DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE V Annual Procurement Plan for FY 2024 INDICATIVE

			is this an Early		Sched	ule for Each Pr	ocurement A	ctivity		Estimated Budget (PhP)			Barrada
(PAP)	Procurement Project	PMO/ End-User	Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Project)
MANDA	ATORIES												
	Fuel, Oil and Lubricants Expenses	GASS	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan-24	Jan-24	GoP	1,500,000.00	1,500,000.00		Including Vehicle Fuel (Fleet Card)
	Utilities (Water and Electricity)	GASS	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,950,000.00	2,950,000.00		
	Communication	GASS	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,100,000.00	1,100,000.00		Postage and Courier Services, Mobile, Landline, Internet Subscription Expense, Cable, Satellite, Telegraph and Radio Expense
	Janitorial Services (Jan-Dec 2024)	GASS	YES	Competitive Bidding	Oct-23	Nov-23	Jan-24	Jan-24	GoP	900,000.00	900,000.00		Provision of Janitorial Services
	Security Services (Jan-Dec 2024)	GASS	YES	Competitive Bidding	Oct-23	Nov-23	Jan-24	Jan-24	GoP	1,950,000.00	1,950,000.00		Provision of Security Services
	Catering Services	GASS	YES	Competitive Bidding	Oct-23	Nov-23	Jan-24	Jan-24	GoP	1,000,000.00	1,000,000.00		Provision of In-House Catering for official meetings, assessment, trainings, etc.
	Rents-Buildings and Structures	GASS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-24	Jan-24	GoP	1,700,000.00	1,700,000.00		Lease of Buildings, Motor Vehicle
	ICT Mchinery	GASS	NO	Competitive Bidding	As the need arises	As the need arises	As the need arises	As the need arises	GoP	150,000.00	150,000.00		Lease of ICT Machinery
SUPPO	RT TO OPERATIONS DIVISION												
	Common Supplies and Equipment	ADM	NO	NP-53.5 Agency-to-Agency	N/A	N/A	QUARTERLY	QUARTERLY	GoP	1,046,722.12	1,046,722.12		Available at PS-DBM
	Common Supplies and Equipment	ADM	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	QUARTERLY	QUARTERLY	GoP	653,290.00	653,290.00		Recommended to be undertaken through SVP, Lease of IT Equipments, Shopping or Direct Contracting if not available at PS- DBM
	Conduct/Preparation of Planning and Budgeting for FY2025	PLN	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Feb-24	Feb-24	GoP	400,000.00	400,000.00		Lease of venue to include food and accommodation as may be necessary
	Conduct of Regional Orientation and Cascading on BED Preparation for FY2025	PLN	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Oct-24	Oct-24	GoP	300,000.00	300,000.00		Lease of venue to include food and accommodation as may be necessary
	Procurement of MS Office Licenses	PLN	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Nov-24	Nov-24	GoP	150,000.00	150,000.00		Recommended to be undetaken through SVP if not available in the PS-DBM
	Photo Printing/Blow Up (Wallnews	INF	NO	NP-53.9 - Small Value Procurement	N/A	N/A	QUARTERLY	QUARTERLY	GoP	12,000.00	12,000.00		
	Procurement of DARUBAY 2024 Newsletter Publication	INF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	QUARTERLY	QUARTERLY	GoP	128,000.00	128,000.00		
	Procurement of Annual Report Magazine	INF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Mar-24	Mar-24	GoP	103,000.00	103,000.00		
	RIO/PIOs Meeting for Annual Report Magazine and Planning Conference for 1st Semester	INF	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	72,000.00	72,000.00		
	RIO/PIOs Training Workshop on Photojournalism and Graphic Design	INF	NO	NP-53.9 - Small Value Procurement	Mar-24	N/A	Mar-24	Mar-24	GoP	120,000.00	120,000.00		
	RIO/PIOs Training Workshop on Newswriting and Planning Conference for 2nd Semester	INF	NO	NP-53.9 - Small Value Procurement	Jul-24	N/A	Jul-24	Jul-24	GoP	120,000.00	120,000.00		

