

**DEPARTMENT OF AGRARIAN REFORM - SIKUIJOR FIELD OFFICE Annual Procurement Plan for FY 2020**

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/Activity/Project)
				Advertisement/P osting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	GENERAL ADMINISTRATIVE SUPPORT SERVICES								0.00			
20-1-GAS1	Procurement of Meals & snacks	STOD	NP-53.9 - Small Value Procurement	N/A	N/A	March, May, July, No	March, May, July, No	GoP	17,000.00	17,000.00		Employees meeting
20-1-GAS2	Procurement of Training Kit available at PS-DBM	STOD	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	2,000.00	2,000.00		Staff Training
20-1-GAS3	procurement of Traning Kit not available at PS-DBM	STOD	NP-53.9 - Small Value Procurement	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	5,000.00	5,000.00		Staff Training
20-1-GS4	Procurement of Office Supplies available at PS-DBM	STOD	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	15,000.00	15,000.00		STOD Office supplies
20-1-GAS5	procurement of Office Supplies not available at PS-DBM	STOD	NP-53.9 - Small Value Procurement	N/A	Mar, Jun, Sep	Mar, Jun, Sep	Mar, Jun, Sep	GoP	41,000.00	41,000.00		STOD Office supplies
20-1-GS6	Procurement of Fuel Oil & Lubricants	STOD	Competitive Bidding	October, 2019	Nov. 2019	Nov. 2019	Dec. 2019	GoP	33,000.00	33,000.00		General Svcs Transactions
20-1-GAS7	Procurement of Office Equipment	STOD	NP-53.9 - Small Value Procurement	February, 2020	N/A	March	March	GoP	15,000.00	15,000.00		Office Aircon
20-1-GAS8	Procurement of ICT Equipment	STOD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	40,000.00	40,000.00		Printers, Netbook
20-1-GAS9	Procurement of other supplies & materials	STOD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	25,000.00	25,000.00		Semi-expendable items
20-1-GAS10	Provision of Water	STOD	Direct Contracting	N/A	N/A	December	January	GoP	22,000.00	22,000.00		Office Water Consumption
20-1-GAS11	Provision of Power & Electricity	STOD	Direct Contracting	N/A	N/A	December	January	GoP	116,000.00	116,000.00		Office Electric Consumption
20-1-GAS12	Procurement of Postage & Courier	STOD	Direct Contracting	N/A	N/A	December	January	GoP	7,000.00	7,000.00		Mailing of Communications, reports, etc.
20-1-GAS13	Procurement of Cellucar Cards	STOD	Direct Contracting	N/A	N/A	monthly	monthly	GoP	28,000.00	28,000.00		Prepaid cards
20-1-GAS14	Provision of Internet Subscription Svcs.	STOD	Direct Contracting	N/A	N/A	December	January	GoP	35,000.00	35,000.00		Internet Services
20-1-GAS15	Provision of Other Professional Svcs	STOD	Direct Contracting	N/A	N/A	December	January	GoP	1,000.00	1,000.00		Honorarium
20-1-GAS16	Procurement of Janitorial Svcs.	STOD	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	292,000.00	292,000.00		Office Janitorial Svcs
20-1-GAS17	Procurement of Secirity Svcs	STOD	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	378,000.00	378,000.00		Office Security Svcs
20-1-GAS18	Procurement of General Administrative Svcs	STOD	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	200,000.00	200,000.00		outsourcing svcs of encoder & driver
20-1-GAS19	Supply of Labor & Materials for the repair of Building	STOD	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	25,000.00	25,000.00		Repair of office door, ceilings, etc.
20-1-GAS20	Supply of Labor & Materials for the repair of Office Equipmt.	STOD	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	5,000.00	5,000.00		Repair of Printer, Typewriter, etc.
20-1-GAS21	Supply of Labor & Materials for the repair of ICT Equipmt.	STOD	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	1,000.00	1,000.00		repair of CPU, Laptop, etc.
20-1-GAS22	Supply of Labor & Materials for the repair of Motor Vehicles	STOD	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	34,000.00	34,000.00		Repair Office MV Service.
20-1-GAS23	Supply & Materials for the repair of Comm. Equipments	STOD	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	2,000.00	2,000.00		Repair of internet connection, etc.
20-1-GAS24	Procurement of Meals & Snacks	STOD	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	11,000.00	11,000.00		Meetings, conferences



