


**DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE V
INDICATIVE Annual Procurement Plan for FY 2025**

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	
	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	Monthly	Monthly	GoP	1,845,000.00	1,845,000.00		For DARRO V Generator Set and Vehicles
	Utility Expenses	GASS											
	Water Expenses		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	480,000.00	480,000.00		
	Electricity Expenses		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	3,054,000.00	3,054,000.00		
	Communication Expenses	GASS											
	Postage and Courier Services		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	300,000.00	300,000.00		
	Mobile		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	500,000.00	500,000.00		
	Landline		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	100,000.00	100,000.00		
	Internet Subscription Expense		NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	175,000.00	175,000.00		
	General Services	GASS											
	Janitorial Services		YES	Competitive Bidding	October 2024	October 2024	January 2025	January 2025	GoP	918,000.00	918,000.00		
	Security Services		YES	Competitive Bidding	October 2024	October 2024	January 2025	January 2025	GoP	1,989,000.00	1,989,000.00		
	Semi-Expendable ICT Equipments/Furnitures/Fixtures	GASS	NO	Competitive Bidding	March 2025	March 2025	April 2025	April 2025	GOP	2,500,000.00	-	2,500,000.00	
	Office Supplies and Equipment -Available at PS-DBM	ALL SECTORS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	2,000,000.00	2,000,000.00		
	Office Supplies and Equipment -Not Available at PS-DBM	ALL SECTORS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,000,000.00	1,000,000.00		
SUPPORT TO OPERATIONS DIVISION-ADM													
	STOD Activities/Trainings/Interventions	ADM	NO	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	500,000.00	500,000.00		Attendance to Trainings/Seminars in relation to ISO, Wrap-up Activity and Regional Year End Admin Assessment
	Procurement of In-House Catering	ADM	YES	Competitive Bidding	October 2024	October 2024	January 2025	January 2025	GoP	3,563,550.00	3,563,550.00		Meetings, Conferences, Trainings, Seminars co-shared by all sectors
SUPPORT TO OPERATIONS DIVISION-HRD													
	Pre-Service Trainings, Conferences, Meetings, Deliberations	HRD	NO	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	500,000.00	500,000.00		Conduct of Pre-Service Training for the Newly Hired Employees, Conduct of Salamat! Mabuhay Program
SUPPORT TO OPERATIONS DIVISION-PLANNING													
	Trainings, Seminars, Conferences	PLN	NO	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	500,000.00	500,000.00		Conduct of Planning and Budgeting Preparation for FY2025, Conduct of Regional Orientation and Cascading on BED Prep for FY2025
	Replacement of Machineries/Equipment/Furniture and Fixtures	PLN	NO	NP-53.9 - Small Value Procurement	June 2025	N/A	June 2025	June 2025	GoP	150,000.00	150,000.00		
	Procurement of MS Office Licenses/Software	PLN	NO	NP-53.9 - Small Value Procurement	October 2025	N/A	October 2025	October 2025	GoP	100,000.00	100,000.00		
SUPPORT TO OPERATIONS DIVISION-GENDER AND DEVELOPMENT													
	Training, Workshop and Trainings	GAD	NO	NP-53.9 - Small Value Procurement	June 2025	N/A	June 2025	June 2025	GoP	280,000.00	280,000.00		Workshop on GAD Accompl., Plan & Budget Prep., Tulong Alalay sa may Kapansanan, LGBT Pride Month, Stress Management Seminar, Gender Equality cum Team Building, First Aid Training
HEALTH AND WELLNESS													
	A.) DARRO V Sportsfest	ADM	NO	NP-53.9 - Small Value Procurement	May 2025	N/A	May 2025	May 2025	GoP	400,000.00	400,000.00		
	B.) Health Awareness Day	ADM	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	30,000.00	30,000.00		
	C.) Annual Medical & Diagnostic Exam	ADM	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	300,000.00	300,000.00		
	D.) Fire & Earthquake Drill	ADM	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	20,000.00	20,000.00		
	E.) Basic Occupational Safety and Health Training	ADM	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	40,000.00	40,000.00		
SUPPORT TO OPERATIONS DIVISION-ICT													
	Repair and Maintenance	PLN	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	60,000.00	60,000.00		
	Digital Video Intercom	PLN	NO	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	40,000.00	40,000.00		
SUPPORT TO OPERATIONS DIVISION-INFORMATION													
	Planning Conference, Training, Workshop	INF	NO	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	210,000.00	210,000.00		RIOs/PIOs Meeting and Planning Conference


