

**DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE IV-A  
ANNUAL PROCUREMENT PLAN - NON CSE for FY 2021**

P/A/P Code	Procurement/ Program/Project	PMO/OU/ END USER	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100000100001000	Janitorial Services	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	October 2020				FY2021 GAA	510,000.00	510,000.00		Provision of 2 janitorial attendants
100000100001000	Security Services	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	October 2020				FY2021 GAA	671,000.00	671,000.00		Provision of 2 Security Guards.
100000100001000	Pest Control Services	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	November 2020				FY2021 GAA	20,000.00	20,000.00		Spraying/defogging/misting of office premises every quarter
100000100001000	Disinfection Services	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	November 2020				FY2021 GAA	60,000.00	60,000.00		Disinfection of office premises every two (2) weeks
100000100001000	Repairs and Maintenance of Office Equipment	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	81,000.00	81,000.00		Repair and maintenance of DBM RO IV-A office equipment.
100000100001000	Repairs and Maintenance of ICT Equipment	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	21,000.00	21,000.00		Repair and preventive maintenance of ICT equipment.
100000100001000	Repair and Maintenance of Transportation Equipment	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	107,000.00	107,000.00		Repair and maintenance of DBM RO IV-A three (3) motor vehicles.
100000100001000	Insurance of Building (Contents Only)	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5)	January 2021				FY2021 GAA	35,000.00	35,000.00		Insurance coverage of DBM RO IV-A properties including office equipment, furniture and fixtures.
	Insurance of Transportation Equipment	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5)	March, August and September 2021				FY2021 GAA	30,000.00	30,000.00		Insurance coverage of 3 motor vehicles.
	Floater Insurance	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5)	January 2021				FY2021 GAA	9,000.00	9,000.00		Insurance coverage for laptops
100000100001000 310200100001000	Lease/Rental of Venue for the Conduct of Regional Budget Fora, Training/ Capacity Building, GAD activities	RO	Negotiated Procurement (Lease of Real Property Sec. 53.10 and Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	200,000.00	200,000.00		Lease of venue/accommodation for the conduct of various trainings.
	Year-End Assessment	RO		December 2021				FY2021 GAA	50,000.00	50,000.00		Year-end assessment
100000100001000 310200100001000	Provision for Meals and Catering Services for Official meetings/activities hosted/conducted by the office	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	128,000.00	128,000.00		Provision for meals and catering services during official meetings and other activities conducted by DBM RO IV-A.
	Year-End Assessment	RO		December 2020				FY2021 GAA	50,000.00	50,000.00		Provision for meals and catering services during the Year-End Assessment
100000100001000	Rental of Photocopying Machine	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	November 2020				FY2021 GAA	43,000.00	43,000.00		Rental of 1 unit photocopying machine.

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100000100001000 310200100001000	Procurement of Various Common-use Supplies	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5)	Year-round				FY2021 GAA	110,000.00	110,000.00		Supplies available at the Procurement Service
100000100001000 310200100001000	Procurement of Various Common-use Supplies	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9 and Shopping Sec. 52.1.b)	Year-round				FY2021 GAA	151,500.00	151,500.00		Supplies based on the approved APP-CSE but not available at the Procurement Service
100000100001000 310200100001000	Purchase of Accountable Forms	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5)	January, May, September 2021				FY2021 GAA	7,000.00	7,000.00		Procurement of check booklet and other forms Purchase thru Landbank and other entities
100000100001000	Procurement of Supplies for Petroleum, Oil and Lubricants	RO	Public Bidding and Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	103,000.00	103,000.00		Procurement shall be done by Fleet Card System (done through public bidding by DBM-CO) and Negotiated Procurement for other supplies not covered by the Fleet Card System
100000100001000 310200100001000	Procurement of Semi-Expendable Office Equipment	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5, Small Value Procurement Sec. 53.9 and Shopping Sec. 52.1.b)	Year-round				FY2021 GAA	54,000.00	54,000.00		Purchase of bulletin/display board, motorized projector screen, intercom and other office equipment for replacement
100000100001000	Procurement of Semi-Expendable ICT Equipment	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5, Small Value Procurement Sec. 53.9 and Shopping Sec. 52.1.b)	Year-round				FY2021 GAA	54,000.00	54,000.00		Purchase of monitors, UPS, external hard drives, IT equipment parts, etc.
100000100001000	Procurement of Semi-Expendable Furniture/ Fixtures	RO	Negotiated Procurement (Agency-to-Agency Sec. 53.5, Small Value Procurement Sec. 53.9 and Shopping Sec. 52.1.b)	Year-round				FY2021 GAA	54,000.00	54,000.00		Purchase of window blinds, cabinets, etc.to be deployed at Arcache Building
100000100001000 310200100001000	Procurement of Various Other Supplies	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9 and Shopping Sec. 52.1.b)	Year-round				FY2021 GAA	64,500.00	64,500.00		Supplies and materials for janitorial, plumbing, electrical and other supplies from the Procurement Service and other suppliers
100000100001000 310200100001000	Water Supply	RO	Direct Contracting	January 2021				FY2021 GAA	48,000.00	48,000.00		Supply and delivery of water service
	Procurement of Drinking Water	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	August 2021				FY2021 GAA	15,000.00	15,000.00		Provision of purified drinking water (40 gallons per month)
100000100001000	Electricity/Power Supply	RO	Direct Contracting	January 2021				FY2021 GAA	631,000.00	631,000.00		
100000100001000	Postage and Courier Services	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	21,000.00	21,000.00		Postage and courier expenses for official documents (thru LBC)
100000100001000 310200100001000	Communication Services - Mobile	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	January 2021				FY2021 GAA	106,000.00	106,000.00		Provision of cellular lines for the Director, Asst. Director, 4 Division Chiefs and Administrative Officer
100000100001000	Communication Services - Landline	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	January 2021				FY2021 GAA	87,000.00	87,000.00		DBM RO IV-A telephone requirements ( 5 landline telephones)
100000100001000	Communication Services - Internet	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	January 2021				FY2021 GAA	180,000.00	180,000.00		Annual subscription of internet services.


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100000100001000	Newspaper Subscription	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	December 2020				FY2021 GAA	10,000.00	10,000.00		Subscription of 2 newspapers daily (except holidays & weekends).
100000100001000	Other MOOE	RO	Negotiated Procurement (Small Value Procurement Sec. 53.9)	Year-round				FY2021 GAA	150,000.00	150,000.00		Provision of meals during special activities like DBM Anniversary and Christmas Party and all other expenses that could not be categorized in the specific MOOE items
GRAND TOTAL									3,861,000.00	3,861,000.00	-	


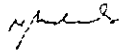
Prepared by:

Reviewed by:

Approved by:

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 ELLA LORAINÉ D. OBRA  
 BMS II/BAC Secretariat Chairperson  
 Signed by: Ella Loraine D. Obra

X   
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 MA. ROWENA P. GONZALES  
 OIC-Director III/BAC Chairperson

 Recoverable Signature  
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 NYMPHA R. MANALASTAS  
 OIC-Director IV/Head of Procuring Entity  
 Signed by: Manalastas Nympha Rodriguez