

**2020 NLRC SUPPLEMENTAL ANNUAL PROCUREMENT PLAN**

Code (PAP)	Procurement Program/Project	Project Management Office/ 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	
<b>I. Public Bidding</b>												
<i>Goods and Services</i>												
	Procurement of Janitorial Services	NLRC	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	4,083,000.00	4,083,000.00	-	Based on NEP (Central Office, Commission Proper, NCR and RAB-IV)
	Procurement of Security Services	NLRC	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	9,294,000.00	9,294,000.00	-	Based on NEP (Central Office, Commission Proper, NCR and RABs) Contract include Sec Guards deployed at 7th, 8th Divisions and RABs
	Supply, Installation, Commissioning and Testing of 60 Mbps Direct Internet Services each for NCR and Central Office; 30 Mbps internet Services for the Virtual Hearings/Conferences	NLRC	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	2,963,000.00	2,963,000.00	-	Based on NEP (Central Office, Commission Proper and NCR)
	Procurement of NLRC Cloud Services, Web Hosting with Back-up Server and Maintenance	NLRC	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	2,400,000.00	2,400,000.00	-	Based on NEP
	Procurement of Courier Services	RABs	Public Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GAA	5,672,000.00	5,672,000.00	-	
	Procurement of Courier Services	NLRC	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	2,000,000.00	2,000,000.00	-	Based on NEP (Central Office, Commission Proper and NCR)
	Procurement of Courier Services	RAB IV	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	1,420,000.00	1,420,000.00	-	Based on NEP
<b>Total (17.I)</b>									<b>27,832,000.00</b>	<b>27,832,000.00</b>	<b>-</b>	
<b>II. Alternative Methods of Procurement</b>												
<b>a. Agency-to-Agency with Procurement Service</b>												
	APPCSE 2020 RABs	RABs	Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	GAA	2,483,780.00	2,483,780.00	-	
	APP CSE 2020	NLRC	Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	GAA	2,174,533.58	2,174,533.58	-	Total Budget for DBM PS (to be purchased through shopping (b) in case on non-availability of stocks). Include accountable forms to be procured thru APO
	Procurement of Desktop Computers	NLRC	Agency-to-Agency	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA	2,100,000.00	-	2,100,000.00	Based on NEP (Procurement through Procurement Service)
<b>Total (17.II.a)</b>									<b>6,758,313.58</b>	<b>4,658,313.58</b>	<b>2,100,000.00</b>	
<b>b. Agency-to-Agency with Other Agencies</b>												
<i>Goods and Services</i>												
	Insurance and Registration (Plant, Property & Equipment and Motor Vehicles)	NLRC	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	400,000.00	400,000.00	-	with GSIS/BIR; Based on NEP
	Postage and Stamps	NLRC	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	GAA	12,200,000.00	12,200,000.00	-	with Phil. Postal Office
	Taxes/Duties and Licenses	NLRC	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	638,000.00	638,000.00	-	with GSIS/BIR; Based on NEP
	Insurance and Registration (Plant, Property & Equipment and Motor Vehicles)	RABs	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	208,829.88	208,829.88	-	with GSIS/BIR; Based on NEP
	Taxes/Duties and Licenses	RABs	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	266,000.00	266,000.00	-	with GSIS/BIR; Based on NEP
	Accountable Forms	RABs	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	77,100.00	77,100.00	-	APO/NPO; Based on NEP
<b>Sub-Total (17.II.b)</b>									<b>13,789,929.88</b>	<b>13,789,929.88</b>	<b>-</b>	

