

NATIONAL LABOR RELATIONS COMMISSION  
Regional Arbitration Branch No. 02  
ANNUAL PROCUREMENT PLAN FOR FS 2017

Code FAP	PROCUREMENT PROGRAM / PROJECT	PNO End-Year	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program or Project)
				Ad/Proc of T/B/R/E/I	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO	
<b>A. GOODS AND SERVICES</b>												
1	Provision of Janitorial Services		Public Bidding Small Value Procurement					101101	114,194.30	114,194.30		
2	Provision of Courier Services for 1 year		Public Bidding Small Value Procurement					101101	114,194.30	114,194.30		
3	Provision of Security Services		Public Bidding Small Value Procurement					101101	3,920.21	3,920.21		
4	Supply and Delivery of Bottled Drinking Water for 1 year		Small Value Procurement					101101	3,920.21	3,920.21		
5	Rental of 6 Units of Copying Machine		Small Value Procurement									
6	Publication of EN-BANC Resolution, Invitation to Bid & others		Small Value Procurement									
7	Printing of NLRC 2016 Performance Report		Small Value Procurement									
8	Subscription of Newspaper for NLRC Departments for 1 year		Small Value Procurement									
9	Purchase of ICT Equipment (Computers, printers, projectors, webcam, biometrics, laptop) - Project E-CTS		Public Bidding									
10	Purchase of Various Computer Software (MS Office, Software, Anti-Virus, Corel Draw, etc.) - Project E-CTS		Small Value Procurement					101101	13,000.00	15,000.00		
11	Purchase of Office Supplies		Small Value Procurement					101101	118,592.56	118,592.56		
12	Printing of Accountable Forms		Small Value Procurement					101101	564.30	564.30		
13	Purchase of airline tickets for local travels to various NLRC offices		Small Value Procurement					101101	44,000.00	44,000.00		
14	Purchase of Fuel, Oil and Lubricants		Small Value Procurement					101101	14,384.11	14,384.11		
15	Taxes, Duties and Licenses/Insurance Expense (Building & Vehicle)		Direct Contracting					101101	7,050.98	7,050.98		
Total								101101	7,050.98	7,050.98		

Code PAP	PROCUREMENT PROGRAM / PROJECT	PBD End Year	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (Brief description of Program or Project)
				Adoption of IBP/BI	Sub-Open of Bids	Notice of Awards	Contract Signing		Total	MAJOR	CO	
16	Electricity Services		Direct Contracting	Thru CAGELCO I				101101	234,805.14	234,805.14		
17	Water Services		Direct Contracting	Thru METRO TUKUEBARAO WATER DISTRICT				101101	6,720.00	6,720.00		
18	Telephone, Landline		Direct Contracting	Thru PLDT				101101	36,458.43	36,458.43		
19	Internet Subscription		Direct Contracting	Thru PLDT				101101	34,512.50	34,512.50		
20	Leased of Cashiering Building		Direct Contracting					101101	318,000.00	318,000.00		
21	Leased of Venue for various NLRC training seminars and activities		Small Value Procurement									
22	Purchase of food supplies for various NLRC activities		Small Value Procurement									
23	Purchase of other supplies and materials for Construction & electrical		Small Value Procurement									
24	Telephone, Mobile (including the provision of cellcards for the NLRC officials and authorized employees for CY 2017)		Small Value Procurement									
25	Purchase of Medicines		Small Value Procurement					101101	13,841.30	13,841.30		
26	Repair and Maintenance of Motor Vehicles		Direct Contracting					101101	10,000.00	10,000.00		
27	Repair and Maintenance of ICT Equipment		Small Value Procurement					101101	3,000.00	3,000.00		
28	Repair and Maintenance of equipment		Small Value Procurement					101101	13,190.50	13,190.50		
29	Travelling Expense for COA Mid-Year Assessment Activities & Planning Conference		Small Value Procurement									
30	Procurement of customized T-Shirt in celebration of the NLRC Week		Small Value Procurement									
<b>B. ACTIVITIES &amp; TRAINING PLANS</b>												
1	2017 Year - End Performance Assessment & Complimentary Exercises (Lodging & Food Supplies & Travel Expenses)		Small Value Procurement	1st Quarter								
2	EN BANG SESSION (Lodging & Food Supplies & Travel Expenses)		Small Value Procurement	1st Quarter								
3	WOMENS MONTH CELEBRATION AND OAD ACTIVITIES (Food/Itemization Supplies)		Small Value Procurement	4th Quarter				101101	30,000.00	30,000.00		



