Department of Agrararian Reform-Negros Occidental 1 (North) Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Procurement of Common-Use Office Supplies and Equipment												
	I. Available at PS-DBM	STOD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	200,000.00	200,000.00		Various Common-Use Office Supplies and Equipment to be procured on a quarterly basis.
		LTID	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	357,000.00	357,000.00		
		PARAD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	18,000.00	18,000.00		
		LEGAL	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	100,000.00	100,000.00		
		PBDD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	53,500.00	53,500.00		
	II. Other Items not available at PS but regularly purchased from other sources).	STOD	YES	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	430,000.00	430,000.00		Procurement of Various Office Supplies and Office/ICT Equipment.
		LTID	YES	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	1,000,000.00	1,000,000.00		
		PARAD	YES	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	30,000.00	30,000.00		
		LEGAL	YES	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	150,000.00	150,000.00		
		PBDD	YES	Competitive Bidding	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	358,000.00	358,000.00		
	Procurement of Accountable Forms	STOD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	10,000.00	10,000.00		
	Procurement of ICT Equipment	STOD	NO	Shopping	Jan-Sept., 2021	N/A	Jan-Oct., 2021	Jan-Oct., 2021	GOP	9,000.00	9,000.00		
	Procurement of ICT Office Supplies	LTID	NO	Shopping	Jan-Sept., 2021	N/A	Jan-Oct., 2021	Jan-Oct., 2021	GOP	450,000.00	450,000.00		
	Procurement of Drugs and Medicines	LTID	NO	Shopping	Jan-Sept., 2021	N/A	Jan-Oct., 2021	Jan-Oct., 2021	GOP	75,000.00	75,000.00		
	Procurement of Other Supplies & Materials	LTID	NO	Shopping	Jan-Sept., 2021	N/A	Jan-Oct., 2021	Jan-Oct., 2021	GOP	78,000.00	78,000.00		
	Procurement of ICT Equipment	Legal	NO	Shopping	Jan-Sept., 2021	N/A	Jan-Oct., 2021	Jan-Oct., 2021	GOP	30,000.00	30,000.00		
	Procurement of Other Supplies & Materials	STOD	NO	NP-53.9 - Small Value Procurement	Jan-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP	40,000.00	40,000.00		
	Semi-Expendable Machinery-Office Equipment	Legal	NO	Shopping	Jan-Sept., 2021	N/A	Jan.-Oct., 2021	Jan.-Oct., 2021	GOP	10,000.00	10,000.00		
	Semi-Expendable Machinery-ICT Equipment	Legal	NO	Shopping	Jan-Sept., 2021	N/A	Jan.-Oct., 2021	Jan.-Oct., 2021	GOP	10,000.00	10,000.00		
	Semi-Expendable Machinery-ICT Equipment	PBDD	NO	Shopping	Jan-Sept., 2021	N/A	Jan.-Oct., 2021	Jan.-Oct., 2021	GOP	53,500.00	53,500.00		
	Semi-Expendable Machinery-Furniture & Fixtures	Legal	NO	Shopping	Jan-Sept., 2021	N/A	Jan.-Oct., 2021	Jan.-Oct., 2021	GOP	10,000.00	10,000.00		
	Procurement of Fuel, Oil and Lubricants	STOD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	2,000,000.00	2,000,000.00		For official use of service vehicles.
		LTID	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	1,333,000.00	1,333,000.00		For official use of three (3) units Service Vehicles.
		PARAD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	120,000.00	120,000.00		For official use of Service Vehicle with Plate No. WCN-821 (Mazda B2500).
		LEGAL	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	150,000.00	150,000.00		For official use of Service Vehicle with Plate No. WGL-534 (Mazda B2500).
		PBDD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	650,000.00	650,000.00		For official use of two (2) units Service Vehicles (Land Rover & Toyota Hi-Lux)

