

Department of Agrarian Reform Provincial Office-Palawan Indicative Annual Procurement Plan for FY 2024

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A 1.a.1	GENERAL MANAGEMENT & SUPERVISION												
	Fuel, Oil and Lubricants	STOD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A		Monthly	GoP	500000	500,000.00		POL products to be used in the day to day activities of DARPO-Palawan staff/employees.
	Utilities												
	Electric Supply	STOD	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	265000	265,000.00		Electric consumption
	Water Supply	STOD	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	820000	820,000.00		Water consumption
	Communication												
	Postage and Deliveries	STOD	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	140000	140,000.00		Courier and postage
	Telephone Expenses- Mobile	STOD	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	650000	650,000.00		Mobile usage
	Internet Expenses	STOD	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	350000	350,000.00		Internet usage
	Professional Services												
	Security Services	STOD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	650000	650,000.00		Security services at DARPO
	Rent - Building	STOD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	Multi Year Contract	GoP	2900000	2,900,000.00		Rent of DARPO, DARMOs
	Repairs and Maintenance												
	ICT Equipment	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	200000	200,000.00		Maintenance of ICT equipment
	Office Equipment	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	100000	100,000.00		Maintenance of Office equipment
	Motor Vehicle	STOD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	300000	300,000.00		Maintenance of DAR motor vehicles
0.0.1	LAND TENURE SECURITY PROGRAM												
1	Land Acquisition and Distribution												
	Representation Expenses												
	Conduct of Review & Planning Session	LTID	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	26000	26,000.00		Lease of venue with meals for participants
	Catering services during conduct of regular meeting	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	18000	18,000.00		Catering services for participants
	Catering services during conduct of ARB installation	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	July & October	July & October	GoP	16000	16,000.00		Catering services during conduct of activity
	Printing & Publication Expenses	LTID	NO	Direct Contracting	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	15000	15,000.00		Printing services for reproduction of official documents
2	Post Land Acquisition and Distribution												
	Representation Expenses												
	Catering services during conduct of GAD activities	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	9000	9,000.00		Catering services for the conduct of activity
	Repairs and Maintenance												
	ICT Equipment	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	36000	36,000.00		Maintenance of ICT equipment
	Office Equipment	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	36000	36,000.00		Maintenance of Office equipment
	Motor Vehicle	LTID	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	20000	20,000.00		Maintenance of DAR motor vehicles
	Printing & Publication Expenses	LTID	NO	Direct Contracting	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	15000	15,000.00		Printing services for reproduction of official documents
	Survey Expenses	LTID	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	105000	105,000.00		Subdivision survey of landholding under CARP coverage

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
0.0.2	Agrarian Justice Delivery Program												
2	Adjudication of Agrarian Reform Cases												
	Communication Expenses												
	Telephone Expenses- Mobile	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	54000	54,000.00		Mobile expenses
	Postage and Deliveries	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	19000	19,000.00		Courier and postage expenses
	Fuel, Oil and Lubricants	DARAB	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Monthly	Monthly	GoP	53000	53,000.00		POL products to be used in the day to day activities of DARPO-Palawan staff/employees.
	Printing & Publication Expenses	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	8000	8,000.00		Printing services for reproduction of official documents
	Trainings												
	Conduct of information dissemination on new DARAB Rules	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	37000	37,000.00		Meals and snacks of participants
	Representation Expenses												
	Conduct of meeting	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	5000	5,000.00		Snacks served for the participants
	Repairs and Maintenance												
	ICT Equipment	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	25000	25,000.00		Maintenance of ICT equipment
	Office Equipment	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	15000	15,000.00		Maintenance of Office equipment
	Motor Vehicle	DARAB	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	42000	42,000.00		Maintenance of DAR motor vehicles
3	Resolution of Agrarian Law Implementation Cases												
	Representation Expenses												
	Levelling-off with the MAROs/ DARPO personnel, LTID/ DARAB, on recent policy issuances/rules	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	110000	110,000.00		Catering services during conduct of activity
	Training Expenses												
	GAD related activity	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	5000	5,000.00		Snacks during conduct of activity
4	Agrarian Legal Assistance												
	Training Expenses												
	Conduct of RPS	Legal	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	22000	22,000.00		Venue with meals for participants during conduct of activity
	Repairs and Maintenance												
	ICT Equipment	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	67000	67,000.00		Maintenance of ICT equipment
	Office Equipment	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	6000	6,000.00		Maintenance of Office equipment
	Motor Vehicle	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	63000	63,000.00		Maintenance of DAR motor vehicles
	Representation Expenses												
	Conduct of regular meetings with PARO and Legal staff	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	15000	15,000.00		Meals & Snacks during conduct of activity
	Conduct of RPS	Legal	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	20000	20,000.00		Venue with meals for participants during conduct of activity
	Training Expenses												
	Conduct of GAD related activity	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	120000	120,000.00		Meals & Snacks during conduct of activity
	Printing & Publication Expenses	Legal	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	91000	91,000.00		Printing services for reproduction of official documents

