

(NLRC RAB V) INDICATIVE ANNUAL PROCUREMENT PLAN for FY 2020

Code (PAP)	Procurement Program/Project	Project Management Office/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		CO	Remarks (brief description of Program/Project)	
				Advs/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE			
I. Public Bidding													
Goods and Services													
Total (17.1)													
-													
II. Alternative Methods of Procurement													
a. Agency-to-Agency with Procurement Service													
10404010	APP CSE 2020	NLRC-RAB V	Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	GAA	120,000.00	120,000.00		Thru DBM	
									Sub-Total (17.1.a)	120,000.00	120,000.00		
b. Agency-to-Agency with Other Agencies													
Goods and Services													
20401010	Procurement of Accountable Forms - Checks (UCPB & LBP)	NLRC-RAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	TF	2,000.00	2,000.00		Auto debit to Account Chargeable to Execution Fund	
20401010	Procurement of Accountable Forms - Checks (MDS)	NLRC-RAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	GAA	1,600.00	1,600.00		Thru BTR	
20401010	Procurement of Accountable Forms - Official Receipts	NLRC-RAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	TF	600.00	600.00		Chargeable to Execution Fund Thru Legazpi City Hall & Albay Provincial Capitol	
50205010	Procurement of Courier Services - Postal Office	NLRC-RAB V	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	GAA / TF	150,000.00	150,000.00		Chargeable to Execution Fund = 22%	
50205010	Procurement of Courier Services - Postal Office	NLRC-SRAB V	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	GAA / TF	100,000.00	100,000.00		Chargeable to Execution Fund = 33%	
20401010	Fidelity Bond - ELA, Cashier, Sheriff, Supply Officer	NLRC-RAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	GAA / TF	10,700.00	10,700.00		Chargeable to Execution Fund, Except Supply Officer Charge to Regular Fund	
20401010	Fidelity Bond - Sheriff & Designated Collecting / Disbursing Officer	NLRC-SRAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	TF	3,000.00	3,000.00		Chargeable to Execution Fund	
50215030	Insurance Expenses for Motor Vehicle & Other Equipment - GSIS	NLRC-RAB V	Agency-to-Agency	CY 2020	CY 2020	CY 2020	CY 2020	GAA	15,000.00	15,000.00		Thru GSIS Insurance	
									Sub-Total (17.1.b)	282,900.00	282,900.00		
c. Direct Contracting/ Direct Contracting under WETT Guidelines													
Goods and Services													
50299070	Newspaper Subscription - Albay National Newslink Center	NLRC-RAB V	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	GAA	5,000.00	5,000.00		Inquirer	
50299050	Lease of Office Space - Tyler Bldg	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	478,500.00	478,500.00		GASC & C Real Estate Inc.	
50299030	GAD Activities (Hotel Accommodation / Meals / Supplies)	NLRC-RAB V	Direct Contracting	CY 2020	CY 2020	CY 2020	CY 2020	GAA	100,000.00	100,000.00		Twice a year	
50205010	Procurement of Courier Services - WWW Express	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA	50,000.00	50,000.00		DHL-Private Courier	
50205020	Telephone Expenses - PLDT	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GAA / TF	26,596.00	26,596.00		25% Chargeable to Execution Fund	

50205020	Internet Expenses - PLDT	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA / TF	20,000.00	20,000.00	25% Chargeable to Execution Fund
50205030	Telephone & Internet Expenses - PLDT	NLRC-SRAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA / TF	22,700.00	22,700.00	25% Chargeable to Execution Fund
50213050	Repair and Preventive Maintenance of NLRC Motor Vehicle	NLRC-RAB V	Direct Contracting	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	20,000.00	20,000.00	Direct to Service Center-Isuzu Gencars Legazpi Branch
50204010	Supply and Delivery of Bottled Drinking Water - Fine Mist Water Refilling Station	NLRC-SRAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	4,000.00	4,000.00	for 4 Employees of Naga Branch
50204010	Drinking Water - Tinkerbell Water Refilling Station	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	12,000.00	12,000.00	for 18 Employees of Legazpi Branch
20401010	Water Expenses - Metropolitan Naga Water District	NLRC-SRAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	TF	4,000.00	4,000.00	Chargeable to Execution
50204020	Electricity Expenses - ALECO	NLRC-RAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	190,000.00	190,000.00	for 18 Employees of Legazpi Branch
50204020	Electricity Expenses - CASURECO	NLRC-SRAB V	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	60,000.00	60,000.00	for 4 Employees of Naga Branch
Sub-Total (17.II.c)										992,796.00	992,796.00	

