



DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE 02

Annual Procurement Plan for FY 2021

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 Award	of Contract Signing		Total	MOOE	CO	
<b>LAND TENURE SECURITY PROGRAM DIVISION</b>												
	Joint DAR-LBP PPU Review of Claim Folders	LTSPD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	120,000.00	120,000.00		
	DAR-DENR Semestral Conference	LTSPD	NP-53.9 - Small Value Procurement	Semestral	N/A	April & October	April & October	GoP	56,000.00	56,000.00		
	DAR-LBP Quarterly Conference	LTSPD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	96,000.00	96,000.00		
	RLBET Quarterly Deliberation	LTSPD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	41,000.00	41,000.00		
	Joint DAR-LRA-RODs Semestral Conference	LTSPD	NP-53.9 - Small Value Procurement	Semestral	N/A	April & October	April & October	GoP	56,000.00	56,000.00		
	Performance Review and Planning Session	LTSPD	NP-53.10 Lease of Real Property and Venue	10/08/2021	N/A	10/14/2021	10/15/2021	GoP	108,000.00	108,000.00		
	Joint DAR-NCIP-DENR-ROD Regional Meeting/Conference per JAO 1, s. 2012	LTSPD	NP-53.9 - Small Value Procurement	08/18/2021	N/A	08/26/2021	08/27/2021	GoP	33,600.00	33,600.00		
	Attendance to Leadership/Supervisory Management Training for DARRO Operations	LTSPD	NP-53.9 - Small Value Procurement	May-21	N/A	May-21	May-21	GoP	37,400.00	37,400.00		
<i>Sub-total</i>									<b>548,000.00</b>	<b>548,000.00</b>		
<b>AGRARIAN REFORM BENEFICIARIES DEVELOPMENT AND SUSTAINABILITY PROGRAM</b>												
	Regional level ITEMA Orientation	ARBDS	NP-53.10 Lease of Real Property and Venue	03/05/2021	N/A	03/15/2021	03/16/2021	GoP	52,650.00	52,650.00		
	Conduct of strategizing Session cum assessment to ARBDS	ARBDS	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	150,000.00	150,000.00		
	DAR-DTI-DOST Partnership (Synchronization & orientation)	ARBDS	NP-53.10 Lease of Real Property and Venue	01/13/2021	N/A	01/21/2021	01/22/2021	GoP	50,000.00	50,000.00		
	Conduct of orientations/assessments/meetings to special projects/programs	ARBDS	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	Semestral	Semestral	GoP	94,350.00	94,350.00		
	Cascading and Monitoring of Partnership Programs	ARBDS	NP-53.9 - Small Value Procurement	Triennial	N/A	Triennial	Triennial	GoP	35,000.00	35,000.00		
	Conduct of Semestral LPMC Meeting	ARBDS	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	10,000.00	10,000.00		
<i>Sub-total</i>									<b>392,000.00</b>	<b>392,000.00</b>		



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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice Award	Contract Signing		Total	MOOE	CO	
<b>AGRARIAN LEGAL SERVICES DIVISION</b>												
	Conference/Discussion on the Latest AOs/MCs Cum Planning Workshop on Disposition of 2020 Target	ALSD	NP-53.10 Lease of Real Property and Venue	05/29/2021	N/A	06/08/2021	06/09/2021	GoP	75,000.00	75,000.00		
	LCMS Updating/Cleansing Cum Quarterly Conference of Legal Chiefs and Selected Legal Officers	ALSD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	30,000.00	30,000.00		
	Mediation Course to Enhance Skills for Legal Officers (CSC Accredited Provider)	ALSD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	May & Nov.	May & Nov.	GoP	60,000.00	60,000.00		
	Training Course to Enhance Writing Skills for Staff of the Legal Division (With CSC Accredited Provider)	ALSD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	March & Sept.	March & Sept.	GoP	60,000.00	60,000.00		
	Conduct of 1st Semester Assessment and Conference	ALSD	NP-53.10 Lease of Real Property and Venue	06/02/2021	N/A	06/10/2021	06/11/2021		30,000.00	30,000.00		
	Other Professional Fees	ALSD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	240,000.00	240,000.00		
	Conduct of In-house Workshop for Speedy Resolution Priority ALS 2020 Target	ALSD	NP-53.9 - Small Value Procurement	May & Aug.	N/A	May & Aug.	May & Aug.	GoP	80,000.00	80,000.00		
	Conduct of Year-end Assessment for 2020 Accomplishment	ALSD	NP-53.10 Lease of Real Property and Venue	10/27/2021	N/A	11/04/2021	11/05/2021	GoP	75,000.00	75,000.00		
	Cascading of Issuances	ALSD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	350,000.00	350,000.00		
								<i>Sub-total</i>	<b>1,000,000.00</b>	<b>1,000,000.00</b>		
<b>DAR ADJUDICATION BOARD</b>												
	Regional APEC/IPCR/OPCR/POLICY/DIRECTIVE of RARAD with All PARADS	DARAB	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	January & July	January & July	GoP	78,000.00	78,000.00		
	DARAB Quarterly Assessment	DARAB	NP-53.10 Lease of Real Property and Venue	09/06/2021	N/A	09/13/2021	09/14/2021	GoP	91,000.00	91,000.00		
	DARAB Year-end Assessment	DARAB	NP-53.10 Lease of Real Property and Venue	12/13/2021	N/A	12/21/2021	12/22/2021	GoP	91,000.00	91,000.00		
	Skills Enhancement Training	DARAB	NP-53.10 Lease of Real Property and Venue	06/11/2021	N/A	06/21/2021	06/22/2021	GoP	74,000.00	74,000.00		
	Other General Services	DARAB	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	90,000.00	90,000.00		
								<i>Sub-total</i>	<b>424,000.00</b>	<b>424,000.00</b>		



