ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of December 31, 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Actual Procurement Activity: 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	Source of Funds	ABC (PhP): Total	MOOE	CO	Contract Cost (PhP): Total	MOOE	CO	List of Invited Observers	Date of Receipt of Invitation: Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Delivery/ Completion/ Acceptance (If applicable)	Remarks (Explaining changes from the APP)
COMPLETED PROCUREMENT ACTIVITIES																																
	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	GAA	150,000.00	150,000.00		134248.83	134,248.83									
	Public Courier	NLRC Seventh Division	No	Agency-to-Agency		n/a			n/a			n/a	n/a			n/a	n/a	GAA	395,000.00	395,000.00		387088	387,088.00									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									agency to agency
	Electricity Expenses	NLRC Seventh Division	No	Direct Contracting under WETI Guidelines		n/a			n/a			n/a	n/a			n/a	n/a	GAA	400000	400,000.00		318263.36	318,263.36									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	150000	150,000.00		145370.9	145,370.90									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																		105000	105,000.00		0										
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			8-Jul-25			8-Jul-25	8-Jul-25			14-Jul-25	14-Jul-25	GAA	0			18000	18,000.00									ABC is included in the Php 105,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			7-Aug-25			7-Aug-25	7-Aug-25			13-Aug-25	13-Aug-25	GAA	0			33713	33,713.00									ABC is included in the Php 105,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			16-Sep-25			16-Sep-25	16-Sep-25			17-Sep-25	17-Sep-25	GAA	0			7515	7,515.00									ABC is included in the Php 105,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			2-Dec-25			2-Dec-25	2-Dec-25			10-Dec-25	10-Dec-25	GAA	0			42525	42,525.00									ABC is included in the Php 105,000.00/ amount below minimum required for Philgeps posting
	Purchase of IT Supplies and Equipment																		0			0										
	Wired Computer Headsets with microphone	NLRC Seventh Division	No	Small Value Procurement		n/a			29-Jul-25			29-Jul-25	29-Jul-25			05-Aug-25	05-Aug-25	GAA	5000	5000		3180	3,180.00									amount below minimum required for Philgeps posting
	Assorted Printer Inks	NLRC Seventh Division	No	Small Value Procurement		n/a	q		13-Nov-25			13-Nov-25	13-Nov-25			18-Nov-25	18-Nov-25	GAA	35000	35000		30300	30,300.00									amount below minimum required for Philgeps posting
	Purchase of Medicine																	GAA	0			0										
	Assorted Medicine	NLRC Seventh Division	No	Small Value Procurement		n/a			13-Nov-25			13-Nov-25	13-Nov-25			18-Nov-25	18-Nov-25	GAA	2500	2,500.00		1560	1,560.00									amount below minimum required for Philgeps posting
	Purchase of Office Fixtures, Equipment and Accessories																		0			50	50.00									amount below minimum required for Philgeps posting
	Staff Chairs	NLRC Seventh Division	No	Small Value Procurement		n/a			6-Oct-25			6-Oct-25	6-Oct-25			21-Oct-25	21-Oct-25	GAA	20000	20,000.00		18000	18,000.00									amount below minimum required for Philgeps posting
	Dry Seal	NLRC Seventh Division	No	Small Value Procurement		n/a			16-Sep-25			16-Sep-25	16-Sep-25			15-Oct-25	15-Oct-25		7000	7,000.00		4850	4,850.00									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			11-Sep-25			11-Sep-25	11-Sep-25			15-Sep-25	15-Sep-25	GAA	6000	6,000.00		4155	4,155.00									amount below minimum required for Philgeps posting
	Purchase of Fuel																		10000	10,000.00		0										
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			29-Jul-25			29-Jul-25	29-Jul-25			30-Jul-25	30-Jul-25	GAA	0			2870	2,870.00									ABC is included in the Php 10,000.00 amount/amount below minimum required for Philgeps posting
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			3-Sep-25			3-Sep-25	3-Sep-25			05-Sep-25	05-Sep-25	GAA	0			1695	1,695.00									ABC is included in the Php 10,000.00 amount/amount below minimum required for Philgeps posting
	Diesel	NLRC Seventh Division	No	Small Value Procurement		n/a			16-Oct-25			16-Oct-25	16-Oct-25			17-Oct-25	17-Oct-25	GAA	0			1781.7	1,781.70									ABC is included in the Php 10,000.00 amount/amount below minimum required for Philgeps posting
	Vehicle Maintenance/Repair																		0			2194.5	2,194.50									ABC is included in the Php 10,000.00 amount/amount below minimum required for Philgeps posting
	Vehicle Horn and Vehicle Static Relay	NLRC Seventh Division	No	Small Value Procurement		n/a			15-Jul-25			15-Jul-25	15-Jul-25			17-Jul-25	17-Jul-25	GAA	10000			8960	8,960.00									amount below minimum required for Philgeps posting
	Tires for Service Vehicle	NLRC Seventh Division	No	Small Value Procurement		n/a			13-Nov-25			13-Nov-25	13-Nov-25			18-Nov-25	18-Nov-25	GAA	25000			23500	23,500.00									amount below minimum required for Philgeps posting
	Food trays for NLRC Week Celebration	NLRC Seventh Division	No	Small Value Procurement		n/a			29-Oct-25			29-Oct-25	29-Oct-25			11-Nov-25	11-Nov-25	GAA	15,000.00	15,000.00		12487.52	12,487.52									amount below minimum required for Philgeps posting
	Venue and Meals for Regional Coordinating Council Meeting	NLRC Seventh Division	No	Small Value Procurement		n/a			8-Sep-25			8-Sep-25	8-Sep-25			24-Sep-25	24-Sep-25	GAA	15000	15,000.00		12750	12,750.00									amount below minimum required for Philgeps posting
	Gender and Development Activity// Year End Assessment	NLRC Seventh Division	No	Small Value Procurement		n/a			2-Dec-25			2-Dec-25	2-Dec-25			11-Dec-25	11-Dec-25	GAA	50,000.00	50,000.00		46800	46,800.00									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		19600	19,600.00										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		38476	38,476.00										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	65000	65,000.00		61328.6	61,328.60										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
	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	18000	15,000.00		16500	16,500.00										Payment after billing/submission of required documents
																			Total Alloted Budget of Procurement Activities														
																			Total Contract Price of Procurement Actitvites Conducted		3,038,660.42											
																			Total Savings (Total Alloted Budget - Total Contract Price)				2,893,327.03 145,333.39									

ON-GOING PROCUREMENT ACTIVITIES

																			Total Alloted Budget of On-going Procurement Activities		0												

Prepared by:

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Recommended for Approval by:

DEXTER E. BERNADES
BAC Chairperson/Commission Attorney

APPROVED:

AMELIA F. DOCENA
Head of the Procuring Entity/Presiding Commissioner