

**Department of the Interior and Local Government (DILG), Region 13 - Caraga**  
**Annual Procurement Plan for FY 2021**  
**Revision No. 1**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Activity/ Project)
				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301002	Comon Use Supplies and Equipment available at Procurement Service (PS)	All units	Shopping	3rd Qtr of 2020	3rd Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	1,022,000.00	1,022,000.00		Various Office Supplies, Materials to include activities-celebrations
5020301002	Comon Use Supplies and Equipment available at Procurement Service (PS)	All units	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	610,000.00	610,000.00		Various Office Supplies, Materials to include activities-celebrations, and medicines
5020301002	DILG COA Exit Conference re: Audit Findings, Observation & Recommendations of the DILG 13 Operations in CY 2021	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	60,000.00	60,000.00		Food & Accommodation for Participants
5020201002	Conduct of Women's Month Celebration and other related activities	LGCD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	216,000.00	216,000.00		Food & Accommodation for Participants
5020201002	Locally -Funded Projects (LFP) Quarterly Assessment for FY 2021	LGCD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	314,400.00	314,400.00		Food & Accommodation for Participants
5020201002	Meals for Writeshop of DILG Caraga Annual Report	LGCD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	35,625.00	35,625.00		Food & Accommodation for Participants
5020201002	Management Committee Meeting January to December 2021	ORD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	378,000.00	378,000.00		Food & Accommodation for Participants
5020201002	SGLG Regional Assessment Orientation for CY 2021	LGMD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	489,000.00	489,000.00		Food & Accommodation for Participants
5020201002	Workshop on the Formulation of Regl GAD Plan and Budget FY 2022 and drafting of GAD Accomplishment Report FY 2020	LGMD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	75,000.00	75,000.00		Food & Accommodation for Participants
5020201002	Regional Peace and Order Council (RPOC) Meetings CY 2021	ORD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	180,000.00	180,000.00		Food & Accommodation for Participants

5020201002	Monitoring of Brgy Assembly Day in Caraga Region for the 1st and 2nd semester of CY 2021	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	36,300.00	36,300.00		Food of duty officers
5020201002	CSBP-RWG Meeting	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	42,000.00	42,000.00		Food & Accommodation for Participants
5020201002	Conduct of Regional Assessment of LTIA	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	13,500.00	13,500.00		Food & Accommodation for Participants
5020201002	Reactivation of DILG XIlls Disaster Monitoring and Reporting System for Holy Week April 1-4, 2021	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	21,000.00	21,000.00		Food of duty officers
5020201002	Reactivation of DILG Disaster Monitoring System for Undas 2021	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	15,750.00	15,750.00		Food of duty officers
5020201002	Conduct of Quarterly CY 2021 Disaster Preparedness Committee	LGMED	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	42,500.00	42,500.00		Food & Accommodation for Participants
5029902000	Printing and Publication Expense	FAD	Direct Contracting	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	420,000.00	420,000.00		To include postage and courier services, unlimited printing services, and Photocopier printing
5020501000	Transportation and Delivery	FAD	Direct Contracting	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	2,000.00	2,000.00		To include postage and courier services
50212020 00	Janitorial Services	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	308,000.00	308,000.00		To include other general services
50212030 00	Security Services	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	480,000.00	480,000.00		Security guard services
5021299000	Other General Services	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	840,000.00	840,000.00		Other General Services
5021299001	Other General Services-ICT Services	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	452,000.00	452,000.00		ICT Services
5020502002	Communication Services	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	2,793,000.00	2,793,000.00		To include subscription of telephone, cellphone, web hosting , cable, internet and purchase of cell cards , postage and courier services

