

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

**Annual Procurement Plan (APP) for FY 2025**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks  (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>A. Lease of Venue and Provision of Meals/Catering Services</b>													
100010001	Lease of Venue for the Conduct of Fora/Meetings/Trainings/Capacity Building/Year-Round Assessment Activities, etc.	OD/FAD/TD	NO	Negotiated Procurement (Lease of Real Property and Venue, Sec. 53.10)	N/A	Within the FY 2025			GAA 2025	367,000.00	367,000.00	-	Provision for lease of venue (which may include accommodation, meals, etc., as may be necessary).
100010001	Lease of Venue for the Conduct of Regional Budget Forum	OD/TD	NO	Negotiated Procurement (Lease of Real Property and Venue, Sec. 53.10)	N/A	January 2025			GAA 2025	70,000.00	70,000.00	-	
100010001	Provision of Meals/Catering Services for Official Meetings/Foras	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2025				GAA 2025	100,000.00	100,000.00	-	Provision for Meals/Catering services for official meetings/foras hosted by DBM MIMAROPA RO
100010001	Lease of Office Space for FY 2025	OD/FAD/TD	NO	Negotiated Procurement (Lease of Real Property and Venue, Sec. 53.10)	N/A	January 2025			GAA 2025	6,801,235.00	6,801,235.00	-	
<b>B. Supplies, Materials, Tools, and Equipment</b>													
100010001	Supply and Delivery of Various Common-used Supplies and Equipment	OD/FAD/TD	NO	Negotiated Procurement (Agency-to-Agency, Sec. 53.5)	N/A	Within the FY 2025			GAA 2025	277,135.00	277,135.00	-	Recommended to be undertaken through Shopping (Sec. 52.1 b) if not available in the DBM-PS. The details are in a separate APP for CSE, which was submitted and posted on July 18, 2024
100010001	Supply and Delivery of Various Non-common-used Supplies, Equipment, and Services	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2025				GAA 2025	113,000.00	113,000.00	-	Provision for various non-common-used supplies, equipment, and services
100010001	Supply/Provision of Gasoline, Oil and Lubricants for Official Motor Vehicles	FAD	NO	Negotiated Procurement - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products (Sec. 53.14)	N/A	Within the FY 2025			GAA 2025	57,000.00	57,000.00	-	Provision for foreseeable emergencies direct purchase must be made from any available retailers, dealers or gas stations at retail pump price, not accepting the DBM fleet card for the purpose.
100010001	Supply/Delivery and Installation of Acrylic DBM Logo	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2025			GAA 2025	49,500.00	49,500.00	-	- To be installed in the conference room & Director's Room
100010001	Supply and Delivery of Amplifier Mixer	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2025			GAA 2025	26,250.00	26,250.00	-	
100010001	Supply/Delivery and Installation of Window-Type Airconditioning Units	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2026			GAA 2025	132,800.00	132,800.00	-	-Three (3) units Window-Type Airconditioning Units,
100010001	Supply and Delivery of Various Appliances for the Office Pantry	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2025			GAA 2025	31,500.00	31,500.00	-	- Two (2) units Micro Wave Oven - One (1) unit Rice Cooker - One (1) unit Oven Toaster - One (1) unit Coffee Percolator
100010001	Supply and Delivery of Internet Router	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2025			GAA 2025	7,900.00	7,900.00	-	- Two (2) units of Internet Router
100010001	Supply and Delivery of Four (4) units of Desktop Monitors	FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	February 2025			GAA 2025	47,200.00	47,200.00	-	- One (1) unit for FAD - One (1) unit for Technical Division B - Two (2) units for Technical Division C
<b>C. General and Other Services</b>													
100010001	Janitorial Manpower Services including Cleaning Supplies and Materials for FY 2025	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	January 2025			GAA 2025	745,109.21	745,109.21	-	

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100010001	Provision of Security Services for FY 2025	OD/FAD/TD	YES	Competitive Bidding	N/A		January 2025		GAA 2025	1,209,000.00	1,209,000.00	-	For contract renewal in accordance with GPPB Resolution No. 06-2022
100010001	Rental of Photocopying Machine for FY 2025	OD/FAD/TD	YES	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A		January 2025		GAA 2025	57,000.00	57,000.00	-	
100010001	Supply and Delivery of Purified Drinking Water for FY 2025	OD/FAD/TD	YES	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A		January 2025		GAA 2025	29,540.00	29,540.00	-	
100010001	Provision of Courier Services for FY 2025	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	January 2025				GAA 2025	142,000.00	142,000.00	-	Contract implementation is on January 1 to December 31, 2025
100010001	Provision of Quarterly General Pest Control Treatment Services for FY 2025	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	N/A	January 2025			GAA 2025	36,000.00	36,000.00	-	Contract implementation is on January, March, May, July, September and November 2025
<b>D. Repair and Maintenance</b>													
100010001	Repair and Maintenance of Transportation Equipment	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2025				GAA 2025	45,300.00	45,300.00	-	Provision for repair and maintenance of three (3) official service/motor vehicles
100010001	Supply and Installation of Battery and Tires for Nissan Navara (FOJ741)	FAD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	October 2025				GAA 2025	58,700.00	58,700.00	-	
100010001	Repair and Maintenance of Various Office Equipment	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	Within the FY 2025				GAA 2025	52,000.00	52,000.00	-	Provision for repair and maintenance of various office equipment
100010001	Provision of Quarterly General Cleaning and Check- up of Airconditioning units for FY 2025	OD/FAD/TD	NO	Negotiated Procurement (Small Value Procurement, Sec. 53.9)	January 2025				GAA 2025	79,500.00	79,500.00	-	Contract implementation is on January, April, July, October 2025
<b>TOTAL</b>									<b>10,534,669.21</b>	<b>10,534,669.21</b>	<b>-</b>		

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