Code	Drooment	DMO	Is this an Early		Schedi	ule for Each Pr	rocurement A	ctivity		Estimated Budget (PhP)			
Code (PAP)	Procurement Project	PMO/ End-User	Procurement Activity? (Yes/No)		Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	Remarks (brief description of Project)
	Repair and Maintenance of AC units and other Equipments	GSS	NO	NP-53.9 - Small Value Procurement	QUARTERLY	N/A	QUARTERLY	QUARTELY	GoP	100,000.00	100,000.00		
	Provision of Quality Workplace Signages, Safety Disaster Risks, PWD and Senior Citizens	GSS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Feb-24	Feb-24	GoP	10,000.00	10,000.00		
	Repair and Maintenance of Seven (7) units Metor Vehicles and One (1) unit Generator Set	GSS	YES	Competitive Bidding	Oct-23	Nov-23	Jan-24	Jan-24	GoP	770,300.00	770,300.00		
	Trainings on Disaster Preparedness Program	ADM	NO	NP-53.9 - Small Value Procurement	SEMESTRAL	N/A	SEMESTRAL	SEMESTRAL	GoP	200,000.00	200,000.00		
ASSESSMENT OF THE OWNER, WHEN THE PARTY OF	DARRO V Sports Fest	ADM	NO	NP-53.9 - Small Value Procurement	Aug-24	N/A	Aug-24	Aug-24	GoP	300,000.00	300,000.00		
	Annual Medical Examination and Provision of Basic Health Emergencies and Health Protocols	ADM	NO	NP-53.9 - Small Value Procurement	SEMESTRAL	N/A	SEMESTRAL	SEMESTRAL	GoP	500,000.00	500,000.00		Includes purchase of Surgical Mask to SC and PWD, employees and clienteles, alcohol and sanitizers
	Basic Occupational Safety and Health Training	ADM	NO	NP-53.9 - Small Value Procurement	Mar-24	N/A	Mar-24	Mar-24	GoP	100,000.00	100,000.00		
	Conduct of Continuous Learning Program for Emplyees in the Workplace	ADM	NO	NP-53.9 - Small Value Procurement	Mar-24	N/A	Mar-24	Mar-24	GoP	150,000.00	150,000.00		
	Conduct of Meetings/Monitoring to ensure that GAD activities are Implemented	GAD	YES	Competitive Bidding	QUARTERLY	QUARTERLY	QUARTERLY	QUARTERLY	GoP	100,000.00	100,000.00		Included to In-House Catering Services
	Dismantling of Structures of DAR Region V	ADM	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	350,000.00	350,000.00		
	Hauling of Office Equipment, Supplies, Tables, Chairs, Files	ADM	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	200,000.00	200,000.00		
	CCTV Installation including camera, DVR, monitor, labor and materials (New Building)	ADM	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	200,000.00	200,000.00		
	Installation and Fabrication of Office Workstation	ADM	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	600,000.00	600,000.00		Modular Office Cubicle including Office Furnitures and Fixtures
	P.A. System and Intercom Installation	ADM	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	150,000.00	150,000.00		
AGRAR	AN LEGAL SERVICES											CONTRACT CONTRACT CONTRACT CONTRACT	
	Common Supplies and Equipment	ALS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	SEMSTRAL	SEMESTRAL	GoP	268,994.00	268,994.00		Available at PS-DBM
	Common Supplies and Equipment	ALS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	6,706.00	6,706.00		Recommended to be undertaken through SVP, Lease of IT Equipments, Shopping or Direct Contracting if not available at PS-DBM
	Procurement of One (1) Year Subscription Electronic Research Material (Jurisprudence)	ALS	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	50,000.00	50,000.00		Online Subscription of Jurisprudence
	Trainings/Conferences/ Assessment	ALS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	QUARTERLY	QUARTERLY	GoP	1,452,000.00	1,452,000.00		Recommended to be undertaken through Lease of Venue, SVP or included in the in-House Catering
OFFICE	OF THE REGIONAL DIRECTOR												
	Common Supplies and Equipment	ORD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	QUARTERLY	QUARTERLY	GoP	170,348.00	170,348.00		Available at PS-DBM

