

NATIONAL LABOR RELATIONS COMMISSION  
 Regional Arbitration Branch  
 Cordillera Administrative Region  
 ANNUAL PROCUREMENT PLAN FOR FS 2017

Code PAB	PROCUREMENT PROGRAM / PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Unit/Description of Project)
				Add/Paid at/By/REI	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO	
<b>A. GOODS AND SERVICES</b>												
1	Provision of Courier Services for 1 year		Public Bidding						135,000.00	135,000.00		
2	Rental of office building		Direct Contracting						726,000.00	726,000.00		
3	Publication of Invitation to Bid & others		Small Value Procurement						5,000.00	5,000.00		
4	Printing and Publication services		Small Value Procurement						5,000.00	5,000.00		
5	Subscription of Newspaper for NLRB CAR for 1 year		Small Value Procurement						6,000.00	6,000.00		
6	Purchase of ICT Equipment (Desktop Computers, LED Monitor 18.5", UPS, keyboard, etc.)		Public Bidding						35,000.00		35,000.00	
7	Purchase of Office Supplies		Small Value						129,208.18	129,208.18		
8	Purchase of Office Equipment and accessories power generator, conference table set, steel cabinets, wall clock etc)		Small Value						99,300.00	38,800.00	60,500.00	
9	Purchase of Fuel, Oil and Lubricants		Small Value						8,000.00	8,000.00		
10	Taxes, Duties and Licenses/Insurance Expense (Building & Vehicle)		Direct Contracting						43,000.00	43,000.00		
11	Fidelity Bond		Direct Contracting						48,375.00	48,375.00		
12	Electricity Services		Direct Contracting						40,000.00	40,000.00		
13	Water Services		Direct Contracting						12,000.00	12,000.00		
14	Supply and Delivery of Bottled Drinking Water for 1 year		Small Value Procurement						7,000.00	7,000.00		
15	Telephone Landline		Direct Contracting						45,000.00	45,000.00		
16	Leased of Venue for various NLRB training seminars and activities		Small Value Procurement						20,000.00	20,000.00		
17	Purchase of food supplies for various NLRB activities		Small Value Procurement						76,500.00	76,500.00		
18	Rent of van for team building seminar		Small Value Procurement						10,000.00	10,000.00		
19	Telephone, Mobile		Direct Contracting						20,000.00	20,000.00		
20	Repair and Maintenance of Motor Vehicles		Direct Contracting						5,000.00	5,000.00		
21	Repair and Maintenance of IT & Office equipments of various NLRB Offices - CPUs, printers, photocopier)		Small Value Procurement						30,000.00	30,000.00		

Code PAP	PROCUREMENT PROGRAM/PROJECT	PMO End User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PBP)			Remarks (brief description of Program of Project)
				Address of BUREAU	Sub/Office of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO	
25	RESEARCH PROPOSAL WRITING/TECHNICAL WRITING FOR PERSONNEL PERFORMING RESEARCH FUNCTIONS (Lodging & Food/Training Fee & Travel Expense)		Small Value Procurement									
26	INDUCTION PROGRAM/ORIENTATION ON ADMINISTRATIVE MATTERS FOR NEWLY APPOINTED OFFICIALS AND EMPLOYEES (Food/Honorarium/Supplies)		Small Value Procurement									
27	ORIENTATION FOR NEWLY APPOINTED LABOR ARBITERS AD COMMISSION ATTORNEYS (Food/Honorarium/Supplies)		Small Value Procurement									
28	PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement									
29	CSC SEMINARS/ACTIVITIES/HRMO CONVENTION (Lodging & Food/Training fee & Travel Expense)		Small Value Procurement									
30	DOLE SEMINARS/ACTIVITIES (SPORTS/ESTDOL ANNUARY/SEMARS) (Food/Registration/Training Fee/Supplies)		Small Value Procurement					100,000.00		100,000.00		
<b>(C) CONSULTANCY SERVICES</b>												
1	Consultant for E-CTS		Direct Contracting									