d. Shopping
Goods and Services

10404010	Office Supplies	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	70,000.00	70,000.00	procurement of NON-CSE Amount includes all budget for all kinds / types of
10404010	Toner Cartridges Expenses - JMD International CF283A & Q2612A	NLRC-RAB V	Shopping (b)	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA / TF	83,600.00	83,600.00	for refill of existing printers / to be procured as the need arises
10404010	Tinta Toner Cartridges Expenses - Remanufactured	NLRC-RAB V	Shopping (b)	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA / TF	23,200.00	23,200.00	for refill of existing printers / to be procured as the need arises
10404010	Various Ink Carriage and Toners - TONER CART, HP C8435A, Black	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	5,900.00	5,900.00	to be purchased as the need arises
50299020	Printing Expenses (Govt. Forms)	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	8,000.00	8,000.00	Certificates, Tarpaquin, Sewa Forms, Minutes, Organizational Charts, Citizens Charter, etc.
50299020	Printing Expenses (Tarpaulins)	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	5,000.00	5,000.00	Organizational Charts, Citizens Charter, etc.
10404010	Computer Supplies	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	18,730.00	18,730.00	Amount includes all budget for Office Supplies and Materials Expenses
10404010	Electrical Supplies	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	2,180.00	2,180.00	Amount includes all budget for Office Supplies and Materials Expenses
10404010	Janitorial Supplies	NLRC-RAB V	Shopping (b)	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	7,140.00	7,140.00	Amount includes all budget for Office Supplies and Materials Expenses
Sub-Total (17.II.d)										223,750.00	223,750.00	

e. Small Value Procurement


Goods and Services												
50203090	Gasoline, Oil & Lubricants Expenses	NLRC-RAB V	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	72,000.00	72,000.00	Official Travel From SRAB V to RAB V (back and forth)
50213050	Supplies and Materials for the Construction of Tables and Chairs	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	5,000.00	5,000.00	Repairs of Damaged tables & Chairs
50213050	Repairs, Maintenance - Office Equipment	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	15,000.00	15,000.00	for Airconditioners

50213050	Repairs, Maintenance - Office Equipment	NLRC-SRAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	8,000.00	8,000.00		for Airconditioners
50213050	Repairs, Maintenance - ICTE Equipment	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	19,000.00	19,000.00		for CPUs
50213050	Repairs, Maintenance - ICTE Equipment	NLRC-SRAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	5,000.00	5,000.00		for CPUs
50205020	Mobile Expenses	NLRC-RAB V	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	36,000.00	36,000.00		@ 3000 / month
10404010	Various Plastic Bags	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	2,000.00	2,000.00		to be purchased as the need arises
10406010	Furnitures and Fixtures - Visitor's Chair, Executive Chairs & Tables	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	43,350.00	43,350.00		to be purchased as the need arises
10406010	Furnitures and Fixtures - Visitor's Chair, Executive Chairs & Tables	NLRC-SRAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	12,500.00	12,500.00		to be purchased as the need arises
20401010	Purchase of Epson Printer: with Scanner & Copier	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	TF	8,500.00	8,500.00		Chargeable to Execution Fund: for Sheriff use only
10605020	Purchase of 2.0 HP Window Type Aircon	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	TF	40,000.00	40,000.00		to be purchased as the need arises
10605030	Purchase of Computer Desktop Set	NLRC-RAB V	Small Value Procurement	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	TF	35,000.00	35,000.00		For Stenographic Reporter (A. Bandagoza)
Sub-Total (17.II.e)											301,350.00	301,350.00		

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

	Contingency Expenses - Others	NLRC-RAB V	Small Value Procurement / Agency-to-Agency / Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	8,000.00	8,000.00		to be purchased as the need arises
	Contingency Expenses - Others	NLRC-SRAB V	Small Value Procurement / Agency-to-Agency / Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	4,000.00	4,000.00		to be purchased as the need arises
Total (17.III)											12,000.00	12,000.00		
Grand Total (2020 Projects)											1,932,796.00	1,932,796.00		-

Prepared by: _____ Certified True and Correct: _____ Recommending Approval: _____ Approved by: _____


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