

DEPARTMENT OF LABOR AND EMPLOYMENT
CORDILLERA ADMINISTRATIVE REGION
BAGUIO CITY
Annual Procurement Plan for FY 2016

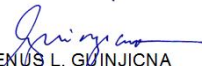
Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Goods & Services												
A.1. Procurement of common use supplies	RO/Fos	Agency to Agency (PS)					GAA	2,185,000.00	2,185,000.00			
A.2 Procurement of fuel, oil & lubricants for motor vehicles	RO/FOs	directo contracting			w/ Pines Caltex Station and need arises		GAA	500,000.00	500,000.00			
A.3. Procurement of Office Equipments	RO	Small Value Procurement				2/29/2016	GAA	301,000.00		301,000.00		
A.4. Procurement of ICT Materials	RO	Small Value Procurement				2/29/2016	GAA	199,000.00		199,000.00		
A.5. Procurement of Furnitures & Fixtures	RO	Small Value Procurement				2/29/2016	GAA	50,000.00		50,000.00		
A.6 Procurement of Janitorial Services	RO	(Renewal of contract)					GAA	259,000.00	259,000.00			
A.7 Procurement of Security Services	RO	(Renewal of Contract)					GAA	396,000.00	396,000.00			
A.8 Outsourcing of Manpower Services	RO/FOs	Public Bidding	1/13/2016	1/19/2015	1/21/2016	1/22/2015	GAA	931,196.88	931,196.88			The manpower to be provided will assist in the implementation of SRS & DILEEP programs
B. Utilities												
B.1 Water Services	RO/FOs	direct contracting (continuing)			Baguio Water District & other water utilities in the Provinces		GAA	#####	#####			
B.2 Electrical Services	RO/Fos	direct contracting (continuing)			BENECO, ABRECO, MOPRECO, IFELCO & KALCO		GAA	#####	382000			
C. Communications												
C.1 Postage and Courier Services	RO/FOs	direct contracting (continuing)			Post Office , JRS and waybill through bus		GAA	120,000.00	120,000.00			
C.2.Telephone,Mobile	RO/FOs	direct contracting(continuing)			Globe Tel. , & Smart Communication		GAA	70,000.00	70,000.00			
C.3 Telephone, landline	RO/FOs	direct contracting(continuing)			PLDT & Globe telecom		GAA	600,000.00	600,000.00			
c.4 Internet subscription	RO/FOs	direct contracting(continuing)			Innove communication, PLDT & smart tel		GAA	809,000.00	809,000.00			
C.5 Cable satellite	RO	direct contracting(continuing)			Skycable		GAA	22,000.00	22,000.00			
D. Repair and Maintenance												
D.1 Repair and maintenance of bldg	RO	SVP			As need arises		GAA	14,000.00	14,000.00			
D.2 Maintenance of Office Equipment												
D.2.1 Procurement of Anti virus	RO/FOs	shopping				2/22/16	GAA	35,000.00	35,000.00			
D.4 Repair maintenance of furniture & fixtures	RO/FOs	SVP			as need arises w/ various shops		GAA	10,000.00	10,000.00			
SUB-TOTAL								#####	6,443,196.88	550,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Amount forwarded								6,993,196.88	6,443,196.88	550,000.00	
	E. Other Expenses											
	E. 1 Insurance of Motor Vehicles	RO/Fos	direct contracting			w/ GSIS		GAA	85,000.00	85,000.00		
	E.2 Advertisement	RO						GAA	11,000.00	11,000.00		
	E.3 Printing of Assessment Form and other Promotional Materials	RO/FOs	SVP					GAA	913,000.00	913,000.00		
	E.4 Subscription Expenses	RO/FOs						GAA	50,000.00	50,000.00		
	F. Procurement of raw materials, jig, tools & Equipments	clients in different provinces of CAR	SVP					GAA	77,237M	77,237M		These are livelihood assistance to qualified beneficiaries and it is being implemented through ACP or through direct Administration. In case of direct administration the mode of procurement is depending o the amount of the project. In case the amount is P500K and below it will be through SVP and more than 500K through public bidding
	TOTAL											

DEFINITION

1. **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.
2. **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.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

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