

DEPARTMENT OF AGRARIAN REFORM (REGION 08- REGIONAL OFFICE) Annual Procurement Plan (APP) for CY - 2020

REGION : VIII
Regional Office

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)
				Advertisem ent/Posting of IB/RFI	Submissio n/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CY 2020 APPROPRIATION												
	Procurement of Common-use Office Supplies Available at PS-DBM	STOD/LEGAL/DA RAB/LTS & ARBDSP	Agency to Agency	Quarterly				GOP	2,354,640.31	2,354,640.31		To be procured at Procurement Service pursuant to Sec. 53.5 of the IRR 9184 (Quarterly)
	Procurement of Common-use Office Supplies not Available at PS-DBM	STOD/LEGAL/DA RAB/LTS & ARBDSP	N-P 53.9 Small Value Procurement	Jan.	Jan.	March, May, Aug & Sept.	March, May, Aug & Sept.	GOP	4,017,792.88	4,017,792.88		Computer inks, Printers, Toner , Office Furnitures & Fixture , & IT accessories
GENERAL SERVICES												
	Procurement of 14 Janitorial Services	STOD- Admin	Competitive Bidding	Dec. 2019	Dec. 2019	Jan. 2020	Jan. 2020	GOP	2,079,522.48	2,079,522.48		
	Procurement of 9 Security Services	STOD- Admin	Competitive Bidding	Dec. 2019	Dec. 2019	Jan. 2020	Jan. 2020	GOP	1,193,241.60	1,193,241.60		
MANDATORIES												
	Water Consumption Expenses	STOD- Admin	Direct Contracting	n/a	n/a	Jan-Dec. 2020	Jan-Dec. 2020	GOP	240,000.00	240,000.00		DARRO consumption
	Electric Consumption Expenses	STOD- Admin	Direct Contracting	n/a	n/a	Jan-Dec. 2020	Jan-Dec. 2020	GOP	1,080,000.00	1,080,000.00		
Utilities (POL)												
	Diesel Consumption	STOD- Admin	Direct Contracting	n/a	n/a	Jan-Dec. 2020	Jan-Dec. 2020	GOP	1,000,000.00	1,000,000.00		Supply of petroleum, oil & lubricants
TELECOMMUNICATION EXPENSES												
	Landline Services (Bayantel & PLDT)	STOD- Admin	Direct Contracting	n/a	n/a	Jan-Dec. 2020	Jan-Dec. 2020	GOP	360,000.00	360,000.00		DARRO consumption
	Internet (PLDT)	STOD- Admin	Direct Contracting	n/a	n/a	Jan-Dec. 2020	Jan-Dec. 2020	GOP	840,000.00	840,000.00		
	Communication Expenses (Prepaid Cards)	STOD- Admin	N-P 53.9 Small Value Procurement	Jan., Apr, JulySept.	Jan., Apr, JulySept.	Feb, May, Aug Oct..	Feb, May, Aug Oct..	GOP	200,000.00	200,000.00		Purchase of cellcards for DARRO 8 officials
RENT EXPENSES												
5029905004	Rental of various activites	STOD- Admin	N-P 53.9 Small Value Procurement	May	June	June	June	GOP	100,000.00	100,000.00		rental of sound system & other equipment

