

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRARIAN REFORM OFFICE  
L.M. Tañada Bldg. Gumaca, Quezon  
Tel Nos: (042) 3176302/ 317-6971/ 3736442

**INDICATIVE ANNUAL PROCUREMENT PLAN (APP Non-CSE) 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	
5020309000	Fuel, Oil and Lubricants	STO/ GMS	YES	Competitive Bidding	12/07/2023	12/27/2023	12/30/2023	12/31/2023	GoP	1,200,000.00	1,200,000.00		Provision of fuel, oil and Lubricants to 7 motorvehicles including motorcyces
5020401000	Water Expenses	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	50,000.00	50,000.00		Provision of water by the available water districts/providers in the municipalities and Gumaca Water District
5020402000	Electricity	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	1,200,000.00	1,200,000.00		Provision of electricity by QUEZELCO
5020501000	Postage & Couriers Services	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	75,000.00	75,000.00		Provision of stamps
5020502001	Mobile	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	576,000.00	576,000.00		Provision of communication facilities for mobile phones
5020502002	Landline	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	75,000.00	75,000.00		Provision of communication facilities landline (GTS)
5020502002	Internet Subscription	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/02/2024	01/02/2024	GoP	353,000.00	353,000.00		Provision of internet
5020504000	Cable, Satellites, Telegraphs & Radio	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/01/2024	01/01/2024	GoP	21,000.00	21,000.00		Provision of cable, satellites
5020601002	Rewards and Recognition	STO/ GMS	NO	NP-53.9 - Small Value Procurement	05/15/2024	N/A	05/20/2024	05/23/2024	GoP	225,000.00	225,000.00		Provision of token/ plaques
5021202000	Janitorial Services	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/02/2024	01/02/2024	GoP	420,000.00	420,000.00		Contracting of utilities/ janitors
5021203000	Security Services	STO/ GMS	YES	Competitive Bidding	12/07/2023	12/27/2023	12/30/2023	12/31/2023	GoP	1,360,000.00	1,360,000.00		Contracting of agency-hired security guards
5020299099	Other Services	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/02/2024	01/02/2024	GoP	1,326,000.00	1,326,000.00		Contracting of drivers and other JO/COS
5021305002	Office Equipment	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/15/2024	1/18/2024	GoP	50,000.00	50,000.00		Repair and maintenance of office equipment
5021305003	Information and Communication Technology Equipment	STO/ GMS	NO	Direct Contracting	N/A	N/A	01/15/2024	1/18/2024	GoP	75,000.00	75,000.00		Repair and maintenance of ICT Equipment
5020306001	Motor Vehicles	STO/ GMS	YES	Competitive Bidding	12/07/2023	12/27/2023	12/30/2023	12/31/2023	GoP	1,300,000.00	1,300,000.00		Repair and Mainternance of all service vehicles of QII
5020307000	Furniture and Fixtures	STO/ GMS	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	50,000.00	50,000.00		Repair and Maintenance of Motorvehicles
5029905001	Rent Bldgs and Structures	STO/ GMS	YES	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	1,300,000.00	1,300,000.00		Office space for the DAR offices
5021501001	Taxes and Duties	STO/ GMS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1/15/2024	1/24/2024	GoP	50,000.00	50,000.00		
5021502000	Fidelity Bond	STO/ GMS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1/15/2024	1/24/2024	GoP	50,000.00	50,000.00		
5021503000	Insurance	STO/ GMS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	1/15/2024	1/24/2024	GoP	50,000.00	50,000.00		
5030301001	ICT Office Supplies	STO/ GMS	NO	NP-53.9 - Small Value Procurement	within 2024	N/A	within 2024	within 2024	GoP	130,000.00	130,000.00		
5020301002	Office Supplies	STO/ GMS	NO	NP-53.9 - Small Value Procurement	within 2024	N/A	within 2024	within 2024	GoP	130,000.00	130,000.00		
	<b>A. Travelling Expenses</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	336,000.00	336,000.00		



