

DBM RO12 Annual Procurement Plan FY 2018

 Department/Bureau/Office: **DEPARTMENT OF BUDGET AND MANAGEMENT**

 Region: **XII**

 Address: **BARANGAY MORALES, KORONADAL CITY**

GPPB Form 02 / Rev. 0

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Ads/Post of IAB	Sub/Open of Bids	Notice of Award	Contract Signing /(PO)	Source of Funds	Approved Budget (PhP)			Remarks (brief description of Program/Project)
									Total	MOOE	CO	
Supplies and Materials Expenses	Office Supplies Expense	FAD & Technical Division	Agency to Agency Procurement (PS)				Quarterly	2018 GAA	1,599,586.45	1,599,586.45		See attached APP-CSE (To be procured from PS)
	Other Supplies & Materials Expense		Small Value Procurement									See attached APP-CSE (under Others)
	Petroleum, Oil and Lubricant Expenses	FAD.	Small Value Procurement				Quarterly	2018 GAA	45,000.00	45,000.00		For GenSet Fuel (vehicle c/o CO Fleet Card)
Travelling Expenses	Plane Tickets	FAD & Technical Division	Small Value Procurement				Jan- Dec	2018 GAA	1,000,000.00	1,000,000.00		
Communication Expenses	Postage & Courier Services	FAD	Agency to Agency & SVP				Monthly	2018 GAA	135,000.00	135,000.00		Agency to Agency for PhilPost and SVP for express couriers
	Telephone Expenses Mobile	FAD	Small Value Procurement				January	2018 GAA	134,000.00	134,000.00		
General Services	Janitorial Services	FAD	Public Bidding	13-Jan-18	22-Jan-18	06-Feb-18	09-Feb-18	2018 GAA	843,000.00	843,000.00		8 utility workers
	Security Services	FAD	Public Bidding	13-Jan-18	22-Jan-18	06-Feb-18	09-Feb-18	2018 GAA	480,000.00	480,000.00		3 Guards on an 8-hour shift
	Other General Services		Small Value Procurement					2018 GAA	167,000.00	167,000.00		Foreseeable emergencies
Repair and Maintenance	Buildings (including fixtures)											
	Repair & Repainting of ARD Comfort Room	FAD	Small Value Procurement				January	2018 GAA	35,000.00	35,000.00		Flooring tiles & Bowl, plumbing
	Plumbing works for Ground level Comfort Rooms	FAD	Small Value Procurement				February	2018 GAA	10,000.00	10,000.00		
	Plumbing works Guest House Comfort Rooms		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00		
	Repair of Glass Door - FAD & Ground lobby		Small Value Procurement				January	2018 GAA	15,000.00	15,000.00		
	Repair of Acoustic Board		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00		
	Electrical Rewiring		Small Value Procurement				February	2018 GAA	10,000.00	10,000.00		
	Machinery & Equipment											
	Monthly Cleaning and/or maintenance of 25 units Airconditioner	FAD	Small Value Procurement				Monthly	2018 GAA	24,000.00	24,000.00		2 units - 13 plates, 12 volts
	Repair of Network Printers and Photocopiers		Small Value Procurement				April	2018 GAA	21,000.00	21,000.00		
	Repair & Maintenance of GenSet		Small Value Procurement				April	2018 GAA	10,000.00	10,000.00		
	Replacement of Battery for the back up power of IT Equipment		Small Value Procurement				March	2018 GAA	12,000.00	12,000.00		
	Transportation Equipment											
	Tire 265 / 70 R-16	FAD	Small Value Procurement					2018 GAA	44,000.00	44,000.00		4 units of tire
	General Check-up and Repair of the DBM vehicle (Strada Pick Up) with plate number (NFO394)	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00		
	Performance kms PMS Check Up, Change oil.											
	General Check-up and Repair of the DBM new vehicle (Ford Ranger) with temporary plate number performance kms PMS Check Up, Change oil.	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00		
	General Check-up and Repair of the DBM vehicle (Toyota Commuter Van) with plate number (SKE378) Performance kms PMS Check Up, Change oil.	FAD	Direct Contracting				Quarterly	2018 GAA	40,000.00	40,000.00		

