

ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of December 31, 2024

| 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/Opn 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 | MODE | CO | Total | | MOOE | CO | Pre-bid Conf | Eligibility Check | Sub/Opn of Bids | | Bid Evaluation | Post Qual | Delivery/ Completion/ Acceptance (if applicable) | | | | | |
| COMPLETED PROCUREMENT ACTIVITIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrical and Structural Repair and Renovation of the NLRC Office | | NLRC Seventh Division | No | Competitive Bidding | n/a | 07/03/24 | 07/10/24 | 07/23/24 | 23-Jul-24 | 07/23/24 | 07/25/24 | 07/25/24 | 07/26/24 | 06/07/24 | 06/07/24 | 11/05/24 | 12/17/24 | GAA | 4,124,000.00 | 4,124,000.00 | | 3,709,051.00 | 3,709,051.00 | | | | 1. Philippine Contractors Association, Inc. (Cebu Contractors Association) 2. Paglambayong - A Foundation for Mutual Aid 3. Atty. Nicolò Delfin A. Albarando - COA Coerver | 05-Jun-24 | 07/05/24 | 07/05/24 | 07/05/24 | 07/05/24 | n/a | Payment after monthly billing/submission of required documents | | | |
| Taxes, Duties 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 | n/a | GAA | 70,000.00 | 70,000.00 | | | | | | | | | | | | | | | Payment after monthly billing/submission of required documents | | |
| Amortization Expense (Office Space) | | NLRC Seventh Division | No | Direct Contracting | n/a | | | | n/a | | | | n/a | n/a | n/a | n/a | n/a | GAA | 1,434,480.42 | 1,434,480.42 | | 1,434,480.42 | 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 | n/a | GAA | 430,000.00 | 430,000.00 | | 415,563.41 | 415,563.41 | | | | | | | | | | | | 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 | n/a | GAA | 115,000.00 | 115,000.00 | | 108,658.52 | 108,658.52 | | | | | | | | | | | | 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 | n/a | GAA | 45,000.00 | 45,000.00 | | 43,680.00 | 43,680.00 | | | | | | | | | | | | Payment after monthly billing/submission of required documents | | |
| Purchase of Common Office Supplies | | | | | | | | | | | | | | | | | | | 95,000.00 | 95,000.00 | | | | | | | | | | | | | | | ABC is included in the Php 95,000.00 amount below minimum required for Philgeps posting | | |
| Assorted Office Supplies | | NLRC Seventh Division | No | Shopping | n/a | | | 5-Jul-24 | | | | 5-Jul-24 | 5-Jul-24 | | | | 11-Jul-24 | 11-Jul-24 | GAA | - | - | | 30,320.50 | 30,320.50 | | | | | | | | | | | ABC is included in the Php 95,000.00 amount below minimum required for Philgeps posting | | |
| Assorted Office Supplies | | NLRC Seventh Division | No | Shopping | n/a | | | 10-Sep-24 | | | | 11-Sep-24 | 11-Sep-24 | | | | 17-Sep-24 | 17-Sep-24 | GAA | - | - | | 3,208.75 | 3,208.75 | | | | | | | | | | | ABC is included in the Php 95,000.00 amount below minimum required for Philgeps posting | | |
| Assorted Office Supplies | | NLRC Seventh Division | No | Shopping | n/a | | | 8-Nov-24 | | | | 8-Nov-24 | 8-Nov-24 | | | | 13-Nov-24 | 13-Nov-24 | GAA | - | - | | 36,737.50 | 36,737.50 | | | | | | | | | | | | ABC is included in the Php 95,000.00 amount below minimum required for Philgeps posting | |
| Return Cards | | NLRC Seventh Division | No | Shopping | n/a | | | 28-Oct-24 | | | | 28-Oct-24 | 28-Oct-24 | | | | 14-Nov-24 | 14-Nov-24 | GAA | - | - | | 18,000.00 | 18,000.00 | | | | | | | | | | | | ABC is included in the Php 95,000.00 amount below minimum required for Philgeps posting | |
| Customized Door Sign | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 23-Sep-24 | | | | 23-Sep-24 | 23-Sep-24 | | | | 13-Nov-24 | 13-Nov-24 | GAA | 10,000.00 | 10,000.00 | | 8,980.00 | 8,980.00 | | | | | | | | | | | | Amount below minimum required for Philgeps posting | |
| NLRC Dry Seal | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 22-Oct-24 | | | | 22-Oct-24 | 22-Oct-24 | | | | 14-Nov-24 | 14-Nov-24 | GAA | 6,000.00 | 6,000.00 | | 4,650.00 | 4,650.00 | | | | | | | | | | | | Amount below minimum required for Philgeps posting | |
