DEPARTMENT OF AGRARIAN REFORM
RIZAL PROVINCE
Annual Procurement Plan for FY 2023

In Thousand ('000)

Code (PAP)	Procurement Program/Project	Is this an early Procurement Activity? (Yes/No)	PMO/ End-User	Mode of Procurement	Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	CO	Remarks (brief description of Program/Activity/Project)
	Common Supplies and Equipment (CSE)												
50203010 02	Available at PS-DBM	No	DARPO-RIZAL	NP-53.5 Agency-to-Agency	N/A	N/A	Jan/Aug 2023	Jan/Aug 2023	GoP	521	521		Supplies available at procurement services
50203010 02	Not Available at PS-DBM	No	DARPO-RIZAL	Shopping	N/A	N/A	Jan/Aug 2023	Jan/Aug 2023	GoP	162	162		Supplies based on Approved APP CSE but not available at procurement services
	General Management Supervision												
50203090 00	Fuel, Oil and Lubricants	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	December 2022	January 2023	GoP	850	850		
	Utilities												
50204010 00	Water	No	DARPO-RIZAL	NP-53.5 Agency-to-Agency	N/A	N/A	January 2023	January 2023	GoP	50	50		Supply and Delivery of Water Service
50204020 00	Electricity	No	DARPO-RIZAL	NP-53.5 Agency-to-Agency	N/A	N/A	January 2023	January 2023	GoP	1050	1050		
50206010 01	Award/Reward Expenses	No	DARPO-RIZAL	Shopping	N/A	N/A	Aug/Dec 2023	Aug/Dec 2023	GoP	24	24		
50206010 01	Award and Incentives	No	DARPO-RIZAL	Shopping	N/A	N/A	Aug/Dec 2023	Aug/Dec 2023	GoP	160	160		
	Communications												
50205020 01	Mobile	No	DARPO-RIZAL	Shopping	N/A	N/A	January 2023	January 2023	GoP	200	200		Provision of Cellular load for PAROs and Div. Chiefs
50205020 02	Landline	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	January 2023	January 2023	GoP	155	155		DARPO Rizal Telephone Requirements
50205030 00	Internet	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	January 2023	January 2023	GoP	175	175		Annual Subcription of Internet Services
50205010 00	Postage	No	DARPO-RIZAL	NP-53.5 Agency-to-Agency	N/A	N/A	March/October 2023	March/October 2023	GoP	105	105		Postage and Mailing requirements of DARPO Rizal
50299070 01	ICT Software Subscription	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	January to Dec 2023	January to Dec 2023	GoP	64	64		Office 365 Subcriptions
	General Services												
50212990 99	other General Services	No	DARPO-RIZAL	NP-53.9 - Small Value Procurement	N/A	N/A	January to Dec 2023	January to Dec 2023	GoP	1136	1136		
50212030 00	Security	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	January 2023	January 2023	GoP	700	700		Provision of 3 Security Guards
50212000 00	Janitorial Services	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	January 2023	January 2023	GoP	280	280		Provision of 2 Janitorial Attendants
	Rent/Lease Expenses												
50299050 01	Rent - Building	No	DARPO-RIZAL	Direct Contracting	N/A	N/A	December 2022	January 2023	GoP	2600	2600		
	Repair and Maintenance												
50213050 02	Office Equipment	No	DARPO-RIZAL	NP-53.9 - Small Value Procurement	N/A	N/A	January to Dec. 2023	January to Dec. 2023	GoP	185	185		Repair and Maintenance of DARPO Rizal Office Equipment
50213060 01	Motor Vehicle	No	DARPO-RIZAL	NP-53.9 - Small Value Procurement	N/A	N/A	January to Dec. 2023	January to Dec. 2023	GoP	293	293		Repair and Maintenance of DARPO Rizal Motor Vehicles
	AGRARIAN LEGAL SERVICES												
50202020 02	Monthly Staff Meeting/LCMS Data Cleansing/ Updating	No	DARAB	NP-53.9 - Small Value Procurement	N/A	N/A	Jan to Dec2023	Jan to Dec2023	GoP	34	34		
50202020 02	Mid year/Year End Assessment	No	DARAB/ALSD	NP-53.9 - Small Value Procurement	N/A	N/A	May/Dec 2023	May/Dec 2023	GoP	26	26		
50202020 02	ALSD Strategic Planning Workshop, LCMS Updating and Data Cleansing	No	ALSD	NP-53.9 - Small Value Procurement	N/A	N/A	Feb/May/Aug/Nov 2023	Feb/May/Aug/Nov 2023	GoP	54	54		
50202020 02	ALSD Quarterly assessment and Planning session	No	ALSD	NP-53.9 - Small Value Procurement	N/A	N/A	Mar/June/Sept2023	Mar/June/Sept2023	GoP	96	96		
50202020 02	Conducts of Adjudicators/COB's/Sheriff's Fast Tracking/Quarterly & LCMS Cleansing/Updating	No	DARAB	NP-53.9 - Small Value Procurement	N/A	N/A	Jan to Dec2023	Jan to Dec2023	GoP	77	77		
	AGRARIAN REFORM BENEFICIARIES DEVELOPMENT SERVICES												
50202020 02	Conduct of Information Technology-enabled Maturity Assessment Orientation/ARC Assessment	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	Sept 2023	Sept 2023	GoP	33	33		
50202020 02	Focus Group Discussion(FGD) on ITEMA/ARBO Assessment	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	Oct 2023	Oct 2023	GoP	27	27		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202020 02	Mid-year/year-end and Quarterly Asessment	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March,June,Sept, Dec 2023	March,June,Sept, Dec 2023	GoP	213	213		
50202020 02	Seminar on Implementing Rules and Regulations (IRR) and Mandatory Compliance on SEC Registration/Renewal Requirements @173 ARBs	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	10.55	10.55		
50202020 02	Seminar on Implementing Rules and Regulations (IRR) and Mandatory compliance on CDA Annual Report Requirements @90ARBs	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	5.4	5.4		