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**INDICATIVE ANNUAL PROCUREMENT PLAN (APP Non-CSE) 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	
	<b>Planning, Programming of Legal Information</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>Resolution of ALI Cases</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.1 Resolution Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.3 Referral Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.4 Review and Processing of Cancellation cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>Provision of Agrarian Legal Assistance</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.2 Land Transfer Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	Monitoring of Granted Conversion	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	Monitoring of illegally converted lands	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.1 Conduct of Conciliation/Mediation to assist ARBs	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.2 Representation in Judicial Courts	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.3 Representation in Quasi-Judicial Bodies	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>B. Training &amp; Scholarship</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	210,000.00	210,000.00		
	<b>b.1 Conducted</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>Planning, Programming of Legal Information</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>Resolution of ALI Cases</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.1 Resolution Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.3 Referral Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.4 Review and Processing of Cancellation cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.5 CLUPPI/RCLUPPI	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>Provision of Agrarian Legal Assistance</b>	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.K.2 Land Transfer Cases	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.1 Conduct of Cancellation/Mediation to assist ARBs	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.2 Representation in Judicial Courts	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	a.III.I.3 Representation in Quasi-Judicial Bodies	ALS/LEGAL	NO	Direct Contracting	N/A	N/A	within 2024	within 2024	GoP	-			
	<b>C. Supplies and Materials</b>	ALS/LEGAL	NO	Direct Contracting					GoP	240,000.00	240,000.00		
	<b>Supplies (CSE)</b>	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	<b>EQUIPMENT/IT</b>	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	<b>G. Other Services</b>	ALS/LEGAL	NO	Direct Contracting					GoP	525,000.00	525,000.00		
	Telephone Expense-Mobile	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Transportation and Delivery (Van hiring)	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Representation	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Printing and Publication expenses	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Legal Services	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Other General Services	ALS/LEGAL	NO	Direct Contracting					GoP	-			
	Postage and Courier Services	ALS/LEGAL	NO	Direct Contracting					GoP	-			
50202010-02	ITEMA	ARBDSP	NO	NP-53.9 - Small Value Procurement	07/15/2024	08/04/2024	08/07/2024	08/07/2024	GoP	287,500	287,500		Training



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202010-02	SIB	ARBDSP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services					GoP	727,500	727,500		180 trainings for 60 ARBOs
50202010-02	EDES	ARBDSP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	within 2024	within 2024	GoP	934,000	934,000		various training for different ARBOs
50202010-02	CRFPSP (Major Crop)	ARBDSP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	within 2024	within 2024	GoP	360,000	360,000		16 trainings for 2 ARBOs
50202010-02	CRFPSP (Sustainable	ARBDSP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	within 2024	within 2024	GoP	270,000	270,000		18 training for 3 ARBOs
5021499000	CRFPSP	ARBDSP	YES	Competitive Bidding	12/20/2023	02/10/2024	04/17/2024	06/03/2024	GoP	3,900,000	3,900,000		Subsidies (Major Crop and Sustainable)
5021499000	EPAHP	ARBDSP	YES	NP-53.9 - Small Value Procurement	12/18/2023	N/A	04/17/2024	06/03/2024	GoP	300,000	300,000		Subsidies
50205020-01	Telephone expenses-Mobile	ARBDSP	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	within 2024	within 2024	GoP	69,000	69,000		
50213060-01	RM Motor Vehicles	ARBDSP	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	within 2024	within 2024	GoP	134,000	134,000		
	TRAVELLING EXPENSES - LOCAL	LTID	NO	Direct Contracting					GoP	-			
	- LAND ACQUISITION AND DISTRIBUTION	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	652,000.00	652,000		
	Survey	LTID	NO	Direct Contracting					GoP	-			
	Land Valuation	LTID	NO	Direct Contracting					GoP	52,000.00	52,000		
	CLOA Registration	LTID	NO	Direct Contracting					GoP	41,000.00	41,000		
	CLOAS Distribution	LTID	NO	Direct Contracting					GoP	49,000.00	49,000		
	ARB's Installation	LTID	NO	Direct Contracting					GoP	28,000.00	28,000		
	- NON-LAND TRANSFER	LTID	NO	Direct Contracting					GoP	-			
	Leasehold	LTID	NO	Direct Contracting					GoP	26,000.00	26,000		
	- POST LAND DISTRIBUTION	LTID	NO	Direct Contracting					GoP	-			
	Subdivision of Collective CLOA	LTID	NO	Direct Contracting					GoP	-			
	Redocumentation of Collective CLOA	LTID	NO	Direct Contracting					GoP	-			
	Documentation of DNYD (Requiring Survey)	LTID	NO	Direct Contracting					GoP	25,000.00	25,000		
	Documentation of DNYP ( Not Requiring Survey)	LTID	NO	Direct Contracting					GoP	-			
	LADIS	LTID	NO	Direct Contracting					GoP	43,000.00	43,000		
	Installation of Uninstalled ARBs	LTID	NO	Direct Contracting					GoP	56,000.00	56,000		
	TRAINING EXPENSES	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	180,000.00	180,000		
	LADIS	LTID	NO	Direct Contracting					GoP	58,000.00	58,000		



