



**DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-A**

ANNUAL PROCUREMENT PLAN FOR FY 2025

INDICATIVE
 FINAL
 UPDATED [Version No. 01]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements - RA 9184											
Procurement of Office Supplies and Equipment for the General Use of Office	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	NP-53.5 Agency-to-Agency	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	60,969.41	N/A	
Procurement of Office Supplies and Equipment for the General Use of Office	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	Shopping 52.1(b) - Regular Office Supplies and Equipment not available in PS	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	92,037.36	N/A	
Procurement of Other Supplies and Materials	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	Shopping 52.1(b) - Regular Office Supplies and Equipment not available in PS	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	56,773.11	N/A	
Procurement of Semi-Expendable Machinery and Equipment - Office Equipment	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Feb-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	49,000.00	N/A	
Procurement of Semi-Expendable Machinery and Equipment - ICT Equipment	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	May-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	419,800.00	N/A	
Supply and Delivery of Purified Drinking Water Supply	RO IV-A	Supply and Delivery of 500 Gallons of Purified Drinking Water - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	36,000.00	N/A	
Procurement of Postage and Courier Services	RO IV-A	Courier Services for the packages and release documents for clients agencies - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	80,000.00	N/A	
Procurement of Internet Connectivity Services	RO IV-A	Provision of Internet Connectivity Services - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	180,000.00	N/A	

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Procurement of Janitorial Services	RO IV-A	Provision of Janitorial Services for 9 months to maintain the conducive working environment for employees and clients - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	600,000.00	N/A	
Procurement of Security Services	RO IV-A	Provision of Security Services for 9 months to principally maintain the peace and order in the office premises - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	750,000.00	N/A	
Rental of Photocopying Machine	RO IV-A	Rental of photocopying machine - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Jan-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	48,000.00	N/A	
Provision for Meals, Venue, and Catering Services for Official Meetings/Activities (e.g., Year-End Assessment)	RO IV-A	Provision for Meals, Venue, and Catering Services for official meetings/activities (e.g., Year-End Assessment) - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	154,985.00	N/A	
Repairs and Maintenance of ICT Equipment	RO IV-A	Repairs and Maintenance of ICT Equipment - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	9,150.00	N/A	
Repairs and Maintenance of Transportation Equipment	RO IV-A	Repairs and Maintenance of Transportation Equipment - (Goods)	NP-53.9 Small Value Procurement	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	46,207.02	N/A	
Insurance of Properties	RO IV-A	Insurance of Three (3) units of Motor Vehicle; Building Content; Fire Insurance - (Goods)	Sec. 35.5 Agency-to-Agency	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	162,247.00	N/A	
Procurement of Supplies for Petroleum, Oil and Lubricants	RO IV-A	Supply of Petroleum, Oil and Lubricant - (Goods)	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	N/A	Jan-25	Aug-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	15,782.70	N/A	
General Requirements - RA 12009											
Procurement of Office Supplies and Equipment for the General Use of Office	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	155,073.95	N/A	Procurement is conducted on a quarterly basis, with additional purchases made as the need arises.

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Procurement of Supplies for Petroleum, Oil and Lubricants	RO IV-A	Supply of Petroleum, Oil and Lubricant - (Goods)	Sec. 35.13 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	19,000.00	N/A	
Procurement of Janitorial and Other Supplies, Materials, and Equipment for the General Use of the Office	RO IV-A	Procurement of Janitorial and Other Supplies, Materials, and Equipment for the General Use of the Office - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	10,000.00	N/A	Procurement is conducted on a quarterly basis, with additional purchases made as the need arises.
Repairs and Maintenance of ICT Equipment	RO IV-A	Repairs and Maintenance of ICT Equipment - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	23,000.00	N/A	Procurement is conducted on a quarterly basis, with additional purchases made as the need arises.
Repairs and Maintenance of Office Equipment	RO IV-A	Repairs and Maintenance of Office Equipment - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	10,000.00	N/A	
Repairs and Maintenance of Transportation Equipment	RO IV-A	Repairs and Maintenance of Transportation Equipment - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	173,000.00	N/A	
Lease/Rental of Venue for the Conduct of Meetings, Training/Capacity Building, GAD Activities, Seminars and other related events	RO IV-A	Lease/Rental of Venue for the Conduct of Meetings, Training/Capacity Building, GAD activities, seminars and other related events - (Goods)	35.9 Lease of Real Property and Venue	No	MEARB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	100,000.00	N/A	
Provision for Meals, Venue, and Catering Services for Official Meetings/Activities (e.g., Year-End Assessment)	RO IV-A	Provision for Meals, Venue, and Catering Services for official meetings/activities (e.g., Year-End Assessment) - (Goods)	Sec. 32 Direct Acquisition	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	60,000.00	N/A	
Insurance of Properties	RO IV-A	Insurance of Three (3) units of Motor Vehicle; Building Content; Fire Insurance - (Goods)	Sec. 35.5 Agency-to-Agency	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	21,724.43	N/A	

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Office Supplies and Equipment for the General Use of Office	RO IV-A	Supply and Delivery of Office Supplies and Equipment for the General Use of Office - (Goods)	Sec. 35.5 Agency-to-Agency	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	60,000.00	N/A	
Procurement of Janitorial and Other Supplies, Materials, and Equipment for the General Use of the Office	RO IV-A	Procurement of Janitorial and Other Supplies, Materials, and Equipment for the General Use of the Office - (Goods)	Sec. 35.5 Agency-to-Agency	No	LCRB	Sep-25	Dec-25	GAA 2025 - Current Appropriation/GAA 2024 Continuing Appropriation	20,000.00	N/A	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: -
Total Amount of CSEs to be purchased from PS-DBM: **140,969.41**
Total Amount of Estimated Budget: **29,412,749.98**

Prepared by:


ELLA LORRAINE D. OBRA
Supervising Budget and Management Specialist
Bids and Awards Committee Secretariat

Date : October 28, 2025

Recommended by:

By the Authority of the Bids and Awards Committee:


JACQUELINE B. LUDOVICE
Acting Assistant Regional Director
Bids and Awards Committee Chairperson

Date : October 28, 2025

Approved by:


NYMPHA R. MANALASTAS
Regional Director
Head of the Procuring Entity

Date : October 28, 2025