

DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE NO. VIII - Indicative Annual Procurement Plan for FY 2024

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 (PhP)			Remarks (Brief Description of Project)
					Ads/Post of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. Common-Use Office Supplies and Equipment (CSE)													
310200100003000	a. Common-use Office Supplies/Equipment available at PS	FAD/TDS	No	Negotiated Procurement (NP)-Agency to agency	Jan. 9, 2024	Jan. 9, 2024	Jan. 9, 2024	Jan. 12, 2024	Regular Agency Fund	336,625.00	336,625.00		Please see attached APP-CSE
100000100001000	b. Common-use Office Supplies/Equipment not available at PS	FAD/TDS	No	NP-Small Value	Jan. 16, 2024	Jan. 22, 2024	Jan. 23, 2024	Jan. 24, 2024	Regular Agency Fund	1,304,628.00	1,304,628.00		Toners, Ink and Speciality Paper
II. Non-common-use Office Supplies/Materials/ Equipment:													
100000100001000	a. Petroleum, Oil & Lubricants	FAD	No	NP - Direct Retail Purchase of POL	Jan. 9, 2024	Jan. 9, 2024	Jan. 9, 2024	Jan. 9, 2024	Regular Agency Fund	100,000.00	100,000.00		Fuel, oil and lubricants needed for use of the office vehicles in connection with the conduct of various official travels/functions
100000100001000	b. Mailing Stamp	FAD	No	NP-Agency to Agency	Feb. 5, 2024	Feb. 5, 2024	Feb. 5, 2024	Feb. 5, 2024	Regular Agency Fund	80,000.00	80,000.00		For delivery of official communications.
100000100001000	c. Supply and Delivery of CD4 Lateral Filing Cabinets	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	134,747.00	134,747.00		Cabinets for storage of various office files
100000100001000	d. Other supplies and materials	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	105,000.00	105,000.00		Other Supplies and materials: Customized Shirts, Tarpaulins, Planners, Supplies for Sports and Cultural activities, and others)
100000100001000	e. Airline Tickets	FAD/TDS	No	NP-Direct Retail Purchase of Airline Tickets	Jan. 16, 2024	Jan. 16, 2024	Jan. 16, 2024	Jan. 16, 2024	Regular Agency Fund	478,000.00	478,000.00		Airfare tickets of DBM officials & employees during official travels outside the region.
III. Utilities													
100000100001000	a. Water Services	FAD	No	Renewal of Contract (WETI)	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Regular Agency Fund	53,000.00	53,000.00		Renewal of contract for the period, January 1 to Dec. 31, 2024
100000100001000	b. Supply and Delivery of Purified Drinking Water	FAD	No	NP-Small Value	Jan. 9, 2024	Jan. 15, 2024	Jan. 16, 2024	Jan. 17, 2024	Regular Agency Fund	32,000.00	32,000.00		Supply and delivery of purified drinking water with hot and cold dispenser

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100000100001000	c. Electricity Services	FAD	No	Renewal of Contract (WETI)	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Regular Agency Fund	1,109,000.00	1,109,000.00		Renewal of contract for the period, January 1 to Dec. 31, 2024
IV. General Services													
100000100001000	a. Security Services	FAD	Yes	Public Bidding	Nov. 7, 2023	Nov. 28, 2023	Jan. 3, 2024	Jan. 4, 2024	Regular Agency Fund	912,000.00	912,000.00		Three (3) SGs (1 SG on 9 hour duty, 1 SG on 10 hour duty & 1 SG on 11 hour duty, from Mondays to Sundays)
100000100001000	b. Janitorial Services	FAD	Yes	Public Bidding	Nov. 7, 2023	Nov. 28, 2023	Jan. 3, 2024	Jan. 4, 2024	Regular Agency Fund	662,000.00	662,000.00		Three Janitors: One (1) Female and Two (2) Male Janitors on an eight (8) hour duty from Mondays to Saturdays
V. Communication Services													
100000100001000	a. Landline Services	FAD	No	Renewal of Contract (WETI)	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Regular Agency Fund	122,000.00	122,000.00		Renewal of Contract for the period, January to December 2024
100000100001000	c. Internet Services	FAD	No	Renewal of Contract (WETI)	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Regular Agency Fund	429,000.00	429,000.00		Renewal of Contract for the period, January to December 2024
100000100001000	d. Cable, Satellite and Telegraph Services	FAD	No	Renewal of Contract (WETI)	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Jan. 3, 2024	Regular Agency Fund	6,000.00	6,000.00		Renewal of Contract for the period, January to December 2024
100000100001000	e. Courier Services	FAD	No	NP-Small Value	Jan. 9, 2024	Jan. 15, 2024	Jan. 16, 2024	Jan. 17, 2024	Regular Agency Fund	151,000.00	151,000.00		Delivery of urgent official communications/packages
VI. Repairs and Maintenance													
100000100001000	a. Repair and maintenance of DBM RO VIII Building	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	100,000.00	100,000.00		Repair of DBM RO8 building
100000100001000	b. Repair and maintenance of office equipment	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	200,000.00	200,000.00		Quarterly repair and maintenance services of various office equipment, such as airconditioning units and IT equipment
100000100001000	c. Repair and Maintenance of Transportation Equipment	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	200,000.00	200,000.00		Repair and maintenance inclusive of parts and related accessories of MVs

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VII. Trainings/Meetings													
310200100003000	a. Lease of Venue with Catering Services	FAD/TDs	No	NP - Lease of Venue	Jan. 16, 2024	Jan. 22, 2024	Jan. 23, 2024	Jan. 24, 2024	Regular Agency Fund	889,000.00	889,000.00		For various trainings, seminars, meetings and other related activities of the office (Budget Forum, DBM GAD Assessment, APPEAR, TBH, PFM activities, Regional ComDev)
100000100001000	b. Catering Services	FAD/TDs	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	393,000.00	393,000.00		For various trainings, seminars, meetings and other related activities of the office (APR Review, Year-End Assessment, TBH, and others)
VIII. Equipment/Capital Outlay													
100000100001000	a. Procurement of Communication Equipment	FAD	Yes	Public Bidding	Nov. 7, 2023	Nov. 28, 2023	Jan. 3, 2024	Jan. 4, 2024	Regular Agency Fund	2,934,000.00		2,934,000	Supply, Delivery, Installation, Commissioning and Testing of Wireless Conference System Microphones, Portable Public Address/Speaker System, Light Emitting Diode (LED) Wall with enclosure and Carpeted Stage Platform
100000100001000	b. Steel Fabricated Wind Breaker	FAD	No	NP-Small Value	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	Regular Agency Fund	225,000.00		225,000	Supply, Delivery, Installation of Steel Fabricated Wind Breaker
100000100001000	IX. Contingency Procurement	FAD	No	Shopping (a)	Feb. 13, 2024	Feb. 19, 2024	Feb. 20, 2024	Feb. 21, 2024	GOP	236,000.00	236,000.00		Provision for procurement that would address various contingencies that may arise
GRAND TOTAL										11,192,000.00	8,033,000.00	3,159,000	


***Note:** There are procurement activities that are not applicable to some procurement projects (e.g. Common Use Supplies and Mailing Stamp thru Agency to Agency - PS & PhilPost, respectively; Items for Renewal of Contract/WETI, and Direct Retail Purchase of POL and Airline Tickets) but with dates reflected above just to comply with the uploading requirement of the Indicative APP in the Modernized PhilGEPS.


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