ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of December 31. 2022

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					
					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		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	140000	140,000.00		133711	133,711.00								
	Amortization Expense (Office Space)	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	1288327.14	1,288,327.14		1288327.14	1,288,327.14								
	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		255965.84	255,965.84								
	Telephone, Mobile	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	95000	95,000.00		92151.73	92,151.73								
	Internet Subscription	NLRC Seventh Division	No	Direct Contracting		n/a			n/a			n/a	n/a			n/a	n/a	GAA	45000	45,000.00		43680	43,680.00								
	Postage	Seventh Division	No	Agency-to-Agency		n/a			n/a			n/a	n/a			n/a	n/a	GAA	435000	435,000.00		424394.07	424,394.07								
	Purchase of Common Office Supplies																		110000	110,000.00		0									
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			25-Aug-22			25-Aug-22	25-Aug-22			22-Sep-22	22-Sep-22	GAA	0			8502.5	8,502.50								
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			25-Aug-22			25-Aug-22	25-Aug-22			22-Sep-22	22-Sep-22	GAA	0			2685	2,685.00								
	Bondpaper with letterhead	NLRC Seventh Division	No	Shopping		n/a			25-Aug-22			25-Aug-22	25-Aug-22			23-Sep-22	23-Sep-22	GAA	0			27750	27,750.00								
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			24-Oct-22			24-Oct-22	24-Oct-22			14-Nov-22	14-Nov-22	GAA	0			7967.5	7,967.50								
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			24-Oct-22			24-Oct-22	24-Oct-22			24-Oct-22	24-Oct-22	GAA	0			37662.5	37,662.50								
	Return Cards	NLRC Seventh Division	No	Shopping		n/a			24-Oct-22			24-Oct-22	24-Oct-22			9-Nov-22	9-Nov-22	GAA				9000	9,000.00								
	Keyboards and mouse	NLRC Seventh Division	No	Shopping		n/a			5-Dec-22			5-Dec-22	5-Dec-22			6-Dec-22	6-Dec-22	GAA				5625	5,625.00								
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			5-Dec-22			5-Dec-22	5-Dec-22			16-Dec-22	16-Dec-22	GAA	0			3545	3,545.00								
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			5-Dec-22			5-Dec-22	5-Dec-22			21-Dec-22	21-Dec-22	GAA	0			297	297.00								
	Acrylic Signage	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Aug-22			25-Aug-22	25-Aug-22			28-Oct-22	28-Oct-22	GAA	5500	5,500.00		5100	5,100.00								
	Purchase of Printer Inks and Toners																	GAA	150000	150,000.00		0									
	Assorted Printer Inks	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Aug-22			25-Aug-22	25-Aug-22			14-Sep-22	14-Sep-22	GAA	0			47050	47,050.00								
	Assorted Printer Inks	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Oct-22			24-Oct-22	24-Oct-22			27-Oct-22	27-Oct-22	GAA	0			42125	42,125.00								
	Assorted Printer Inks	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Oct-22			24-Oct-22	24-Oct-22			24-Oct-22	24-Oct-22	GAA	0			3740	3,740.00								