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										Total	MOOE	CO		
Other Maintenance and Operating Expenses	Representation Expenses		FAD	Small Value Procurement										
	Venue and Catering Services for the following:								2018 GAA					
	FY 2019 Budget Forum							January		110,000.00	110,000.00		200 participants (1 AM snacks and lunch)	
	FY 2019 Budget Forum for LGUs							July		110,000.00	110,000.00		200 participants (1 AM snacks and lunch)	
	Quarterly Management Review							Quarterly		8,000.00	8,000.00		Mgt Review to be conducted every 2nd Monday of the Quarter	
	Monthly Staff Meeting							Monthly		36,000.00	36,000.00		to be conducted every 1st Monday of the month	
	Conduct of Team Building		FAD	Small Value Procurement				February	2018 GAA	162,000.00	162,000.00		25 warmbodies @ P6K each including the anticipated	
	Conduct of Year End Assessment		FAD	Small Value Procurement				December	2018 GAA	162,000.00	162,000.00		2 new hires	
	Conduct of Christmas Party Gathering		FAD	Small Value Procurement				December	2018 GAA	50,000.00	50,000.00		50 warmbodies (w/ JO, COS, OJT & COA)	
	RIAT Meeting		FAD	Small Value Procurement				Quarterly	2018 GAA	8,000.00	8,000.00			
	RALBO Meeting		FAD	Small Value Procurement				Semestral	2018 GAA	6,000.00	6,000.00			
	FDU Meetings		FAD	Small Value Procurement				Quarterly	2018 GAA					
	DepEd (1 Batch/Qtr)									24,000.00	24,000.00			
	SUCs (5 batches/Qtr)									40,000.00	40,000.00			
	DPWH (1 Batch/Qtr)									20,000.00	20,000.00			
	TESDA (1 Batch/Qtr)									8,000.00	8,000.00			
	CHED (1 Batch/Qtr)									8,000.00	8,000.00			
	DOH (1 Batch/Qtr)									8,000.00	8,000.00			
	Other MOOE									2018 GAA				P135,000 per GAA (deficit shall be sourced from R&M savings)
	Printer & Photocopier Toners		FAD	Small Value Procurement					February		126,500.00	126,500.00		10 units Toner TN323 (black) P80,000.00
														3 units Toner TN214K P18,000.00
														1 unit Toner TN214C P9,500.00
														1 unit Toner TN214M P9,500.00
														1 unit Toner TN214Y P9,500.00
	Wireless Multi Function Printer (bluetooth\)		ARD	Small Value Procurement					February		15,000.00	15,000.00		
	Wireless Phones (2 units)		ARD & COA	Small Value Procurement					February		5,000.00	5,000.00		@ P2,500/unit
	Wireless Keyboards and mouse (13 sets)		FAD & Tech	Small Value Procurement					February		19,500.00	19,500.00		@ P1,500/unit
	Scanner (quick scanning)		Cashier	Small Value Procurement					February		8,000.00	8,000.00		
	Money Counter		Cashier	Small Value Procurement					February		5,000.00	5,000.00		
	Paper Shredder (5 units)		E-center, COA, RD, FAD, Tech	Small Value Procurement					February		35,000.00	35,000.00		@ P7,000/unit
	Table/Desk		ARD	Small Value Procurement					February		15,000.00	15,000.00		
	Ergonomic Chairs (24 units)		All Personnel	Small Value Procurement					February		156,000.00	156,000.00		@ P6,500/unit
	Office sofa / couch (ARD room)		ARD	Small Value Procurement					February		15,000.00	15,000.00		
Laser Printer		E Center	Small Value Procurement					February		15,000.00	15,000.00			
Cash Vault		Cashier	Small Value Procurement					February		15,000.00	15,000.00			
MP3 Player		FAD	Small Value Procurement					February		5,000.00	5,000.00		For flag ceremony	
TOTAL									P	5,919,586.45	5,919,586.45	-		

Prepared by:

Recommending Approval:

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