

DEPARTMENT OF AGRARIAN REFORM - DARPO SOUTHERN LEYTE

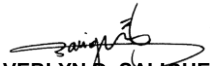
Indicative Annual Procurement Plan for FY 2024

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	
I. MANDATORIES									4,035,686.71	4,035,686.71			
Supplies		STOD											
	Fuel, Oil and Lubricants	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	136,000.00	136,000.00		
	Office Supplies	STOD	NO	NP-53.5 Agency-to-Agency	Jan-24	N/A	Jan-24	Jan-24	GoP	210,000.00	210,000.00		
Utilities		STOD											
	Water	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	70,000.00	70,000.00		
	Electricity	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	670,000.00	670,000.00		
	Cable	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	9,000.00	9,000.00		
Communications		STOD											
	Internet	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	165,000.00	165,000.00		
	Landline	STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	-	-		
General Services		STOD											
	Janitorial	STOD	YES	Competitive Bidding	Oct-23	Nov-23	Dec-23	Dec-23	GoP	580,000.00	580,000.00		
	Security	STOD	YES	Competitive Bidding	Sep-23	Oct-23	Dec-23	Dec-23	GoP	754,686.71	754,686.71		
Taxes & Insurance Premiums		STOD											
	Fidelity Bond Premium	STOD	NO	NP-53.5 Agency-to-Agency	Jan-24	N/A	Jan-24	Jan-24	GoP	56,000.00	56,000.00		
	Insurance Expenses	STOD	NO	NP-53.5 Agency-to-Agency	Jan-24	N/A	Jan-24	Jan-24	GoP	13,000.00	13,000.00		
Rent/Lease Expenses		STOD	NO	Direct Contracting	Jan-24	N/A	Jan-24	Jan-24	GoP	1,270,000.00	1,270,000.00		
	Repairs and Maintenance - Motor Vehicle	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	102,000.00	102,000.00		
II. SECTORAL ACTIVITIES (STOD)									200,000.00	200,000.00			
Trainings/Conferences													
	STOD BI-MONTHLY CONFERENCE: 15 pax, 1 Meal & 2 Snacks @ P550/pax for CY 2024	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	49,500.00	49,500.00		
	PROCUREMENT CONFERENCE/MEETING: 20 pax, 1 Meal & 2 Snacks @ P550/pax for CY 2024	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	44,000.00	44,000.00		
	PRAISE CONFERENCE/MEETING: 15 pax, 1 Meal & 1 Snacks @ P450/pax, on June & December 2024	STOD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	13,500.00	13,500.00		
	ENJOIN THE CONDUCT OF SOGOD FOUNDING DAY & SOGOD TOWN FIESTA - SOCIO-MILITARY PARADE & EMPLOYEES NIGHT: 20 pax, 1 Meal @ P350/pax, on June 2024 & December 2024	STOD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	14,000.00	14,000.00		
	DARCO/DARRO INVENTORY OF PPE: 15 pax, 4 Meals & 3 Snacks @ P1,300/pax, 2nd Sem	STOD	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	19,500.00	19,500.00		
	COA EXIT CONFERENCE 20 pax, 1 Meal & 2 Snacks @ P550/pax on March 2024 WITH ACCOMMODATION 4 pax, 1000/pax	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	15,000.00	15,000.00		
	COA AUDIT: 15 pax, 2 Meals & 2 Snacks @ P750/pax, 2nd Semester	STOD	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	11,250.00	11,250.00		
	PRIME HRM AUDIT: 15 pax, 1Meal & 2Snacks @ P550/pax, 1st Sem 2024	STOD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	8,250.00	8,250.00		
	Van Rental for Provincial Annual Inventory of PPE - Office & ARBO FMEs (ARBO Site) for 5 days	STOD	NO	NP-53.9 - Small Value Procurement	Sep-24	N/A	Sep-24	Sep-24	GoP	25,000.00	25,000.00		
GENDER AND DEVELOPMENT (GAD)									269,500.00	269,500.00			
	WOMEN'S MONTH CELEBRATION, 100pax, P550/pax (1 meal & 2 snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	41,250.00	41,250.00		
	HEALTH & WELLNESS DAY, 100pax, P550/pax (1meal & 2 snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	41,250.00	41,250.00		
	LIVELIHOOD TRAINING PACKAGE - 55pax, P850/pax (1meal & 2 snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jul-24	N/A	Jul-24	Jul-24	GoP	46,750.00	46,750.00		
	LIVELIHOOD TRAINING PACKAGE FOR DARPO EMPLOYEES - 55pax, P850/pax (1 meal & 2 snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	46,750.00	46,750.00		
	FEEDING TO CHILDREN AND PROMOTING NUTRITIONAL FOOD & CHRISTMAS SHARING, 100pax, P550/pax (1 meal & 1 snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Nov-24	Nov-24	GoP	46,750.00	46,750.00		
	CONDUCT OF CAMPAIGN TO END VIOLENCE AGAINST WOMEN & CHILDREN, 50pax, P550/pax (1meal & 1snacks)	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Nov-24	Nov-24	GoP	46,750.00	46,750.00		

