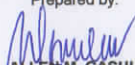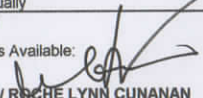# Department of the Interior and Local Government - Regional Office XIII - Annual Procurement Plan for FY 2017

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020201000	Training & Seminar Expense	All Divisions	Negotiated	As needed				GAA	2,449,000.00	2,449,000.00		Food, Accommodation and Supplies
5020301000	Supplies and Materials	All End - User Units	PS/Shopping	As needed				GAA	1,382,000.00	1,382,000.00		Various Office Supplies
5020309000	Gasoline Expense (oil, lubricants)	Admin	Direct Contracting	Monthly				GAA	781,000.00	781,000.00		Fuel, Oil, Lubricants and other services
5020401000	Water	Admin	SVP	Annually				GAA	386,000.00	386,000.00		Water supply
5020402000	Electricity	Admin	Direct Contracting	Annually				GAA	1,317,000.00	1,317,000.00		Electric supply
5020501000	Postage & Deliveries	Admin	Direct Contracting	Annually				GAA	14,000.00	14,000.00		For office use
5020502000	Telephone & communication	Admin	Direct Contracting	Annually				GAA	3,149,000.00	3,149,000.00		Landline telephone
5029902000	Printing & Publication	All End - User Units	Shopping/Negotiated	As needed				GAA	795,000.00	795,000.00		Printing and binding of documents
5029905001	Rents (building & structure)	Admin	Direct Contracting	Annually				GAA	1,822,000.00	1,822,000.00		Office rental
5029907000	Subscription Expense	Admin	Direct Contracting	Annually				GAA	26,000.00	26,000.00		Subscription of major dailies
5021299000	Other General Services	Admin	Direct Contracting	As needed				GAA	1,673,000.00	1,673,000.00		Contract of services
5021202000	Janitorial Services	Admin	Public Bidding	Annually				GAA	1,629,000.00	1,629,000.00		Contract of janitorial services
5021199000	Other Professional Services	Admin	Direct Contracting	As needed				GAA	110,000.00	110,000.00		Professional pay and honoraria
5021305002	Repair & Maintenance - (Office Equipment)	Admin	Shopping/Negotiated	As needed				GAA	240,000.00	240,000.00		Repair of office equipment
5021306001	Repair & Maintenance - (Motor Vehicles)	Admin	Shopping/Direct Contracting	As needed				GAA	1,352,000.00	1,352,000.00		Repair and maintenance of vehicles
5021503000	Insurance	Admin	Direct Contracting	Annually				GAA	198,000.00	198,000.00		Insurance of PPEs

Prepared by:

ALLEN M. GASULAS / EDGARDO CUBILLAS
BAC Secretariat / Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

PRIMADONNA LINCUNA / ROCHE LYNN CUNANAN
Budget Officer / Accountant

Approved by:

LILIBETH A. FAMACION, CESO III
Regional Director / Head of Procuring Entity

DEFINITION

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

Remarks
Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; alligned with budget documents

Any remark that will help GPPB track programs and projects