

National Conciliation and Mediation Board RB IV-B Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	SERVICES											
	- Janitorial Service for 2016	IV-B	Shopping					GAA	182,000.00	182,000.00		
	- Quarterly maintenance of airconditioning units	IV-B	Shopping					GAA	49,000.00	49,000.00		
	- Admin. Aide/driver	IV-B	Shopping						215,000.00	215,000.00		
	- Electricity Services	IV-B	Direct Contracting					GAA	155,000.00	155,000.00		
	- Security Services	IV-B	Shopping					GAA	370,000.00	370,000.00		
	RENTS											
	- Equipment	IV-B	Shopping					GAA	80,000.00	80,000.00		
	REPAIRS AND MAINTENANCE											
	- R & M Office Equipment	IV-B	Shopping					GAA	10,000.00	10,000.00		
	- R & M Information & Communication Technology	IV-B	Shopping					GAA	8,000.00	8,000.00		
	- R & M Motor Vehicle	IV-B	Shopping					GAA	25,000.00	25,000.00		
	- R & M Furnitures and Fixture	IV-B	Shopping					GAA	6,000.00	6,000.00		
	SUPPLIES AND MATERIALS											
	- Procurement of office supplies	IV-B	Direct contracting & shopping					GAA	260,000.00	260,000.00		
	- Procurement of office equipment and furnitures and fixtures (Capital Outlay)	IV-B	shopping					GAA	38,000.00		38,000.00	
	- Fuel, Oil, and Lubricants Expenses	IV-B	shopping					GAA	65,000.00	65,000.00		
	COMMUNICATION											
	- Postage and courier services	IV-B	shopping					GAA	10,000.00	10,000.00		
	- Telephone Expenses (Mobile)	IV-B	shopping					GAA	27,000.00	27,000.00		
	- Telephone Expenses (Landline)	IV-B	shopping					GAA	109,000.00	109,000.00		
	INSURANCE & FIDELITY BONDS											
	- Renewal of fidelity bond of Director, LEO III, & AO III	IV-B	Direct Contracting					GAA	9,000.00	9,000.00		
	- Renewal of service vehicle SHR-852	IV-B	Direct Contracting					GAA	10,000.00	10,000.00		
	SUBSCRIPTION											
	- Canvass of newspaper	IV-B	Shopping					GAA	10,000.00	10,000.00		
	- Internet Subscription & Upgrading of DSL speed	IV-B	Shopping					GAA	36,000.00	36,000.00		
	TRAVELS, TRAININGS, SEMINARS, PROGRAMS & STAFF DEVELOPMENT											
	- Area Wide Seminars	IV-B	Shopping					GAA	96,500.00	96,500.00		
	- Luzon Cluster Activity (NCR, SOLU Cluster)	IV-B	Shopping					GAA	26,000.00	26,000.00		

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	- Update on CSC Rules and Policy	IV-B	Direct Contracting					GAA	13,000.00	13,000.00		
	- COA Trainings	IV-B	Direct Contracting					GAA	13,000.00	13,000.00		
	- SENA Trainings		Shopping					GAA	6,000.00	6,000.00		
	- LDMC XX	IV-B	Shopping					GAA	5,000.00	5,000.00		
	- Trainers training for NCMB Implementors	IV-B	Shopping					GAA	6,000.00	6,000.00		
	- NCMB LIOs Seminar	IV-B	Shopping					GAA	7,000.00	7,000.00		
	- NCMB Team Enhancement Exercise	IV-B	Shopping					GAA	5,000.00	5,000.00		
	- Efficiency and Integrity Development	IV-B	Shopping					GAA	55,500.00	55,500.00		
	- Green our DOLE Program	IV-B	Shopping					GAA	23,000.00	23,000.00		
	- Gender and Development (GAD)	IV-B	Shopping					GAA	5,000.00	5,000.00		
	- Women's Month Celebration	IV-B	Shopping					GAA	5,500.00	5,500.00		
	- CSC Month Celebration	IV-B	Shopping					GAA	5,500.00	5,500.00		
	- DOLE Anniversary	IV-B	Shopping					GAA	5,000.00	5,000.00		
	- NCMB Anniversary	IV-B	Shopping					GAA	5,000.00	5,000.00		
	- General Assembly Meeting / Flag Raising Ceremony	IV-B	Shopping					GAA	15,000.00	15,000.00		
	- DOLE Sport fest / Labor Day / Independence Day	IV-B	Shopping					GAA	15,000.00	15,000.00		
	- Other In-house trainings	IV-B	Shopping					GAA	5,000.00	5,000.00		

Prepared By:


RENATO Q. FAJARDO JR.
 Administrative Officer III

Budget Allocation Attested By:


RENATO Q. FAJARDO JR.
 Administrative Officer III / Budget Officer

Approved By:


LOURDES P. ESTIOCO
 Director II