PROFESSIONAL SERVICES											
5021199000	Research fee	LTS	Direct Contracting	as needed	n/a	as needed	as needed	GOP	9,000.00	9,000.00	
5021199000	Honorarium for Speakers/Doctors/Zumba Instructor	GAD	Direct Contracting	n/a	March	March	March	GOP	200,000.00	200,000.00	
PRINTING EXPENSES											
5029902000	Blue printing services	LTS	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	47,250.00	47,250.00	blue printing of LTS document
5029902000	Printing ,Publication & Advertising	STOD-Admin	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	200,000.00	200,000.00	Printing of DAR's Official news quarterly
SUBSCRIPTION											
5029902000	Newspaper subscription	STOD	Direct Contracting	monthly	n/a	monthly	monthly	GOP	30,000.00	30,000.00	daily newspaper subscription
LEASE OF VENUE											
5020201002	DARAB Monthly Conference	DARAB	N-P Lease of Real Property and venue	n/a	n/a	Jan-Dec.	Jan-Dec.	GOP	144,000.00	144,000.00	
5020201002	LCMS Updating and Cleansing	DARAB	N-P Lease of Real Property and venue	June & Sept.	June & Sept.	Jul & Oct	Jul & Oct	GOP	432,000.00	432,000.00	
5020201002	Quarterly Assessment	DARAB	N-P Lease of Real Property and venue	Feb, April, July & Sept	Feb, April, July & Sept	Mach, May, Aug & Oct	Mach, May, Aug & Oct	GOP	864,000.00	864,000.00	
5020201002	Information Drive	DARAB	N-P Lease of Real Property and venue	Feb, April, July & Sept	Feb, April, July & Sept	Mach, May, Aug & Oct	Mach, May, Aug & Oct	GOP	520,000.00	520,000.00	
5020201002	STOD Regionwide Quarterly Assessment Conference	STOD-Admin	N-P Lease of Real Property and venue	Feb.	March	March	March	GOP	157,500.00	157,500.00	
5020201002	Procurement Review & Planning Workshop (PPMP & APP) 45 pax for two (2) days	STOD-Admin	N-P Lease of Real Property and venue	April	May	May	May	GOP	324,000.00	324,000.00	
5020201002	Procurement Planning Conference (quarterly)	STOD-Admin	N-P Lease of Real Property and venue	N/A	Feb.-Aug	Feb.-Aug	Feb.-Aug	GOP	270,000.00	270,000.00	
5020201002	QMS Certification Audit (Document Review and Report Preparation, Site Audit , Surveillance Audit and Certification	STOD-Admin	N-P Lease of Real Property and venue	Jan.	Feb.-May	Feb.-May	Feb.-May	GOP	500,000.00	500,000.00	

5020201002	ISO: 9001:2015/PRIME -HRM Benchmarking	STOD-Admin	N-P Lease of Real Property and venue	March	April	April	April	GOP	90,000.00	90,000.00		
5020201002	STOD Team Building	STOD-Admin	N-P Lease of Real Property and venue	April	April	May	May	GOP	210,000.00	210,000.00		
5020201002	Preparation of BFARs	STOD-Budget	N-P Lease of Real Property and venue	Jan.	Jan	Feb-Dec	Feb-Dec	GOP	810,000.00	810,000.00		
5020201002	Online submission of BFARs	STOD-Budget	N-P Lease of Real Property and venue	Jan.	Jan.	Feb-Dec	Feb-Dec	GOP	270,000.00	270,000.00		
5020201002	Management Review	STOD-HRD	N-P Lease of Real Property and venue	N/A	March	March	March	GOP	432,000.00	432,000.00		
5020201002	In-House Trainings (Enhancement Capability Training for Field Personnel, Computer Literacy, Effective Communication, Orientation for newly hired personnel, Road safety , Rules & regulation, basic life support, values orientation,frontline service seminar, team enhancement & org. dev't	STOD-HRD	N-P Lease of Real Property and venue	N/A	Feb.	Feb.	Feb.	GOP	876,000.00	876,000.00		
5020201002	Immersion Program: Promoting Women Empowerment in So. Leyte Womens Association	STOD-GAD	N-P Lease of Real Property and venue	N/A	April	April	April	GOP	200,000.00	200,000.00		
5020201002	Structuring GAD Activities for CY 2020	STOD-GAD	N-P Lease of Real Property and venue	N/A	Feb.	Feb.	Feb.	GOP	150,000.00	150,000.00		
5020201002	Organizational Development & Team Building Seminar Workshop	STOD-GAD	N-P Lease of Real Property and venue	April	May	May	May	GOP	378,000.00	378,000.00		
5020201002	Seminar Workshop Orientation on Preparation of Financial Reports & Discussion of other Accounting Matters	STOD- Accounting	N-P Lease of Real Property and venue	Jan.	Marh, May, July Sept.& Nov.	Marh, May, July Sept.& Nov.	Marh, May, July Sept.& Nov.	GOP	240,000.00	240,000.00		
5020201002	Seminar -Workshop Orientation on Engas Implementation	STOD-Accounting	N-P Lease of Real Property and venue	Jan.	Feb., April, June, Aug.,Oct.	Feb., April, June, Aug.,Oct.	Feb., April, June, Aug.,Oct.	GOP	240,000.00	240,000.00		
5020201002	PSIPOP Seminar Workshop/Conference	STOD-Personnel	N-P Lease of Real Property and venue	Feb.	Marh, May, July Sept.& Nov.	Marh, May, July Sept.& Nov.	Marh, May, July Sept.& Nov.	GOP	240,000.00	240,000.00		
5020201002	Planning Quarterly Assessment	STOD-Planning	N-P Lease of Real Property and venue	Jan.	Jan.	Feb, April, July & Oct	Feb, April, July & Oct	GOP	1,008,000.00	1,008,000.00		
5020201002	CY 2021 Indicative Planning	STOD-Planning	N-P Lease of Real Property and venue	Jan.	Jan.	Feb	Feb	GOP	234,000.00	234,000.00		
5020201002	CY 2021 BED Preparation	STOD-Planning	N-P Lease of Real Property and venue	Oct	Oct	Nov.	Nov.	GOP	234,000.00	234,000.00		


