

NATIONAL LABOR RELATIONS COMMISSION
 Regional Arbitration Branch 10
 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)
					Pre-Proc Conference	Ads/Post of IAEB	Sub/Opening of Bids	Notice of Award		Contract Signing	Total	
	Office Supplies		Procurement Service	Small Value						50,000.00	50,000.00	Common Supply
	Office Supplies		All Employees	Small Value						50,000.00	50,000.00	Common Supply
	Office supplies		Adjud. & SENA	Small Value						10,000.00	10,000.00	Forms
	Office supplies		All Employees	Small Value						30,000.00	30,000.00	Uniform/GAD
	Toner for Copier		All Employees	Exclusive Distributor						25,000.00	25,000.00	Copier
	UP 85-A Cartridge		All Employees	Exclusive Distributor						36,000.00	36,000.00	HP Laser Jet
	Ink Epson		Accting/Admin	Small Value						3,000.00	3,000.00	Ink for Printer
	News Paper		ELA	Small Value						8,500.00	8,500.00	News Paper
	Water Refill		ELALA/Admin	small Value						20,000.00	20,000.00	Water refill
	Office Equipment		LAV Staff	shopping						14,000.00	14,000.00	CPU
	Office Equipment		Admin	shopping						25,000.00	25,000.00	Epson 3in1 printer
	Office Equipment		Sharretts	shopping						35,000.00	35,000.00	2 units Computer
	Office Equipment		ELA	shopping						60,000.00	60,000.00	2 units Wall Mounted
	Office Equipment		LAliligan	Shopping						60,000.00	60,000.00	2 Units Wall Mounted
	Office Equipment		All Employees	Shopping						60,000.00	60,000.00	Exec./Office Chair
	Office Equipment		All Employees	Small Value						25,000.00	25,000.00	Guest Chairs
	Office Equipment		Labor Arbiters	Small Value						35,000.00	35,000.00	Steel Cabinet
	Office Equipment		All Employees	Procurement						65,000.00	65,000.00	4 Chnml CCTV CAM
	Repairs & Maintenance		Gen. Adm. Service	Small Value						25,000.00	25,000.00	office Improvements
	Repairs & Replace-		Gen. Adm. Service	Small Value						10,000.00	10,000.00	REVO GLX
	ment of spare parts of											
	Aircon REVO GLX											
	Internet Service for FY 2015		All Employees							35,976.00	35,976.00	Internet Connection

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.

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGepps.

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 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 moose and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects