

**Department of Budget and Management - Regional Office for Cordillera Administrative Region Annual Procurement Plan for FY 2017**

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</b>									<b>607,010.00</b>	<b>607,010.00</b>		
									300,000.00			
A.1	Conduct of One (1) Day Forum on Budget Execution and Fund Release Guidelines for NGAs	FAD	Negotiated Procurement - Lease of Venue	January	January	January	January	FY 2016 GAA (Continuing Appropriations)	90,000.00	90,000.00		Lease of venue including meals for 150 pax @ ₱600.00 per head/day.
A.2	Conduct of One (1) Day Budget Forum for LGUs Batch 1	FAD	Negotiated Procurement - Lease of Venue	June	June	June	June	FY 2016 GAA (Continuing Appropriations)	105,000.00	105,000.00		Lease of venue including meals for 175 pax @ ₱600.00 per head/day.
A.3	Conduct of One (1) Day Budget Forum for LGUs Batch 2	FAD	Negotiated Procurement - Lease of Venue	June	June	June	June	FY 2016 GAA (Continuing Appropriations)	105,000.00	105,000.00		Lease of venue including meals for 175 pax @ ₱600.00 per head/day.
										307,010.00		
A.4	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - TESDA	Technical Division A	Negotiated Procurement - Small Value Procurement	August	August	August	August	FY 2017 GAA	14,000.00	14,000.00		Snacks (1) and meals (1) for 40 pax @ ₱350.00 per head.
A.5	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DEPED	Technical Division A	Negotiated Procurement - Lease of Venue	August	August	August	August	FY 2017 GAA	30,000.00	30,000.00		Lease of venue including meals for 50 pax, one (1) day @ ₱600.00 per head/day.
A.6	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - SUC and CHED	Technical Division B	Negotiated Procurement - Small Value Procurement	August	August	August	August	FY 2017 GAA	15,750.00	15,750.00		Snacks (2) and meals (1) for 35 pax @ ₱450.00 per head.
A.7	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DOH	Technical Division B	Negotiated Procurement - Small Value Procurement	August	August	August	August	FY 2017 GAA	10,500.00	10,500.00		Snacks (1) and meals (1) for 30 pax @ ₱350.00 per head.
A.8	Meeting with Full-Time Delivery Units of Delegated Agency Coverages - DPWH	Technical Division C	Negotiated Procurement - Lease of Venue	August	August	August	August	FY 2017 GAA	27,000.00	27,000.00		Lease of venue including meals for 60 pax, half day only @ ₱500.00 per head.
A.9	Conduct regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	FY 2017 GAA	74,560.00	74,560.00		Meals and accommodation for 30 pax, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.10	Conduct of year-end assessment on the implementation of the GAD Plan and Workshop on the Preparation of the Proposed Annual GPB for the ensuing budget year	FAD	Negotiated Procurement - Lease of Venue	October	October	October	October	FY 2017 GAA	135,200.00	135,200.00		Meals and accommodation for 30 pax, Honoraria of Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
<b>B. Supplies and Materials Expenses</b>									<b>698,938.00</b>	<b>698,938.00</b>		
<b>B.1 Office Supplies Expense</b>									<b>542,938.00</b>	<b>542,938.00</b>		
										423,226.00		
B.1.1	Common Use Office Supplies, 1st Quarter	FAD/ Technical Divisions A, B and C	Agency-to-Agency (Procurement Service)	January	January	January	January	FY 2016 GAA (Continuing Appropriations)	143,063.00	143,063.00		Various regular office supplies per PS Price Catalogue as of August 16, 2016
B.1.2	Common Use Office Supplies, 2nd Quarter	FAD/ Technical Divisions A, B and C	Agency-to-Agency (Procurement Service)	to be determined by Procuring Unit depending on inventory levels (re-order point)				FY 2016 GAA (Continuing Appropriations)	76,650.00	76,650.00		Various regular office supplies per PS Price Catalogue as of August 16, 2016
B.1.3	Common Use Office Supplies, 3rd Quarter	FAD/ Technical Divisions A, B and C	Agency-to-Agency (Procurement Service)	July	July	July	July	FY 2016 GAA (Continuing Appropriations)	130,876.00	130,876.00		Various regular office supplies per PS Price Catalogue as of August 16, 2016
B.1.4	Common Use Office Supplies, 4th Quarter	FAD/ Technical Divisions A, B and C	Agency-to-Agency (Procurement Service)	to be determined by Procuring Unit depending on inventory levels (re-order point)				FY 2016 GAA (Continuing Appropriations)	72,637.00	72,637.00		Various regular office supplies per PS Price Catalogue as of August 16, 2016
										119,712.00		
B.1.5	Common Use Office Supplies (Not available with PS)	FAD/ Technical Divisions A, B and C	Shopping (b)	March	March	March	March	FY 2017 GAA	3,017.00	3,017.00		Various office supplies (see Annex B).
