ANNEX B

National Labor Relations Commission - Seventh Division Procurement Monitoring Report as of June 30, 2024

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-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	100,000.00	100,000.00		67411.3	67,411.30									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	320000	320,000.00		285308.42	285,308.42									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	90000	90,000.00		68625.53	68,625.53									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	46000	45,000.00		43651.56	43,651.56									Payment after monthly billing/submission of required documents
	Purchase of Common Office Supplies																		75000	75,000.00		0										
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			31-Jan-24			31-Jan-24	31-Jan-24			06-Feb-24	06-Feb-24	GAA	0			25930	25,930.00									ABC is included in the Php 75,000.00 amount below minimum required for Philgeps posting
	Assorted Office Supplies	NLRC Seventh Division	No	Shopping		n/a			2-Apr-24			3-Apr-24	3-Apr-24			11-Apr-24	11-Apr-24	GAA	0			27441.18	27,441.18									ABC is included in the Php 75,000.00 amount below minimum required for Philgeps posting
	Purchase of Printer Inks and Toners																	GAA	40000	40,000.00		0										
	Assorted Printer Inks and Ribbon	NLRC Seventh Division	No	Small Value Procurement		n/a			31-Jan-24			31-Jan-24	31-Jan-24			07-Feb-24	07-Feb-24	GAA	0			23110	23,110.00									ABC is included in the Php 40,000.00 amount below minimum required for Philgeps posting
	Assorted Printer Inks and Ribbon	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Jun-24			5-Jun-24	5-Jun-24			07-Jun-24	07-Jun-24	GAA	0			5009	5,009.00									ABC is included in the Php 40,000.00 amount below minimum required for Philgeps posting
	Purchase of IT Supplies and Equipment																		0			0										
	Uninterruptible Power Supply	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Jun-24			5-Jun-24	5-Jun-24			07-Jun-24	07-Jun-24	GAA	20000	20000		12725	12,725.00									amount below minimum required for Philgeps posting
	Purchase of Medicine																	GAA	0			0										
	Assorted Medicine	NLRC Seventh Division	No	Small Value Procurement		n/a			23-May-24			23-May-24	23-May-24			24-May-24	24-May-24	GAA	5000	5,000.00		1106.5	1,106.50									amount below minimum required for Philgeps posting
	Purchase of Office Fixtures, Equipment and Accessories																		100000	100,000.00		0										
	Pedestal and Steff Chairs	NLRC Seventh Division	No	Small Value Procurement		n/a			2-Feb-24			2-Feb-24	2-Feb-24			12-Feb-24	12-Feb-24	GAA	0			48900	48,900.00									ABC is included in the Php 100,000.00 amountamount below minimum required for Philgeps posting
	Filing Cabinets	NLRC Seventh Division	No	Small Value Procurement		n/a			15-Mar-24			18-Mar-24	18-Mar-24			18-Apr-24	18-Apr-24		0			19900	19,900.00									ABC is included in the Php 100,000.00 amountamount below minimum required for Philgeps posting
	HIGH Air Purifier Filter	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Jun-24			5-Jun-24	5-Jun-24			07-Jun-24	07-Jun-24					7596	7,596.00									ABC is included in the Php 100,000.00 amountamount below minimum required for Philgeps posting
	Purchase of Janitorial Supplies																		18000	15,000.00		0										
	Assorted Janitorial Supplies	NLRC Seventh Division	No	Small Value Procurement		n/a			31-Jan-24			31-Jan-24	31-Jan-24			17-Mar-23	12-Feb-24	GAA	0			4600	4,600.00									ABC is included in the Php 15,000.00 amountamount below minimum required for Philgeps posting
