

Department of Budget and Management - Regional Office for Cordillera Administrative Region Indicative Annual Procurement Plan for FY 2023 (Based on 2023 National Expenditure Program)

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/Project)	
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
<b>Maintenance and Operating Expenses</b>													
<b>A. Training and Scholarship Expenses (6020201002)</b>											<b>260,000.00</b>	<b>260,000.00</b>	
A.1	Conduct of regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	August	August	August	August	GoP	60,000.00	60,000.00		P2,000.00/pax for 1 day, 30 DBM-ROCAR Officials and Staff Meals and accomodation, including honoraria of the resource speaker and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)	
A.2	Conduct of Three (3) Day Year-End Assessment for CY 2023 including Strategic Planning for CY 2024 (APPROVED)	FAD	Negotiated Procurement - Small Value Procurement	Mar - Apr	Mar - Apr	Mar - Apr	Mar - Apr	GoP	190,000.00	190,000.00		P2,000.00/pax/3 days; 30 DBM-ROCAR Officials and Staff plus 10,000.00 Contingency Fund	
<b>B. Supplies and Materials Expenses (6020301002)</b>											<b>602,960.03</b>	<b>602,960.03</b>	
B.1	Common-use Office Supplies, 1st Quarter (Regionwide)	FAD	Agency-to-Agency (Procurement Service)/Shopping (b) in case of non-availability in the Procurement Service	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	148,899.06	148,899.06		See attached APP-CSE 2023 Form	
B.2	Common-use Office Supplies, 2nd Quarter (Regionwide)	FAD	Agency-to-Agency (Procurement Service)/Shopping (b) in case of non-availability in the Procurement Service	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	96,270.08	96,270.08		See attached APP-CSE 2023 Form	
B.3	Common-use Office Supplies, 3rd Quarter (Regionwide)	FAD	Agency-to-Agency (Procurement Service)/Shopping (b) in case of non-availability in the Procurement Service	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	129,914.69	129,914.69		See attached APP-CSE 2023 Form	
B.4	Common-use Office Supplies, 4th Quarter (Regionwide)	FAD	Agency-to-Agency (Procurement Service)/Shopping (b) in case of non-availability in the Procurement Service	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	83,259.36	83,259.36		See attached APP-CSE 2023 Form	
B.5	Common-use Office Supplies - not available with PS)	FAD	Shopping (b)/Direct Contracting	January	January	January	January	GoP	114,216.85	114,216.85		See attached APP-CSE 2023 Form	
B.6	Procurement of one (1) Printer	TD B	Negotiated Procurement - Small Value Procurement	January	January	January	January	GoP	12,000.00	12,000.00		See attached Annex C	
B.7	Other Office Equipment	TD A/TD B/TD C	Negotiated Procurement - Small Value Procurement	Jan - Feb	Jan - Feb	Jan - Feb	Jan - Feb	GoP	18,400.00	18,400.00		2 set Extension Cord (6-gang universal outlet with individual switch), 1.83 m 4 Uninterruptible Power Supply (UPS) UPS - 650VA-360W, 4 outlets, AVR Surge Wi-Fi Adapter, USB 3.0	
<b>C. General Services (6021299099)</b>											<b>1,294,000.00</b>	<b>1,294,000.00</b>	

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C.1	Janitorial Services	FAD	Competitive Bidding if contract was not renewed	November 2022 (Early Procurement Activity) Covered by MYCA No. MYCA-BMB-C-21-0000057				GoP	312,000.00	312,000.00		Provision of two (2) janitorial staff per approved technical specifications.
C.2	Security Services	FAD	Competitive Bidding if contract was not renewed					GoP	982,000.00	982,000.00		Provision of four (4) security personnel per approved technical specifications
<b>D. Repairs and Maintenance</b>								<b>160,000.00</b>	<b>160,000.00</b>			
D.1	Preventive maintenance and Check-up for the new Generator Set	FAD	Direct Contracting	To be determined by the Driver				GoP	56,000.00	56,000.00		Oil filter, fuel filter, 15 W Multi Grade Oil, Labor
D.2	Preventive maintenance and check-up for Toyota Hi Ace Grandis, SLA 965	FAD	Direct Contracting	To be determined by the Driver				GoP	48,000.00	48,000.00		Change oil, other lubricants & maintenance check-up every 5,000 kms.
D.3	Preventive maintenance and check-up for Toyota Innova, SAA 3746	FAD	Direct Contracting	To be determined by the Driver				GoP	30,000.00	30,000.00		Change oil, other lubricants & maintenance check-up every 5,000 kms.
D.4	Spare Parts for the Repair of the Photocopier INEO 215 (preventive maintenance)	FAD	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	26,000.00	26,000.00		Drum Unit, Developer, Transfer Roller Assembly, Imaging Unit After Assembly, Roller Assembly
<b>E. Other Maintenance and Operating Expenses (502999000)</b>								<b>148,500.00</b>	<b>148,500.00</b>			
E.1	Refill of 11 pieces, 10 lbs and 2 pieces, 2.2 pounds Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	6,300.00	6,300.00		13 pieces
E.2	FY 2023 DBM Personnel Medical Check-up	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	105,000.00	105,000.00		Medical laboratory examination package for 30 pax @ 3,500.00 (FY 2022 as Baseline).
E.3	Supply and Delivery of Drinking Water	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	28,500.00	28,500.00		5 gallons, 15 containers per week (depending on the actual consumption). @P35/bottle
E.4	Pest Control Services	FAD	Negotiated Procurement - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	6,000.00	6,000.00		One lot (Coverage: DBM Office Area)

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<b>Capital Outlays</b>												
<b>F. Other Equipment (1060589000)</b>												
F.1	Colored Printer with Flatbed Scanner	TD A/TD C	Negotiated Procurement - Small Value Procurement	February	February	February	February	GoP	60,000.00	60,000.00		Technical Divisions A and C
									2,452,760.03	2,452,760.03	-	
CONTINGENCY (4%)									98,110.40	98,110.40	-	
TOTAL									2,550,870.43	2,550,870.43	-	

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