ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of December 31, 2023

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-Procurement 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	40,000.00	40,000.00		36687.14	36,687.14									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	350000	350,000.00		305768.19	305,768.19									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		91559.08	91,559.08									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	50000	50,000.00		40708.26	40,708.26									Payment after monthly billing/submission of required documents
	Purchase of Common Office Supplies																		100000	100,000.00		0										
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			4-Aug-23			4-Aug-23	4-Aug-23			22-Aug-23	22-Aug-23	GAA	0			28482.25	28,482.25									ABC is included in the Php 100,000.00/ amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			10-Oct-23			13-Oct-23	13-Oct-23			27-Oct-23	27-Oct-23	GAA	0			41852.5	41,852.50									ABC is included in the Php 100,000.00/ amount below minimum required for Philgeps posting
	Purchase of Printer Inks and Toners																	GAA	0			0										
	Assorted Printer Inks and Ribbon	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Aug-23			25-Aug-23	25-Aug-23			14-Sep-23	14-Sep-23	GAA	30000	30,000.00		19766	19,766.00									amount below minimum required for Philgeps posting
	Purchase of IT Supplies and Equipment																		0			0										
b`	Printers	NLRC Seventh Division	No	Small Value Procurement		n/a			19-Dec-23			19-Dec-23	19-Dec-23			20-Dec-23	20-Dec-23	GAA	45000	45000		41250	41,250.00									amount below minimum required for Philgeps posting
	Uninterruptible Power Supply	NLRC Seventh Division	No	Small Value Procurement		n/a			19-Dec-23			19-Dec-23	19-Dec-23			20-Dec-23	20-Dec-23	GAA	20000	20000		12750	12,750.00									amount below minimum required for Philgeps posting
	Purchase of Medicine																	GAA	0			0										
	Assorted Medicine	NLRC Seventh Division	No	Small Value Procurement		n/a			28-Sep-23			4-Oct-23	4-Oct-23			12-Oct-12	12-Oct-23	GAA	5000	5,000.00		1024.5	1,024.50									amount below minimum required for Philgeps posting
	Purchase of Office Fixtures, Equipment and Accessories																		0			0										
	Office Blinds	NLRC Seventh Division	No	Small Value Procurement		n/a			4-Jul-23			06-Jul-23	06-Jul-23			17-Jul-23	17-Jul-23	GAA	49000	49,000.00		48342	48,342.00									amount below minimum required for Philgeps posting
	Office Blinds	NLRC Seventh Division	No	Small Value Procurement		n/a			4-Aug-23			4-Aug-23	4-Aug-23			31-Aug-23	31-Aug-23	GAA	40000	40,000.00		37353	37,353.00									amount below minimum required for Philgeps posting
	Purchase of Janitorial Supplies																		20000	20,000.00		0										
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Oct-23			17-Oct-23	17-Oct-23			08-Nov-23	08-Nov-23	GAA	0			12402.5	12,402.50									ABC is included in the Php 20,000.00 amount/amount below minimum required for Philgeps posting
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Oct-23			17-Oct-23	17-Oct-23			08-Nov-23	08-Nov-23	GAA	0			4708.5	4,708.50									ABC is included in the Php 20,000.00 amount/amount below minimum required for Philgeps posting
	Repair and Maintenance of Motor Vehicle																		0			0										
	Change Oil for Toyota Innova	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Oct-23			11-Oct-23	11-Oct-23			08-Nov-23	08-Nov-23	GAA	5000	5,000.00		2586	2,586.00									amount below minimum required for Philgeps posting
	Training Expenses																	GAA	-			0										
	Snacks for NLRC Week Seminar on laws governing Seafarers	NLRC Seventh Division	No	Small Value Procurement		n/a			26-Oct-23			27-Oct-23	27-Oct-23			07-Nov-23	07-Nov-23	GAA	5000	5,000.00		3600	3,600.00									amount below minimum required for Philgeps posting