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	Utility Expenses												
	Water	STOD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	248,000.00	248,000.00		Provision of monthly water service connection for DAR-Provincial Office, PARAD Office, Branch 1 and other DARMO's-Negros Occ. 1.
	Water	PARAD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	8,000.00	8,000.00		
	Electricity	STOD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	3,500,000.00	3,500,000.00		Provision of monthly electricity service connection for DAR, Prov'l. Office and other DARMO's-Negros Occ. 1.
	Electricity	PARAD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	132,000.00	132,000.00		Provision of monthly electricity service connection for PARAD Office, Branch 1.
	Supply and Delivery of Purified Drinking Water (Monthly).	STOD	NO	NP-53.9 - Small Value Procurement	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	72,000.00	72,000.00		For monthly consumption of office personnel.
	Communication Expenses												
	Procurement of Postage Stamps	STOD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	200,000.00	200,000.00		For official use in mailing of letters, communications, legal documents, etc.
	Procurement of Postage Stamps	PARAD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	2,000.00	2,000.00		
	Procurement of Postage Stamps	LEGAL	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GOP	10,000.00	10,000.00		
	Courier Delivery Services	STOD	NO	NP-53.9 - Small Value Procurement	As the need arises					70,000.00	70,000.00		For fast and secure parcel delivery of letters, reports, important documents, IT/office equipment, etc.
	Telephone Expense - Mobile Phone Subscription	STOD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	80,000.00	80,000.00		To renew the services of the existing cellular service provider for one (1)
	Telephone Expense - Mobile Phone Subscription	LEGAL	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	12,000.00	12,000.00		To renew the services of the existing cellular service provider for one (1) unit mobile phone post-paid
	Telephone Expense - Landline	STOD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	380,000.00	380,000.00		To renew the services of the existing telephone service provider for eight (8) units telephone lines at DAR, Provincial Office, Negros Occ. 1 and other lines from DARMO's.
	Telephone Expense - Landline	PARAD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	24,000.00	24,000.00		Provision of one (1) unit telephone line service connection.
	Telephone Expense - Landline	LEGAL	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	12,000.00	12,000.00		Provision of one (1) unit telephone line service connection.
	Internet Subscription Expenses	STOD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	485,000.00	485,000.00		To renew the services of the existing internet service provider for eight (8) subscriptions at DARPO.
	Internet Subscription Expenses	LEGAL	NO	Direct Contracting	N/A	N/A	N/A	N/A	GOP	21,000.00	21,000.00		To renew the services of the existing internet service provider for one (1) subscriptions at DARPO.
	Procurement of Pre-paid Cell Cards (Globe & Smart)	STOD	NO	NP-53.9 - Small Value Procurement	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	300,000.00	300,000.00		For official use on LTI-OP-TOOL database updating, PhilGEPS Posting, urgent office calls, communications and reports for e-mail and retrieving of documents during seminar/conferences.
	Procurement of Pre-paid Cell Cards (Globe & Smart)	PARAD	NO	NP-53.9 - Small Value Procurement	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	26,000.00	26,000.00		
	Procurement of Pre-paid Cell Cards (Globe & Smart)	LEGAL	NO	NP-53.9 - Small Value Procurement	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	12,000.00	12,000.00		
	Legal Services	LEGAL	NO	NP-53.9 - Small Value Procurement	As the need arises				GOP	60,000.00	60,000.00		Notarization of contracts and other legal documents