50204020 00	Electricity	FAD	Direct Contracting	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	1,298,000.00	1,298,000.00		Current bill & electrical supplies to be procured as the need arises
50213040 01	Repairs and Maintenance (Bldg & other structure)	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	1,834,000.00	1,834,000.00		Repair and Maintenance of Office building
50204010 00	Water	FAD	Direct Contracting	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	408,000.00	408,000.00		Water Bill , repairs and fittings to include supply of purified drinking water
5021306001	Repair and Maintenance- Transportation Equipment	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	3,035,000.00	3,035,000.00		To include parts and consumables
5021305002	Repair and Maintenance- Office Equipment	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	100,000.00	100,000.00		To include parts and consumables
5029907099	Other Subscription Expense	All units	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	27,000.00	27,000.00		Newspapers
5021199000	Other Professional Services	All units	Direct Contracting	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	2,000.00	2,000.00		To include consultancy services
50202010 02	Fuel, Oil and Lubricants Expenses (Transportation)	FAD	NP-53.9 - Small Value Procurement	4th Qtr of 2020	4th Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	1,053.00	1,053.00		To include training & other activities
	Fence and Landscaping at Regional Office	FAD	Competitive Bidding	1st Qtr	1st Qtr	1st qtr of 2021	1st Qtr	GoP	1,000,000.00		1,000,000.00	Fence and landscaping at Regional Office
	Improvement of Office dormitory	FAD	Competitive Bidding	1st Qtr	1st Qtr	1st qtr of 2021	1st Qtr	GoP	1,000,000.00		1,000,000.00	Improvement of Office Dormitory
	Improvement of DRR Operation Center	LGMED	Competitive Bidding	1st Qtr	1st Qtr	1st qtr of 2021	1st Qtr	GoP	1,000,000.00		1,000,000.00	Office Improvement of DRR Operation Center
	Office Motorpool	FAD	Competitive Bidding	1st Qtr	1st Qtr	1st qtr of 2021	1st Qtr	GoP	1,000,000.00		1,000,000.00	Regional Office Motorpool
	Provincial Office Improvement Phase II of DILG - Surigao del Norte	Surigao del Norte	Competitive Bidding	1st Qtr	1st Qtr	1st qtr of 2021	1st Qtr	GoP	1,000,000.00		1,000,000	Office Improvement
50201010 00	Traveling Expenses	All units	NP-53.9 - Small Value Procurement	3rd Qtr of 2020	3rd Qtr of 2020	1st qtr of 2021	1st qtr of 2021	GoP	4,353,000.00	4,353,000.00		Travelling Expenses, plane tickets and van rentals, Foreign and local travels
	Office equipment and accessories and supplies	Personnel	NP-53.9 - Small Value Procurement	January				Regular Fund	5,050.00			
	For the Repair of Clogged Drain and Wall Leak near RD's Quarter	FAD	NP-53.9 - Small Value Procurement	January				Regular Fund	17,270.00			
	For office curtains	FAD	NP-53.9 - Small Value Procurement	January				Regular Fund	1,610.00			
	For office use	FAD	NP-53.9 - Small Value Procurement	January				Regular Fund	8,200.00			



	For cleaning and filing of office documents	FAD	NP-53.9 - Small Value Procurement	January	Regular Fund	2,400.00			
	Snacks for the Conduct of Supplier's Forum on January 26, 2021	FAD	NP-53.9 - Small Value Procurement	January	Regular Fund	2,500.00			
	For office use	FAD - GSS	NP-53.9 - Small Value Procurement	January	Regular Fund	1,024.00			
	Materials for the LGRRRC	LG added	NP-53.9 - Small Value Procurement	January	Regular Fund	3,024.00			
	Communication Lead for the Orientation on the DBM Local Budget Circular NO. 135 and Levelling-Off with Local Government Units on the Implementation of LGSF-SBDP Projects	LG added	NP-53.9 - Small Value Procurement	February	Others	8,372.00			SR 2020-06-1007
	Meals and Snacks for the Conduct of the Capacitating LDC's and CSO's as Mechanism for Local Development: Assistance to Municipalities Program (Regional Transition Management Committee Organizational Meeting on February 9, 2021 at Butuan City	LG added	NP-53.9 - Small Value Procurement	February	Trust Fund	24,675.00			
	Meals and Snacks for the Conduct of the Capacitating LDC's and CSO's as Mechanism for Local Development: Assistance to Municipalities Program (Inter-agency Meetings to Prepare for the Full Devolution) on February - June 2021 at Butuan City	LG added	NP-53.9 - Small Value Procurement	February - June	Trust Fund	131,250.00			
	For use of Accounting Section	FAD - Accounting Section	NP-53.9 - Small Value Procurement	February	Regular Fund	20,000.00			
	Meals and Snacks for the Conduct of Training on Ordinance Codification on February 23-24, 2021 in Butuan City	LG added	NP-53.9 - Small Value Procurement	February	Trust Fund	86,850.00			



