

FY 2024 INDICATIVE ANNUAL PROCUREMENT PLAN (IAPP) BASED ON FY 2024 NATIONAL EXPENDITURE PROGRAM (NEP)

**DEPARTMENT OF BUDGET AND MANAGEMENT
Regional Office No. II**

CODE (PAP)	Procurement Program/Project	PMO/End User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	ESTIMATED BUDGET			REMARKS
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract of Signing		TOTAL	MOOE	CO	
Supplies and Materials Expenses													
1100000100001 /310200100003000	Procurement of Common-Use Supplies from procurement Service	FAD & Technical Divisions	NO	Agency-to-Agency (Procurement Service)	Monthly	Monthly	Monthly	Monthly	GOP	639,000.00	639,000.00		
	Procurement of Diesel for Gen Set and Unleaded for Grasscutter	FAD & Technical Divisions	NO	Direct Retail Purchase	Monthly	Monthly	Monthly	Monthly	GOP	68,000.00	68,000.00		
	Toner for Kyocera M2640idw	FAD & Technical Divisions	NO	Direct Contracting	To be determined				GOP	40,320.00	40,320.00		
	Procurement of Polo Shirt for Women's Day and GAD Activities	FAD & Technical Divisions	NO	Shopping/Small Value Procurement	To be determined				GOP	66,000.00	66,000.00		
	Medicines and Other Supplies	FAD & Technical Divisions	NO	Shopping/Small Value Procurement	To be determined				GOP	51,680.00	51,680.00		
	Supply and Delivery of Seven (7) units Airconditioner, Window-type - 2 HP Inverter	FAD & Technical Divisions	NO	Small Value Procurement	APRIL 2024				GOP	315,000.00	315,000.00		
	Supply and Delivery of Two (2) units Wireless Projector	FAD & Technical Divisions	NO	Small Value Procurement	APRIL 2024				GOP	92,000.00	92,000.00		
	Utility Expenses												
	Water	FAD & Technical Divisions	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	57,150.00	57,150.00		
	Procurement of 595 Containers of Water Drinking	FAD & Technical Divisions	YES	Small Value Procurement	4th Quarter CY 2023			January 2024		GOP	17,850.00	17,850.00	
	Electricity	FAD & Technical Divisions	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	630,000.00	630,000.00		
	Communication Expenses												
	Postage and Courier Services	FAD	NO	Agency-to-Agency (PPC)	Monthly	Monthly	Monthly	Monthly	GOP	108,000.00	108,000.00		
			NO	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GOP	50,000.00	50,000.00		
Telephone Services - Landline	FAD & Technical Divisions	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	54,000.00	54,000.00			
Internet Services	FAD & Technical Divisions	NO	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GOP	115,000.00	115,000.00			
General Services													
Procurement of Janitorial Services for CY 2024	FAD	YES	Small Value Procurement	4th Quarter CY 2023			January 2024		GOP	398,000.00	398,000.00		
Procurement of Security Services for CY 2024	FAD	YES	Small Value Procurement	4th Quarter CY 2023			January 2024		GOP	767,000.00	767,000.00	See Attached Annex A	

Other General Services	FAD	NO	Small Value Procurement	To be determined				GOP	60,000.00	60,000.00	
Repairs and Maintenance											
Repair and Maintenance - Building	FAD	NO	Small Value Procurement	To be determined				GOP	53,000.00	53,000.00	
Semi-Annual Cleaning of Airconditioning units	FAD	NO	Small Value Procurement	June and December				GOP	46,000.00	46,000.00	
Repair and Maintenance - Other Office Equipment				To be determined				GOP	50,000.00	50,000.00	
Repair and Maintenance - Motor Vehicles				To be determined				GOP	52,000.00	52,000.00	
Procurement of Tires, Battery, Change oil and other preventive maintenance activities for the vehicles	FAD	NO	Small Value Procurement	To be determined				GOP	90,000.00	90,000.00	
Other Maintenance and Operating Expenses											
Procurement of meals for the following activities:	FAD & Technical Divisions	NO	Small Value Procurement					GOP	785,000.00	785,000.00	
DBM-DOH FDU Meeting (50 pax @ 600 per pax - 2 meetings)				June and November							
DBM-DepEd FDU Meeting (66 pax @ 600 per pax - 2 meetings)				July and October							
Budget Forum for FY 2025 (101 pax @ 600 per pax - 1 meeting)				February							
DBM-DPWH FDU Meeting (79 pax @ 600 per pax - 2 meetings)				Quarterly (March, June, September and November)							
DBM-LBO Coordination Meeting (129 pax @ 600 per pax - 1 meeting)				Quarterly (March, June, September and November)							
Trainers' Training for BSK Budgeting (83 pax x 600 per pax - 1 meeting)				April							
Regional Committee on Devolution Meeting (70 pax @ 600 per pax - 2 meetings)				Quarterly (March, June, September and November)							
SUCs-CHED-DBM FDU Meeting (45 pax @ 600 per pax - 2 meetings)				Semi-Annually (February and September)							
TESDA-DBM FDU Meeting (29 pax @ 600 per pax - 1 meeting)				September							
Technical Budget Hearing (34 pax @ 600 per pax - 1 meeting)				May							
Staff Meetings (Monday Forum and Management Review) (33 pax @ 75/pax) per month				Monthly							
Strategic Planning (33 pax @ 3000/pax)				To be determined							
GAD Activities (June and December)				Semi-Annually (June and December)							
Newspapers	FAD	NO	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GOP	10,000.00	10,000.00	Monthly Subscription
DBM Anniversary/Christmas Party				April and December					66,000.00	66,000.00	
Athletic and Cultural Activities	FAD	NO	Small Value Procurement					GOP	49,500.00	49,500.00	
GAD Activities									19,800.00	19,800.00	
Notary of Legal Documents									3,000.00	3,000.00	See Attached Annex A
Others									4,700.00	4,700.00	
Capital Outlay											
Construction of 3 Bedroom Staff House	FAD	YES	Competitive Bidding	4th Quarter CY 2023		January 2024		GOP	13,000,000.00		13,000,000.00
Repair/Rehabilitation of RO II Building	FAD	YES	Competitive Bidding	4th Quarter CY 2023		January 2024		GOP	6,000,000.00		6,000,000.00
Total									23,758,000.00	4,758,000.00	19,000,000.00

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Procurement of snacks and meals for official meetings/FDU Meetings/Accommodation for the conduct of various trainings/Capacity Building/Year-end Assessment/

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9-14-2023