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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice Award	of Contract Signing		Total	MOOE	CO	
<b>SUPPORT TO OPERATIONS DIVISION</b>												
	Regular conduct of regional planning and assessment sessions (performance review)	STOD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	660,000.00	660,000.00		
	Regional Year End Assessments Closing of Books, eNGAS & eBudget Assessment	STOD	NP-53.10 Lease of Real Property and Venue	11/05/2021	N/A	11/15/2021	11/16/2021	GoP	126,000.00	126,000.00		
	Conduct of Regional level indicative/ operations planning workshop	STOD	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	Feb. & Nov.	Feb. & Nov.	GoP	432,000.00	432,000.00		
	Conduct of Quarterly Assessment for STO Division	STOD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	432,000.00	432,000.00		
	Attendance to Leadership/Supervisory Management Training for DARRO Personnel	STOD	Direct Contracting	N/A	N/A	Quarterly	Quarterly	GoP	80,000.00	80,000.00		
	Attendance to L & D Intervention of Rank and File	STOD	Direct Contracting	Quarterly	N/A	Quarterly	Quarterly	GoP	384,000.00	384,000.00		
	Enhancement Training for RIO	STOD	Direct Contracting	Semestral	N/A	January & July	January & July	GoP	57,600.00	57,600.00		
	Conduct of Orientation/Cascading/Updating of policies guidelines and issuances	STOD	NP-53.10 Lease of Real Property and Venue	Semestral	N/A	January & May	January & May	GoP	212,400.00	212,400.00		
	DICT Systems and Resources and Management											
	Skills Writing on Newspaper								62,500.00	62,500.00		
	Preparation of Annual Reports								30,500.00	30,500.00		
	Gender sensitive organization- focused activities	STOD	NP-53.10 Lease of Real Property and Venue	Monthly	N/A	Monthly	Monthly	GoP	380,000.00	380,000.00		
	Travelling Expenses	STOD		Monthly	N/A	Monthly	Monthly	GoP	1,200,000.00	1,200,000.00		
	Fuel, Oil and Lubricants	STOD	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	450,000.00	450,000.00		
	Utilities											
	Water	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	150,000.00	150,000.00		
	Electricity	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	1,800,000.00	1,800,000.00		
	General Services											
	Janitorial Services	STOD	Competitive Bidding	11/29/2020	N/A	12/21/2020	12/22/2020	GoP	700,000.00	700,000.00		
	Security Services	STOD	Competitive Bidding	11/29/2020	N/A	12/21/2020	12/22/2020	GoP	2,000,000.00	2,000,000.00		
	Communication											
	Postage	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	300,000.00	300,000.00		
	Landline	STOD	Negotiated Procurement	N/A	N/A	Monthly	Monthly	GoP	145,000.00	145,000.00		
	Internet	STOD	Negotiated Procurement	N/A	N/A	Monthly	Monthly	GoP	65,000.00	65,000.00		
	Cable, Satellite	STOD	Negotiated Procurement	N/A	N/A	Monthly	Monthly	GoP	15,000.00	15,000.00		
	Legal Fee	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP				
	Auditing Services	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	250,000.00	250,000.00		
	Other Professional Fees	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	800,000.00	800,000.00		



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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice Award	Contract Signing		Total	MOOE	CO	
	Other General Services	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	440,000.00	440,000.00		
	Taxes and Licenses- Insurance	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP				
	Taxes Duties & Licenses	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	20,000.00	20,000.00		
	Fidelity Bond	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		
	Insurance Expenses	STOD	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	150,000.00	150,000.00		
	Repair and Maintenance											
	RM - Other Land Improvement	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	300,000.00	300,000.00		
	RM - Building	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	2,500,000.00	2,500,000.00		
	RM - Motor Vehicle	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	400,000.00	400,000.00		
	RM- Office Equipment	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	150,000.00	150,000.00		
	RM- Office Equipment (ICT)	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		
	RM - Semi Expendable Furniture & Fixture	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	55,000.00	55,000.00		
	Rent- Motor Vehicles	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		
	Representation Expenses											
	Conduct of Mancom activities/meetings(regular/expanded)	STOD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	720,000.00	720,000.00		
	Conduct of Audit conferences	STOD	NP-53.10 Lease of Real Property and Venue	03/02/2021	N/A	03/09/2021	03/10/2021	GoP	31,500.00	31,500.00		
	Conduct of Early Procurement workshop	STOD	NP-53.10 Lease of Real Property and Venue	11/03/2021	N/A	11/11/2021	11/12/2021	GoP	18,000.00	18,000.00		
	Conduct of APP/PPMP workshop	STOD	NP-53.10 Lease of Real Property and Venue	08/17/2020	N/A	08/26/2021	08/27/2021	GoP	18,000.00	18,000.00		
	Conduct of Quarterly Meeting of los	STOD	NP-53.10 Lease of Real Property and Venue	Quarterly	N/A	Quarterly	Quarterly	GoP	36,000.00	36,000.00		
	Transportation Expenses	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	50,000.00	50,000.00		
	Printing and Publication	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	175,000.00	175,000.00		
	Advertising Expenses	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	75,000.00	75,000.00		
	Other Subscription Expenses	STOD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	50,000.00	50,000.00		
								Sub-total	16,220,500.00	16,220,500.00		
								Grand Total	18,584,500.00			

Prepared By:

Recommending Approval:

Approved By:

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 BAC Head Secretariat

**RICHARD J. FRANCISCO**  
 BAC Member

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 BAC Vice Chairman

**ATTY. GLENN A. FOLLANTE**  
 BAC Chairman

**SAMUEL S. SOLOMERO**  
 Head of the Procuring Entity







