry</p> <p>3. Name of Procurement Project: Acquisition of Color Printers and High-Capacity Scanners for Field Units Mode of Procurement: Public Bidding ABC (Php): 500,000.00 Remarks : Original Entry</p>	<p>1.Name of Procurement Project: Rehabilitation of Classrooms in Calamba National High School Mode of Procurement: Public Bidding ABC (Php): 4,500,000.00 Remarks: Revised ABC as of Updated APP Version 3</p> <p>2. Name of Procurement Project: Construction of 2-Storey, 6-Classroom School Building in San Pedro East Central School Mode of Procurement: Public Bidding ABC (Php): 10,200,000.00 Remarks: Original Entry</p>	<p>1. Name of Procurement Project: Preparation of Feasibility Study for the Construction of Regional Training Center – Region V Mode of Procurement: Public Bidding ABC (Php): 3,200,000.00 Remarks: Original Entry</p> <p>2. Name of Procurement Project: Hiring of Third-Party Auditor for FY 2024 Infrastructure Projects Mode of Procurement: Small Value Procurement ABC (Php): 1,000,000.00 Remarks: Original Entry</p>
<u>UPDATED APP: Version 2 (15 March 2025)</u>	<u>UPDATED APP: Version 7 (30 August 2025)</u>	<u>UPDATED APP: Version 3 (June 28, 2025)</u>
<p>1.Name of Procurement Project: Supply and Delivery of Laptops for Regional Training Centers Mode of Procurement: Public Bidding Start of Procurement Activity: February 2025 ABC (Php): 2,500,000.00 Remarks: Revised Mode of Procurement and ABC due to inclusion of additional laptops.</p> <p>2. Name of Procurement Project: Procurement of Modular Office Furniture for Newly Renovated Division Offices Mode of Procurement: Public Bidding Start of Procurement Activity: May 2025 ABC (Php): 3,000,000.00 Remarks: Revised schedule aligned with renovation completion</p> <p>3. Name of Procurement Project: Acquisition of Color Printers and High-Capacity Scanners for Field Units Mode of Procurement: Public Bidding ABC (Php): 500,000.00 Remarks : Original Entry</p>	<p>1.Name of Procurement Project: Rehabilitation of Classrooms in Calamba National High School Mode of Procurement: Negotiated Procurement - Two-Failed Bidding ABC (Php): 4,500,000.00 Remarks: Revised Mode of Procurement</p> <p>2. Name of Procurement Project: Construction of 2-Storey, 6-Classroom School Building in San Pedro East Central School Mode of Procurement: Public Bidding ABC (Php): 10,200,000.00 Remarks: Original Entry</p> <p>3. Name of Procurement Project: Repair and Waterproofing of Administrative Building Roof in Tanauan Division Office Mode of Procurement: Negotiated Procurement – Emergency Cases ABC (Php): 1,500,000.00 Remarks : New Item due to damages brought by Typhoon Odeng</p>	<p>1. Name of Procurement Project: Preparation of Feasibility Study for the Construction of Regional Training Center – Region V Mode of Procurement: Negotiated Procurement – Two-Failed Biddings ABC (Php): 3,200,000.00 Remarks: Revised Mode of Procurement</p> <p>2. Name of Procurement Project: Hiring of Third-Party Auditor for FY 2024 Infrastructure Projects Mode of Procurement: Small Value Procurement ABC (Php): 1,000,000.00 Remarks: Original Entry</p> <p>3. Name of Procurement Project: Conduct of Independent Assessment on Agency Performance for FY 2024 Mode of Procurement: Public Bidding ABC (Php): 1,500,000.00 Remarks: New Item to support agency implementation</p>