50202020 02	Seminar Workshop on the Review of 5-year Strategic Development Plan and Annual Opeartional Planning & Assessment/Evaluation	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	65	65		
50202020 02	SDPW existing lapsed 2022 and newly assisted registered 20 ARBOs	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	104	104		
50202020 02	Seminar on ARBOs Sustainable Business Management through BEST Game (Enterprising ARBOs) 20 ARBs per ARBO 2 Days one batch 2 days	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	7	7		
50202020 02	Training on Strategic Marketing	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	4	4		
50202020 02	Training on Organizational Development	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	3	3		
50202020 02	Training on Entrepreneurial Farming (ENTREFARM) and Seminar Workshop on Farm Planning and Budgeting 20 ARBs 2 Days	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	5	5		
50202020 02	Training on Entrepreneurial Mindsetting through DART GAME 20 ARBs per ARBO (2 batches) one day	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	7	7		
50202020 02	Seminar on Sustainable Business Management through 5's of Good Housekeeping One day 2 batches	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	July 2023	July 2023	GoP	10	10		
50202020 02	Business Planning 2 days 3 batches	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	July 2023	July 2023	GoP	22	22		
50202020 02	Awareness Seminar on PCIC Plans and Programs cum Seminar/Training for insurance Enumerator/Solicitor & Seminar on 3rs - 15 ARBs per ARBO 5 batches	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	July 2023	July 2023	GoP	16	16		
50202020 02	No. of ARB members in organizations (Existing)	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	July 2023	July 2023	GoP	5	5		
50202020 02	Seminar on ARBO Organizing and Registration Requirements -1 ARBO @15 ARBs & 5 tms @250per pax=5k	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	May 2023	May 2023	GoP	5	5		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202020 02	Seminar on Simple Ways on How to Start a Business @20ARBs & 4tms @250 per pax=6k	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	May 2023	May 2023	GoP	6	6		
50202020 02	Skills Upgrading on Mushroom Products Processing (MPACHFAI) and Skills Training on Spawn Preparation for 30ARBs @250 per pax	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	22	22		
50202020 02	Training Supplies and VLFED Advocacy MAterials	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	19	19		
50202020 02	MOA Signing & Ceremonial Turn-over of the VLFED Project@10Pax (ARBO) & 15Pax/Others @300 per pax	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	6.25	6.25		
50202020 02	Skills Training on SSF Operations	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	2.5	2.5		
50202020 02	Skills Upgrading Training on Mushroom Based Product processing	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	17.5	17.5		
50202020 02	Basic Training on Strategic Marketing	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	8.75	8.75		
50202020 02	Knowledge Sharing for 45pax	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	45	45		
50202020 02	Enhancement of Label design and packaging materials	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	10	10		
50202020 02	Acquisition of Marketing Paraphernalia (Shelves, Cabinets, Tripod)	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	20	20		
50202020 02	Microbial Analysis of VLFED products and other FDA Licencing Requirements	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	50	50		
50202020 02	Seminar-workshop cum Review of Policies and Guidelines on Organizational and Functional Structures of the Cooperatives & Administrative Matters for 2 ARBOs with 60 ARBs @300 per pax	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	July 2023	July 2023	GoP	40	40		
50202020 02	Sustainability planning program (4 sessions @350 per pax for 30pax)	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	March 2023	March 2023	GoP	70	70		
50202020 02	Conduct of capacity development training for 30pax @350 per pax for 4 sessions	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	69	69		
50202020 02	Conduct of MARKETING Fora with program Partners and Institutional Buyers and provision of Marketing Paraphernalia	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April 2023	April 2023	GoP	35	35		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202020 02	Seminar on Basic Microfinance (sustaining) for 30 ARBs @300 per pax for 2 days	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	40	40		
50202020 02	Training Workshop on Skills Enhancement and Strategies on Loan Collection 2 sessions	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	February 2023	February 2023	GoP	40	40		
50202020 02	Seminars/Trainings on Sustainable livelihood support for disaster affected areas @30Pax (1ARBO) + 5TMS	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April/May/June 2023	April/May/June 2023	GoP	150	150		
50202020 02	Seminars/Trainings on Major Crop-based Block Farm Productivity (CASSAVA)	No	ARBDSP	NP-53.9 - Small Value Procurement	N/A	N/A	April/May/June 2023	April/May/June 2023	GoP	150	150		