	Venue and meals for RCC Joint hosting of Seventh Division and RAB VII	NLRC Seventh Division	No	Small Value Procurement		n/a			13-Nov-23			15-Nov-23	15-Nov-23			20-Nov-23	23-Nov-23	GAA	12,000.00	12,000.00		6750	6,750.00									amount below minimum required for Philgeps posting
	Meals for Year End Assessment	NLRC Seventh Division	No	Small Value Procurement		n/a			30-Nov-23			4-Dec-23	4-Dec-23			16-May-23	16-May-23	GAA	40,000.00	40,000.00		31500	31,500.00									amount below minimum required for Philgeps posting
	Coffee Cart for NLRC Week Seminar on laws governing Seafarers	NLRC Seventh Division	No	Small Value Procurement		n/a			26-Oct-23			27-Oct-23	27-Oct-23			07-Nov-23	07-Nov-23	GAA	10000	10,000.00		6000	6,000.00									amount below minimum required for Philgeps posting
	Fuel Expense																		0			0										
	Diesel for Vehicles	NLRC Seventh Division	No	Small Value Procurement		n/a			10-Oct-23			11-Oct-23	11-Oct-23			8-Nov-23	8-Nov-23	GAA	20000	20,000.00		13910	13,910.00									amount below minimum required for Philgeps posting
	Emergency Electrical Repair	NLRC Seventh Division	No	Emergency Cases		n/a			3-Jul-23			3-Jul-23	3-Jul-23			11-Oct-23	11-Oct-23	GAA	15000	15,000.00		8018.58	8,018.58									amount below minimum requiews for Philgeps posting
	Fire Extinguisher Refill	NLRC Seventh Division	No	Small Value Procurement		n/a			30-Aug-23			30-Aug-23	30-Aug-23			22-Sep-23	22-Sep-23	GAA	25000	25,000.00		20200	20,200.00									amount below minimum requiredfor Philgeps posting
	Electrical As-Built Plan	NLRC Seventh Division	No	Small Value Procurement		n/a			30-Aug-23			30-Aug-23	30-Aug-23			23-Oct-23	23-Oct-23	GAA	49900	49,900.00		49840	49,840.00									amount below minimum required for Philgeps posting
	Newspaper Subscription	NLRC Seventh Division	No	Small Value Procurement		n/a			9-Feb-23			9-Feb-23	9-Feb-23			n/a	n/a		15,000.00	15,000.00		10425	10,425.00									Payment after billing/submission of required documents
	Aircon Maintenance/Repair	NLRC Seventh Division	No	Small Value Procurement		n/a			9-Feb-23			9-Feb-23	9-Feb-23			n/a	n/a	GAA	60000	60,000.00		54450	54,450.00									Payment after billing/submission of required documents
	Computer/IT Maintenance	nLRC Seventh Division	No	Small Value Procurement		01/02/2023			9-Feb-23			9-Feb-23	9-Feb-23			n/a	n/a	GAA	40000	40,000.00		30000	30,000.00									Payment after billing/submission of required documents
	Courier Services	NLRC Seventh Division	No	Small Value Procurement		01/02/2023			23-Feb-23			23-Feb-23	23-Feb-23			n/a	n/a	GAA	40000	40,000.00		29324.02	29,324.02									Payment after billing/submission of required documents
	Rental of Storage Unit	NLRC Seventh Division	No	Small Value Procurement		n/a			28-Mar-23			28-Mar-23	28-Mar-23			n/a	n/a	GAA	15000	15,000.00		13582.8	13,582.80									Payment after billing/submission of required documents
	Security Services	NLRC Seventh Division	No	Small Value Procurement		01/02/2023			9-Feb-23			9-Feb-23	9-Feb-23			n/a	n/a	GAA	150000	150,000.00		123909.92	123,909.92									Payment after monthly billing/submission of required documents
	Supply of Bottled Drinking Water	NLRC Seventh Division	No	Small Value Procurement		n/a			9-Feb-23			9-Feb-23	9-Feb-23			n/a	n/a	GAA	15000	15,000.00		12550	12,550.00									Payment after billing/submission of required documents
																		Total Alloted Budget of Procurement Activities		2,800,380.42											
																		Total Contract Price of Procurement Actitvites Conducted				2,573,780.66										
																		Total Savings (Total Alloted Budget - Total Contract Price)				226,599.76									

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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BAC Chairperson/Commission Attorney

APPROVED:

NENDELL HANZ L. ABELLA
Head of the Procuring Entity/Commissioner