5020201002	Computer Literacy	STOD-Planning	N-P Lease of Real Property and venue	Jan.	Jan.	Feb	Feb	GOP	135,000.00	135,000.00		
5020201002	Quarterly database assessment	STOD-Planning	N-P Lease of Real Property and venue	Jan.	Jan.	Marh, May, July Sept.& Nov.	Marh, May, July Sept.& Nov.	GOP	360,000.00	360,000.00		
5020201002	Traget Setting for Legal Sector	Legal	N-P Lease of Real Property and venue	Jan.	Feb	Feb.	Feb.	GOP	270,000.00	270,000.00		
5020201002	Semestral Assessment for legal Sector	Legal	N-P Lease of Real Property and venue	April	April	May	May	GOP	216,000.00	216,000.00		
5020201002	PBD Lawyering	Legal	N-P Lease of Real Property and venue	March	March	April	April	GOP	270,000.00	270,000.00		
5020201002	Echo Seminar of Legal Sector on Social Responsibility in the Organizational Level	Legal	N-P Lease of Real Property and venue	Feb.	Feb.	March	March	GOP	108,000.00	108,000.00		
5020201002	Trainings Cascading of recent DAR Land Acquisition & Distribution (LAD), Administrative Orders & DAR Issuances/Levelling off with DARPOs Chief Legal Division	Legal	N-P Lease of Real Property and venue	Feb.	Feb	March	March	GOP	324,000.00	324,000.00		
5020201002	Regional ARBDSP Review & Planning Session (RPS)	ARBDSP	N-P Lease of Real Property and venue	May	May	June-Sept.	June-Sept.	GOP	168,000.00	168,000.00		
5020201002	ARBDSP QMS Meeting	ARBDSP	N-P Lease of Real Property and venue	Jan.	Jan.	Feb, June, Sept & Nov.	Feb, June, Sept & Nov.	GOP	102,400.00	102,400.00		
5020201002	Synchronized Action Planning with LBP & DENR/LMS	LTS	N-P Lease of Real Property and venue	Feb.	Feb.	March	March	GOP	234,000.00	234,000.00		
5020201002	Synchronized Action Planning with ROD	LTS	N-P Lease of Real Property and venue	Jan.	Feb.	Feb.	Feb.	GOP	108,000.00	108,000.00		
CATERING SERVICES AND MEAL EXPENSES												
5029903000	Execom Meeting	STOD-Admin	N-P 53.9 Small Value Procurement	n/a	Jan.-Dec.	Jan.-Dec.	Jan.-Dec.	GOP	150,000.00	150,000.00		
5029903000	Mancom Meeting	STOD-Admin	N-P 53.9 Small Value Procurement	n/a	Jan.-Dec.	Jan.-Dec.	Jan.-Dec.	GOP	150,000.00	150,000.00		
5029903000	CARP Anniversary Celebration/Cultural & Social Celebration	STOD-Admin	N-P 53.9 Small Value Procurement	May	June	June	June	GOP	186,000.00	186,000.00		
5029903000	Organize & make arrangements for BAC meetings ,Pre Proc & Pre Bid Confe & contract signing	STOD-Admin	N-P 53.9 Small Value Procurement	n/a	Jan.-Dec.	Jan.-Dec.	Jan.-Dec.	GOP	216,000.00	216,000.00		
5029903000	Family Day	STOD-Admin	N-P 53.9 Small Value Procurement	June	July	July	July	GOP	240,000.00	240,000.00		
5029903000	Personnel Enhancement Cum Socio-Cultural Activity	STOD-Admin	N-P 53.9 Small Value Procurement	April	May	May	May	GOP	90,000.00	90,000.00		
5029903000	STOD Training & Scholarship/seminars/conferences	STOD-Admin	N-P 53.9 Small Value Procurement	Jan.,	Feb, May & Nov.	Feb, May & Nov.	Feb, May & Nov.	GOP	300,000.00	300,000.00		