	Assorted Printer Inks	NLRC Seventh Division	No	Small Value Procurement		n/a			11-Nov-22			11-Nov-22	11-Nov-22			21-Nov-22	21-Nov-22	GAA	0			30300	30,300.00								
	Purchase of IT Supplies and Equipment																		50000	50,000.00		0									
	Printer	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Oct-22			17-Oct-22	17-Oct-22			26-Oct-22	26-Oct-22	GAA	0			13995	13,995.00								
	3-in-1 Printer	NLRC Seventh Division	No	Small Value Procurement		n/a			23-Dec-22			23-Dec-22	23-Dec-22			29-Dec-22	29-Dec-22	GAA	0			27990	27,990.00								
	Purchase of COVID Prevention Supplies and Equipment																	GAA	15000	15,000.00		0									
	Alcohol	NLRC Seventh Division	No	Small Value Procurement		n/a			24-Oct-22			24-Oct-22	24-Oct-22			29/06/2022	29-Jun-22	GAA	0			13143	13,143.00								
	Purchase of Medicine																	GAA	5000	5,000.00		0									
	Assorted Medicine	NLRC Seventh Division	No	Small Value Procurement		n/a			11-Nov-22			11-Nov-22	11-Nov-22			21-Nov-22	21-Nov-22	GAA	0			2350	2,350.00								
	Purchase of Office Equipment and Accessories																		35000	35,000.00		0									
	Digital Tape Recorder	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Dec-22			5-Dec-22	5-Dec-22			16-Dec-22	16-Dec-22	GAA	0			7300	7,300.00								
	Cellular Phones	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Dec-22			5-Dec-22	5-Dec-22			21-Dec-22	21-Dec-22		0			16998	16,998.00								
	Hot and Cold Water Dispenser	NLRC Seventh Division	No	Small Value Procurement		n/a			11-Nov-22			11-Nov-22	11-Nov-22			21-Nov-22	21-Nov-22	GAA	0			5998	5,998.00								
	Purchase of Janitorial Supplies																		30000	30,000.00		0									
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Aug-22			25-Aug-22	25-Aug-22			15-Sep-22	15-Sep-22	GAA	0			10395	10,395.00								
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Aug-22			25-Aug-22	25-Aug-22			27-Sep-22	27-Sep-22	GAA	0			660	660.00								
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Oct-22			17-Oct-22	17-Oct-22			21-Nov-11	21-Nov-11	GAA	0			4822	4,822.00								
	Purchase of Common Electrical and Construction Supplies																		15000	15,000.00		0									
	Telephone wires	NLRC Seventh Division	No	Small Value Procurement		n/a			22-Aug-22			22-Aug-22	22-Aug-22			14-Sep-2-2022	14-Sep-2-2022	GAA	0			1040	1,040.00								
	Training Expenses																	GAA	30000	30,000.00		0									
	En Banc Session Meals	NLRC Seventh Division	No	Small Value Procurement		n/a			11-Oct-22			11-Oct-22	11-Oct-22			18-Oct-22	18-Oct-22	GAA	0			2100	2,100.00								
	Year End Assessment Meals	NLRC Seventh Division	No	Small Value Procurement		n/a			11-Nov-22			11-Nov-22	11-Nov-22			02-Dec-22	02-Dec-22	GAA	0			20000	20,000.00								
	Fuel Expense																		40000	40,000.00		0									
	Diesel for Vehicles	NLRC Seventh Division	No	Small Value Procurement		n/a			22-Aug-22			22-Aug-22	22-Aug-22			23-Sep-22	23-Sep-22	GAA	0			30065	30,065.00								
	Service Vehicle Maintenance	NLRC Seventh Division	No	Small Value Procurement		n/a			25-Aug-22			25-Aug-22	25-Aug-22			27-Sep-22	27-Sep-22		5000	5,000.00			2,339.00								
	Computer/IT Maintenance	NLRC Seventh Division	No	Small Value Procurement		n/a			7-Feb-22			7-Feb-22	7-Feb-22			n/a	n/a	GAA	30000	30,000.00		30000	30,000.00								
	Courier Services	NLRC Seventh Division	No	Small Value Procurement		n/a			3-Jan-22			03-Jan-22	03-Jan-22			n/a	n/a	GAA	35000	35,000.00		31890.08	31,890.08								
	Rental of Storage Unit	NLRC Seventh Division	No	Small Value Procurement		n/a			3-Jan-22			25-Jan-21	25-Jan-21			n/a	n/a	GAA	15000	15,000.00		10388	10,386.00								

	Security Services	NLRC Seventh Division	No	Small Value Procurement		n/a			3-Jan-22		03-Jan-22	03-Jan-22			n/a	n/a	GAA	130000	130,000.00		123199.09	123,199.09								
	Supply of Bottled Drinking Water	NLRC Seventh Division	No	Small Value Procurement		n/a			3-Jan-22		03-Jan-22	03-Jan-22			n/a	n/a	GAA	15000	15,000.00		8545	8,545.00								
																	Total Alloted Budget of Procurement Activities		2798827.14											
																	Total Contract Price of Procurement Activities Conducted					2576370.28								
																	Total Savings (Total Alloted Budget - Total Contract Price)			222,456.86										

ON-GOING PROCUREMENT ACTIVITIES

	Airconditioner	NLRC Seventh Division	No	Small Value Procurement		n/a			28-Dec-22		28-Dec-22	28-Dec-22					GAA	49500	49,500.00		49500	49,500.00								
																	Total Alloted Budget of On-going Procurement Activities		49500											

Prepared by:

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Recommended for Approval by:

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BAC Chairperson/Labor Arbiter

APPROVED:

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Head of the Procuring Entity/Commissioner/Approving Officer