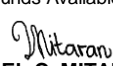
	SHARED ACTIVITIES									711,000.00	711,000.00		
	EXECOM meeting (15 pax, 1 Meal and 2 snacks , @ P550/pax) Jan. - Dec. 2024.	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	99,000.00	99,000.00		
	BAC Meeting (15 pax, 1 Meal and 1 snacks , @ P450/pax) Jan. - Dec.2024.	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	162,000.00	162,000.00		
	CARP Anniversary Kick-off Activity at Tacloban City 40 pax,1 meal (lunch) & 2 snacks @ P750/pax	STOD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	30,000.00	30,000.00		
	CARP Anniversary Culmination Night at Tacloban City 40 pax,1 meal (lunch) & 2 snacks @ P750/pax	STOD	NO	NP-53.9 - Small Value Procurement	May-24	N/A	May-24	May-24	GoP	30,000.00	30,000.00		
	Southern Leyte 63rd Founding Anniversary Celebration at Maasin City - 1Meal & 2 Snacks with Venue & Lechon, 95 pax, 750/pax, July 1, 2024	STOD	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	71,250.00	71,250.00		
	Van Rental for Southern Leyte 63rd Founding Anniversary Celebration at Maasin City - 3 units, July 1, 2024	STOD	NO	NP-53.9 - Small Value Procurement	Jun-24	N/A	Jun-24	Jun-24	GoP	18,000.00	18,000.00		
	Civil Service Anniversary Celebration - 1Meal & 2 Snacks with Venue & Lechon, 95 pax, 750/pax, September 2024	STOD	NO	NP-53.9 - Small Value Procurement	Aug-24	N/A	Aug-24	Aug-24	GoP	71,250.00	71,250.00		
	Van Rental for Civil Service Anniversary Celebration - 3 units, September 2024	STOD	NO	NP-53.9 - Small Value Procurement	Aug-24	N/A	Aug-24	Aug-24	GoP	18,000.00	18,000.00		
	Year-end Assessment Conference - 2Meal & 2 Snacks with Venue & Lechon, 95 pax, 1,100/pax, December 2024	STOD	NO	NP-53.9 - Small Value Procurement	Nov-24	N/A	Nov-24	Nov-24	GoP	104,500.00	104,500.00		
	Van Rental for Year-end Assessment Conference - 3 units, September 2024	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	18,000.00	18,000.00		
	Provincial HRMPSB Deliberation of Vacant Positions (15 pax, 1 Meal & 2 snacks , @ P550/pax) Jan. - Dec. 2024.	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	16,500.00	16,500.00		
	Joint Regional & Provincial HRMPSB Deliberation of Vacant Positions (25 pax, 5 Meals & 3 snacks , @ P1450/pax) Jan. - Dec. 2024.	STOD	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	72,500.00	72,500.00		
	LAND TENURE SERVICES (LTS)									98,700.00	98,700.00		
	II. SECTORAL ACTIVITIES												
	Trainings/Conferences												
	LTS TARGET SETTING AND IPCR PREPARATION (1 Meal & 2 Snacks, 37pax, 350/pax with venue)	LTSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	12,950.00	12,950.00		
	PROVINCIAL STAFF MEETING/MARPOS CONFERENCE (1 Meal & 2 Snacks, 20pax/meeting, 350/pax)	LTSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	14,000.00	14,000.00		
	QUARTERLY ASSESSMENT WORKSHOP (1 Meal & 2 Snacks, 37pax/meeting, 350/pax)	LTSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	38,850.00	38,850.00		
	LEVELLING-OFF/PROBLEM-SOLVING SESSION (1 Meal & 2 Snacks, 20pax/meeting, 350/pax)	LTSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	7,000.00	7,000.00		
	MID-YEAR AND YEAR-END ASSESSMENT (1 Meal & 2 Snacks, 37pax / meeting, 350/pax with venue)	LTSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	25,900.00	25,900.00		
	AGRARIAN LEGAL SERVICES (ALS)- ADJUDICATION									800,000.00	800,000.00		
	II. SECTORAL ACTIVITIES												
	Trainings/Conferences												
	Monthly Conference	DARAB	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	50,000.00	50,000.00		
	Quarterly Conference	DARAB	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	300,000.00	300,000.00		
	Year-End Assessment	DARAB	NO	NP-53.10 Lease of Real Property and V	Jan-24	N/A	Jan-24	Feb-24	GoP	100,000.00	100,000.00		
	Monthly Accommodation/Rental of Room	DARAB	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	50,000.00	50,000.00		
	Other DARAB Conferences CY 2024	DARAB	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	300,000.00	300,000.00		
	AGRARIAN LEGAL SERVICES (ALS)- LEGAL									290,000.00	290,000.00		
	II. SECTORAL ACTIVITIES												
	Trainings/Conferences												
	MONTHLY LEGAL CONFERENCES - 15 pax - One (1) Meal and Two (2) snacks ; 3 courses 1 fish, 1 meat & 1 vege, Desserts/Mixed fruits & Drinks / Venue: Within Sogod, Southern Leyte / Date: Every 3rd Monday of the month	LEGAL	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	63,000.00	63,000.00		
	SEMESTRAL TARGET SETTING AND PLANNING - 15pax - One (1) Meal and Two (2) snacks; 3 courses 1 fish, 1 meat & 1 vege, Desserts/Mixed fruits & Drinks	LEGAL	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	30,000.00	30,000.00		
	SEMESTRAL ASSESSMENT - 15 pax -One (1) Meal and Two (2) snacks; 3 courses 1 fish, 1 meat & 1 vege, Desserts/Mixed fruits & Drinks	LEGAL	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	30,000.00	30,000.00		

