

12AB-1

**NATIONAL LABOR RELATIONS COMMISSION**  
 Regional Arbitration Branch No. 1  
 San Fernando City, La Union  
 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)	
				Adst/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE		CO
	Office Supplies	RAB & SRAB	PS/Shopping					391,152.31	391,152.31	48,916.62		
	Filing Cabinet	RAB & SRAB	Shopping					48,916.62		48,916.62		
	Digital voice recorder	RAB	Shopping					4,995.00	4,995.00			
	Computer equipment & access	RAB & SRAB	Shopping					185,342.44		185,342.44		
	Airconditioning units	RAB & SRAB	Shopping					46,000.00		46,000.00		
	Repair & maintenance of aircons	RAB & SRAB	Small Value					10,000.00	10,000.00			

**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.  
 Remarks  
 Programs and projects should be alligned with budget documents, and especially those posted at the PhilCeps.
- 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 (advertising/posting: submission and receipt/Opening of bids; award of contract; contract signing).
- 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  
 Breakdown into mooe and co for tracking  
 Any remark that will help GPPB track