Reviewed/Prepared by BAC Secretariat:  
I certify that I have reviewed this APP and it is considered in accordance with the submitted 29/03/17

*[Signature]*  
SEGUNDO QUINTANA JR.  
BAC Secretariat Head

Date: 01-20-17

Reviewed by Budget Division:  
I certify that I have reviewed this APP in accordance with the Agency Cash Program/Annual Appropriation Program

*[Signature]*  
GINA YUANAN  
Acting Budget Officer

Date: 01-20-17

Recommending Approval Central BAC:  
I certify that I have reviewed this APP and it is recommended for approval

*[Signature]*  
JULIANNE ANDERSON  
Deputy Executive Clerk of Court II

Date: 01-20-17

Approved:  
I certify that I have reviewed this APP and it is recommended for approval

*[Signature]*  
VIOLETA ORTIZ-BANTUG  
Presiding Commissioner, NLRC 7th Division

Date: 01-20-17

NATIONAL LABOR RELATIONS COMMISSION-RAB-CAR ANNUAL PROCUREMENT PLAN 2017

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity										Source of Funds	Total	Estimated Budget (PAP)	CO	Remarks (brief description of Program/Project)
				Pre-Proc. Conf. at	Advisory Bid Conf	Eligible Bids	Seal on Bids	Opening	Contract Award	Notice to Proceed	Delivery	Acceptance	Turnover					
	1. Common Office Supplies-PS-DBM	Operational & Administrative Unit	Shopping															
	a) CARBON/FLM, A4 size, 100sheet/box	Operational & Administrative Unit																
	b) Fastener, Metal, 50 set/box	Operational & Administrative Unit																
	c) FOLDER, Tagboard, legal size, 100/pack	Operational & Administrative Unit																
	d) Record book 500s	Operational & Administrative Unit																
	e) PAPER, Multipurpose (COP) A4	Operational & Administrative Unit																
	9) PAPER, multipurpose (COP), legal size 70gsm	Operational & Administrative Unit																
	9) Phil. Nail, Flag 3x5	Operational & Administrative Unit																
	h) RECORD BOOK, 300pages	Operational & Administrative Unit																
	i) Alcohol, 70%, ethyl, 500ml	Operational & Administrative Unit																
	j) Envelope, mailing 80 gsm	Operational & Administrative Unit																
	k) TOLLET, Tissue paper 12s	Operational & Administrative Unit																
	l) OTHER Common Supplies	Operational & Administrative Unit																
	2. Office Supplies not Available from PS-DBM	Operational & Administrative Unit	Shopping															
	a) Calendar, planner 2015	Executive & Labor Arbiter	canvassed															
	b) Bond Paper Short 5 20	Operational & Administrative Unit	quotation															
	c) Onkonakin, long PX	Operational & Administrative Unit	of															
	d) Bondpaper, cactus 8.5 x 14	Operational & Administrative Unit	legitimate															
	e) Bondpaper, Pink, legal	Operational & Administrative Unit	Suppliers															
	f) Bondpaper, Groundwood, legal	Operational & Administrative Unit																
	g) Buny Card ERI1500 (ER) Max 100/pack	Operational & Administrative Unit	Shopping															
	3. Janitorial Supplies/Cleaning Materials	Operational & Administrative Unit (Utility Clerk)	Shopping															
	4. Janitorial Supplies/Cleaning Materials (not available at PS/DBM)	Operational & Administrative Unit	Shopping															
	5. Lighting Fixtures	Operational & Administrative Unit	Shopping															
	a) LED Fluorescent T10 18Wx4s	Operational & Administrative Unit																
	b) Elect. Supplies etc. wires, power outlets	Operational & Administrative Unit	Shopping															
	6. Common Computer Supplies	Operational & Administrative Unit	Shopping															
	a) External drive 1 TB	Operational & Administrative Unit	Shopping															
	b) Flash Drive, 16GB	Operational & Administrative Unit	Shopping															

