

Department of Labor and Employment  
National Conciliation and Mediation Board, RB-MIMAROPA  
Intramuros, Manila

**INDICATIVE ANNUAL PROCUREMENT PLAN CY 2020**

Code (UACS/PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each of Procurement Activity				Source of Funds	Estimated Budget Php			Remarks (Brief Description of Proram/Project)
				Ads/Post of IB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>COMPLETED PROCUREMENT ACTIVITIES</b>												
<b>MAINTENANCE AND OPERATING EXPENSES (MOOE)</b>												
<b>A. TRAINING EXPENSES</b>												
A1	- COA Training	IV-B	Negotiated Procurement - Agency- to-agency	Within the FY 2020				GAA	10,000.00	10,000.00		
A2	- Team Enhancement Exercise	IV-B	Negotiated-SVP	Within the 1st semester FY 2020				GAA	21,000.00	21,000.00		
A3	- Area wide seminar/learning session (Mindoro, Palawan)	IV-B	Negotiated-SVP- Lease of Real Property and Venue	1st-3rd quarter FY 2020				GAA	160,000.00	160,000.00		
A4	- Plant-level orientation seminar (Mindoro, Palawan, & Romblon)	IV-B	Negotiated-SVP	1st-4th quarter FY 2020				GAA	126,100.00	126,100.00		
A5	- Labor Dispute and Management Course (LDMC)	IV-B	Negotiated-Lease of Real Property and Venue	2nd quarter FY 2020				GAA	7,200.00	7,200.00		c/o by Central Office
A6	- Gender and Development (GAD)	IV-B	Negotiated-Lease of Real Property and Venue	3rd quarter FY 2020				GAA	35,000.00	35,000.00		c/o by Central Office
A7	- PHILGEPS Training	IV-B	Negotiated-SVP	2nd quarter FY 2020				GAA	2,500.00	2,500.00		
<b>B. SUPPLIES AND MATERIALS</b>												
B1	- Common use supplies and materials available at procurement service	IV-B	Negotiated Procurement - Agency- to-agency	1st-4th quarterter FY 2020				GAA	65,000.00	65,000.00		Various regular office supplies per PS Price Catalogue
B2	- Other supplies and materials not available in procurement service	IV-B	Shopping/Small Value Procurement/Direct Contracting	1st-4th quarterter FY 2020				GAA	86,000.00	86,000.00		
B5	- Fuel, oil, and lubricants	IV-B	Negotiated Procurement - SVP	Within the FY 2020				GAA	63,000.00	63,000.00		
<b>C. UTILITY EXPENSES</b>												
C1	- Supply and delivery of purified water	IV-B	Direct contracting	Within the FY 2020				GAA	20,000.00	20,000.00		
C1	- Electricity	IV-B	Direct contracting	FY 2020				GAA	148,000.00	148,000.00		
<b>C. COMMUNICATION EXPENSES</b>												
D1	- Postage and courier	IV-B	Negotiated Procurement - SVP	As the need arises				GAA	14,000.00	14,000.00		
D2	- Telephone expenses (mobile pre-paid card)	IV-B	Direct contracting	Within the FY 2020				GAA	23,000.00	23,000.00		
D3	- Telephone expenses (landline)	IV-B	Direct contracting	FY 2020				GAA	83,000.00	83,000.00		

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D4	- Internet	IV-B	Direct contracting	FY 2020				GAA	30,000.00	30,000.00		
<b>D. GENERAL SERVICES</b>												
D1	- Janitorial services	IV-B	Negotiated-SVP	FY 2020				GAA	193,000.00	193,000.00		
D2	- Administrative Aide/Driver services	IV-B	Negotiated Procurement	FY 2020				GAA	266,000.00	266,000.00		
<b>E. REPAIR AND MAINTENANCE</b>												
D1	- Repair and maintenance (office equipment)	IV-B	Negotiated - SVP	Within the FY of 2020				GAA	7,000.00	7,000.00		
D2	- Repair and Maintenance of motor vehicle	IV-B	Negotiated - SVP	Within the FY of 2020				GAA	23,000.00	23,000.00		
<b>F. REPRESENTATION</b>												
F1	- Food for various meetings (Gen. Assembly, Social Partners Meeting, Staff Meeting & Regular Regional Directors Meeting)	IV-B	Negotiated - SVP	Within the FY of 2020				GAA	29,000.00	29,000.00		
<b>F. SUBSCRIPTION</b>												
G1	- Subscription of newspaper	IV-B	Negotiated - SVP	November 2020				GAA	1,000.00	1,000.00		
<b>G. OTHER EXPENSES</b>												
H1	- Renewal of motor vehicle registration (LTO)	IV-B	Negotiated - Agency- to-agency (LTO)	Within the month of February 2020				GAA	3,200.00	3,200.00		
H2	- Outreach Program (PIPA & ORMIPA)	IV-B	Negotiated Procurement - SVP	Within the FY of 2020				GAA	23,000.00	23,000.00		
H3	- RCC Meeting	IV-B	Negotiated Procurement - SVP	Within the FY of 2020				GAA	5,000.00	5,000.00		
<b>Grand Total</b>								<b>1,444,000.00</b>	<b>1,444,000.00</b>	-		

**Prepared by:**

  
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