ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of June 30, 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Actual Procurement Activity												Source of Funds	ABC (PhP)			Contract Cost (PhP)			List of Invited Observers	Date of Receipt of Invitation						Remarks (Explaining changes from the APP)
					Pre-Proc Conference	Ads/Post of IB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Date of BAC Resolution Recommending Award	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Inspection & Acceptance		Total	MOOE	CO	Total	MOOE	CO		Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Delivery/ Completion/ Acceptance (if applicable)	
COMPLETED PROCUREMENT ACTIVITIES																															
	Taxes, Duties and and Licenses/Insurance Expenses (Building and Vehicle)	NLRC Seventh Division	No	Agency-to-Agency		n/a			n/a			n/a	n/a			n/a	n/a	GAA	90,000.00	90,000.00		84581.24	84,581.24									agency to agency
	Public Courier	NLRC Seventh Division	No	Agency-to-Agency		n/a			n/a			n/a	n/a			n/a	n/a	GAA	230,000.00	230,000.00		220231	220,231.00									agency to agency
	Amortization Expense (Office Space)	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	1,434,480.42	1,434,480.42		1434480.42	1,434,480.42									Payment after monthly billing/submission of required documents
	Electricity Expenses	NLRC Seventh Division	No	Direct Contracting under WETI Guidelines		n/a			n/a			n/a	n/a			n/a	n/a	GAA	250000	250,000.00		227045.97	227,045.97									Payment after monthly billing/submission of required documents
	Telephone, Mobile	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	100000	100,000.00		90103.79	90,103.79									Payment after monthly billing/submission of required documents
	Internet Subscription	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	43680	43,680.00		43680	43,680.00									Payment after monthly billing/submission of required documents
	Purchase of Common Office Supplies																		65000	65,000.00		0										
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			1-Jan-25			23-Jan-25	23-Jan-25			31-Jan-25	10-Feb-25	GAA	0			25944	25,944.00									ABC is included in the Php 75,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			18-Mar-25			18-Mar-25	18-Mar-25			21-Mar-25	21-Mar-25	GAA	0			28086	28,086.00									ABC is included in the Php 75,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			4-Jun-25			4-Jun-25	4-Jun-25			18-Jun-25	18-Jun-25	GAA	0			7117.5	7,117.50									ABC is included in the Php 75,000.00/ amount below minimum required for Philgeps posting
	Purchase of IT Supplies and Equipment																		0			0										
	24-Ports Gigabit Switch	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Mar-25			10-Mar-25	10-Mar-25			07-Mar-25	07-Mar-25	GAA	15000	15000		10470	10,470.00									amount below minimum required for Philgeps posting
	Wifi-6 Router	NLRC Seventh Division	No	Small Value Procurement		n/a			16-May-25			16-May-25	16-May-25			16-May-25	16-May-25	GAA	7000	7000		6150	6,150.00									amount below minimum required for Philgeps posting
	Purchase of Medicine																	GAA	0			0										
	Assorted Medicine	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Feb-25			17-Feb-25	17-Feb-25			06-Mar-25	06-Mar-25	GAA	2500	2,500.00		1710	1,710.00									amount below minimum required for Philgeps posting
	Purchase of Office Fixtures, Equipment and Accessories																		0			0									amount below minimum required for Philgeps posting
	Water Dispenser	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Jan-25			24-Jan-25	24-Jan-25			19-Feb-25	19-Feb-25	GAA	10000	10,000.00		8195	8,195.00									amount below minimum required for Philgeps posting
	TV Mount/Holder	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Jan-25			24-Jan-25	24-Jan-25			13-Feb-25	13-Feb-25		5000	5,000.00		3890	3,890.00									amount below minimum required for Philgeps posting
	Staff Chairs	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Jan-25			24-Jan-25	24-Jan-25			14-Feb-25	14-Feb-25		15000	15,000.00		14100	14,100.00									amount below minimum required for Philgeps posting
	Foldable Table	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Jan-25			24-Jan-25	24-Jan-25			07-Feb-25	07-Feb-25		3000	3,000.00		1350	1,350.00									amount below minimum required for Philgeps posting
	Steel Office Chairs	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Jun-25			17-Jun-25	18-Jun-25			23-Jun-25	23-Jun-25		9000	9,000.00		7596	7,596.00									amount below minimum required for Philgeps posting
	Purchase of Janitorial Supplies																		0			0										
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Feb-25			25-Feb-25	25-Feb-25			10-Mar-25	10-Mar-25	GAA	3500	3,500.00		2950	2,950.00									amount below minimum required for Philgeps posting
	Purchase of Common Use Electrical and Construtuion Supplies																		0			0										
	Faucets	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Apr-25			10-Apr-25	10-Apr-25			23-Apr-25	23-Apr-25	GAA	6000	6,000.00		5996	5,996.00									amount below minimum required for Philgeps posting
	LED Tubes	NLRC Seventh Division	No	Small Value Procurement		n/a			8-May-25			8-May-25	8-May-25			19-May-25	19-May-25	GAA	3000	3,000.00		2625	2,625.00									amount below minimum required for Philgeps posting
	Purchase of Fuel																		18000	18,000.00		0										
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Mar-25			5-Mar-25	5-Mar-25			07-Mar-25	07-Mar-25	GAA	0			1637.63	1,637.63									ABC is included in the Php 18,000.00 amount/amount below minimum required for Philgeps posting
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			4-Apr-25			4-Apr-25	4-Apr-25			07-Apr-25	07-Apr-25	GAA	0			2840	2,840.00									ABC is included in the Php 18,000.00 amount/amount below minimum required for Philgeps posting
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			8-May-25			8-May-25	8-May-25			09-May-25	09-May-25	GAA	0			2672.5	2,672.50									ABC is included in the Php 18,000.00 amount/amount below minimum required for Philgeps posting
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			19-Jun-25			19-Jun-25	19-Jun-25			19-Jun-25	19-Jun-25	GAA	0			1356.25	1,356.25									ABC is included in the Php 18,000.00 amount/amount below minimum required for Philgeps posting
	Printing Services																		-			0										
	Inventory Stickers	NLRC Seventh Division	No	Small Value Procurement		n/a			15-Apr-25			15-Apr-25	15-Apr-25			06-May-25	06-May-25	GAA	4,000.00	4,000.00		3000	3,000.00									amount below minimum required for Philgeps posting