5029903000	RSPB Deliberation	STOD-Admin	N-P 53.9 Small Value Procurement	Feb.	March, July & Sept.	March, July & Sept.	March, July & Sept.	GOP	150,000.00	150,000.00		
5029903000	Press Conference	STOD-Info.	N-P 53.9 Small Value Procurement	n/a	Feb, May & Nov.	Feb, May & Nov.	Feb, May & Nov.	GOP	31,500.00	31,500.00		
5029903000	Hosting of AGIO meeting	STOD-Info.	N-P 53.9 Small Value Procurement	n/a	June	June	June	GOP	21,000.00	21,000.00		
5029903000	PRIME-HRD meetings	STOD-HRD	N-P 53.9 Small Value Procurement	n/a	March & Sept.	March & Sept.	March & Sept.	GOP	40,000.00	40,000.00		
5029903000	QMS-Pillar Meeting	STOD-HRD	N-P 53.9 Small Value Procurement	n/a	March, June, Sept. & Dec.	March, June, Sept. & Dec.	March, June, Sept. & Dec.	GOP	40,000.00	40,000.00		
5029903000	QMS-Planning Sectoral	STOD-HRD	N-P 53.9 Small Value Procurement	Feb.	March, June, Sept. & Dec.	March, June, Sept. & Dec.	March, June, Sept. & Dec.	GOP	150,000.00	150,000.00		
5029903000	Re-Echo Activities	STOD-HRD	N-P 53.9 Small Value Procurement	Feb.	March, June, Sept. & Dec.	March, June, Sept. & Dec.	March, June, Sept. & Dec.	GOP	100,000.00	100,000.00		
5029903000	Livelihood Program for Rural Women	STOD-GAD	N-P 53.9 Small Value Procurement	Aug.	Sept	Sept	Sept	GOP	50,000.00	50,000.00		
5029903000	Orientation on Gender Based Violence & Sexual Abuses	STOD-GAD	N-P 53.9 Small Value Procurement	Jan.,	Feb.	Feb.	Feb.	GOP	50,000.00	50,000.00		
5029903000	Medical Mission for DAR Employees, Senior Citizen & PWDs	STOD-GAD	N-P 53.9 Small Value Procurement	May	June	June	June	GOP	200,000.00	200,000.00		
5029903000	Desaster preparedness Seminar Workshop/Fire Drill & First Aid Basic Training	STOD-GAD	N-P 53.9 Small Value Procurement	Jan.	Feb.	Feb.	Feb.	GOP	50,000.00	50,000.00		
5029903000	Mainstering GAD P/A/Ps for CY 2020	STOD-GAD	N-P 53.9 Small Value Procurement	Jan.	Feb.	Feb.	Feb.	GOP	90,000.00	90,000.00		
5029903000	Immersion Program: Promoting Women Empowerment in So. Leyte Womens Association	STOD-GAD	N-P 53.9 Small Value Procurement	Feb.	March	March	March	GOP	150,000.00	150,000.00		
5029903000	Womens Month Celebration	STOD-GAD	N-P 53.9 Small Value Procurement	Feb.	March	March	March	GOP	150,000.00	150,000.00		
5029903000	Quarterly Meeting/Conference Re: Quarterly Reversion of NCA received	STOD-Cashier	N-P 53.9 Small Value Procurement	Feb.	Marc, June, Sept & Dec.	Marc, June, Sept & Dec.	Marc, June, Sept & Dec.	GOP	192,000.00	192,000.00		
5029903000	Monthly Staff Conference	Legal	N-P 53.9 Small Value Procurement	Jan.	Jan	Jan-Dec.	Jan-Dec.	GOP	235,200.00	235,200.00		
5029903000	LPMC Meeting Cum APCPN Assessment	ARBDSP	N-P 53.9 Small Value Procurement	April	April	May	May	GOP	64,000.00	64,000.00		
5029903000	PHAP Meeting Convergence	ARBDSP	N-P 53.9 Small Value Procurement	April	April	May & Sept.	May & Sept.	GOP	36,000.00	36,000.00		
5029903000	RCI-SRD Convergence Meeting	ARBDSP	N-P 53.9 Small Value Procurement	Aug.	Aug.	Sept	Sept	GOP	15,000.00	15,000.00		
5029903000	Regional ARC Taskforce Deliberation	ARBDSP	N-P 53.9 Small Value Procurement	May	May	June	June	GOP	9,000.00	9,000.00		
5029903000	ARBDSP Special Meeting	ARBDSP	N-P 53.9 Small Value Procurement	June	June	July & Oct.	July & Oct.	GOP	18,000.00	18,000.00		