B.1.6	Toner for Kyocera FS-C5150DN, TK584K	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2017 GAA	28,560.00	28,560.00		Color: Black (3500 pages)

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)
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B.1.7	Toner for Kyocera FS-C5150DN, TK584C	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2017 GAA	20,160.00	20,160.00		Color: Cyan (2800 pages)
B.1.8	Toner for Kyocera FS-C5150DN, TK584M	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2017 GAA	20,160.00	20,160.00		Color: Magenta (2800 pages)
B.1.9	Toner for Kyocera FS-C5150DN, TK584Y	FAD	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	FY 2017 GAA	20,160.00	20,160.00		Color: Yellow (2800 pages)
B.1.10	Risograph Ink, CZ Black	FAD	Direct Contracting	February	February	February	February	FY 2017 GAA	4,005.00	4,005.00		Color: Black, 800ml
B.1.11	Toner Cartridge (Toner TN 118)	FAD	Direct Contracting	March	March	March	March	FY 2017 GAA	12,500.00	12,500.00		Color: Black (12000 pages)
B.1.12	Toner, Konica Minolta Page Pro 9100	Technical Division C	Direct Contracting	October	October	October	October	FY 2017 GAA	11,150.00	11,150.00		Color: Black (15000 pages)
B.2	Other Office Supplies								156,000.00	156,000.00		
										120,000.00		
B.2.1	Supply and Delivery of Survival kits for DBM-PS CAR officials, personnel and support staff.	FAD/ Technical Divisions A,B and C/ PS	Negotiated Procurement - Small Value Procurement	May	May	May	May	FY 2016 GAA (Continuing Appropriations)	60,000.00	60,000.00		Specifications to be determined by appropriate committee
B.2.2	Supply, delivery and installation of Replacement Tires for Toyota Innova with Plate No. SAA 3746	FAD	Negotiated Procurement - Small Value Procurement	June	June	June	June	FY 2016 GAA (Continuing Appropriations)	30,000.00	30,000.00		Size: 205/65 R15, 4 pieces
B.2.3	Supply, delivery and installation of Replacement Tires for Isuzu Sportivo with Plate No. LMC 791	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2016 GAA (Continuing Appropriations)	30,000.00	30,000.00		Size: 235/75 R15, 4 pieces
										36,000.00		
B.2.4	Supply of two (2) sets of Automotive Tools for the Office's Service Vehicles (For Toyota Innova and Toyota Hi Ace Grandia)	FAD	Negotiated Procurement - Small Value Procurement	February	February	February	February	FY 2017 GAA	36,000.00	36,000.00		5-tons of jack, 8-24 mm Open Range and Socket Range, Tire Range (#19mm), Chamois
<b>C. Professional Services</b>									<b>132,000.00</b>	<b>132,000.00</b>		
C.1	Other Professional Services								132,000.00	132,000.00		
									66,000.00	66,000.00		
C.1.1	FY 2016 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C/ PS	Negotiated Procurement - Small Value Procurement	February	February	February	February	FY 2016 GAA (Continuing Appropriations)	66,000.00	66,000.00		<ul style="list-style-type: none"> <li>Medical laboratory examination package for 22 pax.</li> <li>Unimplemented in FY 2016.</li> </ul>
									66,000.00	66,000.00		
C.1.2	FY 2017 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C/ PS	Negotiated Procurement - Small Value Procurement	4th Qtr	4th Qtr	4th Qtr	4th Qtr	FY 2017 GAA	66,000.00	66,000.00		Medical laboratory examination package for 22 pax (FY 2017).
<b>D. General Services</b>									<b>950,000.00</b>	<b>950,000.00</b>		
D.1	Janitorial Services	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	December 2016	December 2016	December 2016	December 2016	FY 2017 GAA	266,000.00	266,000.00		Provision of two (2) janitorial staff per approved technical specifications.
D.2	Security Services	FAD/ Technical Divisions A,B and C	Approved 3-Year Contract	With existing contract to expire on December 2017				FY 2017 GAA	684,000.00	684,000.00		
<b>E. Repairs and Maintenance</b>									<b>72,000.00</b>	<b>72,000.00</b>		
E.1	Other Structures								10,000.00	10,000.00		
E.1.1	Supply, Delivery and Installation of Toilet Bowl Set at the 3rd Floor Comfort Room	FAD	Negotiated Procurement - Small Value Procurement	February	February	February	February	FY 2016 GAA (Continuing Appropriations)	10,000.00	10,000.00		<ul style="list-style-type: none"> <li>Specifications to be determined by end user.</li> <li>To be funded by unobligated balances from the FY 2016 GAA</li> </ul>
E.2	Buildings								32,000.00	32,000.00		
E.2.1	Improvement of Gazebo - Child-Minding/Family and Breastfeeding Center	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2017 GAA	17,000.00	17,000.00		Specifications to be determined by appropriate committee (GADFPS/FAD).
E.2.2	Improvement of electrical cable and wirings in the Records Section (separating the internet cable lines from electrical wirings)	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2017 GAA	15,000.00	15,000.00		Specifications to be determined by the end user.