| Decorative Supplies | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 12-Dec-24 | | | | 12-Dec-24 | 12-Dec-24 | | | | 20-Dec-24 | 20-Dec-24 | GAA | 5,000.00 | 5,000.00 | | 2,495.00 | 2,495.00 | | | | | | | | | | | | Amount below minimum required for Philgeps posting | |
| Purchase of Printer Inks and Toner | | | | | | | | | | | | | | | | | | | 40,000.00 | 40,000.00 | | | | | | | | | | | | | | | ABC is included in the Php 40,000.00 amount below minimum required for Philgeps posting | | |
| Assorted Printer Inks | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 30-Sep-24 | | | | 30-Sep-24 | 30-Sep-24 | | | | 03-Oct-24 | 03-Oct-24 | GAA | - | - | | 24,840.00 | 24,840.00 | | | | | | | | | | | | ABC is included in the Php 40,000.00 amount below minimum required for Philgeps posting | |
| Assorted Printer Inks | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 8-Nov-24 | | | | 8-Nov-24 | 8-Nov-24 | | | | 13-Nov-24 | 13-Nov-24 | GAA | - | - | | 5,800.00 | 5,800.00 | | | | | | | | | | | | ABC is included in the Php 40,000.00 amount below minimum required for Philgeps posting | |
| Purchase of IT Supplies and Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printer with Scanner and Copier, Personal Computer Set, Uninterruptible Power Supply | | NLRC Seventh Division | No | Small Value Procurement | 06/05/24 | | | 10-Sep-24 | | | | 11-Sep-24 | 11-Sep-24 | | | | 24-Sep-24 | 24-Sep-24 | GAA | 116,100.00 | 116,100.00 | | 115,603.00 | 115,603.00 | | | | | | | | | | | | amount below minimum required for Philgeps posting | |
| HDD, DDR | | NLRC Seventh Division | No | Small Value Procurement | | | | 8-Nov-24 | | | | 8-Nov-24 | 8-Nov-24 | | | | 13-Nov-24 | 13-Nov-24 | GAA | 2,000.00 | 2,000.00 | | 1,560.00 | 1,560.00 | | | | | | | | | | | | amount below minimum required for Philgeps posting | |
| Uninterruptible Power Supply, Monitors, Keyboard and Mouse Combo | | NLRC Seventh Division | No | Small Value Procurement | | | | 12-Dec-24 | | | | 12-Dec-24 | 12-Dec-24 | | | | 23-Dec-24 | 23-Dec-24 | GAA | 30,000.00 | 30,000.00 | | 28,719.22 | 28,719.22 | | | | | | | | | | | | amount below minimum required for Philgeps posting | |
| Printers with Scanner and Copier | | NLRC Seventh Division | No | Small Value Procurement | | | | 12-Dec-24 | | | | 12-Dec-24 | 12-Dec-24 | | | | 23-Dec-24 | 23-Dec-24 | GAA | 20,003.00 | 20,003.00 | | 39,000.00 | 39,000.00 | | | | | | | | | | | | amount below minimum required for Philgeps posting | |
| Monitor With Build In CPU | | NLRC Seventh Division | No | Small Value Procurement | | | | 12-Dec-24 | | | | 12-Dec-24 | 12-Dec-24 | | | | 17-Dec-24 | 17-Dec-24 | GAA | 45,000.00 | 45,000.00 | | 42,650.00 | 42,650.00 | | | | | | | | | | | | amount below minimum required for Philgeps posting | |
| Purchase of Office Furniture and Fixtures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office Blinds | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 19-Jul-24 | | | | 19-Jul-24 | 19-Jul-24 | | | | 23-Sep-24 | 23-Sep-24 | GAA | 35,000.00 | 35,000.00 | | 33,620.00 | 33,620.00 | | | | | | | | | | | | | amount below minimum required for Philgeps posting |
| Lateral Filing Cabinet | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 3-Oct-24 | | | | 3-Oct-24 | 3-Oct-24 | | | | 17-Oct-24 | 17-Oct-24 | GAA | 15,000.00 | 15,000.00 | | 14,375.00 | 14,375.00 | | | | | | | | | | | | | amount below minimum required for Philgeps posting |
| Additional Window Blinds | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 10-Sep-24 | | | | 11-Sep-24 | 11-Sep-24 | | | | 31-Oct-24 | 31-Oct-24 | GAA | 6,000.00 | 6,000.00 | | 5,590.00 | 5,590.00 | | | | | | | | | | | | | amount below minimum required for Philgeps posting |
| Visitors Chair | | NLRC Seventh Division | No | Small Value Procurement | n/a | | | 30-Sep-24 | | | | 30-Sep-24 | 30-Sep-24 | | | | 08-Oct-24 | 08-Oct-24 | GAA | 16,000.00 | 16,000.00 | | 15,600.00 | 15,600.00 | | | | | | | | | | | | | amount below minimum required for Philgeps posting |

