

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Regional Office No. V, Rawis, Legazpi City
Indicative Annual Procurement Plan for FY 2021

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	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)											
A. Supplies, Materials, Tools and Equipment Expenses											
Common use supplies	FAD/TD	NP-53.9 - Small Value Procurement/NP-53.5 Agency-to-Agency		Year-round			NEP 2021	1,409,091.48	1,409,091.48		Office supplies & materials available at PS.
Semi-Expendable PPE	FAD/TD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	23,000.00	23,000.00		Various Semi-Expendable PPE
Airline Tickets	FAD/TD	NP-53.5 Agency-to-Agency NP-53.14 - Direct Retail Purchase		Year-round			NEP 2021	400,000.00	400,000.00		Airline Tickets funded by available allotments for travelling expenses
Supply/provision of gasoline & Lubricants for official motor vehicles.	FAD	Public Bidding (Fleet Card) Central Office/ NP-53.14 - Direct Retail Purchase		Jan. 2021 Year-round			NEP 2021	220,000.00	220,000.00		For Office vehicles.
Other Supplies and Material Expenses	FAD	NP-53.9 - Small Value Procurement NP-53.2 - Emergency Cases		Year-round			NEP 2021	446,000.00	446,000.00		Maintenance supplies to be procured as the need arises
B. General Services											
Janitorial Services	FAD/TD	Public Bidding	CY 2020			Jan 2021	NEP 2021	683,000.00	683,000.00		Renewal of Contract originally procured under Public Bidding
Security Services	FAD/TD	Public Bidding	CY 2020			Jan 2021	NEP 2021	845,000.00	845,000.00		Renewal of Contract originally procured under Public Bidding
Other Services	FAD/TD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	575,000.00	575,000.00		
C. Repair and Maintenance											
Building	FAD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	64,000.00	64,000.00		Minor Repairs in DBM Office Building
Machinery and Equipment	FAD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	301,000.00	301,000.00		Office equipment , ICT and Other machinery/equipment
Transportation Equipment	FAD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	60,000.00	60,000.00		
Other Property plant and equipment	FAD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	165,000.00	165,000.00		
Provision of other maintenance & other operating Expenses	FAD	NP-53.9 - Small Value Procurement		Year-round			NEP 2021	90,000.00	90,000.00		To be procured as the need arises.
D. Utility Expenses											
Water Expenses	FAD/TD	Direct Contracting		Year-round			NEP 2021	117,000.00	117,000.00		
Electric Expenses	FAD/TD	Direct Contracting		Year-round			NEP 2021	702,000.00	702,000.00		
E. Communication Expenses											
Postage and Courier Services	FAD	NP-53.9 - Small Value Procurement/NP-53.5 Agency-to-Agency		Year-round			NEP 2021	201,000.00	201,000.00		

Telephone Expenses	FAD	NP-53.9 - Small Value Procurement	Year-round				NEP 2021	186,000.00	186,000.00		
Internet expenses	FAD	NP-53.9 - Small Value Procurement	Year-round				NEP 2021	91,000.00	91,000.00		
Cable, Satellite, telegraph & Radio Expens	FAD	NP-53.9 - Small Value Procurement	Year-round				NEP 2021	5,000.00	5,000.00		
F. Other Maintenance and Operating Expenses											
Representation Expenses (Includes meals and venue for the conduct of meetings/trainings with client agencies)	FAD	NP-53.9 - Small Value Procurement/ NP-53.10 Lease of Real Property and Venue	Year-round				NEP 2021	1,180,000.00	1,180,000.00		Venue and Catering Services
Newspaper Subscription	DBM-ROV	Direct Contracting	Year-round				NEP 2021	24,000.00	24,000.00		Venue and Catering Services
SUB-TOTAL							7,787,091.48	7,787,091.48			
CAPITAL OUTLAY (CO)							660,000.00	660,000.00			
OFFICE EQUIPMENT											
Photocopier Specification: Minimum 16 ppm	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	150,000.00		150,000.00	
ID Maker Specification: Card Tray Capacity Input: 100 Output: 100 With Duplex Printing Memory: Minimum 32 MB Operating System: Windows Printer Speed:	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	160,000.00		160,000.00	
Refrigerator Specification Two door With Digital Inverter	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	50,000.00		50,000.00	
Aircon Unit for the 2nd Floor of Staff House Specification: Split Type Minimum: 2 HP Inverter Type	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	300,000.00		300,000.00	
							255,000.00	255,000.00			
ICT EQUIPMENT											
Fast Scanner with Feeder	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	210,000.00		210,000.00	
Printer Dot Matrix 24 pin wide carriage	DBM-ROV	NP-53.9 - Small Value Procurement	Jan. 2021	Jan. 2021	Jan. 2021	Jan. 2021	2021 Tier 2 Budget Proposal	45,000.00		45,000.00	
							915,000.00	915,000.00			
SUB-TOTAL							8,702,091.48	7,787,091.48	915,000.00		
GRAND TOTAL							8,702,091.48	7,787,091.48	915,000.00		

Prepared by:

For: 
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