TEAM BUILDING WITH DARAB - 15 pax of Catering Services (with Accommodation and Venue for 2 days)	LEGAL	NO	NP-53.10 Lease of Real Property and V	Jan-24	N/A	Jan-24	Feb-24	GoP	100,000.00	100,000.00		
Other Legal Conferences CY 2024	LEGAL	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	67,000.00	67,000.00		
AGRARIAN BENEFICIARY DEVELOPMENT AND SUPPORT SERVICES (ARBDSP)									3,774,000.00	3,774,000.00		
II. SECTORAL ACTIVITIES												
Trainings/Conferences									170,000.00	170,000.00		
IPCR & OPCR PREPARATION WORKSHOP - Jan & July 2024 - 35pax, One (1) Meal and Two (2) snacks; Venue: DARPO Conference Room, Sogod, Southern Leyte	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	24,500.00	24,500.00		
TARGET SETTING WORKSHOP - Jan. & July, 2024 - 35pax, One (1) Meal and Two (2) snacks; Venue: DARPO Conference Room, Sogod, Southern Leyte	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	24,500.00	24,500.00		
QUARTERLY PROVINCIAL RPS ASSESSMENT WORKSHOP - 35pax, One (1) Meal and Two (2) snacks; Venue: DARPO Conference Room, Sogod, Southern Leyte; Date: March, June, Sept & Dec 2024	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	49,000.00	49,000.00		
MONTHLY MEETING /CONFERENCE OF ARBDSP - 15pax One (1) Meal and Two (2) snacks; Venue: DARPO Conference Room, Sogod, Southern Leyte	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	63,000.00	63,000.00		
Other ARBDSP Conferences (unforeseen) CY 2024	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	9,000.00	9,000.00		
SOCIAL INFRASTRUCTURE BUILDING (SIB)									554,000.00	554,000.00		
Various ARBO Trainings under SIB CY 2024 30 pax, One (1) Meal and Two (2) Snacks	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	554,000.00	554,000.00		
ENTERPRISE DEVELOPMENT, ECONOMIC AND PHYSICAL INFRASTRUCTURE SUPPORT (EDEPIS)									800,000.00	800,000.00		
Various ARBO Trainings & Conferences under EDES CY 2024	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	800,000.00	800,000.00		
CLIMATE RESILIENT FARM PRODUCTIVITY SUPPORT (CRFPS)				Jan-24		Jan-24	Feb-24			2,250,000.00		
Various ARBO Trainings & Conferences under CRFPS CY 2024	ARBDSP	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Feb-24	GoP	450,000.00	450,000.00		
Provision of various Farm Machineries and Equipment under CRFPS CY 2024	ARBDSP	NO	Competitive Bidding	Apr-23	Apr-23	Apr-23	May-23	GoP	1,800,000.00	1,800,000.00		
									10,178,886.71	10,178,886.71		

Prepared and Consolidated by:


VERLYN D. SALIGUE
 ARPO I - Procurement Unit

Certified Funds Available /
 Certified Appropriate Funds Available:


MICHAEL C. MITARAN / JOSIELYN M. RAGAS
 Provincial Accountant / Budget Officer

Validated by:


FAMILA B. ABADINGO
 Procurement Head / OIC-PCAO

Recommended by:


ATTY. FLORENZ B. HIPE
 BAC Chairman / PARAD

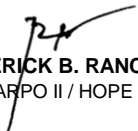

ATTY. HAROLD C. ABEAR
 BAC Vice Chairman / ATTY. V


ENGR. FRANCO C. CINCO
 BAC Member/OIC-CARPO-LTID


CECILE M. MALUBAY
 BAC Member / CARPO-PBDD


VICTORIA C. LIGTAS
 BAC Member / MARPO

[✓] Approved
 [] Disapproved


RODERICK B. RANCES
 PARPO II / HOPE