



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

February 11, 2021

**MEMORANDUM**

For : **The Director**  
Information and Communication Technology Systems Service (ICTSS)

From : The OIC-Regional Director  
Regional Office IX

Subject : **SUBMISSION OF THE FINAL ANNUAL PROCUREMENT PLAN  
FOR FY 2021 GENERAL APPROPRIATIONS ACT**

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- 1.0 We are furnishing you a copy of our Final Annual Procurement Plan for FY 2021 for posting in the DBM Website and Transparency Seal.
  - 2.0 Please acknowledge receipt hereof.
  - 3.0 Thank you.

  
**MARK LOUIE C. MARTIN**

DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE IX  
ANNUAL PROCUREMENT PLAN FOR FY 2021

ANNEX A

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	SCHEDULE OF PROCUREMENT ACTIVITY				Source of Funds	ABC (Php)		MOOE	CO	Remarks (Brief description of Program/Project)
					Ads/Post of IB/REI	Sub/ Open of Bids	Notice of Award	Contract Signing		Total				
	I. Common-Use Supplies and Equipment													
100000100001000/3	a. Common Use Supplies and Equipment available at PS	FAD/TDs	No	NP- Agency to Agency		Quarterly			GoP	449,321	449,321			
10200100001000	a. Common Use Supplies and Equipment NOT available at PS	FAD/TDs	No	Shopping		to be determined by the BAC			GoP					
10200100001000														
	II. Non-Common Use Supplies and Equipment													
100000100001000/3	a. Petroleum Oil & Lubricant	FAD/TDs	No	NP/Direct Retail Purchase		to be determined by the BAC			GoP	220,000	220,000			POL. of Generator Set
10200100001000														
100000100001000/3	b. Emergency light	FAD/TDs	No	NP-Small Value Procurement		to be determined by the BAC			GoP	24,000	24,000			
10200100001000														
100000100001000	c. Consumables	FAD	No	Direct Contracting		N/A			GOP	50,000	50,000			For photocopying machine
100000100001000	c. Refilling of Fire Extinguishers	FAD	No	NP-Small Value Procurement		N/A			GOP	55,000	55,000		-	
	III. Training Expenses													
100000100001000/3	a. Training Expenses	FAD/TDs	No	NP-Small Value Procurement		to be determined by the BAC			GoP	485,000	485,000			Food (Meals and Snacks)
10200100001000														
	IV. Travelling Expenses													
100000100001000/3	a. Airline Tickets	FAD/TDs	No	Agency to Agency/Direct Retail Purchase		Monthly (As need arises)			GoP	450,000	450,000			
10200100001000														
	V. Utilities Expense													
100000100001000	a. Water Expenses	FAD	No	Direct Contracting		N/A			GoP	72,800	72,800			
100000100001000	b. Purified Drinking Water	FAD	Yes	NP-Small Value Procurement	12/14/2020	12/21/2020	01/04/2021	01/07/2021	GoP	16,200	16,200			Supply and delivery of purified drinking water
100000100001000	c. Electricity	FAD	No	Direct Contracting		N/A			GoP	986,000	986,000			
	VI. General Services													
100000100001000	a. Security Services	FAD	Yes	NP-Small Value Procurement	12/12/2020	12/18/2020	01/04/2021	1/19/2021	GoP	711,865	711,865			4 Security Guards
100000100001000	b. Janitorial and General Services	FAD	Yes	NP-Small Value Procurement	12/12/2020	12/18/2020	01/04/2021	1/19/2021	GoP	594,840	594,840			4 Utility, 1 Driver
100000100001000/3	c. Laundry Services	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	10,000	10,000			
10200100001000														
100000100001000	d. Fabrication of Rubber/Name Stamps	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	5,000	5,000			
100000100001000	e. Fabrication of T- Shirts & Printing	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	40,000	40,000			



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10000001000001000	f. Fabrication of Tarpaulin and Signages	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	15,000	15,000			
10000001000001000	g. Upholstery (Stage Platform)	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	50,000	50,000			
10000001000001000	h. Plumbing Services	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	15,000	15,000			
10000001000001000	i. Electrical Services	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	15,000	15,000			
10000001000001000	j. Pest Control Services	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	45,000	45,000			
	<b>VII. Communication Expense</b>													
10000001000001000	a. Telephone (Landline)	FAD	No	Direct Contracting		N/A			GoP	300,000	300,000			
10000001000001000	b. Internet	FAD	No	Direct Contracting		N/A			GoP	36,000	36,000			
10000001000001000	c. Postage and Courier	FAD	No	NP-Small Value Procurement/ Agency to Agency		to be determined by the BAC			GoP	162,000	162,000			
10000001000001000	d. Cable	FAD	No	Direct Contracting		N/A			GoP	10,000	10,000			
	<b>VIII. Repair and Maintenance</b>													
10000001000001000	a. Preventive Maintenance of Airconditioning Units	FAD	Yes	NP-Small Value Procurement	12/16/2020	12/22/2020	01/04/2021	01/07/2021	GoP	87,500	87,500			
10000001000001000	b. Repair and Maintenance of Computers and Printers	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	10,000	10,000			
10000001000001000	c. Repair and Maintenance of Other Machinery and Equipment	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	25,000	25,000			
10000001000001000	d. Preventive Maintenance of Motor Vehicles	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	100,000	100,000			Hi-Ace, Motorcycle, Strada Pick-Up
10000001000001000	d. Preventive Maintenance of Office Building	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	50,000	50,000			
	<b>IX. Other Maintenance and Operating Expenses</b>													
10000001000001000	a. Representation Expenses	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	474,000	474,000			
10000001000001000	b. Rental of Equipment	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	120,000	120,000			
10000001000001000	d. Subscription Expenses	FAD	No	NP-Small Value Procurement		to be determined by the BAC			GoP	6,000	6,000			
	<b>X. CAPITAL OUTLAYS</b>													
10000001000001000/3 102001000001000	a. Office Equipment	FAD/TDS	No	NP-Small Value Procurement		to be determined by the BAC			GoP	367,000	367,000		367,000	



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ANNUAL PROCUREMENT PLAN FOR FY 2021

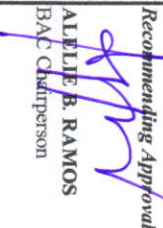
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100000100001000/3	b. ICT Equipment	FAD/TDS	No	NP-Small Value Procurement	to be determined by the BAC				GoP		62,000		62,000	
10200100001000		FAD	No	NP-Small Value Procurement	to be determined by the BAC				GoP		25,000		25,000	
100000100001000	c. Other Property, Plant and Equipment													
	GRAND TOTAL									6,144,526	5,690,526	454,000		

Prepared by:

  
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FLORDELIZ MAY L. PALENCIA  
BAC Member

  
BRYAN CHRIST R. AREVALO  
Provisional BAC Member

☒ APPROVED  
☐ DISAPPROVED

MARK LOUIE C. MARTIN  
OIC-Regional Director