8TH DIVISION

National Labor Relations Commission-Eighth Division - Annual Procurement Plan for 2016

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity: Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover	Source of Funds	Estimated Budget (PhP): Total	MOOE	CO	Remarks (brief description of Program/Project)
	COURIER SERVICES															MOOE	450,250.64	450,250.64		
	INTERNET SERVICES															MOOE	84,276.27	84,276.27		
	JANITORIAL SERVICES															MOOE	148,053.50	148,053.50		
	ELECTRICITY SERVICES															MOOE	447,840.13	447,840.13		
	TRAINING SEMINAR SERVICES															MOOE	146,964.35	146,964.35		
	CLERICAL TABLE NEW	All Employees	small value													CO	81,300.00		81,300.00	
	OFFICE SUPPLIES	All Employees	small value													MOOE	277,047.38	277,047.38		
	REPAIR & MAINTENANCE	general administrative	small value													MOOE	136,978.16	136,978.16		
	FUEL & LUBRICANTS	services purposes	small value													MOOE	7,150.00	7,150.00		
	NEWSPAPER	presiding commissioner ecc/accounting	small value													MOOE	41,740.60	41,740.60		
	WATER REPILL	All Employees	small value													MOOE	34,525.44	34,525.44		
	COMPUTER SET W/ SPEAKER	Comm. Attorneys	small value													CO	97,047.50		97,047.50	
	EXECUTIVE CHAIR	Comm. Attorneys	small value													CO	9,570.00		9,570.00	
	STEEL CABINET (2 DRAWER)	Comm. Attorneys	small value													CO	23,320.00		23,320.00	
	AIRCON (SPLIT TYPE INVERTER) 2.5PH SAMSUNG (AR24JVF)	Comm. Attorney room	small value													CO	52,112.50		52,112.50	

DEFINITION

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evalutaion; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

Remarks
Programs and projects should be alligned with budget documents,

Breakdown into mooe and co for tracking purposes
Any remark that will help

PREPARED BY:

ALLAN M. RESOOR
Acting Supply Officer