

## DEPARTMENT OF AGRARIAN REFORM MIMAROPA REGIONAL 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/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>A.</b>	<b>SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT</b>											
	<b>1. COMMON USE OFFICE SUPPLIES &amp; EQUIPMENT (available at PS)</b>	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoP	<b>550,000.00</b>	<b>550,000.00</b>		various common use supplies & equipments available at PS for all units of DAR MIMAROPA
	<b>2. OTHER OFFICE SUPPLIES &amp; MATERIALS NOT AVAILABLE AT PS</b>	STOD/GASS							<b>1,715,050.00</b>	<b>1,715,050.00</b>		various common use supplies & equipments NOT available at PS for all units of DAR MIMAROPA
	1. Printer (4)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	60,000.00	60,000.00		
	2. Wireless Mouse (5)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	5,000.00	5,000.00		
	3. Wireless Phone (5)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	15,000.00	15,000.00		
	4. UPS (10)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	50,000.00	50,000.00		
	5. Internal Hard Disk 2 TB (4)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	16,000.00	16,000.00		
	6. Vacuum Cleaner -portable	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	10,000.00	10,000.00		
	7. Router (5)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	25,000.00	25,000.00		
	8. Self-Inking Stamp (2)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	4,500.00	4,500.00		
	9. Banker's Box	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	8,000.00	8,000.00		
	10. Biometric	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	25,000.00	25,000.00		
	11. Kitchen Utensils	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	10,000.00	10,000.00		
	12. Single Burner Electric Stove	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	2,500.00	2,500.00		
	13. Rice Cooker	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	2,000.00	2,000.00		
	14. ISO Books	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	5,000.00	5,000.00		
	15. Projector	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	15,000.00	15,000.00		
	16. ACER Laptop Battery	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	5,000.00	5,000.00		
	17. ACER Laptop Charger	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	3,000.00	3,000.00		
	18. Shedder	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	15,000.00	15,000.00		
	19. Hot & Cold Shower (3)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	45,000.00	45,000.00		
	20. Venetian Blinds (8)	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	3,800.00	3,800.00		
	21. Conference Table & Chairs (14 seaters)	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	40,000.00	40,000.00		
	22. Wall Paper (rolls)	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	18,750.00	18,750.00		
	23. Tempered Glass (rectangular board)	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	60,000.00	60,000.00		
	24. Ceiling Recessed (Manual pull down) Projector	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	7,000.00	7,000.00		
	25. Secretariat Counter & Storage	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	11,000.00	11,000.00		
	26. Floor Standing Airconditioning	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	80,000.00	80,000.00		
	27. FUEL, OIL AND LUBRICANTS	STOD	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	849,000.00	849,000.00		
	28. Printer (1)	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	15,000.00	15,000.00		
	29. UPS (8)	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	30,000.00	30,000.00		
	30. PC Blower/Vacuum	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	2,000.00	2,000.00		
	31. Wireless Mouse (8)	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	8,000.00	8,000.00		
	32. Wireless Phone (1)	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	4,000.00	4,000.00		
	33. Hard Disk (4 TB) (2)	STO	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	19,000.00	19,000.00		
	<b>SUB-TOTAL</b>								<b>1,468,350.00</b>	<b>1,468,350.00</b>		
	<b>3. SUPPLIES AND MATERIALS</b>	ALS										
	1. Printer (2)	ALS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	20,000.00	20,000.00		
	2. Laptop Battery (1)	ALS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	1,000.00	1,000.00		
	3. Mouse Wireless (5)	ALS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	3,000.00	3,000.00		
	4. Extension Cord Heavy Duty (5 meters x 2)	ALS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	1,500.00	1,500.00		
	5. Kitchen Utensils	ALS	NP-53.9 - Small Value Procurement	N/A	N/A			GoP	5,000.00	5,000.00		
	<b>SUB-TOTAL</b>								<b>30,500.00</b>	<b>30,500.00</b>		