	GAD Activity																		-			0											
	Women's Month Tshirts	NLRC Seventh Division	No	Small Value Procurement		n/a			20-Feb-25			20-Feb-25	20-Feb-25			27-Feb-25	27-Feb-25	GAA	6,500.00	6,500.00		4945	4,945.00										amount below minimum required for Philgeps posting
	Gender and Development Activity/Teambuilding	NLRC Seventh Division	No	Small Value Procurement		9-Apr-25			14-Apr-25			14-Apr-25	15-Apr-25			03-May-25	03-May-25	GAA	75000	75,000.00		71300	71,300.00										with philgeps posting
	GAD Activity/Teambuilding Tshirts	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Apr-25			24-Apr-25	24-Apr-25			30-Apr-25	30-Apr-25	GAA	6,500.00	6,500.00		5364	5,364.00										amount below minimum required for Philgeps posting
	Vehicle Maintenance/ Change Oil	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Apr-25			24-Apr-25	24-Apr-25			6-May-25	6-May-25	GAA	3000	3,000.00		2194	2,194.00										amount below minimum required for Philgeps posting
	Airconditioning Maintenance	NLRC Seventh Division	No	Small Value Procurement		n/a			14-Jan-25			14-Jan-25	14-Jan-25			26-Mar-25	26-Mar-25	GAA	22000	22,000.00		20600	20,600.00										Payment after billing/submission of required documents
	Computer/IT Maintenance	nLRC Seventh Division	No	Small Value Procurement		7-Jan-25			10-Jan-25			10-Jan-25	10-Jan-25			5-Feb-25	5-Feb-25	GAA	35000	35,000.00		32370	32,370.00										Payment after billing/submission of required documents
	Private Courier Services	NLRC Seventh Division	No	Small Value Procurement		10-Jan-25			14-Jan-25			14-Jan-25	14-Jan-25			12-Mar-25	12-Mar-25	GAA	50000	50,000.00		46911.2	46,611.20										Payment after billing/submission of required documents
	Rental of Storage Unit	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Jan-25			10-Jan-25	10-Jan-25			14-Mar-25	14-Mar-25	GAA	20000	20,000.00		17404.2	17,404.20										Payment after billing/submission of required documents
	Security Services	NLRC Seventh Division	No	Small Value Procurement		5-Jan-24			9-Jan-24			9-Feb-23	9-Feb-23			9-Jan-24	9-Jan-24	GAA	100000	100,000.00		90520.1	90,520.10										Payment after monthly billing/submission of required documents
	Supply of Bottled Drinking Water	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Jan-25			10-Jan-25	10-Jan-25			17-Jan-25	17-Jan-25	GAA	15000	15,000.00		11250	11,250.00										Payment after billing/submission of required documents
																		Total Alloted Budget of Procurement Activities		2,647,160.42													
																		Total Contract Price of Procurement Actitvites Conducted				2,540,366.80											
																		Total Savings (Total Alloted Budget - Total Contract Price)				106,793.62											

ON-GOING PROCUREMENT ACTIVITIES																																	
																		Total Alloted Budget of On-going Procurement Activities		**0**													

Prepared by:

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Recommended for Approval by:

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APPROVED:

AMELIA B. DOCENA
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