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	General Services												
	Procurement of Janitorial Manpower Services	STOD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	1,022,000.00	1,022,000.00		Procurement of Janitorial Services covering a period of twelve (12) months, Jan.-Dec. 2020 consisting of four janitors
	Procurement of Janitorial Manpower Services	PARAD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	146,000.00	146,000.00		Procurement of Janitorial Services covering a period of twelve (12) months, Jan.-Dec. 2020 consisting of one (1) janitor.
	Procurement of Security Services	STOD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	1,078,000.00	1,078,000.00		Procurement of Security Services covering a period of twelve (12) months, Jan.-Dec. 2020 consisting of (4) security guards
	Procurement of Security Services	PARAD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	191,000.00	191,000.00		Procurement of Security Services covering a period of twelve (12) months, Jan.-Dec. 2020 consisting of one (1) security guard.
	Training Expenses												
	Lease of Venue with Meals and Accommodation for the Conduct of Trainings, Seminars and Conferences	STOD	NO	NP-53.10 Lease of Real Property and Venue	Jan.-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP	250,000.00	250,000.00		
	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.	STOD	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP	250,000.00	250,000.00		
	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.PARAD, Year-End Assessment	PARAD	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP	25,000.00	25,000.00		
	Lease of Venue with Meals and Accommodation for the Conduct of Trainings, Seminars and Conferences	LTID	NO	NP-53.10 Lease of Real Property and Venue	Jan.-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP	2,098,000.00	2,098,000.00		For the conduct of Quarter-End, Mid-Year, Year-End Assessment, Trainings, Conferences & GAD related activities.
	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.	LTID	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,2021	N/A	Jan.-Dec.,2021	Jan.-Dec.,2021	GOP				
	Provision of Meals, Venue and Accomodation for the Conduct as follows:												
	Target Setting	LEGAL	NO	NP-53.9 - Small Value Procurement	Jan.,2021	N/A	Jan.,2021	Jan.,2021	GOP	31,500.00	31,500.00		
	1st Qtr Assessment Planning, and Workshop	LEGAL	NO	NP-53.9 - Small Value Procurement	Feb., 2021	N/A	March, 2021	March, 2021	GOP	31,500.00	31,500.00		
	2nd Qtr Assessment	LEGAL	NO	NP-53.9 - Small Value Procurement	May., 2021	N/A	June, 2021	June, 2021	GOP	31,500.00	31,500.00		
	3rd Qtr Assessment	LEGAL	NO	NP-53.9 - Small Value Procurement	Aug., 2021	N/A	Sept., 2021	Sept., 2021	GOP	31,500.00	31,500.00		
	4th Qtr Assessment	LEGAL	NO	NP-53.9 - Small Value Procurement	Oct., 2021	N/A	Dec., 2021	Dec., 2021	GOP	31,500.00	31,500.00		
	LCMS Updating	LEGAL	NO	NP-53.9 - Small Value Procurement	June., 2021	N/A	July., 2021	July., 2021	GOP	31,500.00	31,500.00		
	Mass Processing	LEGAL	NO	NP-53.9 - Small Value Procurement	Sept. 2021	N/A	Oct.,2021	Oct.,2021	GOP	63,000.00	63,000.00		
	ARJOW	LEGAL	NO	NP-53.9 - Small Value Procurement	May-Aug., 2021	N/A	May-Aug., 2021	May-Aug., 2021	GOP	126,000.00	126,000.00		
	Gender and Development (GAD)	LEGAL	NO	NP-53.9 - Small Value Procurement	Aug-Sep., 2021	N/A	Aug-Sep.2021	Aug-Sep., 2021	GOP	122,000.00	122,000.00		
	1. Supervision and management for effective delivery of support services												
	Lease of Venue with Meals and Accommodation for the Conduct of Trainings, Seminars and Conferences	PBDD	NO	NP-53.10 Lease of Real Property and Venue	Jan.-Nov.,-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	218,000.00	218,000.00		
	2. Social Infrastructure Building (SIB)												

