



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGION

October 8, 2020

MEMORANDUM

For : The Director, Information and Communications Technology
Systems Service (ICTSS)

From : The Director IV, DBM MiMaRoPa

Subject : **INDICATIVE ANNUAL PROCUREMENT PLAN (APP) FOR
FY 2021 OF DBM MIMAROPA REGIONAL OFFICE**

- 1.0 In compliance with Government Quality Management Committee (GQMC) Memorandum Circular No. 2020-1 dated September 11, 2020, we are submitting the attached Indicative Annual Procurement Plan (APP) for FY 2021 of the DBM MIMAROPA Regional Office.
- 2.0 For reference/appropriate action, please.


MARIA ANGELITA C. CELLS

**DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE**

Indicative Annual Procurement Plan (APP) for FY 2021

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/Activity/Project)
				Advertisement/P osting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Operating Expenses												
A. Training and Scholarship Expenses												
100010001	Lease of Venue for the Conduct of Fora/Meetings/Trainings/Capacity Building/Year-Round Assessment Activities, etc.	OD/FAD/TD	Negotiated Procurement (Lease of Real Property and Venue, Sec. 53.10)	N/A	Within the FY 2021		FY 2021 NEP (GoP)	225,000.00	225,000.00	-	Lease of venue (which may include accommodation, meals, etc., as may be necessary).	
100010001	Provision of meals/catering services for official meetings/foras	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	Within the FY 2021		FY 2021 NEP (GoP)	100,000.00	100,000.00	-	Meals/Catering services for official meetings/foras hosted by DBM RO IV-B	
B. Supplies, Materials, Tools and Equipment Expense												
100010001	Supply and delivery of various common-used supplies and equipment	OD/FAD/TD	Negotiated Procurement (Agency-to-Agency, Sec. 53.5) / Shopping (Sec. 52.1 b)		Within the FY 2021		FY 2021 NEP (GoP)	225,000.00	225,000.00	-	Recommended to be undertaken through Shopping (Sec. 52.1 b) if not available in the DBM-PS	
100010001	Supply and delivery of various non-common-used supplies, equipment and services	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9) / Shopping (Sec. 52.1 a)		Within the FY 2021		FY 2021 NEP (GoP)	105,000.00	105,000.00	-		
100010001	Supply/Provision of gasoline, oil and lubricants for official motor vehicles	FAD	Public Bidding (through Central Office)		Within the FY 2021		FY 2021 NEP (GoP)	100,000.00	100,000.00	-	Procuring automotive fuels (by fleet cards)	
C. General Services												
100010001	Provision of Janitorial Services	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)		NOVEMBER 2020		FY 2021 NEP (GoP)	480,000.00	480,000.00	-		
100010001	Provision of Security Services	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)		NOVEMBER 2020		FY 2021 NEP (GoP)	879,000.00	879,000.00	-		
D. Repair and Maintenance												
100010001	Repair and maintenance of Transportation Equipment	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)		Within the FY 2021		FY 2021 NEP (GoP)	105,000.00	105,000.00	-	Provision for repair and maintenance of three (3) official service/motor vehicles	
100010001	Repair and maintenance of office equipment	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)		Within the FY 2021		FY 2021 NEP (GoP)	50,000.00	50,000.00	-	Provision for repair and maintenance of office equipment	
E. Rent Expense												
100010001	Rental- Equipment	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)		NOVEMBER 2020		FY 2021 NEP (GoP)	100,000.00	100,000.00	-	Rental of Photocopying Machine	
Capital Outlays												

100010004	Supply, Delivery and Installation of Floor Mounted and Window Type Airconditioning System	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2021	FY 2021 NEP (GoP)	190,000.00	-	190,000.00	Three (3) units Floor-Mounted AC-P100,000.00 One (1) unit Window Type AC- P90,000.00
100010005	Supply and Delivery Digital Camera	OD/FAD/TD	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2021	FY 2021 NEP (GoP)	20,000.00	-	20,000.00	One (1) unit Digital Camera
TOTAL						2,579,000.00	2,369,000.00	210,000.00	

Prepared by:



GEMMA P. RIVERA
Senior Budget and Management Specialist
BAC Secretariat

Recommended by:



ALEXANDER P. CALMA
Chief Budget and Management Specialist
BAC Vice Chairperson

Approved by:



MARIA ANGELITA C. CELLS
Director IV
Head of Procuring Entity

DEPARTMENT OF BUDGET AND MANAGEMENT					
Office of the Secretary					
REGIONAL OFFICES					
FY 2021 BUDGET per NEP					
Particulars	General Administration and Support			Operations	TOTAL
	General Management and Supervision	Administration of Personnel Benefits	Sub-total	Budget Operations and Performance Management Program	
REGIONAL OFFICE IVB					
PERSONNEL SERVICES	8,688	2,466	11,154	9,274	20,428
Salaries and Wages	6,566	-	6,566	7,273	13,839
Salaries (Permanent Positions)	6,566	-	6,566	7,273	13,839
Other Compensation Common to All	2,050	-	2,050	1,910	3,960
PERA	240	-	240	264	504
Representation Allowance	270	-	270	120	390
Transportation Allowance	270	-	270	120	390
Clothing Allowance	60	-	60	66	126
Mid-Year Bonus	547	-	547	606	1,153
Year-End Bonus	547	-	547	606	1,153
Cash Gift	50	-	50	55	105
Productivity Enhancement Incentive	50	-	50	55	105
Step Increment	16	-	16	18	34
Other Benefits	72	2,466	2,538	91	2,629
Pag-I.B.I.G. Contributions	12	-	12	13	25
Health Insurance Premiums	48	-	48	65	113
Employees Compensation Insurance Premium	12	-	12	13	25
Terminal Leave	-	2,466	2,466	-	2,466
MAINTENANCE AND OTHER OPERATING EXPENSES	6,739	-	6,739	1,798	8,537
Travelling Expenses					
Local Travel	411	-	411	522	933
Training and Scholarship Expenses					
Training Expenses	225	-	225	219	444
Supplies and Materials Expenses	375	-	375	278	653
Office Supplies Expenses	225	-	225	225	450
Petroleum Oil and Lubricant Expenses	100	-	100	-	100
Other Supplies & Materials Expenses	50	-	50	53	103
Utility Expenses	430	-	430	420	850
Water Expenses	20	-	20	20	40
Electricity Expenses	410	-	410	400	810
Communication Expenses	179	-	179	102	281
Telephone Expenses	99	-	99	60	159
Mobile	67	-	67	29	96
Landline	32	-	32	31	63
Internet Expenses	80	-	80	42	122

DEPARTMENT OF BUDGET AND MANAGEMENT					
Office of the Secretary					
REGIONAL OFFICES					
FY 2021 BUDGET per NEP					
Particulars	General Administration and Support			Operations	TOTAL
	General Management and Supervision	Administration of Personnel Benefits	Sub-total	Budget Operations and Performance Management Program	
Confidential, Intelligence & Extraordinary Expenses					
Extraordinary and Miscellaneous Expenses	136		136		136
General Services	1,377		1,377		1,377
Janitorial Services	480		480		480
Security Services	879		879		879
Other General Services	18		18		18
Repairs and Maintenance	175		175		175
Machinery and Equipment	70		70		70
Office Equipment	50		50		50
Furniture and Fixtures	20		20		20
Transportation Equipment	105		105		105
Taxes, Insurance Premiums and Other Fees	135		135		135
Taxes, Duties and Licenses	15		15		15
Fidelity Bond Premiums	55		55		55
Insurance Expenses	65		65		65
Other Maintenance and Operating Expenses	3,296		3,296	257	3,553
Representation Expenses	293		293	184	477
Rent/Lease Expenses	2,738		2,738		2,738
Rents - Building and Structures	2,638		2,638		2,638
Rents - Equipment	100		100		100
Subscription Expenses	10		10		10
Other Maintenance & Other Operating Expenses	255		255	73	328
FINANCIAL EXPENSES	5		5		5
Bank Charges	5		5		5
CAPITAL OUTLAYS	210		210		210
Machinery and Equipment Outlay	190		190		190
Office Equipment	190		190		190
Other Property, Plant & Equipment Outlay	20		20		20
Other Property, Plant & Equipment	20		20		20
TOTAL	15,642	2,466	18,108	11,072	29,180
AUTOMATIC APPROPRIATION - RLIP	788		788	873	1,661
GRAND TOTAL	16,430	2,466	18,896	11,945	30,841