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					Advertisement/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
0.0.3	Agrarian Reform Beneficiaries Dev't. & Sustainability Program												
1	Supervision and Management for effective delivery of support services												
	Representation Expenses												
	Conduct of ITEMA	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	July-November	July-November	GoP	36000	36,000.00		Snacks during conduct of ITEMA
	Conduct of CARP Congress/ARBO Summit	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	October	October	GoP	33000	33,000.00		Catering services of participants during conduct of activity
	Communication Expenses												
	Mobile	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	4000	4,000.00		Mobile usage of project point persons
	Training Expenses												
	Conduct of RPS	PBDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	25000	25,000.00		Venue with meals for participants during conduct of activity
2	Social Infrastructure Building (SIB)												
	Training Expenses												
	Basic Coop course for new members	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	February	February	GoP	20000	20,000.00		Catering services for participants
	Training on on-Line submission of CD Reports	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	20000	20,000.00		Catering services for participants
	Coop Mgt. & Governance	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April-June	April-June	GoP	80000	80,000.00		Catering services for participants
	Records Mgt. & Audit Mgt.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	July-September	July-September	GoP	70000	70,000.00		Catering services for participants
	Representation Expenses												
	Meetings with ARBOs	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan & July	Jan. & July	GoP	10000	10,000.00		Catering services for participants
	Conduct of FGD	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Feb-June	Feb-June	GoP	18000	18,000.00		Catering services for participants
	Presentation of ARCDP	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Aug. & Sept.	Aug. & Sept.	GoP	8000	8,000.00		Catering services for participants
	Repairs and Maintenance												
	ICT Equipment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	10000	10,000.00		Maintenance of ICT equipment
	Motor Vehicle	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	10000	10,000.00		Maintenance of DAR motor vehicles
	Communication Expenses												
	Mobile	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	8000	8,000.00		Mobile usage of point person
3	Enterprise Development, Economic and Physical Infrastructure Support (EDEPIS)												
	Training Expenses												
	Training on Product Development	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May & July	May & July	GoP	15000	15,000.00		Catering services for participants
	ARBO Orientation, Consultation and Product Suppl/ enterprise Assessment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	February	February	GoP	30000	30,000.00		Catering services for participants
	Food Safety & Sanitation Std. Operating Process	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April	April	GoP	20000	20,000.00		Catering services for participants
	Product Enhancement	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April	April	GoP	25000	25,000.00		Catering services for participants
	Business Planning	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May	May	GoP	35000	35,000.00		Catering services for participants
	Marketing Strategies /Schemes & Digital Mktg.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	30000	30,000.00		Catering services for participants
	Other Trainings Cap Devt. Trainings	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June & Sept.	June & Sept.	GoP	52000	52,000.00		Catering services for participants

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
	Follow-up Training on Loan collection of past Due accounts.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June & Sept.	June & Sept.	GoP	55000	55,000.00		Catering services for participants
	Edible Landscaping	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	10000	10,000.00		Catering services for participants
	Sustainability Planning	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	10000	10,000.00		Catering services for participants
	Strategic Planning Updating focus on Product consolidation & Marketing	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April	April	GoP	15000	15,000.00		Catering services for participants
	Technology Training based on need of ARBO.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	20000	20,000.00		Catering services for participants
	Marketing Strategies Cum MOA renewal.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	15000	15,000.00		Catering services for participants
	Contract Negotiations	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March & June	March & June	GoP	90000	90,000.00		Catering services for participants
	Assessment & Review/Planning	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	February	February	GoP	15000	15,000.00		Catering services for participants
	Financial Literacy for new borrowers	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March & April	March & April	GoP	30000	30,000.00		Catering services for participants
	Policy enhancement on MF services	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May	May	GoP	20000	20,000.00		Catering services for participants
	Loan Collection Strategies & enhancement of Strategic Plan on MF Services	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June & July	June & July	GoP	20000	20,000.00		Catering services for participants
	Risk Mgt. & Loan Portfolio Mgt.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August & Sept.	August & Sept.	GoP	29000	29,000.00		Catering services for participants
	Orientation on Dar Credit Programs - ALERT	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	15000	15,000.00		Catering services for participants
	Financial Literacy	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May & June	May & June	GoP	30000	30,000.00		Catering services for participants
	Policy Devt. On Loan Products	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	July	July	GoP	10000	10,000.00		Catering services for participants
	Training on PCIC Accreditation of ARBO as underwriter	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April & August	April & August	GoP	18000	18,000.00		Catering services for participants
	Communication Expenses												
	Mobile	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	36000	36,000.00		Mobile usage of point persons
	Printing & Publication Expenses	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	18000	18,000.00		Printing and reproduction of official documents
	Transportation & Deliveries	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	20000	20,000.00		Transportation expenses of subsidy to ARBOs
	Repairs and Maintenance												
	Office Equipment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	20000	20,000.00		Maintenance of office equipment
	Motor Vehicle	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	206000	206,000.00		Maintenance of DAR motor vehicle
	Support Facility/Subsidy to ARBOs												
	Construction materials & Processing Equipment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	500000	500,000		Subsidy to ARBOs
	Farm/Delivery Equipment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	300000	300,000		Subsidy to ARBOs