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	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.	PBDD	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	1,316,000.00	1,316,000.00		
	3. Enterprise Development, Economic Support (EDES)												
	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.	PBDD	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	1,931,000.00	1,931,000.00		
	4. Climate Resilient Farm Productivity Support												
	Procurement of Catering Services (Meals and Snacks) for the conduct of trainings, assessments and conferences, etc.	PBDD	NO	NP-53.9 - Small Value Procurement	Jan.-Nov.,-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	823,000.00	823,000.00		
	Financial Assistance-Subsidies to ARBOs	PBDD	NO	Public Bidding	June., 2021	N/A	July., 2021	July., 2021	GOP	6,530,000.00	6,530,000.00		Bidding of Farm Machineries and Equipment intended to for 9 ARBOs.
	Other Mainternance and Operating Expenses												
	Advertising Expenses	LTID	NO	NP-53.9 - Small Value Procurement	Jan.-Dec-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	54,000.00	54,000.00		
	Subscription Expenses												
	Subscription of Newspapers (National & Local)	LTID	NO	NP-53.9 - Small Value Procurement	Jan.-Dec-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	7,000.00	7,000.00		
	Subscription of Newspapers (National & Local)	PARAD	NO	NP-53.9 - Small Value Procurement	Jan.-Dec-2021	N/A	Jan.-Dec-2021	Jan.-Dec-2021	GOP	10,000.00	10,000.00		
	Repair and Maintenance Expenses												
	Repair and maintenance of buildings and other structures.	STOD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	100,000.00	100,000.00		Repair/maintenance of building & structures, rest rooms and facilities.
	Preventive Maintenance Service Agreement of Airconditioning Equipment	STOD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	52,000.00	52,000.00		General cleaning/regular check-up and maintenance/repair of airconditioning units.
	Preventive Maintenance Service Agreement of Airconditioning Equipment	LTID	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	248,000.00	248,000.00		General cleaning/regular check-up and maintenance/repair of airconditioning units.
	Repair and maintenance of Office Equipment	PARAD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	10,000.00	10,000.00		
	Repair and maintenance of Office Equipment	LEGAL	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	10,000.00	10,000.00		
	Repair and Maintenance (ICT System Equipment)	LTID	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	45,000.00	45,000.00		
	Repair and Maintenance (ICT System Equipment)	PARAD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	5,000.00	5,000.00		
	Repair and Maintenance (ICT/Office Equipment Maintenance)	LEGAL	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	10,000.00	10,000.00		
	Repair and maintenance of Motor Vehicles	STOD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	54,000.00	54,000.00		Procurement of necessary vehicle parts and labor as the need arises.
	Repair and maintenance of Motor Vehicles	LTID	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	1,267,000.00	1,267,000.00		Procurement of necessary vehicle parts and labor for three (3) units Service Vehicle.
	Repair and maintenance of Motor Vehicles	PARAD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	70,000.00	70,000.00		Procurement of necessary vehicle parts and labor for Service Vehicle with Plate No. WCN-821 (Mazda B2500).

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	Repair and maintenance of Motor Vehicles	LEGAL	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	139,000.00	139,000.00		Procurement of necessary vehicle parts and labor for Service Vehicle with Plate No. WGL-534 (Mazda B2500).
	Repair and maintenance of Motor Vehicles	PBDD	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	350,000.00	350,000.00		Procurement of necessary vehicle parts and labor for Land Rover and Toyota Hi-Lux Service Vehicle.
	Repair and maintenance of Furniture & fixtures	LEGAL	NO	NP-53.9 - Small Value Procurement	Feb-Dec. 2021	N/A	Feb-Dec. 2021	Feb-Dec. 2021	GOP	10,000.00	10,000.00		Repair and maintenance of office furniture and fixtures.
	Rent Expenses												
	Rent-Building & Structures	STOD	NO	NP-53.10 Lease of Real Property	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	2,600,000.00	2,600,000.00		Lease-Rentals of Bldg./Office Spaces for use of DAR City & Municipal
	Rent-Building & Structures	PARAD	NO	NP-53.10 Lease of Real Property	Dec. 2020	Dec. 2020	Jan. 2021	Jan. 2021	GOP	236,000.00	236,000.00		Lease-Rental of Bldg. Office Space for use of DARAB Office, Branch 1.
	Rent-Motor Vehicles	STOD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	85,000.00	85,000.00		Procurement of Service Providers for Car Rental Services (4-wheel drive vehicles) subject to Ordering Agreement.
	Rent-Motor Vehicles	LTID	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	1,576,000.00	1,576,000.00		
	Rent-Motor Vehicles	PARAD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	3,000.00	3,000.00		
	Rent-Motor Vehicles	LEGAL	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	50,000.00	50,000.00		
	Rent-Motor Vehicles	PBDD	YES	Competitive Bidding	Oct. 2020	Nov. 2020	Jan. 2021	Jan. 2021	GOP	600,000.00	600,000.00		
	Rent-Office Equipment	LTID	NO	NP-53.9 - Small Value Procurement	March, 2021	N/A	April, 2021	April, 2021	GOP	21,000.00	21,000.00		
										37,369,000.00	**37,369,000.00**		

Prepared by:

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Reviewed by:

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Recommending Approval:

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Date: