

2020 INDICATIVE ANNUAL PROCUREMENT PLAN (NLRC SEVENTH DIVISION)

| Code (PAP) | Procurement Program/Project | Project Management Officer/End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | Source of Funds | Total | Estimated Budget (PHP) | | CO | Remarks (brief description of Program/Project) |
|---|-----------------------------|-------------------------------------|--|--|------------------|-----------------|------------------|-----------------|---------------------------|------------------------|---------------------|----|--|
| | | | | Advis/Post of IB/REI | Sub/Open of Bids | Notice of Award | Contract Signing | | | MOOE | | | |
| I. Public Bidding | | | | | | | | | | | | | |
| Goods and Services | | | | | | | | | | | | | |
| Purchase of Service Vehicle | | All Employees | Competitive Bidding | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 1,900,000.00 | 1,900,000.00 | | | Based on NEP |
| | | | | | | | | | Total (17.1) | 1,900,000.00 | 1,900,000.00 | | |
| II. Alternative Methods of Procurement | | | | | | | | | | | | | |
| a. Agency-to-Agency with Other Agencies | | | | | | | | | | | | | |
| Goods and Services | | | | | | | | | | | | | |
| Taxes, Duties and Licenses/Insurance (Building and Vehicle) | | NLRC | Agency-to-Agency | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 340,000.00 | 340,000.00 | | | Based on NEP |
| | | | | | | | | | Sub-Total (17.1.a) | 340,000.00 | 340,000.00 | | |
| b. Direct Contracting/Direct Contracting under WETI Guidelines | | | | | | | | | | | | | |
| Goods and Services | | | | | | | | | | | | | |
| Amortization Expense (Office Space) | | NLRC | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GAA | 2,676,000.00 | 2,676,000.00 | | | Based on NEP |
| Electricity Expenses | | | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GAA | 1,000,000.00 | 1,000,000.00 | | | Based on NEP |
| Telephone, Mobile | | | Direct Contracting | Monthly | Monthly | Monthly | Monthly | GAA | 372,000.00 | 372,000.00 | | | Based on NEP |
| Repair and Maintenance of Service Vehicles | | | Direct Contracting under WETI Guidelines | Quarterly | Quarterly | Quarterly | Quarterly | GAA | 450,000.00 | 450,000.00 | | | Based on NEP |
| Internet Subscription | | | Direct Contracting under WETI Guidelines | Monthly | Monthly | Monthly | Monthly | GAA | 300,000.00 | 300,000.00 | | | Based on NEP |
| | | | | | | | | | Sub-Total (17.1.b) | 4,498,000.00 | 4,798,000.00 | | |
| c. Shopping | | | | | | | | | | | | | |
| Goods and Services | | | | | | | | | | | | | |
| Purchase of Office Supplies | | All Employees | Shopping (b) | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 1,030,000.00 | 1,030,000.00 | | | Based on NEP |
| | | | | | | | | | Sub-Total (17.1.c) | 1,030,000.00 | 1,030,000.00 | | |

| d. Small Value Procurement | | | | | | | | | | | | | | |
|--|---------------|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|--------------|--------------|---|
| | All Employees | Goods and Services | | | | | | | | | | | | |
| | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | | | |
| Courier Services | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | GAA | 1,000,000.00 | 1,000,000.00 | Based on NEP/two suppliers, Philippine Postal Office and private courier. |
| Security Services | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | GAA | 360,000.00 | 360,000.00 | Based on NEP |
| Supply and Delivery of Drinking Water | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Newspaper Subscription | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Printing of Accountable Forms and Others | | Small Value Procurement | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | GAA | 15,000.00 | 15,000.00 | Based on NEP |
| Purchase of Audio Visual Equipment and Supplies | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 170,000.00 | 170,000.00 | Based on NEP |
| Purchase of Office Equipment and Accessories | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 2,100,000.00 | 2,100,000.00 | Based on NEP/Items and suppliers are varied and not a one time purchase |
| Purchase of Fire Fighting Equipment | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 162,000.00 | 162,000.00 | Based on NEP |
| Purchase of Common Electrical and Construction Supplies | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 110,000.00 | 110,000.00 | Based on NEP |
| Purchase of Janitorial Equipment and Supplies | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 155,000.00 | 155,000.00 | Based on NEP |
| Purchase of IT Equipment, Devices and Accessories | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 3,660,000.00 | 3,660,000.00 | Based on NEP/Items and suppliers are varied and not a one time purchase |
| Repairs, Repainting, Maintenance, Materials and others for the Partitioning and Refurbishing of the Office | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 500,000.00 | 500,000.00 | Based on NEP |
| Repairs of IT Equipment | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 620,000.00 | 620,000.00 | Based on NEP |
| Repair and Maintenance of Airconditioners | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 100,000.00 | 100,000.00 | Based on NEP |
| Repair and Maintenance of Communication Equipment | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Repair and Maintenance of Photocopier | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 180,000.00 | 180,000.00 | Based on NEP |
| Rental of Storage Unit | | Small Value Procurement | Quarterly | Quarterly | Quarterly | Quarterly | Quarterly | Quarterly | Quarterly | Quarterly | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Passenger Air Transport | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 360,000.00 | 360,000.00 | Based on NEP |
| Transportation and Delivery Expense | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Training and Seminars | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 365,000.00 | 365,000.00 | Based on NEP |
| Purchase of Furniture and Fixtures | | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 1,711,000.00 | 1,711,000.00 | Based on NEP/Items and suppliers are varied and not a one time purchase |

| | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 10,000.00 | 10,000.00 | Based on NEP |
|---|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|-----|----------------------|----------------------|--------------|
| Legal Service Fee | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 10,000.00 | 10,000.00 | Based on NEP |
| Other Services | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 50,000.00 | 50,000.00 | Based on NEP |
| Other Professional Fees | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 150,000.00 | 150,000.00 | Based on NEP |
| General Services | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 331,000.00 | 331,000.00 | Based on NEP |
| Bank Chargees | Small Value Procurement | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 3,000.00 | 3,000.00 | Based on NEP |
| Sub-Total (17.11.d) | | | | | | | | | | 12,362,000.00 | 12,362,000.00 | |
| III. Various Modes of Procurement depending on Nature, Conditions and Amount | | | | | | | | | | | | |
| 2020 Year End Performance Assessment & Coreplanning Exercises | Small Value Procurement/S hopping | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 100,000.00 | 100,000.00 | Based on NEP |
| Labor Relations Week Celebration | Small Value Procurement/S hopping | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 100,000.00 | 100,000.00 | Based on NEP |
| Labor Day Celebrations | Small Value Procurement/S hopping | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 80,000.00 | 80,000.00 | Based on NEP |
| Women's Month and GAD Activities | Small Value Procurement/S hopping | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | CY2020 | GAA | 175,000.00 | 175,000.00 | Based on NEP |
| Total (17.11j) | | | | | | | | | | 455,000.00 | 455,000.00 | |
| Grand Total (2019 Projects) | | | | | | | | | | 20,585,000.00 | 20,885,000.00 | |

Prepared by:

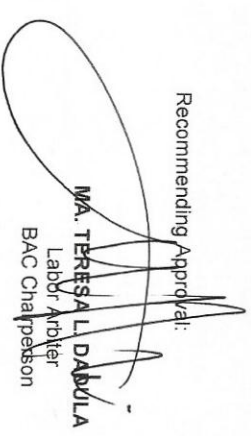
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