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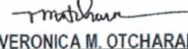

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>ICT OFFICE SUPPLIES EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	150,000.00	150,000		
	<b>OFFICE SUPPLIES EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	200,000.00	200,000		
	LADIS	LTID	NO	Direct Contracting					GoP	20,000.00	20,000		
	Installation of Uninstalled ARBs	LTID	NO	Direct Contracting					GoP	24,000.00	24,000		
	<b>OTHER SUPPLIES &amp; MATERIAL EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	150,000.00	150,000		
	<b>TELEPHONE EXPENSES-MOBILE</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	102,000.00	102,000		
	<b>SURVEY EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Survey	LTID	NO	Direct Contracting					GoP	2,525,000.00	2,525,000		
	<b>LEGAL SERVICES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	70,000.00	70,000		
	Leasehold	LTID	NO	Direct Contracting					GoP	30,000.00	30,000		
	<b>OTHER GENERAL SERVICES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	429,000.00	429,000		
	<b>PRINTING &amp; PUBLICATION EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	105,000.00	105,000		
	<b>REPRESENTATION EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	149,000.00	149,000		
	LADIS	LTID	NO	Direct Contracting					GoP	30,000.00	30,000		
	<b>TRANSPORTATION &amp; DELIVERY EXPENSES</b>	LTID	NO	Direct Contracting					GoP	-			
	Claim Folder Preparation	LTID	NO	Direct Contracting					GoP	150,000.00	150,000		
	<b>PROGRAM 2. AGRARIAN JUSTICE DELIVERY PROGRAM</b>	PARAD	NO	Direct Contracting					GoP	-			
	<b>2. ADJUDICATION OF AGRARIAN REFORM CASES (AARC)</b>	PARAD	NO	Direct Contracting					GoP	-			
	<b>2.1. Case Resolution</b>	PARAD	NO	Direct Contracting					GoP	479,000.00	479,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) ICT Office Supplies Expense	PARAD	NO	Direct Contracting					GoP	-			
	d) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	f) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	g) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	h) Representation Expenses	PARAD	NO	Direct Contracting					GoP	-			
	<b>2.2 Mediation</b>	PARAD	NO	Direct Contracting					GoP	71,000.00	71,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	d) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	f) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	<b>2.3. Post Judgment</b>	PARAD	NO	Direct Contracting					GoP	12,000.00	12,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	d) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	f) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	2.3. Registration of Judgements in the Book of	PARAD	NO	Direct Contracting					GoP	30,000.00	30,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	d) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	f) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	2.4. Execution/Implementation	PARAD	NO	Direct Contracting					GoP	82,000.00	82,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) ICT Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	d) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	f) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	g) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	2.6.2. Implementation of Writ of Installation	PARAD	NO	Direct Contracting					GoP	546,000.00	546,000.00		
	a) Traveling Expenses	PARAD	NO	Direct Contracting					GoP	-			
	b) Trainings Expenses	PARAD	NO	Direct Contracting					GoP	-			
	c) ICT Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	d) Office Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	e) Other Supplies Expenses	PARAD	NO	Direct Contracting					GoP	-			
	f) Telephone Expenses-Mobile	PARAD	NO	Direct Contracting					GoP	-			
	g) Other General Services	PARAD	NO	Direct Contracting					GoP	-			
	h) Representation Expenses	PARAD	NO	Direct Contracting					GoP	-			
GRAND TOTAL OF INDICATIVE ANNUAL PROCUREMENT PLAN FOR THE YEAR 2024										24,923,000.00	24,923,000.00		
Prepared by:				Reviewed by:				Recommending Approval:				Approved by:	
 CARMENCITA A. GRUTA BAC Head Secretariat				 MARIA IMELDA S. DE VERA Budget Officer				 VERONICA M. OTCHARAN BAC Chairperson				 MA. GEMMA A. ESGUERRA Provincial Agrarian Reform Program Officer II Head of the Procuring Entity	