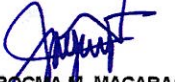


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<b>G. REPAIR AND MAINTENANCE</b>										
Motor Vehicle	STOD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	550,000.00	550,000.00	
Office equipment	STOD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	124,000.00	124,000.00	
IT Equipment	STOD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	200,000.00	200,000.00	
Repair & Maintenance of Office Premises	STOD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	80,800.00	80,800.00	
<b>SUB-TOTAL</b>								<b>954,800.00</b>	<b>954,800.00</b>	
<b>H. REPRESENTATION</b>										
Conduct of coordination activities	STOD	Direct Contracting	N/A	N/A	monthly	monthly	GoP	300,000.00	300,000.00	
<b>SUB-TOTAL</b>								<b>300,000.00</b>	<b>300,000.00</b>	
<b>I. TRAINING</b>										
1 1st Semester Conduct of Regional Planning and Assessment Sessions (Performance Review)	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jun-20	Jun-20	GoP	270,000.00	270,000.00	
2 Preparation of 2021 Budget Proposal	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Feb-20	Feb-20	GoP	270,000.00	270,000.00	
3 Orientation workshop on the preparation of 2020 Expanded BED 2	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-20	Nov-20	GoP	270,000.00	270,000.00	
4 Data Cleansing, feedbacking and writeshop on the conduct of IEMA 2019	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Oct-20	Oct-20	GoP	123,000.00	123,000.00	
5 2020 Year-End Assessment in eNGAS and eBudget cum 1st quarter Financial Assessment and Planning for CY 2021	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-20	Nov-20	GoP	258,000.00	258,000.00	
6 Regional Information Officer's Assessment cum Project Writeshop	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jun-20	Jun-20	GoP	150,000.00	150,000.00	
7 Advance Ms Excel Training	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Apr-20	Apr-20	GoP	150,000.00	150,000.00	
8 2019 Closing of Books under Manual System in parallel to eNGAS and eBudget	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-20	Jan-20	GoP	250,000.00	250,000.00	
9 3rd Quarter conduct of regional planning and assessment sessions and GAD Assessment	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Oct-20	Oct-20	GoP	200,000.00	200,000.00	
10 Year-End conduct of regional planning and assessment sessions and GAD Assessment	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Dec-20	Dec-20	GoP	297,000.00	297,000.00	
11 Internal Audit Training	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Feb-20	Feb-20	GoP	108,000.00	108,000.00	
12 Team Development and Morale Boosting Exercises	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May-20	May-20	GoP	208,000.00	208,000.00	
13 Orientation on LACE	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Mar-20	Sep-19	GoP	270,000.00	270,000.00	
14 CY 2019 STOD Planning Workshop and updating of new guidelines	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-19	Nov-19	GoP	182,000.00	182,000.00	
15 RJO Officers Assessment cum Planning Workshop	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-19	Nov-19	GoP	135,000.00	135,000.00	
16 Team Development and Morale Boosting Exercise	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Oct-19	Oct-19	GoP	334,800.00	334,800.00	
17 2020 Budget Execution Closing of docs	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Dec-19	Dec-19	GoP	180,000.00	180,000.00	
<b>SUB-TOTAL</b>								<b>3,633,800.00</b>	<b>3,633,800.00</b>	
LCMS Data Cleansing	ALS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	135,000.00	135,000.00	
<b>SUB-TOTAL</b>								<b>135,000.00</b>	<b>135,000.00</b>	
Conduct of DARAB Assessment cum LCMS cleansing and updating	DARAB	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	170,000.00	170,000.00	to be conducted in March and August 2020
Conduct of Assessment cum Fast Tracking	DARAB	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Oct-20	Oct-20	GoP	108,000.00	108,000.00	
<b>SUB-TOTAL</b>								<b>278,000.00</b>	<b>278,000.00</b>	
1 Conduct of Regional Review and Planning Session	ARBDS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	324,000.00	324,000.00	to be conducted in April and July 2020
2 Conduct of ARBO Summit/Forum	ARBDS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Nov-20	Nov-20	GoP	243,000.00	243,000.00	
3 Conduct of Year-End ARBDSP Review and Planning Session	ARBDS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Sep-19	Sep-19	GoP	141,000.00	141,000.00	
<b>SUB-TOTAL</b>								<b>708,000.00</b>	<b>708,000.00</b>	
<b>SUB-TOTAL</b>								<b>4,754,800.00</b>	<b>4,754,800.00</b>	
<b>TOTAL</b>								<b>18,994,650.00</b>	<b>18,994,650.00</b>	


Prepared and Consolidated by:


  
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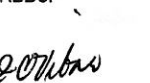
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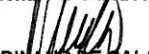
  
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Recommended Approval:

Regional BIDS and AWARDS COMMITTEE

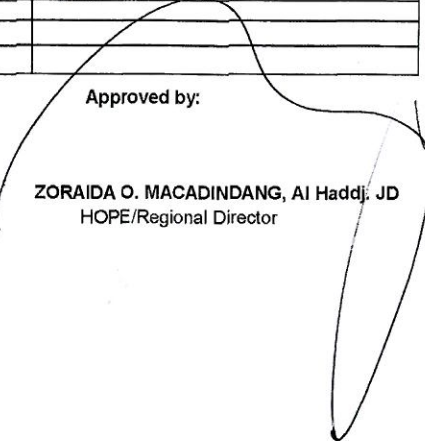
  
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 Chairman

  
**JOSEFINA M. LOPEZ**  
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**ATTY. MARC JOHN S. ESTRELLADO**  
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 Provisional Member 1

Approved by:

  
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 HOPE/Regional Director