5029903000	Conduct of Problem Solving Session with Line Agencies (LBP-AOC,	LTS	N-P 53.9 Small Value Procurement	Sept.	Sept.	Oct.	Oct.	GOP	32,000.00	32,000.00		
5029903000	Conduct of weekly joint DAR-LBP PPU CF Review & Processing	LTS	N-P 53.9 Small Value Procurement	Jan.	Jan.	Feb-Dec	Feb-Dec	GOP	264,000.00	264,000.00		
5029903000	Conduct RLBET Deliberation	LTS	N-P 53.9 Small Value Procurement	Jan.	Jan.	Feb-Dec	Feb-Dec	GOP	120,000.00	120,000.00		
5029903000	Conduct LTI Division Conference	LTS	N-P 53.9 Small Value Procurement	Jan.	Jan.	May-June & Nov.	May-June & Nov.	GOP	64,000.00	64,000.00		
5029903000	Exit Conference with LBP on Field Investigated landholdings	LTS	N-P 53.9 Small Value Procurement	April	April	May	May	GOP	64,000.00	64,000.00		
5029903000	Planning Workshop with DARPOs on LAD Deliverables for the 1st Quarter CY-2020	LTS	N-P 53.9 Small Value Procurement	Jan.	Jan.	Feb.	Feb.	GOP	50,000.00	50,000.00		
5029903000	Levelling-Off on Documentary Requirements attachment to LDF per A.O 2, S. of 2019 SPLIT Project	LTS	N-P 53.9 Small Value Procurement	Feb.	Feb.	March	March	GOP	50,000.00	50,000.00		
SUPPLIES & OTHER EXPENSES												
	Procurement of DARRO 8 office uniform (4 sets)	STOD- Admin	N-P 53.9 Small Value Procurement	Jan	Jan	Feb.	Feb.	GOP	328,000.00	328,000.00		supply & delivery of office uniform of DARRO 08 employees
	Transportation and Delivery	STOD- Admin	N-P 53.9 Small Value Procurement	n/a	as needed	as needed	as needed	GOP	200,000.00	200,000.00		
	Procurement of purified mineral water	STOD- Admin	N-P 53.9 Small Value Procurement	Jan.	March	March	March	GOP	75,000.00	75,000.00		supply & delivery of purified water
VEHICLE REPAIR AND MAINTENANCE including sevicees and spareparts												
	Procurement of parts, consumables, accessories, repair and maintenance of DARRO dispatch vehicles	STOD- GSD	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	1,004,513.60	1,004,513.60		As need arises for the repair of defective parts of DARRO vehicles
	Repair maintenance and replacement of deffective parts of 8 units service vehicle vehicle	STOD- GSD	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	1,506,770.40	1,506,770.40		
REPAIR AND MAINTENANCE OF (Building & Facilities)												

	Installation/repair of old building	STOD- Admin	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	300,000.00	300,000.00		Schedule and Scope of Work upon request of end-user (STO, LTS,DARAB,LEGAL & ARBDSP)
	Repair and maintenance of office space & facilities	STOD- Admin	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	200,000.00	200,000.00		
EQUIPMENT, FURNITURES & FIXTURES												
	Supply & Delivery of one (1) unit Generator set, 3 Phase 250 KVA	STOD- GSD	Competitive Bidding	Jan	Feb	Feb	Feb	GOP	1,300,000.00	1,300,000.00		Purchase of 1 unit Generator set for installation at the new repaired office building
	x xx nothing follows x xx											
	Total								33,802,331.27	33,802,331.27		

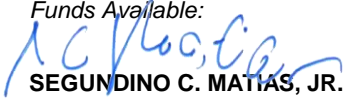
Prepared/Consolidated by:


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JOSEPHINE F. BRUA
Planning officer III/ Head BAC Secretariat

Funds Available:


SEGUNDINO C. MATIAS, JR.
Budget officer

Recommending Approval:

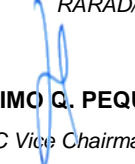

MELECIA M. ONG
CARPO/BAC Member


CORAZON CALONING
Alternate BAC Member


ATTY. VIRGILIO L. ROSACAY
RARAD/BAC Member


ATTY. CHRISTOPHER RYAN P. ROSAL
Atty III/BAC Member


ISMAEL P. AYA-AY
ARD for ALS/BAC Member


ATTY. GERONIMO Q. PEQUE
Chief Legal/BAC Vice Chairman


ENGR. FRANCISCO M. DILOY
CARPO/BAC Chairman

Approved:


STEPHEN M. LEONIDAS, CESO III
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