

Department of Budget and Management - Regional Office for Cordillera Administrative Region Indicative Annual Procurement Plan for FY 2022

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	
Maintenance and Operating Expenses												
A. Training and Scholarship Expenses (5020201002)									258,000.00	258,000.00		
A.1	Conduct regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	August	August	August	August	GoP	62,000.00	62,000.00		P2,000.00/pax/day; 31 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.2	Conduct of Three (3) Day Year-End Assessment for CY 2022 including Strategic Planning for CY 2023 (APPROVED)	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	196,000.00	196,000.00		P2,000.00/pax/3 days plus 10,000.00 Contingency Fund; 31 DBM Officials and Staff
B. Supplies and Materials Expenses (5020301002)									890,550.00	890,550.00		
B.1	Common Use Office Supplies, (Regionwide)	FAD/ Technical Divisions A,B and C	Agency to Agency Procurement or Shopping (in case of non-availability from PS)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	599,600.00	599,600.00		Various regular office supplies per PS Price Catalogue
B.2	Common Use Office Supplies (Not available in the PS)	FAD/ Technical Divisions A,B and C	Shopping (b)/Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	GoP	80,100.00	80,100.00		Various office supplies (see Annex B).
B.3	Supply and Delivery of Drinking Water	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	20,000.00	20,000.00		5 gallons, 10 containers per week (depending on the actual consumption)
B.4	Basic Rescue Tools and Equipment	FAD	Negotiated Procurement - Small Value Procurement	1st Sem	1st Sem	1st Sem	1st Sem	GoP	25,000.00	25,000.00		As recommended by the Disaster Management TWG
B.5	Other Office Equipment	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	48,500.00	48,500.00		Colored Printer, 2 units Ergonomic Chair, 2 pcs. Smart Television, 1 unit
B.6	ICT Supplies and Equipment	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	15,350.00	15,350.00		1 pc. Tool box/bag, 1 pc. Multi-bit screw driver, 1 pc. Long nose pliers, 1 pc. Flat nose pliers, 1 pc. Hammer, 2 units Wireless Router, 3 units Network switch hub, 1 unit Prepaid Wifi, 50 pcs. RJ45,50 meters Twist ties
B.7	Spare Parts for the Repair of the Photocopier INEO 215	FAD	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	32,000.00	32,000.00		Drum Unit, Developer, Transfer Roller Assembly, Imaging Unit After Assembly, Roller Assembly
B.8	Equipment for the Establishment of a Nursery and Lactation Station	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	70,000.00	70,000.00		1 set Play fence, 2 sets Rubber Mat, Cabinet/Organizers, 1 pc. Long Sofa, 2 pc. Comfortable Chair, 1 unit Refrigerator for expressed milk, 1 unit Steam or UV Sterilizer/Dryer, 2 units side table, Room dividers
C. General Services (5021299099)									1,101,000.00	1,101,000.00		
C.1	Janitorial Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	November 2021	November 2021	November 2021	November 2021	GoP	312,000.00	312,000.00		Provision of two (2) janitorial staff per approved technical specifications.
C.2	Security Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	November 2021	November 2021	November 2021	November 2021	GoP	789,000.00	789,000.00		Provision of four (4) security personnel per approved technical specifications

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	
D. Repairs and Maintenance									260,000.00	260,000.00		
D.1	Preventive maintenance and Check-up for Generator Set (125KVA)	FAD	Direct Contracting	To be determined by the Driver				GoP	50,000.00	50,000.00		Oil filter, fuel filter, 15W Multi Grade Oil, Labor.
D.2	Replacement of Control Panel Board and Radiator Coolant of the Generator Set	FAD	Direct Contracting	1st Semester				GoP	95,000.00	95,000.00		To restore the optimal functionality of the generator set
D.3	Repair and general preventive maintenance and check-up of Motor Vehicles	FAD	Direct Contracting	To be determined by the Driver				GoP	105,000.00	105,000.00		Change oil, other lubricants & maintenance check-up for the Toyota Innova SAA 3746, Toyota Hi-Ace Grandia SLA 965, and Isuzu Sportivo LMC 791
D.4	3Sm Battery	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	10,000.00	10,000.00		For the generator set Drained battery
E. Other Maintenance and Operating Expenses (5029999000)									122,000.00	122,000.00		
E.1	FY 2022 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	GoP	108,500.00	108,500.00		Medical laboratory examination package for 31 pax at ₱ 3,500.00/pax
E.2	Pest Control Services	FAD	Negotiated Procurement - Small Value Procurement	November	November	November	November	GoP	6,000.00	6,000.00		Coverage: DBM Building, Gazebo, Guard house and DBM Dormitory; includes surface spraying/misting; pesticide: colorless, odorless and non-staining
E.3	Refill of 11 pieces, 10 lbs and 2 pieces, 2.2 pounds Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	6,000.00	6,000.00		13 pieces
	Basic First Aid Kit (with container bag)	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	1,500.00	1,500.00		2 packs Antiseptic, Hydrogen Peroxide, Gauze, Cotton, Plaster, Band-Aid
									2,631,550.00	2,631,550.00	-	
CONTINGENCY (4%)									105,262.00	105,262.00		
TOTAL									2,736,812.00	2,736,812.00	-	

PREPARED BY:

RECOMMENDING APPROVAL:

ISRAEL B. BAGUILAT

BAC Secretariat, Head

NEIL LORD V. GUITANG

BAC Secretariat, Assistant Head

MARIE CHRISTINE D. ANDAYA

BAC Chairperson

IRENE B. GAHID

Director IV



Approved



Disapproved

JEREMY G. DUPAGAN

BAC Secretariat, Member

JAMAICA MOLLINE M. ADUANA

BAC Secretariat, Member

MAYNA M. CAYMO

BAC Vice Chairperson


MARIA LORETTA P. CUNANAN

Member

EMILY A. LUMPIO

Member

NOEMI P. HUMILDE

Member