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NATIONAL LABOR RELATIONS COMMISSION - CORDILLERA ADMINISTRATIVE REGION (CAR) ANNUAL PROCUREMENT PLAN FY 2016

| Code (PAP) | Procurement Program/Project | PI/O | End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | | | | | | | Source of Funds | Estimated Budget (PMP) | | Remarks (brief description of Program/Project) | | | |
|------------|--|------|-----------------------------------|---------------------|--|------------------|--------------|-------------------|--------------------|--------------------|-----------------|------------------|-------------------|---------------------|-----------------|------------------------|-------|--|-----------|-----------|--|
| | | | | | Pre Procurement Conference | Advertise of IAB | Pre-Bid Conf | Eligibility Check | Submission of Bids | Post Qualification | Notice of Award | Contract Signing | Notice to Proceed | Delivery/Completion | | Acceptance/Turnover | Total | | MOOE | CO | |
| | 1 Common Office Supplies-PS-DBM | | Operational & Administrative Unit | Shopping | | | | | | | | | | | | | | | | | |
| | a) CARBONFILM A4 size, 109sheets/box | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 2,862.20 | 2,862.20 | |
| | b) CORRECTION TAPE, roller | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,111.63 | 1,111.63 | |
| | c) FOLDER, Tagboard, legal size, 100/pck | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 3,044.05 | 3,044.05 | |
| | d) FOLDER, Pressboard 210mmx370, 100s | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,055.19 | 1,055.19 | |
| | e) PAPER, Multipurpose (COPY) A4 | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,731.68 | 1,731.68 | |
| | f) PAPER, multipurpose (COPY), legal size 70gsm | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 5,828.22 | 5,828.22 | |
| | g) Phil. Natl. Flag 3x5 | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,350.83 | 1,350.83 | |
| | h) RECORD BOOK, 300pages | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 816.13 | 816.13 | |
| | i) RECORDBOOK, 500pages | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,175.09 | 1,175.09 | |
| | j) TAPE, Transparent 1 inch | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 1,421.19 | 1,421.19 | |
| | k) TOLLET, Tissue paper 12s | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 25,070.79 | 25,070.79 | |
| | l) OTHER Common Supplies | | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | 2. Office Supplies not Available from PS-DBM | | Operational Unit | Shopping | | | | | | | | | | | | | | | | | |
| | a) NLRC-Case Folders w/instructions | | Operational Unit | from | | | | | | | | | | | | | | | 17,776.00 | 17,776.00 | |
| | b) Business Calendar for 2017 | | Executive & Labor Artiller | canvassed | | | | | | | | | | | | | | | 5,500.00 | 5,500.00 | |
| | c. Others etc., ballpen, stapler.. | | Operational & Administrative Unit | lowest | | | | | | | | | | | | | | | 550.00 | 550.00 | |
| | d) Bondpaper, short 820 | | Operational & Administrative Unit | quotation | | | | | | | | | | | | | | | 5,478.00 | 5,478.00 | |
| | e) Onion skin, long | | Operational & Administrative Unit | of | | | | | | | | | | | | | | | 2,112.00 | 2,112.00 | |
| | f) Bondpaper, cactus 8.5x14 | | Operational & Administrative Unit | legitimate | | | | | | | | | | | | | | | 4,400.00 | 4,400.00 | |
| | g) Columnar Book 14 columns | | Operational & Administrative Unit | Suppliers | | | | | | | | | | | | | | | 748.00 | 748.00 | |
| | h) Columnar Book 24 cols., vault | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 77.00 | 77.00 | |
| | i) Bundycard ERI1500 (ER)Max 100/pck | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 181.50 | 181.50 | |
| | 3. Janitorial Supplies/Cleaning Materials (Not available from PS-DBM | | Operational & Administrative Unit | Shopping | | | | | | | | | | | | | | | 528.00 | 528.00 | |
| | a) Alcohol, Greencross 500ml 500ml | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 5,940.00 | 5,940.00 | |
| | b) Other Janitorial/cleaning supplies | | (Utility Clerk) | | | | | | | | | | | | | | | | 1,628.00 | 1,628.00 | |
| | 4. Lighting Fixtures | | Operational & Administrative Unit | Shopping | | | | | | | | | | | | | | | 4,312.00 | 4,312.00 | |
| | a) LED Fluorescent T10 16Watts | | Operational & Administrative Unit | | | | | | | | | | | | | | | | 770.00 | 770.00 | |
| | b) LED Fluorescent Frames | | Operational & Administrative Unit | Shopping | | | | | | | | | | | | | | | 1,221.00 | 1,221.00 | |
| | c) Elect. Supplies etc. wires, power outlet.. | | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |

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| 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) | | |
|------------|---|--|---------------------|--|------------------------|--------------------|--------------------------------|--------|------------------|-----------------|------------------|-------------------|----------------------|-----------------|------------------------|-------|------|--|----|--|
| | | | | Pre-Proc. Conferece | Adapt of IABE Bid Conf | Pre-Bid Conf Check | Eligibl Subj Pen of Evalua Bid | Bid on | Post Qualific on | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completion | | Acceptance/ Turnover | Total | MOOE | | CO | |
| 5 | Computer Supplies | Operational & Administrative Unit | Shopping | | | | | | | | | | | | | | | | | |
| | a) Inkflow Refill Ink, black, 1 liter | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | b) Inkflow Refill Ink, assorted colors, 100ml | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | c) Toner, TN 116, for copier machine | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | d) Developer Ineo 164, copier machine | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | e) Inked Cart, Ribbon, bundy clock | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | 6. Office Equipment | Operational & Administrative Unit | shopping | | | | | | | | | | | | | | | | | |
| | a) Power Generator Set, 7500watts | (Labor Arbitration Assoc.) | Shopping | | | | | | | | | | | | | | | | | |
| | b) Conference Table Set, six sitters | | | | | | | | | | | | | | | | | | | |
| | 7. IT Equipment and Accessories | Administrative & Unit Labor Arbitration Assoc. | Shopping | | | | | | | | | | | | | | | | | |
| | a) Desktop Computer | Administrative & Acctg./Unit | | | | | | | | | | | | | | | | | | |
| | b) LED Monitor 18.5" | Operational & Administrative Unit | | | | | | | | | | | | | | | | | | |
| | c) UPS & Keyboard | | | | | | | | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | | | | | | |

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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 evaluation, post qualification, award of contract, contract preparation), delivery/completion and acceptance/turnover.
- 6. Source of Funds** - Whether GAP, Foreign Assisted or Special Purpose Fund
- 7. Estimated Budget** - Agency approved estimate of projected program costs.

Breakdown into moe and on for Any remark that will help

Remarks Programs and Projects should be aligned with budget documents.