

**NLRC RAB 6 INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2020**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program/Activity/Project)
				Advertisement/ Posting of IB/REI	Submission/ Open Of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>1. Public Bidding</b>												
<b>Goods and Services</b>												
1	Procurement of Office Supplies	All Employees	Competitive Bidding/ Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GAA	555,500.00	555,500.00		Based on NEP
2	Procurement of Computer Supplies (Keyboard, Mouse, Flash Drives, UPS, Toners, Ink-refills, et al.)	All Employees	Competitive Bidding/ Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GAA	176,680.00	176,680.00		Based on NEP
3	Procurement of Desktop Computers	All Employees except SG-I employees	Competitive Bidding/ Shopping	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	GAA	734,000.00		734,000.00	Based on NEP
4	Procurement of Printers (Epson L565 All-in-one, Epson L3110 3-in-1, Epson L120 CIS)	All Employees except SG-I employees	Competitive Bidding/ Shopping	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	GAA	246,000.00		246,000.00	Based on NEP
5	Procurement of Steel Filing Cabinets	LAA (RAB & SRAB 6), Acting Accountant, Cashier, Admin.	Competitive Bidding/ Shopping	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	4th Quarter FY 2019	GAA	865,000.00		865,000.00	Based on NEP

6	Procurement of Office Devices (Fans and Monobloc Chairs)	All Employees	Competitive Bidding/ Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA	86,000.00	86,000.00		Based on NEP
7	Procurement of Furnitures and Fixture	All Employees	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	1,261,332.00		1,261,332.00	Based on NEP
8	Procurement of BP Apparatus and First Aid Kit	All Employees	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	5,400.00		5,400.00	Based on NEP
9	Procurement of Emergency Lights	ELA/LAA per Sala (RAB 6 & SRAB)	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	28,500.00		28,500.00	Based on NEP
10	Procurement of Motor Vehicles (Motor-cycles)	SubRAB 6 Iloilo	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	75,000.00		75,000.00	Based on NEP
11	Procurement of Motor Vehicles (Vans)	RAB 6 Bacolod and SRAB 6 Iloilo	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	2,800,000.00		2,800,000.00	Based on NEP
12	Procurement of Emergency Generator	RAB 6 Bacolod	Competitive Bidding/ Shopping	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	CY 2020	GAA	266,000.00		266,000.00	Based on NEP
13	Repair and Maint. - Office Equipments	All Employees	Competitive Bidding/ Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA	22,000.00		22,000.00	Based on NEP
14	Repair and Maint. - ICT Equipments	All Employees	Competitive Bidding/ Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA	33,000.00		33,000.00	Based on NEP
15	Repair and Maint. - Motor Vehicle (Motorcycles)	SubRAB 6 Iloilo	Competitive Bidding/ Shopping							GAA	11,000.00		11,000.00	Based on NEP

16	Repair and Maint - Motor Vehicle (Vans)	RAB 6 Bacolod	Competitive Bidding/ Shopping							GAA	20,000.00	20,000.00			Based on NEP
TOTAL (17.1)											7,187,412.00	904,180.00	6,283,232.00		
II. Alternative Methods of Procurement															
a. Agency to Agency with Other Agencies															
Good and Services															
17	Insurance Expense on Motor Vehicles (Vans)	Administrative	Agency to Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	8,800.00	8,800.00			With GSIS, Based on NEP
18	Insurance Expense on Motor Vehicles (Motorcycles)	Administrative	Agency to Agency	1st Quarter	1st Quarter	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	-	-			With GSIS, Based on NEP
19	Fidelity Bond Premium	Cashier, Supply Officer, Sheriffs	Agency to Agency			3rd Quarter	4th Quarter			GAA	16,500.00	16,500.00			With Bureau of the Treasury, Based on NEP
Sub-Total (17.11.a)											25,300.00	25,300.00			
b. Direct Contracting/Direct Contracting under WETI Guidelines															
Goods and Services															
20	Lease of Office Space	RAB 6-Bacolod & SRAB 6-Iloilo	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	1,768,728.19	1,768,728.19			Based on NEP
21	Procurement of Postal and Courier Services	Administrative	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GAA	880,000.00	880,000.00			Based on NEP
22	Procurement of Film Ribbons (for Brother 8 Fax Machine)	Administrative	Direct Contracting	Semi-annual	Semi-annual	Semi-annual	Semi-annual	Semi-annual	Semi-annual	GAA	1,854.00	1,854.00			Based on NEP

23	Water Expenses	All Employees	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	55,000.00	55,000.00			Based on NEP
24	Electricity Expenses	All Employees	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	1,100,000.00	1,100,000.00			Based on NEP
25	Telephone Expenses Landline	All Employees	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	165,000.00	165,000.00			Based on NEP
26	Telephone Expenses Mobile	Executive Labor Arbiters	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	Monthly	GAA	33,000.00	33,000.00			Based on NEP
Sub-total (17.11.b)									4,003,582.19	4,003,582.19			

**c. Shopping**  
Goods and Services

27	Printing and Publication Expense	All Employees	Shopping (b)	CY 2019	CY 2019	CY 2019	CY 2019	GAA	3,300.00	3,300.00			Based on NEP
28	General Services	All Employees	Shopping (b)	CY 2019	CY 2019	CY 2019	CY 2019	GAA	242,000.00	242,000.00			Based on NEP
Sub-total (17.11.c)									245,300.00	245,300.00			

**d. Small Value Procurement**  
Goods and Services

29	Supplies and Delivery of Bottles Drinking Water	All Employees	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GAA	15,000.00	15,000.00			Based on NEP
Sub-total (17.11.d)									15,000.00	15,000.00			

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

30	Extraordinary and Miscellaneous Expenses	ELA and Arbiters		Monthly	Monthly	Monthly	Monthly	GAA	1,016,400.00	1,016,400.00			Based on NEP
31	Gender Awareness Day (GAD)	All Employees						GAA	317,676.41	317,676.41			Based on NEP
Total (17.11)									1,334,076.41	1,334,076.41			
Grand Total (2020 Projects)									12,810,670.60	6,527,438.60	5,283,232.00		

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