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|--|-----------------------|----|-------------------------|----------|--|-----------|--|--|--|-----------|--|--|--|-----------|-----------|-----|------------|------------|---------------------|------------|-----------|---------------------|--|--|--|
| 4 Seater Conference Table | NLRC Seventh Division | No | Small Value Procurement | n/a | | 30-Sep-24 | | | | 30-Sep-24 | | | | 29-Oct-24 | 29-Oct-24 | GAA | 16,000.00 | 16,000.00 | 14,980.00 | 14,980.00 | | | | amount below minimum required for Philgepps posting | |
| Sofa | NLRC Seventh Division | No | Small Value Procurement | n/a | | 30-Sep-24 | | | | 30-Sep-24 | | | | 08-Oct-24 | 08-Oct-24 | GAA | 18,000.00 | 18,000.00 | 16,675.00 | 16,675.00 | | | | amount below minimum required for Philgepps posting | |
| Filing Cabinet W/Vault and 3 Layer Pedestal | NLRC Seventh Division | No | Small Value Procurement | n/a | | 30-Sep-24 | | | | 30-Sep-24 | | | | 23-Dec-24 | 23-Dec-24 | GAA | 50,000.00 | 50,000.00 | 49,500.00 | 49,500.00 | | | | amount below minimum required for Philgepps posting | |
| 15 Seater Conference Table | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 20-Dec-24 | 20-Dec-24 | GAA | 50,000.00 | 50,000.00 | 49,870.00 | 49,870.00 | | | | amount below minimum required for Philgepps posting | |
| Staff Chairs | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 18-Dec-24 | 18-Dec-24 | GAA | 25,000.00 | 25,000.00 | 23,500.00 | 23,500.00 | | | | amount below minimum required for Philgepps posting | |
| Purchase of Office Equipment | | | | | | | | | | | | | | | | | | | | | | | | | |
| Smart TV for ARTA Corner | NLRC Seventh Division | No | Small Value Procurement | n/a | | 3-Oct-24 | | | | 3-Oct-24 | | | | 09-Oct-24 | 09-Oct-24 | GAA | 15,000.00 | 15,000.00 | 9,295.00 | 9,295.00 | | | | amount below minimum required for Philgepps posting | |
| Projector Screen | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 23-Dec-24 | 23-Dec-24 | GAA | 5,000.00 | 5,000.00 | 3,500.00 | 3,500.00 | | | | amount below minimum required for Philgepps posting | |
| Soundbar with Woofer for 50" above television | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 26-Dec-24 | 26-Dec-24 | GAA | 50,000.00 | 50,000.00 | 49,800.00 | 49,800.00 | | | | amount below minimum required for Philgepps posting | |
| 55" Smart TV | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 17-Dec-24 | 17-Dec-24 | GAA | 50,000.00 | 50,000.00 | 46,395.00 | 46,395.00 | | | | amount below minimum required for Philgepps posting | |
| Purchase of Janitorial Supplies | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trash Bags | NLRC Seventh Division | No | Small Value Procurement | n/a | | 7-Oct-24 | | | | 7-Oct-24 | | | | 09-Oct-24 | 09-Oct-24 | GAA | 10,000.00 | 10,000.00 | 5,250.00 | 5,250.00 | | | | amount below minimum required for Philgepps posting | |
| GAD Activity | | | | | | | | | | | | | | | | | | | | | | | | | |
| GAD Snacks | NLRC Seventh Division | No | Small Value Procurement | n/a | | 2-Dec-24 | | | | 2-Dec-24 | | | | 03-Dec-24 | 03-Dec-24 | GAA | | | | 2,352.00 | 2,352.00 | | | | ABC is included in the Php 10,000.00/amount below minimum required for Philgepps posting |
| Additional VAW Polo Shirts | NLRC Seventh Division | No | Small Value Procurement | n/a | | 5-Dec-24 | | | | 5-Dec-24 | | | | 09-Dec-24 | 09-Dec-24 | GAA | | | | 4,320.00 | 4,320.00 | | | | ABC is included in the Php 10,000.00/amount below minimum required for Philgepps posting |
| Training Expenses | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food Packs for the 50th NLRC Anniversary Celebration | NLRC Seventh Division | No | Small Value Procurement | n/a | | 2-Oct-24 | | | | 2-Oct-24 | | | | 28-Oct-24 | 28-Oct-24 | GAA | 12,000.00 | | 12,000.00 | 10,575.00 | 10,575.00 | | | | amount below minimum required for Philgepps posting |
| Food For Year End Assessment | NLRC Seventh Division | No | Small Value Procurement | n/a | | 5-Dec-24 | | | | 5-Dec-24 | | | | 06-Dec-24 | 06-Dec-24 | GAA | 50,000.00 | 50,000.00 | 48,000.00 | 48,000.00 | | | | amount below minimum required for Philgepps posting | |