urement roject Siles and Equipment RITY PROGRAM review, Monthly erly Reports Meeting with Regular Quarterly on Problematic & dholdings get n with DENR-TS & D Related	ORD ORD LTSP	Procurement Activity? (Yes/No) NO NO YES	Mode of Procurement NP-53.9 - Small Value Procurement Competitive Bidding Competitive Bidding	Advertisement/ Posting of IB/REI As the need arises As the need erises	Submission/O pening of Bids N/A As the need arises	Notice of Award As the need arises As the need arises	Contract Signing As the need arises As the need	Source of Funds GoP	Total	MOOE 125,978.00	со	Remarks (brief description of Project) Recommended to be undertaken through SVP, Shopping or Direct Contracting if not available at PS-
RITY PROGRAM review, Monthly erly Reports Meeting with Regular Quarterly on Problematic & dholdings get n with DENR-TS &	ORD	NO	Competitive Bidding	As the need	As the need	As the need	arises	GoP	125,978.00	125,978.00		through SVP, Shopping or Direct
RITY PROGRAM review, Monthly erly Reports Meeting with Regular Quarterly on Problematic & dholdings get n with DENR-TS &	LTSP						As the need					DBM
review, Monthly erly Reports Meeting with Regular Quarterly Fon Problematic & dholdings get n with DENR-TS &		YES	Competitive Bidding				arises	GoP	150,000.00	150,000.00		Lease of IT Equipments
erly Reports Meeting with Regular Quarterly For Problematic & dholdings get n with DENR-TS &		YES	Competitive Bidding									
n with DENR-TS &	LTSP			Oct-23	Nov-23	Jan-24	Jan-24	GoP	418,200.00	418,200.00		Included in the in-House Catering Services
Related		NO	NP-53.9 - Small Value Procurement	Feb-24	N/A	Feb-24	Feb-24	GoP	95,000.00	95,000.00		To include Food and Venue
ust and Directives	LTSP	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	480,000.00	480,000.00		To include Food, Venue and Accommodation
eetings with Line , DENR &	LTSP	NO	NP-53.9 - Small Value Procurement	SEMESTRAL	N/A	SEMESTRAL	SEMESTRAL	GoP	190,000.00	190,000.00		To include Food and Venue
Assessment	LTSP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	QUARTERLY	QUARTERLY	GoP	960,000.00	960,000.00		To include Food, Venue and Accommodation
& Year-End	LTSP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	SEMESTRAL	SEMESTRAL	GoP	537,600.00	537,600.00		To include Food, Venue and Accommodation
illes and Equipment	LTSP	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	1,001,130.88	1,001,130.88		Recommended to be undertaken through SVP, Lease of IT Equipments, Shopping or Direct Contracting if not available at PS- DBM
BENEFICIARIES DE	VELOPMENT S	SUPPORT PROGRA	AM									
olles and Equipment	RPBDD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	144,255.64	144,255.64		Recommended to be undertaken through SVP, Lease of IT Equipments, Shopping or Direct Contracting if not available at PS- DBM
T Regional Assessment and Ishop	RPBDD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	100,000.00	100,000.00		To include Food and Venue
ri Trade Fair & ım	RPBDD	YES	Competitive Bidding	QUARTERLY	QUARTERLY	QUARTERLY	QUARTERLY	GoP	95,000.00	95,000.00		Food included in the In-House Catering
etings/strategizing ading, coaching & ag different	RPBDD	YES	Competitive Bidding	MONTHLY	MONTHLY	MONTHLY	MONTHLY	GoP	182,179.00	182,179.00		Food included in the In-House Catering
rams, projects &	RPBDD	YES	Competitive Bidding	MONTHLY	MONTHLY	MONTHLY	MONTHLY	GoP	30,000.00	30,000.00		Food included in the in-House Catering
	RPBDD	NO	NP-53.9 - Small Value Procurement	SEMESTRAL	N/A	SEMSTRAL	SEMESTRAL	GoP	560,000.00	560,000.00		To include Food, Venue and Accommodation
neetings for												
g di	fferent s, projects & ings for	fferent s, projects & lings for RPBDD	fferent s, projects & results for RPBDD YES	fferent s, projects & Competitive Bidding Ings for RPBDD YES Competitive Bidding	fferent s, projects & Competitive Bidding MONTHLY Ings for RPBDD YES Competitive Bidding MONTHLY	fferent s, projects & Competitive Bidding MONTHLY MONTHLY rest Badding MONTHLY MONTHLY Competitive Bidding MONTHLY	fferent s, projects & Competitive Bidding MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY	fferent s, projects & Competitive Bidding MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY MONTHLY COMPETITION OF THE PROPERTY	fferent s, projects & PBDD YES Competitive Bidding MONTHLY MONTHLY MONTHLY GOP	fferent s, projects & Competitive Bidding MONTHLY MONTHLY MONTHLY MONTHLY GoP 30,000.00	fferent s, projects & RPBDD YES Competitive Bidding MONTHLY MONTHLY MONTHLY MONTHLY GoP 30,000.00 30,000.00	fferent s, projects & PBBD YES Competitive Bidding MONTHLY MONTHLY MONTHLY MONTHLY GoP 30,000.00 30,000.00

	1		Is this an Early Procurement Activity? (Yes/No)	·	Schedi	ıle for Each Pr	ocurement Ad	tivity		Estimated Budget (PhP)			Remarks
Code (PAP)						Submission/O pening of Bids		Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Project)
	Trainings / Conferences / Assessment	ADJ	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	190,141.00	190,141.00		
	Common Supplies and Equipment	ADJ	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	59,258.18	59,258.18		Recommended to be undertaken through SVP, Lease of IT Equipments, Shopping or Direct Contracting if not available at PS- DBM
											25,352,102.82		

Prepared by:

Recommended for Approval by:

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