

## 2019 INDICATIVE ANNUAL PROCUREMENT PLAN (NLRC 8th DIVISION)

Code (PAP)	Procurement Program/Project	Project Management Office/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PAP)			Remarks (brief description of Program/Project)
				Aus/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>I. Public Bidding</b>												
<b>Goods and Services</b>												
	Procurement of Janitorial Services	NLRC-8TH DIV.	Direct contracting	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	GAA	148,500.00	148,500.00		PROVISION OF 1 Janitorial attendant
	Procurement of Security Services	NLRC-8TH DIV.	Public Bidding	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	GAA	-	-		Provision of 2 Security officer
	Supply, Installation, Commissioning and Testing of a 60 Mbps Direct Internet Services	NLRC-8TH DIV.	Direct contracting	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	GAA	100,000.00	100,000.00		Based on NEP/1 year contract
	Procurement of Courier Services	NLRC-8TH DIV.	Direct contracting	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	4th Quarter FY 2018	GAA	550,000.00	550,000.00		Based on NEP (for Private Courier only due to existing Personal Deliver Services and Post Office)
<b>Total (17.J)</b>									<b>798,500.00</b>	<b>798,500.00</b>		
<b>II. Alternative Methods of Procurement</b>												
<b>a. Agency-to-Agency with Procurement Service</b>												
APP CSE 2019		NLRC-8TH DIV.	Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	GAA	795,047.81	795,047.81		Total Budget for DBM PS (to be purchased from through Shopping (b) in case on non-availability of stocks)/Based on NEP
<b>Sub-Total (17.II.a)</b>									<b>795,047.81</b>	<b>795,047.81</b>		
<b>b. Agency-to-Agency with Other Agencies</b>												
<b>Goods and Services</b>												
	Insurance and Registration (Plant, Property & Equipment and Motor Vehicles)	NLRC-8TH DIV.	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	10,000.00	10,000.00		with GSIS/BIR; Based on NEP
	Printing of Accountable Forms and other forms	NLRC-8TH DIV.	Agency-to-Agency	CY 2019	CY 2019	CY 2019	CY 2019	GAA				
	Taxes/Duties and Licenses	NLRC-8TH DIV.	Agency-to-Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA				
<b>Sub-Total (17.II.b)</b>									<b>10,000.00</b>	<b>10,000.00</b>		
<b>c. Direct Contracting/ Direct Contracting under WETI Guidelines</b>												
<b>Goods and Services</b>												
	Lease of Office Space for NLRC-8TH DIVISION	NLRC-8TH DIV.	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	2,720,000.00	2,720,000.00		Includes additional fund/request for the transfer of NLRC-8TH DIV.
	Various Toners for Copiers and Replicator	NLRC-8TH DIV.	Direct Contracting	CY 2019	CY 2019	CY 2019	CY 2019	GAA	126,000.00	126,000.00		Based on/1 YEAR CONTRACT
	Repair and Preventive Maintenance of NLRC Motor Vehicles	NLRC-8TH DIV.	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	50,000.00	50,000.00		Based on NEP

Water Expenses	NLRC-8TH DIV.	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	27,500.00	27,500.00			Based on NEP
Electricity Expenses	NLRC-8TH DIV.	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	600,000.00	600,000.00			Based on NEP
<b>Sub-Total (17.ii.c)</b>									<b>3,523,500.00</b>	<b>3,523,500.00</b>			-

**d. Shopping**

<b>Goods and Services</b>														
Office Supplies	NLRC-8TH DIV.	Shopping (b)	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						procurement of NON CSE - Based on NEP -Amount includes all budget for all kindstypes of Office Supplies -Also those supplies that might be chartered to Petty Cash Fund
Electrical Supplies	NLRC-8TH DIV.	Shopping (b)	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA	35,000.00	35,000.00				
<b>Sub-Total (17.ii.d)</b>									<b>35,000.00</b>	<b>35,000.00</b>			-	


**e. Small Value Procurement**

<b>Goods and Services</b>														
Procurement of NLRC ICT Software/Web Development Requirements	NLRC-8TH DIV.	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA						
Human Resource Information System Development	Administrative Dept.	Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GAA						
Newspaper Subscription	NLRC-8TH DIV.	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GAA						
Supply and Delivery of Bottled Drinking Water	NLRC-8TH DIV.	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GAA						
Publication Expenses	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Printing Expenses	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Supplies and Materials for the Construction of Tables and Chairs	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Medical Supplies	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Repairs, Repainting, Maintenance of Various NLRC-8TH DIV.	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA	40,000.00	40,000.00			Based on NEP	
LED Lights	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Furniture and Fixtures for Various Offices	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA	100,000.00				Additional Budget for Capital Outlay: to defray expenses for activities under Labor Arbitration Program	
Use of Photocopiers (payment of consumables)	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
Purchase of Law Books	NLRC-8TH DIV.	Small Value Procurement	CY 2019	CY 2019	CY 2019	CY 2019	CY 2019	GAA						
<b>Sub-Total (17.ii.e)</b>									<b>140,000.00</b>	<b>40,000.00</b>			<b>100,000.00</b>	

**III. Various Modes of Procurement depending on Nature, Conditions and Amount**

		Goods and Services							
	NLRC-8TH DIV.	Small Value Procurement/Agency-to-Agency	CY 2018	CY 2018	CY 2018	CY 2018	GAA		
Various Ink Cartridge and Toners							180,000.00	180,000.00	to be purchased as the need arises
<b>Total (17, III)</b>							180,000.00	180,000.00	
<b>Grand Total (2019 Projects)</b>							5,482,047.81	5,382,047.81	500,000.00

prepared by:

  
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Certified True and Correct:

  
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Recommending Approval

  
**MARIA LIORA O. ALONSO-WILLIAMS**  
 Executive Clerk of Court II/ BAC Chairman

Approved by:

  
**MARIO RED M. TALON**  
 Presiding Commissioner