| Fuel | NLRC Seventh Division | No | Small Value Procurement | n/a | | 5-Dec-24 | | | | 5-Dec-24 | | | | 11-Dec-24 | 11-Dec-24 | GAA | | 60,000.00 | 5,865.00 | 5,865.00 | 5,865.00 | | | | amount below minimum required for Philgepps posting |
| Car Aircon Repair Services | NLRC Seventh Division | No | Small Value Procurement | n/a | | 23-Sep-24 | | | | 23-Sep-24 | | | | 27-Sep-24 | 27-Sep-24 | GAA | 18,000.00 | 18,000.00 | 14,000.00 | 14,000.00 | | | | amount below minimum required for Philgepps posting | |
| Service Vehicle Oil Change | NLRC Seventh Division | No | Small Value Procurement | n/a | | 22-Oct-24 | | | | 22-Oct-24 | | | | 28-Oct-24 | 28-Oct-24 | GAA | 4,000.00 | 4,000.00 | 2,528.00 | 2,528.00 | | | | amount below minimum required for Philgepps posting | |
| Annual Deep Cleaning | NLRC Seventh Division | No | Small Value Procurement | n/a | | 12-Dec-24 | | | | 12-Dec-24 | | | | 23-Dec-24 | 23-Dec-24 | GAA | 35,000.00 | 35,000.00 | 33,600.00 | 33,600.00 | | | | amount below minimum required for Philgepps posting | |
| Newspaper Subscription | NLRC Seventh Division | No | Small Value Procurement | n/a | | 9-Jan-24 | | | | 9-Jan-24 | | | | 9-Jan-24 | 9-Jan-24 | GAA | 12,000.00 | 12,000.00 | 11,040.00 | 11,040.00 | | | | Payment after billing/submission of required documents/one year contract | |
| Aircon Maintenance/Repair | NLRC Seventh Division | No | Small Value Procurement | 02/01/23 | | 9-Jan-24 | | | | 9-Jan-24 | | | | 29-Jan-24 | 29-Jan-24 | GAA | 15,000.00 | 15,000.00 | 14,000.00 | 14,000.00 | | | | Payment after billing/submission of required documents/one year contract | |
| Computer/IT Maintenance | NLRC Seventh Division | No | Small Value Procurement | 5-Jan-24 | | 9-Jan-24 | | | | 9-Jan-24 | | | | 31-Jan-24 | 31-Jan-24 | GAA | 35,000.00 | 35,000.00 | 31,250.00 | 31,250.00 | | | | Payment after billing/submission of required documents/one year contract | |
| Courier Services | NLRC Seventh Division | No | Small Value Procurement | 5-Jan-24 | | 9-Jan-24 | | | | 9-Jan-24 | | | | n/a | n/a | GAA | 100,000.00 | 100,000.00 | 96,781.40 | 96,781.40 | | | | Payment after billing/submission of required documents/one year contract | |
| Rental of Storage Unit | NLRC Seventh Division | No | Small Value Procurement | n/a | | 09-Jan-24 | | | | 09-Jan-24 | | | | 03/20/24 | 03/20/24 | GAA | 18,000.00 | 18,000.00 | 16,298.96 | 16,298.96 | | | | Payment after billing/submission of required document/one year contract | |
| Security Services | NLRC Seventh Division | No | Small Value Procurement | 5-Jan-24 | | 9-Jan-24 | | | | 9-Jan-24 | | | | 01/09/24 | 01/09/24 | GAA | 220,000.00 | 220,000.00 | 188,930.76 | 188,930.76 | | | | Payment after monthly billing/submission of required documents/one year contract | |
| Supply of Bottled Drinking Water | NLRC Seventh Division | No | Small Value Procurement | n/a | | 8-Jan-24 | | | | 8-Jan-24 | | | | n/a | n/a | GAA | 16,000.00 | 16,000.00 | 15,500.00 | 15,500.00 | | | | Payment after billing/submission of required documents/one year contract | |
| Total Alotted Budget of Procurement Activities | | | | | | | | | | | | | | | | | | | 7,493,583.42 | | | | | | |
| Total Contract Price of Procurement Activities Conducted | | | | | | | | | | | | | | | | | | | | | | 6,910,588.44 | | | |
| Total Savings (Total Alotted Budget - Total Contract Price) | | | | | | | | | | | | | | | | | | | | | | 582,994.98 | | | |

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| ON-GOING PROCUREMENT ACTIVITIES | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Alotted Budget of On-going Procurement Activities | | | | | | | | | | | | | | | | | | | 0 | | | | | | |

Prepared by:
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 Head, BAC Secretariat

Recommended Approval by:

ALAN B. PILOTON
 BAC Chairperson/Commission Attorney

APPROVED:

AMELITA B. DOCENA
 Presiding Commissioner