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<b>c. Direct Contracting/ Direct Contracting under WETI Guidelines</b>												
<b>Goods and Services</b>												
	Lease of Office Space for NLRC Central Office	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	34,456,000.00	34,456,000.00	-	includes approved additional fund for the transfer of NLRC Central Office (Main Office & Comm Proper) Note: Additional space at rm 109 and lobby can be covered by the ABC
	Lease of Office Space for NCR RAB	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	10,387,000.00	10,387,000.00	-	Based on NEP
	Lease of Office Space PPSTA 3	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	2,880,000.00	2,880,000.00	-	Warehouse for NLRC Documents
	Lease of Office Space PPSTA 5	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	2,100,000.00	2,100,000.00	-	Additional Area for SENA for 6 months
	Lease of Office Space for RABs	RABs	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	19,607,900.00	19,607,900.00	-	Based on NEP
	Various Toners for Copiers and Duplicator	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	256,579.00	256,579.00	-	for refill of existing printers
	Various Toners for Copiers and Duplicator	RABs	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	314,110.00	314,110.00	-	for refill of existing printers; based on NEP
	Repair and Preventive Maintenance of NLRC Motor Vehicles	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	1,000,000.00	1,000,000.00	-	NEP
	Repair and Preventive Maintenance of Motor Vehicles (Various RABs)	RABs	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	460,000.00	460,000.00	-	Based on NEP
	Telephone Expenses	NLRC	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	2,779,000.00	2,779,000.00	-	Based on NEP
	Telephone/Mobile and Internet Expenses	RABs	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	1,629,700.00	1,629,700.00	-	Based on NEP
	Water Expenses	NLRC	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	2,540,000.00	2,540,000.00	-	Based on NEP
	Water Expenses	RABs	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	1,226,000.00	1,226,000.00	-	Based on NEP
	Electricity Expenses	RABs	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	6,515,000.00	6,515,000.00	-	Based on NEP
	Electricity Expenses	NLRC	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	12,976,000.00	12,976,000.00	-	Based on NEP
	Contingency Expenses	RABs	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	210,000.00	210,000.00	-	Based on NEP
<b>Sub-Total (17.II.c)</b>									<b>99,337,289.00</b>	<b>99,337,289.00</b>	-	

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<b>d. Shopping</b>												
<i>Goods and Services</i>												
	Office Supplies	NLRC	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	428,547.50	428,547.50	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
	Office Supplies	RABs	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	1,798,000.00	1,798,000.00	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
	Electrical Supplies	RABs	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	135,780.00	135,780.00	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
	Janitorial Supplies	RABs	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	26,575.00	26,575.00	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
	Computer Supplies	RABs	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	68,730.00	68,730.00	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
	Contingency Expenses	RABs	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	107,500.00	107,500.00	-	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund
<b>Sub-Total (17.II.d)</b>									<b>2,565,132.50</b>	<b>2,565,132.50</b>	-	
<b>e. Small Value Procurement</b>												
<i>Goods and Services</i>												
	Procurement of Courier Services	RABs	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	5,672,000.00	5,672,000.00	-	Based on NEP
	Procurement of Security Services	RAB II	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	350,000.00	350,000.00	-	Based on NEP
	Supply, Installation and Commissioning of Direct Internet Services	RABs	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	130,000.00	130,000.00	-	Based on NEP
	Newspaper Subscription	NLRC	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GAA	100,000.00	100,000.00	-	Based on NEP
	Newspaper Subscription (RABs)	RABs	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GAA	65,228.00	65,228.00	-	Based on NEP
	Supply and Delivery of Bottled Drinking Water	NLRC	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GAA	200,000.00	200,000.00	-	Based on NEP
	Printing and Publication Expenses	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	50,800.00	50,800.00	-	Based on NEP
	Publication Expenses	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	192,000.00	192,000.00	-	Based on NEP
	Printing Expenses	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	220,000.00	220,000.00	-	Based on NEP
	Medical Supplies	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	10,000.00	10,000.00	-	Based on NEP
	Medical Supplies	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	12,500.00	12,500.00	-	Based on NEP