	Supplies for the Conduct of Training on Ordinance Codification on February 23-24, 2021 in Butuan City	LGDD	NP-53.9 - Small Value Procurement	February	Trust Fund	11,500.00			
	Supplies for the Support of Operations in CMGP related project	LGDD-PDMU	NP-53.9 - Small Value Procurement	February	Others	88,026.00			SR 2020-02-0261 - 85,573.60 SR 2020-09-1671 - 2,460.00
	Supplies for the Conduct of Women's Month Celebration and other related activities	LGDD	NP-53.9 - Small Value Procurement	March	Regular Fund	96,550.00			
	Services / Honorarium for the Conduct of Women's Month Celebration and other related activities	LGDD	NP-53.9 - Small Value Procurement	March	Regular Fund	30,000.00			
	Supplies for the support of operations in Assistance to Municipalities related project	LGDD-PDMU	NP-53.9 - Small Value Procurement	February	Others	52,687.00			SR 2020-02-0230
	Initiating Active Partnership with CSOs in Butuan City	ORD	NP-53.9 - Small Value Procurement	March	Others	9,900.00			SR 2020-09-1658



	Supplies for the Support for the Monitoring and Evaluation in Salintubig related project	LGCCD-PDMU	NP-53.9 - Small Value Procurement	February	Others	9,952.00			SR 2020-01-0145
	Supplies for the Support for the Monitoring and Evaluation in Assistance to Municipalities related project	LGCCD-PDMU	NP-53.9 - Small Value Procurement	February	Others	25,016.00			SR 2020-08-1627
	Food and Accommodation: LGSF-BDP Training / Workshop on the Preparation of Simplified Feasibility Study on March 4-5, 2021	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	90,600.00			SR 2021-02-0151
	Training - Workshop on the Conduct of Subaybayan Portal	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	15,000.00			SR 2020-02-0261
	Meals for the Conduct og "LGRRC MSAC 1st Quarter 2021 Meeting" on March 12, 2021 at the LGRRC, DILG XIII Butuan City	LGCCD	NP-53.9 - Small Value Procurement	March	Regular Fund	9,500.00			
	Catering for 2nd ISO Surveillance Audit Preparation and Conduct of the Off-Site Audit on February 15-17, 2021	FAD	NP-53.9 - Small Value Procurement	February	Regular Fund	75,000.00			



	Catering for the Conduct of Meeting for the Re-hiring of Contact Tracers	FAD	NP-53.9 - Small Value Procurement	March	Regular Fund	8,750.00			
	Meals - World Water Day 2021 Initiatives of DILG Regional Office	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	27,500.00			SR 2020-08-1547
	Van Rental / Honorarium - World Water Day 2021 Initiatives of DILG Regional Office	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	12,000.00			SR 2020-08-1547
	Tarpaulin - World Water Day 2021 Initiatives of DILG Regional Office	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	10,400.00			SR 2020-08-1547
	Tarpaulin - World Consumer Rights Day	LGCCD	NP-53.9 - Small Value Procurement	March	Regular Fund	480.00			
	Meals for the Training - Workshop on the Basics of Solar Photovoltaic (PV) Technology on Streetlight Projects	LGCCD-PDMU	NP-53.9 - Small Value Procurement	March	Others	7,125.00			SR 2021-02-0151



	Meals and Snacks for the duty officers during the Reactivation of the DILG Xilis Disaster Monitoring and Reporting System for TS Auring	LGMED	NP-53.9 - Small Value Procurement	February	Regular Fund	35,700.00			
	Organization Chart of the Local Government Monitoring and Evaluation Division	LGMED	NP-53.9 - Small Value Procurement	March	POC Fund	4,800.00			
	Meals for the Conduct of National Briefing of Regional Office CSIS Team for CY 2021 Citizen Satisfaction Index System (CSIS) Implementation	LGMED	NP-53.9 - Small Value Procurement	March	Others	10,000.00			SR 2021-02-0275

Prepared by:

  
MARIZ A. PIEDAD  
BAC Secretariat

Certified Appropriate Funds Available

  
PRIMADONNA M. LINCUNA  
Budget Officer

Recommended by:

  
RAY GREGORY F. JARAMILLA  
LGOD VII/BAC Chairperson

Approved by:

  
LILIBETH A. FAMACSON, CESO III  
Regional Director