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20-1-GAS25	Provision of Transportation & Delivery Expenses	STOD	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	4,000.00	4,000.00		Unscheduled activity
20-1-GAS26	Procurement of Other subscription expenses	STOD	Direct Contracting	N/A	N/A	January	January	GoP	1,000.00	1,000.00		Siquijor Today newspaper
20-1-GAS27	Provision of subscription for reading materials	STOD	Direct Contracting	N/A	N/A	January	January	GoP	11,000.00	11,000.00		National Newspaper
20-1-GAS28	Procurement of Office Furnitures & Fixtures	STOD	Competitive Bidding	October, 2019	Nov. 2019	December	Feb-20	GoP	58,000.00	58,000.00		Office Cabinets, Chairs, etc.
<b>2</b>	<b>AGRARIAN JUSTICE DELIVERY</b>								0.00			
20-2.2AJDP1	Procurement of Office Supplies available at PS-DBM	AJDP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	3,000.00	3,000.00		Supplies for Legal Div.
20-2.2AJDP2	Procurement of Office Supplies not available at PS-DBM	AJDP	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	7,000.00	7,000.00		Supplies for Legal Div.
20-2.2AJDP3	Supply of Labor & Materials for the repair of ICT Equipment	AJDP	Direct Contracting	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	8,000.00	8,000.00		Monitor & Printer
20-2.3AJDP4	Procurement of Fuel Oil & Lubricants	AJDP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	4,000.00	4,000.00		Legal Division Transactions
20-2.3AJDP5	Supply of Labor & Materials for the repair of Motor Vehicle	AJDP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	50,000.00	50,000.00		MV of legal Division
20-2.3AJDP6	Procurement of Meals and Snacks for Conferences/Meetings	AJDP	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	10,000.00	10,000.00		meetings/conferences
20-2.4AJDP7	Procurement of Office Supplies available at PS-DBM	AJDP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	2,500.00	2,500.00		Legal Office supplies
20-2.4AJDP8	Procurement of Office Supplies not available at PS-DBM	AJDP	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	7,500.00	7,500.00		Legal Office supplies
20-2.4AJDP9	Procurement of other supplies & materials	AJDP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	10,000.00	10,000.00		unplanned meetings/ activity
20-2.4AJDP10	Provision of Internet Subscription Services	AJDP	Direct Contracting	N/A	N/A	January	January	GoP	12,000.00	12,000.00		Internet connection for legal svcs use.
20-2.4AJDP11	Procurement of Meals and Snacks for Conferences / Meetings	AJDP	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	11,000.00	11,000.00		meetings for visitors & guests
<b>3</b>	<b>AR BENEFICIARIES DEV'T &amp; SUSTAINABILITY PROGRAM</b>								0.00			
20-3.1ARBDSP1	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	August	September	September	September	GoP	68,000.00	68,000.00		Orientation & actual conduct of ITEMA
20-3.1ARBDSP2	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	August	September	September	September	GoP	5,000.00	5,000.00		Conduct of ITEMA
20-3.1ARBDSP3	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	August	September	September	September	GoP	19,000.00	19,000.00		Monitoring & Evaluation
20-3.1ARBDSP4	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	August	September	September	September	GoP	5,000.00	5,000.00		Monitoring of Infra Projects
20-3.1ARBDSP5	Provision of Venue for trainings	ARBDSP	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	95,000.00	95,000.00		Learning & Development Training
20-3.2ARBDSP6	Procurement of Meals & Snacks	ARBDSP	NP-53.7 Highly Technical Consultants	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	200,000.00	200,000.00		for 33 assisted ARBOs
20-3.2ARBDSP7	Procurement of Training Supplies	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	30,000.00	30,000.00		For the conduct of ARBO trainings
20-3.2ARBDSP8	Procurement and Delivery of ICT Office Supplies available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	July	July	GoP	43,000.00	43,000.00		Projector