	Multi-purpose Cleaner	NLRC Seventh Division	No	Small Value Procurement		n/a			20-May-24			20-May-24	20-May-24			24-May-24	24-May-24	GAA	0			2100	2,100.00									ABC is included in the Php 15,000.00 amountamount below minimum required for Philgeps posting
	GAD Activity																		30,000.00	30,000.00		0										
	Polo Shirts	NLRC Seventh Division	No	Small Value Procurement		n/a			23-Feb-24			23-Feb-24	23-Feb-24			01-Mar-24	01-Mar-24	GAA	0			18720	18,720.00									ABC is included in the Php 30,000.00/amount below minimum required for Philgeps posting
	Salon Services	NLRC Seventh Division	No	Small Value Procurement		n/a			14-Mar-24			15-Mar-24	15-Mar-24			21-Mar-24	21-Mar-24	GAA	0			6400	6,400.00									ABC is included in the Php 30,000.00/amount below minimum required for Philgeps posting
	Training Expenses																	GAA	-			0										
	Snacks for Bloodletting Activity in line with the year long NLRC 50th Anniversary	NLRC Seventh Division	No	Small Value Procurement		n/a			20-Feb-24			20-Feb-24	20-Feb-24			23-Feb-24	23-Feb-24	GAA	5000	5,000.00		2844	2,844.00									amount below minimum required for Philgeps posting
	Architectural Design for Office Repair and Renovation	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Apr-24			17-Apr-24	19-Jan-23			17-May-24	17-May-24	GAA	50000	50,000.00		49500	49,500.00									amount below minimum required for Philgeps posting
	Electical Design for Office Repair and Renovation	NLRC Seventh Division	No	Small Value Procurement		n/a			17-Apr-24			17-Apr-24	17-Apr-24			30-Apr-24	30-Apr-24	GAA	50000	50,000.00		48000	48,000.00									amount below minimum required for Philgeps posting
	Newspaper Subscription	NLRC Seventh Division	No	Small Value Procurement		n/a			9-Jan-24			9-Jan-24	9-Jan-24			9-Jan-24	9-Jan-24	GAA	10000	10,000.00		8000	8,000.00									Payment after billing/submission of required documents
	Aircon Maintenance/Repair	NLRC Seventh Division	No	Small Value Procurement		02/01/23			9-Jan-24			9-Jan-24	9-Jan-24			29-Jan-24	29-Jan-24	GAA	15000	15,000.00		13600	13,600.00									Payment after billing/submission of required documents
	Computer/IT Maintenance	NLRC Seventh Division	No	Small Value Procurement		5-Jan-24			9-Jan-24			9-Jan-24	9-Jan-24			31-Jan-24	31-Jan-24	GAA	35000	35,000.00		33930	33,930.00									Payment after billing/submission of required documents
	Courier Services	NLRC Seventh Division	No	Small Value Procurement		5-Jan-24			9-Jan-24			9-Jan-24	9-Jan-24			n/a	n/a	GAA	60000	60,000.00		56755.4	56,755.40									Payment after billing/submission of required documents
	Rental of Storage Unit	NLRC Seventh Division	No	Small Value Procurement		n/a			09-Jan-24			09-Jan-24	09-Jan-24			03/20/24	03/20/24	GAA	18000	18,000.00		16266.1	16,266.10									Payment after billing/submission of required documents
	Security Services	NLRC Seventh Division	No	Small Value Procurement		5-Jan-24			9-Jan-24			9-Feb-23	9-Feb-23			01/09/24	01/09/24	GAA	100000	100,000.00		90520.1	90,520.10									Payment after monthly billing/submission of required documents
	Supply of Bottled Drinking Water	NLRC Seventh Division	No	Small Value Procurement		n/a			5-Jan-24			8-Jan-24	8-Jan-24			n/a	n/a	GAA	16000	15,000.00		13750	13,750.00									Payment after billing/submission of required documents
																		Total Alloted Budget of Procurement Activities		2,632,480.42												

Total Contract Price of Procurement Actitvites Conducted	2,436,180.51
Total Savings (Total Alloted Budget - Total Contract Price)	196,299.91

ON-GOING PROCUREMENT ACTIVITIES

Total Alloted Budget of On-going Procurement Activities	0

Prepared by:

CARA M. ROSENDE
Head, BAC Secretariat/[redacted]

Recommended for Approval by:

ALAN B. LOYOLA
BAC Chairperson/Commission Attorney

APPROVED:

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