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	BP Apparatus and First Aid Kits	RAB VI	Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA	5,400.00	-	5,400.00	Based on NEP
	Furnitures and Fixtures for Various Offices	RAB VII	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	30,000.00	-	30,000.00	Based on NEP
	Repairs and Maintenance of Various Offices	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	220,000.00	220,000.00	-	Based on NEP
	Repair and Maintenance of IT and Office Equipment	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	263,000.00	263,000.00	-	Based on NEP
	Repair and Maintenance of Furnitures and Fixtures	RAB I	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	12,000.00	12,000.00	-	Based on NEP
	Use of Photocopiers (payment of consumables)	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	528,000.00	528,000.00	-	Based on NEP
	Purchase of Printer with Scanner and Copier	RAB V	Small Value Procurement	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	GAA	8,500.00	-	8,500.00	Based on NEP
	LED Lights	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	10,800.00	-	10,800.00	Based on NEP
	LED Lights	RAB II	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	10,000.00	-	10,000.00	Based on NEP
	Emergency Lights	RAB VI	Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA	15,000.00	-	15,000.00	Based on NEP
	Purchase of Fire Extinguisher	RAB II	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	25,000.00	-	25,000.00	Based on NEP
	Procurement of Fire Fighting Equipment	7th Division	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	162,000.00	162,000.00	-	Based on NEP
	Purchase of Cash Vault	RAB XII	Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	30,000.00	-	30,000.00	Based on NEP
	Purchase of Law Books	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	253,000.00	-	253,000.00	Based on NEP
	Various Plastic Bags and Sacks	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	13,500.00	13,500.00	-	Based on NEP
	Various Plastic Bags and Sacks	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	13,500.00	13,500.00	-	Based on NEP
	Installation of PWD Railings	RAB II	Small Value Procurement	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	GAA	20,000.00	20,000.00	-	Based on NEP
	Furnitures and Fixtures for Various Offices	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	80,000.00	-	80,000.00	Based on NEP
	Purchase of Gasoline, Oil and Lubriants	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	735,000.00	735,000.00	-	Based on NEP
	Purchase of Gasoline, Oil and Lubriants	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	111,000.00	111,000.00	-	Based on NEP
	Purchase of Gasoline for Electric Generator	RAB II	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	10,000.00	10,000.00	-	Based on NEP
	Use of Photocopiers (payment of consumables)	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	85,000.00	85,000.00	-	Based on NEP
	Storage Unit Rental	7th Division	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GAA	50,000.00	50,000.00	-	Based on NEP
	2020 Trainings	RABs	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	184,000.00	184,000.00	-	Based on NEP
<b>Sub-Total (17.II.e)</b>									<b>9,877,228.00</b>	<b>9,409,528.00</b>	<b>467,700.00</b>	
<b>III. Various Modes of Procurement depending on Nature, Conditions and Amount</b>												
<b>Goods and Services</b>												
	Various Ink Carriage and Toners for RABs	RABs	Small Value Procurement/A geny-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	GAA	441,000.00	441,000.00	-	Based on NEP
	Various Ink Carriage and Toners	NLRC	Small Value Procurement/A geny-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	GAA	1,500,000.00	1,500,000.00	-	Based on NEP
	Purchase of 50 PCS Tablets	NLRC	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	GAA	500,000.00	500,000.00	-	Based on NEP
	Purchase of AC Tri-band Gigabit Wireless Router	NLRC	Small Value Procurement/Shopping (a)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	30,000.00	30,000.00	-	Based on NEP
	Purchase of Web Cameras with Built in microphone	NLRC	Small Value Procurement/Shopping (a)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	23,600.00	23,600.00	-	Based on NEP
	Procurement of Occupational Health and Safety Supplies (Covid-19 preventive measures)	NLRC	Emergency Procurement under the Bayanihan ACT	CY 2020	CY 2020	CY 2020	CY 2020	GAA	850,000.00	850,000.00	-	MOOE Realignment (Central Office, NCR and RABs)
	Construction Materials for NLRC NCR Holding Area	NLRC	Small Value Procurement/Shopping (a)	CY 2020	CY 2020	CY 2020	CY 2020	GAA	81,150.00	81,150.00	-	Based on NEP

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Total (17.III)								3,425,750.00	3,425,750.00	-		
Grand Total (2019 Projects)								163,585,642.96	161,017,942.96	2,567,700.00		

Prepared By:

  
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