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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	2024 Annual Report Magazine	INF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	March 2025	March 2025	GoP	150,000.00	150,000.00		
	Agraryo Singko 2025 Newsletter Quarterly Publication	INF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	Quarterly	Quarterly	GoP	140,000.00	140,000.00		
	Wall Photos (Blow-Up)	INF	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	10,000.00	10,000.00		
	2025 Coffee Table Book	INF	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	October 2025	October 2025	GoP	275,000.00	275,000.00		
SUPPORT TO OPERATIONS DIVISION-GENERAL SERVICES													
	Repair and Maintenance of DAR Building Premises and other Facilities	GSS	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	820,000.00	820,000.00		1. Repair/Maintenance of other PPEs 2. Repair/Improvement of Motorpool Facility 3. Repair/Improvement of CDC/DARAB 4. Repair/Improvement of DAR Building Grounds 5. Elevator Maintenance Services 6. Smoke Detectors/Fire Alarms Maintenance Service 7. Repair/Maintenance of ACU 8. Repair/Maintenance of Water Tank and Plumbing System 9. Repair/Maintenance of Electrical System 10. Repair/Improvement of Fence/guard House and Post
	Repair/Maintenance of Six (6) units Motor Vehicles and One (1) unit Generator Set	GSS	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	370,000.00	370,000.00		Vehicle Supplies, Procurement of Part and Installation
	Refill and Purchase of Additional Fire Extinguishers	GSS	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	65,000.00	65,000.00		
	Procurement of Building Fixtures and Accessories	GSS	NO	NP-53.9 - Small Value Procurement	June 2025	N/A	June 2025	June 2025	GoP	50,000.00	50,000.00		
	Pest Control	GSS	NO	NP-53.9 - Small Value Procurement	June 2025	N/A	June 2025	June 2025	GoP	75,000.00	75,000.00		
	Waste Garbage Management System	GSS	NO	NP-53.9 - Small Value Procurement	February 2025	N/A	February 2025	February 2025	GoP	50,000.00	50,000.00		
	Procurement of Power Tools	GSS	NO	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	30,000.00	30,000.00		
	Installation of Directorial Signages	GSS	NO	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	30,000.00	30,000.00		
	Installation of Flag Pole and Platform	GSS	NO	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	100,000.00	100,000.00		
	Risk Mitigation/Preparedness Activities/Trainings	GSS	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	30,000.00	30,000.00		Procurement of Emergency Kit/Emergency PPE
REGIONAL PROGRAM BENEFICIARIES DEVELOPMENT DIVISION													
	Orientation, Meetings, Strategizing Sessions, Cascading & Coaching	RPBDD	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	370,000.00	370,000.00		Conduct of Writeshop on the Preparation of ARC Development Plan
	Partnership & Alliance Building includes Organizing and Coordinating	RPBDD	NO	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	260,000.00	260,000.00		DAR-DTI-DOST Regional Synchronized Assessment & Planning Workshop, Agri-Trade Fair & Marketing Forum, Consultation Sessions with DARPOs, ARBs, CSOs, NGOs, Gos re: possible partnership arrangements for support services delivery
	ARBDSP Assessment, Review & Planning Session Semestral	RPBDD	NO	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GoP	560,000.00	560,000.00		
AGRARIAN LEGAL SERVICES													
	Trainings, Conferences and Assessment	ALS	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	1,020,000.00	1,020,000.00		Fast Tracking of Cases cum Updating of LCMS
	Online Subscription (Jurisprudence)	ALS	NO	NP-53.9 - Small Value Procurement	June 2025	N/A	June 2025	June 2025	GoP	50,000.00	50,000.00		
LAND TENURE AND IMPROVEMENT DIVISION													
	Trainings, Seminars, Assessments	LTID	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	120,000.00	120,000.00		1. Conduct of SRs Review
			NO	NP-53.9 - Small Value Procurement	February 2025	N/A	February 2025	February 2025	GoP	97,500.00	97,500.00		2. DAR 2025 Target Synchronization with DENR-TS, LBP-FSSC & LRA/ROD
			NO	NP-53.9 - Small Value Procurement	May 2025	N/A	May 2025	May 2025	GoP	311,600.00	311,600.00		3. Cascading or Briefing on LAD Related guidelines/Thrust and Directives
			NO	NP-53.9 - Small Value Procurement	August 2025	N/A	August 2025	August 2025	GoP	287,000.00	287,000.00		4. Problem Solving Session on CF Documentation on LAD & other LTI Activities with LBP & DENR-TS
			NO	NP-53.9 - Small Value Procurement	Semi-Annual	N/A	Semi-Annual	Semi-Annual	GoP	105,000.00	105,000.00		5. Consultation Meetings with Line Agencies (LBP, DENR & LRA/ROD)
			NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	574,000.00	574,000.00		6. LTSP Quarterly Assessment

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
			NO	NP-53.9 - Small Value Procurement	June & Dec. 2025	N/A	June & Dec. 2025	June & Dec. 2025	GoP	700,000.00	700,000.00		7. LTSP Mid-Year & Year-End Assessment
	Repair, Maintenance & Upgrading	LTID	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
ADJUDICATION													
	Trainings, Conferences and Assessment	ADJ	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	457,000.00	457,000.00		
GRAND TOTAL										P 28,811,650.00	26,311,650.00	2,500,000.00	

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