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Representation Expenses												
	Meetings with ARBOs & staffs	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	10000	10,000.00		Catering services for participants
	Assessment/Monitoring	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	July	July	GoP	2000	2,000.00		Catering services for participants
	Orientation with ARBO and Insti Buyers re PAHP	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	4000	4,000.00		Catering services for participants
	Meeting with ARBOs for possible marketing tie-up with Insti buyers.	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Mar., June, & Sept	Mar., June, & Sept	GoP	35000	35,000.00		Catering services for participants
	Orientation on MF	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April	April	GoP	3000	3,000.00		Catering services for participants
	Meeting with ARBO for the necessary documents for Loan Availment	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May & June	May & June	GoP	6000	6,000.00		Catering services for participants
	Meeting/Orientation with ARBOs and partner Fis	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March & June	March & June	GoP	23000	23,000.00		Catering services for participants
4	Climate Resilient Farm productivity Support												
	Training Expenses												
	Program Orientation/ Profiling of ARBO	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	50000	50,000.00		Catering services for participants
	Strategic Planning focus on Specific Project of ARBO under SLS	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Aoril	April	GoP	77000	77,000.00		Catering services for participants
	Technology Trainings based on ARBOs need/ Project	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May & July	May & July	GoP	200000	200,000.00		Catering services for participants
	Cap. Devt. Trainings ; sustianability Planning	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	175000	175,000.00		Catering services for participants
	Orientation on MCBF	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	6000	6,000.00		Catering services for participants
	Strategic Planning focus on Specific Project of ARBO under MCBF	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April	April	GoP	25000	25,000.00		Catering services for participants
	Technology Trainings based on ARBOs need/ Project	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May & July	May & July	GoP	55000	55,000.00		Catering services for participants
	Training on the utilization of FME and Policy Formulation	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	30000	30,000.00		Catering services for participants
	Representation Expenses												
	Conduct of RPS	PBDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Semestral	Semestral	GoP	35000	35,000.00		Venue with meals during conduct of activity
	Communication Expenses												
	Mobile	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	16000	16,000.00		Mobile usage of point persons

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					Advertisement/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
	Repairs and Maintenance												
	Motor Vehicle	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	70000	70,000.00		Maintenance of DAR motor vehicles
	Transportation & Deliveries	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June & August	June & August	GoP	40000	40,000.00		
	Printing & Publication Expenses	PBDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec.	Jan-Dec.	GoP	11000	11,000.00		Printing/reproduction of official documents
	Support Facility/Subsidy to ARBOs												
	Provision of Farm Machinery and Equipment (SLS & MCBF)	PBDD	YES	Competitive Bidding	Nov-22	Dec-18	Jan-31	Feb-09	GoP	3000000	3,000,000.00		Subsidy to ARBOs



ARLYN B. DORIA
 Head BAC Secretariat



CARMELA M. MADARCOS
 Budget Officer


Recommended by:

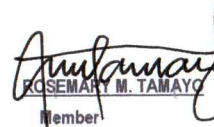
PROVINCIAL BIDS and AWARDS COMMITTEE


NOEL D. SARSAGAT
 BAC Chairman

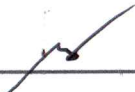

REMEDIOS S. BACUEL
 Vice Chairman


LYNN I. PACAÑA
 Member


ARNEL M. ALZAGA
 Member


ROSEMARY M. TAMAYO
 Member

Approved by:


CONRADO S. GUEVARRA
 Provincial Agrarian Reform Officer II