TOTAL   10,340

Validated and consolidated by :

BAC SECRETARIAT

PRUDENCE P. OROZCO

JOSEPHINE RHODORA C. MATAWARAN

Reviewed by:

AMELITA R. CEJAS
OIC Budget Officer

BAC MEMBERS

STO : **ROMEO J. DELA CRUZ**

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Recommending Approval:

BAC CHAIRMAN

ATTY. RAUL I. BAUTISTA
ATTY.

Approved by :

HOPE

RAUL M. LEONIN
OIC-PARPO II

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	GUIDE TO PREPARE APP	APP COLUMN HEADER/S				
STEP 1	In the Code (PAP) column, kindly indicate the Procuring Entity's (PEs) internal numbering system or use the Unified Account Codes (UACS) may be used as PAP Codes. Please refer to Joint Circular No.2013-1 COA-DBM-DOF-Unified Accounts Code Structure.	Code (PAP)				
STEP 2	For the Procurement Program/Project column, please align descriptions of program/projects with budget documents and ensure clarity and accuracy in describing each procurement program/project.	Procurement Program/Project				
STEP 3	For PMO/End-User, please indicate the PMO/End-User unit who will implement/utilize the procurement program/project. Multiple end-user units are allowed only if the procurement activity was consolidated by the BAC to procure requirements of the end-user units.	PMO/End-User				
STEP 4	For Mode of Procurement and Schedule for Each Procurement Activity, all modes of procurement are available as a dropdown list and requirements for a specific schedule for Ads/Post of IB/REI, Sub/Open of Bids, Notice of Award, and/or Contract Signing are automatically identified thru the MS Excel formula. Note that for Foreign-funded procurement, please use Others - Foreign-funded procurement as the Mode of Procurement. Kindly indicate a specific period (dates, month, quarter) when each Procurement Activity will be done. Please refer to our website: http://www.gppb.gov.ph/timelines/timelines.htm for the specific periods for each activity. Note: For SVP, IB/REI is similar to RFQ.	Mode of Procurement	Schedule for Each Procurement Activity			
			Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing
STEP 5	For Source of Funds, a dropdown list is available. If the Source of Funds the PE will use is not included, please indicate "Others" and specify under the Remarks column.	Source of Funds				
STEP 6	For Estimated Budget (PhP), kindly fill out either MOOE or CO columns only. Total ABC column is not editable, but will automatically compute for the total MOOE and CO components of the project. This breakdown is needed for tracking purposes. Finally, please ensure that amounts indicated are aligned with budget documents.	Estimated Budget (PhP)				
STEP 7	Before submission to the GPPB, ensure that the Head of the Procuring Entity (HoPE) approves/signs the APP.					

	GENERAL INFORMATION
#1	All Cells with Fill Color Orange needs to be filled out by the Agency. This is a visual reminder of blank or improperly filled out cells.
#2	To ensure that automated indicator which procurement activity needs to be filled out with specific periods, PE must copy entire Excel row with the mode of procurement for the specific procurement program/project and paste on the last sample row "Negotiated Procurement-53.13" in the template.
#3	If PE wishes to edit formatting and design of borders, fonts, among others of the APP template, it is suggested to utilize the automated formulas in the template before copying contents and reformatting.
#4	Per Section of 3.1.1 of DBM Circular No. 2015-7, the Approved Budget for the Contract (ABC) shall be "[t]he amount reflected in the MYOA". Hence, the ABC in the Annual Procurement Plan (APP) shall be the full amount stated in the MYOA with remarks added on how much will be actually disbursed for that particular fiscal year. Moreover, the Procurement Monitoring Report (PMR) should also reflect full amount in the MYOA if the entire contract was awarded within the fiscal year. Thus, for succeeding years, actual disbursements from the MYOA need not be reflected in the APPs and PMRs, unless current contract with MYOA is terminated and a new procurement activity is undertaken.

GUIDE TO PREPARE APP	APP COLUMN HEADER/S
DEFINITIONS	
1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.	
2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.	
3. PMO/End User - Unit as proponent of program or project	
4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.	
5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).	
6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund	
7. Estimated Budget - Agency approved estimate of project/program costs	
8. Remarks - brief description of program or project	