

Department of Labor and Employment Region VII, Annual Procurement Plan for FY 2017

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)
				Advs/Post or IB/RFI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
	Training Expenses	RO/FO	PS-DBM/SV/PS				GENERAL FUND	1,248,000.00	1,248,000.00		
	Office Supplies Expenses	RO/FO	PS-DBM/SV/PS				GF	1,774,000.00	1,774,000.00		
	Accountable Forms Expenses	RO/FO	PS-DBM/SV/PS				GF	11,000.00	11,000.00		
	Food Supplies Expenses	RO/FO	Small Value Procurement / Shopping				GF	51,000.00	51,000.00		
	Drugs and Medicines Expenses	RO/FO	Small Value Procurement / Shopping				GF	26,000.00	26,000.00		
	Fuel, Oil and Lubricants Expenses	RO/FO	Small Value Procurement / Shopping				GF	301,000.00	301,000.00		
	Other Supplies & Materials Expenses	RO/FO	Small Value Procurement / Shopping				GF	699,000.00	699,000.00		
	Wear Expenses	RO/FO	Direct Contracting/SV/PS				GF	230,000.00	230,000.00		
	Electricity Expenses	RO/FO	Direct Contracting/SV/PS				GF	2,788,000.00	2,788,000.00		
	Postage and Courier Services	RO/FO	Direct Contracting/SV/PS				GF	347,000.00	347,000.00		
	Mobile	RO/FO	Direct Contracting/SV/PS				GF	1,879,000.00	1,879,000.00		
	Landline	RO/FO	Direct Contracting/SV/PS				GF	754,000.00	754,000.00		
	Internet Subscription Expenses	RO/FO	Direct Contracting/SV/PS				GF	148,000.00	148,000.00		
	Cable, Satellite, Telegraph and Radio Exp.	RO/FO	Small Value Procurement / Shopping				GF	24,000.00	24,000.00		
	Other Professional Services (for ISO 2008:2015)	RO/FO	Public Bidding/Small Value Procurement				GF	800,000.00	800,000.00		
	Janitorial Services	RO	Small Value Procurement / Shopping				GF	365,000.00	365,000.00		
	Security Services	RO	Small Value Procurement / Shopping				GF	1,233,000.00	1,233,000.00		
	Repair & Maintenance - Buildings	RO	Small Value Procurement / Shopping				GF	1,235,000.00	1,235,000.00		
	Repair & Maintenance - Office Structures	RO	Small Value Procurement / Shopping				GF	50,000.00	50,000.00		
	Repair & Maintenance - Office Equipment	RO/FO	Small Value Procurement / Shopping				GF	25,000.00	25,000.00		
	Repair & Maintenance - ICT Equipment	RO/FO	Small Value Procurement / Shopping				GF	5,000.00	5,000.00		
	Repair & Maintenance - Printing Equipment	RO/FO	Small Value Procurement / Shopping				GF	2,000.00	2,000.00		
	Repair & Maintenance - Other Machinery & Equipment	RO	Small Value Procurement / Shopping				GF	141,000.00	141,000.00		
	Repair & Maintenance - Motor Vehicles	RO/FO	Small Value Procurement / Shopping				GF	706,000.00	706,000.00		
	Repair & Maintenance - Furniture & Fixtures	RO/FO	Small Value Procurement / Shopping				GF	25,000.00	25,000.00		
	Advertising Expenses	RO/FO	Small Value Procurement / Shopping				GF	24,000.00	24,000.00		
	Printing and Publication Expenses	RO/FO	Small Value Procurement / Shopping				GF	165,000.00	165,000.00		
	Representation Expenses	RO/FO	Small Value Procurement / Shopping				GF	3,168,000.00	3,168,000.00		
	Transportation & Delivery Expenses	RO/FO	Small Value Procurement / Shopping				GF	19,000.00	19,000.00		
	Rents - Building and Structures	RO/FO	Agency-to-Agency / SVP				GF	6,071,000.00	6,071,000.00		
	Rents - Equipment	RO/FO	Small Value Procurement / Shopping				GF	114,000.00	114,000.00		
	Other Subscription Expenses	RO/FO	Small Value Procurement / Shopping				GF	91,000.00	91,000.00		
	Other Maintenance & Operating Expenses	RO/FO	Small Value Procurement / Shopping				GF	235,000.00	235,000.00		

DEFINITION

- PROGRAM (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BESF)** - Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PILOT/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/clearing of bids; award of contract; contract signing).
- Source of Funds** - Whether GO? Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilCeps.

Breakdown into moose and co for tracking purposes, aligned with budget documents
Any remark that will help GRP track programs and projects

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Certified Funds Available /
Certified Appropriate Funds Available:

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