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E.3	Motor Vehicles								30,000.00	30,000.00		
E.3.1	Regular maintenance and check-up for Toyota HI Ace Grandia, SLA 965	FAD	Direct Contracting	To be determined by the BAC				FY 2017 GAA	15,000.00	15,000.00		Change oil, other lubricants & maintenance check-up.
E.3.2	Regular maintenance and check-up for Toyota Innova, SAA 3746	FAD	Direct Contracting	To be determined by the BAC				FY 2017 GAA	15,000.00	15,000.00		Change oil, other lubricants & maintenance check-up.
E.3.3	Repair / Maintenance of Isuzu Sportivo with Plate No. LMC 791	FAD	Direct Contracting	1st Qtr.	1st Qtr.	1st Qtr.	1st Qtr.	FY 2017 GAA	-			Specifications of the necessary repairs and related costs to be determined after evaluation of repair shop.
<b>F. Other Maintenance and Operating Expenses</b>									<b>44,500.00</b>	<b>44,500.00</b>		
F.1	Singles' Day Celebration	FAD	Negotiated Procurement - Small Value Procurement	February	February	February	February	FY 2017 GAA	6,500.00	6,500.00		Snacks for 30 pax @ ₱90.00 per head and tokens for 12 persons at ₱300.00 each .
F.2	Participation in GAD-related Activities (Women's Month Celebration, Campaign Against VAWC, etc.)	FAD	Negotiated Procurement - Small Value Procurement	March	March	March	March	FY 2017 GAA	15,000.00	15,000.00		Specifications to be determined by appropriate committee (GADFPS/FAD).
F.3	Mothers' Day Celebration	FAD	Negotiated Procurement - Small Value Procurement	May	May	May	May	FY 2017 GAA	5,500.00	5,500.00		Snacks for 30 pax @ ₱90.00 per head and tokens for 9 persons @ ₱300.00 each.
F.4	Fathers' Day Celebration	FAD	Negotiated Procurement - Small Value Procurement	June	June	June	June	FY 2017 GAA	5,500.00	5,500.00		Snacks for 30 pax @ ₱90.00 per head and tokens for 9 persons @ ₱300.00 each.
F.5	Observation of Cordillera Month	FAD	Negotiated Procurement - Small Value Procurement	July	July	July	July	FY 2017 GAA	6,000.00	6,000.00		Meals and snacks for 30 pax @ ₱200.00 per head.
F.6	Celebration of Baguio Day	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	FY 2017 GAA	6,000.00	6,000.00		Meals and snacks for 30 pax @ ₱200.00 per head.
<b>Capital Outlays</b>												
<b>A. Buildings</b>									<b>120,000.00</b>	<b>-</b>	<b>120,000.00</b>	
A.1	Supply, Delivery and Installation of 3 male urinals with partition	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	FY 2017 GAA	120,000.00		120,000.00	Specifications to be determined by end-user @ ₱40,000.00 per urinal.
<b>B. Land Improvements Outlay</b>									<b>300,000.00</b>	<b>-</b>	<b>300,000.00</b>	
<b>B.1 Other Land Improvements</b>									<b>300,000.00</b>	<b>-</b>	<b>300,000.00</b>	
B.1.1	Landscaping of DBM Cottage	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2016 GAA (Continuing Appropriations)	100,000.00		100,000.00	Specifications to be determined pending receipt of instructions from the Central Office.
B.1.2	Improvement of Water Piping and Plumbing System, DBM Cottage	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2016 GAA (Continuing Appropriations)	200,000.00		200,000.00	Specifications to be determined pending receipt of instructions from the Central Office.
<b>C. Machinery and Equipment Outlay</b>									<b>24,782.20</b>	<b>-</b>	<b>24,782.20</b>	
<b>C.1 Information and Communication Technology</b>									<b>24,782.20</b>	<b>-</b>	<b>24,782.20</b>	
C.1.2	Printer	Technical Division C	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2016 GAA (Continuing Appropriations)	24,782.20		24,782.20	Specifications to be determined by end-user (CPRU).
<b>D. Furnitures and Fixtures</b>									<b>96,725.00</b>	<b>-</b>	<b>96,725.00</b>	
D.1	Supply and Delivery of metal rack shelves in the Records Section (Archiving of files and documents)	FAD	Negotiated Procurement - Small Value Procurement	February	February	February	February	FY 2016 GAA (Continuing Appropriations)	96,725.00		96,725.00	• Specifications to be determined by end-user. • To be funded from unobligated balances from the FY 2016 GAA
<b>E. Other Property, Plant and Equipment Outlay</b>									<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	
E.1	Supply, Delivery and Installation of One (1) Unit Heavy Duty Door Bell and One (1) Unit Deadlock Bolt	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				FY 2016 GAA (Continuing Appropriations)	20,000.00		20,000.00	Specifications to be determined pending receipt of instructions from the Central Office.