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20-3.2ARBDSP9	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	April	April	GoP	31,000.00	31,000.00		Info Caravan
20-3.3ARBDSP10	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	March	March	March	GoP	45,000.00	45,000.00		Dev. Of Product & Services
20-3.3ARBDSP11	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	5,000.00	5,000.00		ARBDSP transactions
20-3.3ARBDSP12	Provision of Training Supplies Available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	10,000.00	10,000.00		Products & Svcs Trainings
20-3.3ARBDSP13	Provision of Training Supplies not Available at PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	24,000.00	24,000.00		Products & Svcs Trainings
20-3.3ARBDSP14	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	120,000.00	120,000.00		Micro finance Trainings
20-3.3ARBDSP15	Provision of Training Supplies Available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	10,000.00	10,000.00		Micro finance Trainings
20-3.3ARBDSP16	Provision of Training Supplies not Available at PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	23,000.00	23,000.00		Micro finance Trainings
20-3.3ARBDSP17	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	18,000.00	18,000.00		Wash Livelihood Trainings
20-3.3ARBDSP18	Provision of Training kit available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	3,000.00	3,000.00		Wash Livelihood Trainings
20-3.3ARBDSP19	Provision of Training Kit not available at PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	9,000.00	9,000.00		Wash Livelihood Trainings
20-3.3ARBDSP20	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	175,000.00	175,000.00		VLFD Trainings
20-3.3ARBDSP21	Procurement of Lease of Venue	ARBDSP	Competitive Bidding	April	April	May	May	GoP	175,000.00	175,000.00		Assessment & Planning workshop
20-3.3ARBDSP22	Provision of Office Supplies Available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	50,000.00	50,000.00		RBDSP Supplies
20-3.3ARBDSP23	Provision of Office Supplies not Available at PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	150,000.00	150,000.00		RBDSP Supplies
20-3.3ARBDSP24	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	10,000.00	10,000.00		RBDSP Activities
20-3.3ARBDSP25	Provision of Honorarium of Resource Speaker	ARBDSP	Direct Contracting	N/A	N/A	March	April	GoP	90,000.00	90,000.00		ARBDSP Trainings 10 sessions
20-3.3ARBDSP26	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	February, 2020	N/A	March	March	GoP	90,000.00	90,000.00		Training on PBD Lawyering
20-3.3ARBDSP27	Provision of Honorarium of Resource Speaker	ARBDSP	Direct Contracting	N/A	N/A	March	March	GoP	15,000.00	15,000.00		Training on PBD Lawyering
20-3.3ARBDSP28	Provision of Training kit available at PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	10,000.00	10,000.00		RBDSP Trainings
20-3.3ARBDSP29	Provision of Training kit not available at PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	30,000.00	30,000.00		RBDSP Trainings
20-3.3ARBDSP30	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	2,000.00	2,000.00		RBDSP activities
20-3.3ARBDSP31	Procurement of Meals & Snacks	ARBDSP	Competitive Bidding	March	March	April	April	GoP	145,000.00	145,000.00		FBS Trainings
20-3.3ARBDSP32	Procurement of Training Kit available on PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	5,000.00	5,000.00		FBS training supplies
20-3.3ARBDSP33	Procurement of Training Kit not available on PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	42,000.00	42,000.00		FBS training supplies



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20- 3.3ARBDSP34	Provision of Vehicle Rental	ARBDSP	NP-53.9 - Small Value Procurement	April	N/A	April	May	GoP	13,000.00	13,000.00		Market Survey
20- 3.3ARBDSP35	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	63,000.00	63,000.00		APCP & Credit Trainings
20- 3.3ARBDSP36	Procurement of Training Supplies available on PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun, Sep	Mar, Jun, Sep	GoP	4,000.00	4,000.00		APCP & Credit Trainings
20- 3.3ARBDSP37	Procurement of Training Supplies not available on PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	8,000.00	8,000.00		APCP & Credit Trainings
20- 3.3ARBDSP38	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	May	N/A	June	June	GoP	63,000.00	63,000.00		Micro finance
20- 3.3ARBDSP39	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	5,000.00	5,000.00		Microfinance activities
20- 3.3ARBDSP40	Procurement of Construction Materials	ARBDSP	Competitive Bidding	March	March	April	April	GoP	300,000.00	300,000.00		VLFD Processing Center
20- 3.4ARBDSP41	Procurement of Meals & Snacks	ARBDSP	NP-53.9 - Small Value Procurement	March	N/A	March	April	GoP	90,000.00	90,000.00		Farm Inputs Support
20- 3.4ARBDSP42	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	5,000.00	5,000.00		Monitoring
20- 3.4ARBDSP43	Procurement of Training Supplies available on PS DBM	ARBDSP	NP-53.5 Agency-to-Agency	N/A	N/A	Mar, Jun	Mar, Jun	GoP	55,000.00	55,000.00		Other materials for Farm Inputs
20- 3.4ARBDSP44	Procurement of Training Supplies not available on PS DBM	ARBDSP	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun	Mar, Jun	GoP	100,000.00	100,000.00		Other materials for Farm Inputs
20- 3.4ARBDSP45	Procurement of Meals & snacks	ARBDSP	NP-53.9 - Small Value Procurement	March	N/A	Mar, Jun	Mar, Jun	GoP	45,000.00	45,000.00		Major crop based block farm productivity enhancement
20- 3.4ARBDSP46	Procurement of Fuel Oil & Lubricants	ARBDSP	Competitive Bidding	October, 2019	Nov. 2019	December	December	GoP	5,000.00	5,000.00		Monitoring
20- 3.4ARBDSP47	Procurement of Farm Inputs	ARBDSP	Competitive Bidding	March	March	April	April	GoP	250,000.00	250,000.00		Block Farming Corn/Peanut
20- 3.4ARBDSP48	Procurement of Farm Machineries	ARBDSP	Competitive Bidding	April	April	May	May	GoP	500,000.00	500,000.00		Floating Tiller

**TOTAL**

**4,807,000.00 4,807,000.00**

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