Code PAP	PROCUREMENT PROGRAM / PROJECT	PAID Estimate	NATURE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (%)		Remarks (Brief description of Program or Project)
				Adv/Paid of 18RHL	Sub/Opn of This	Number of Awards	Contract Signing		Total	MPOE	
17	ENHANCEMENT TRAINING FOR SHEEPERS (Lodging & Food Honorarium, Supplies & Travel Expense)		Small Value Procurement		3rd Quarter						
18	CAPABILITY-BUILDING TRAINING FOR NEWLY APPOINTED STENOGRAPHIC REPORTERS/FRONTLINE STAFF (Lodging & Food Honorarium, Supplies & Travel Expense)		Small Value Procurement		3rd Quarter						
19	CAPABILITY-BUILDING PROGRAM FOR LABOR ARBITERS (Lodging & food Honorarium, Supplies & Travel Expense) Luzon Group		Small Value Procurement		3rd Quarter						
20	LABOR ARBITERS (Lodging & food Honorarium, Supplies & Travel Expense) Visayas & Mindanao Group		Small Value Procurement								
21	LABOR RELATIONS WEEK (Food Supplies)		Small Value Procurement		4th Quarter						
22	GENERAL ASSEMBLY (Food Supplies)		Small Value Procurement		4th Quarter						
23	EXECUTIVE SESSION (Food & Lodging for 7th & 8th Div Participants, Supplies & Travel Expense)		Small Value Procurement		As Scheduled by Chairman / As requested by Presiding Commissioner						
24	QUALITY MANAGEMENT SYSTEM SEMINAR FOR BARS DIVISIONS (Lodging & Food Honorarium, Supplies & Travel Expense)		Small Value Procurement		As Scheduled by QMS Committee						
25	QMS RELATED TRAINING ACTIVITIES (Lodging & Food, Training Fee and Travel Expense)		Small Value Procurement								
26	Top Management Briefing/Awareness		Small Value Procurement								
27	General Awareness Course		Small Value Procurement								
	Documents and Records Control Training		Small Value Procurement								
	Internal Quality Audit Training		Small Value Procurement								
	Effective Procedure Writing and Workshop		Small Value Procurement								

AS SCHEDULED BY DOLE

Code PAP	PROJECT / PRODUCT	PAID Est. Line	NATURE OF PROJECT/PRODUCT	Schedule for Each Procurement Activity			Source of Funds	Total	Estimated Budget (2012)		Remarks (Brief description of Program or Project)
				Add'l of I&R/EI	Sub-Open of Bids	Notice of Awards			Contract Signing	MOOE	
23	RESEARCH PROPOSAL WRITING/TECHNICAL WRITING FOR PERSONNEL PERFORMING RESEARCH FUNCTIONS (Lodging & Food Training Fee & Travel Expenses)		Small Value Procurement		AS SCHEDULED						
26	INDUCTION PROGRAM ORIENTATION ON ADMINISTRATIVE MATTERS FOR NEWLY APPOINTED OFFICIALS AND EMPLOYEES (Food, Housewares, Supplies)		Small Value Procurement		AS SCHEDULED						
27	ORIENTATION FOR NEWLY APPOINTED LABOR ARBITERS AD COMMISSION ATTORNEYS (Food/Houseware/Supplies)		Small Value Procurement		AS SCHEDULED						
28	PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement		AS SCHEDULED						
29	CSC SEMINARS/ACTIVITIES/HRMO CONVENTION (Lodging & Food Training fee & Travel Expenses)		Small Value Procurement		AS SCHEDULED						
30	DOLE SEMINARS/ACTIVITIES (SPORTEST/DOLE ANNIVERSARY/SEMINARS) (Food Registration/Training Fee/Supplies)		Small Value Procurement		AS SCHEDULED						
<b>C. CONSULTANCY SERVICES</b>											
1	Consultant for E-CTS										

Reviewed/Prepared by BAC Secretariat  
I certify that I have reviewed this APP and it is recommended in accordance with the authorized PRRS.

*Allyson Cristobal*  
Allyson Cristobal  
Administrative Officer I  
BAC Secretariat  
Date: 02-07-2012

Reviewed by Budget Division  
I certify that I have reviewed this APP  
in accordance with the Monthly Cash  
Program/Budget Execution Program

*Georgina T. Alvarado*  
Georgina T. Alvarado  
Administrative Officer II  
BAC Member  
Date: 02-07-2012

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

*Mina P. Pansan-Danano*  
Mina Pansan-Danano  
Administrative Officer I  
BAC Member  
Date: 02-07-2012

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

*MA. LOURDES R. BARRICANA*  
Lourdes R. Barricana  
Officer-in-Charge  
BAC Chairperson  
Date: 02-07-2012