R 1,114.88  
 e 732.84  
 g 3,634.32  
 u 5,990.40  
 i 11,559.60  
 a 13,727.93  
 f 600.00  
 n 2,700.00  
 c 4,600.00  
 y 875.00  
 F 1,000.00  
 u 270.00  
 n 4,008.57  
 D 4,115.00

Source of Funds	Total	Estimated Budget (PAP)	CO	Remarks (brief description of Program/Project)
	2,028.00	2,028.00		
	1,141.80	1,141.80		
	2,404.44	2,404.44		
	1,042.20	1,042.20		
	2,085.00	2,085.00		
	7,401.00	7,401.00		
	1,114.88	1,114.88		
	732.84	732.84		
	3,634.32	3,634.32		
	5,990.40	5,990.40		
	11,559.60	11,559.60		
	13,727.93	13,727.93		
	600.00	600.00		
	2,700.00	2,700.00		
	4,600.00	4,600.00		
	875.00	875.00		
	1,000.00	1,000.00		
	270.00	270.00		
	4,008.57	4,008.57		
	4,115.00	4,115.00		
	1,680.00	1,680.00		
	1,148.00	1,148.00		
	2,818.40	2,818.40		
	1,944.80	1,944.80		

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				Pre-Proc. Conference or	Advertise Pre-Bid Conf	Eligible Bidder	Bid opening					Post-Bid Evaluation
	c) Assorted Ink Cart. For Canon/HPI/Epson							R	36,226.00	36,226.00		
	7. Common Computer Supplies no available at P&IBM							G				
	a) Assorted Ink for Inkflow Printers canon	Operational & Administrative Unit						G	1,860.00	1,860.00		
	b) Toner, TN 116 for copier machine	Operational & Administrative Unit						I	7,000.00	7,000.00		
	c) Developer INEO 164, Copier Machine	Operational & Administrative Unit						A	2,600.00	2,600.00		
	d) Inked Cassette Ribbon -bundly clock	Operational & Administrative Unit						A	1,500.00	1,500.00		
	8. Office Equipment & Accessories							G				
	a) Power Generator Set, 7500watts	Operational & Administrative Unit	shopping					E	38,500.00		38,500.00	
	b) Conference Table Set, six sitters	(Labor Arbitration Assoc.)	shopping					C	22,000.00		22,000.00	
	c) Steel Cabinet 4 Drawers	Operational & Administrative Unit	shopping					Y	38,000.00		38,000.00	
	d) Wall Clock	Operational & Administrative Unit						F	2,800.00		2,800.00	
	9) IT Equipment & Accessories							U				
	a) Desktop Computer	Administrative & Unit Labor Arbitration Assoc.	Shopping					D	35,000.00		35,000.00	
	b) LED Monitor 18.5"	Operational & Administrative Unit	Shopping						7,000.00		7,000.00	
	c) UPS & Keyboard	Operational & Administrative Unit	Shopping						5,750.00		5,750.00	
	TOTAL								276,258.18	180,758.18	95,500.00	

Prepared by: DENNIS DOMILAS Admin. & Supply Officer

Certified Correct By: ATHANASIA C. VICENTE Acting Accountant

Approved by: HON. MONTE C. TABINGAN Acting Executive Labor Aide

- DEFINITION
1. PROGRAM (BESP) - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established.
  2. PROJECT (BESP) - 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.
  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 (pre-procurement conference; advertisement/posting; pre-bid conference; eligibility screening; submission and source of funds - Whether Govt, Foreign Assisted or Special Purpose Fund
  6. Estimated Budget - Agency approved estimate of project/program costs
  7. Remarks - Brief description of program or project

Breakdown into more detail. Any remark that will help COPB track programs and projects