


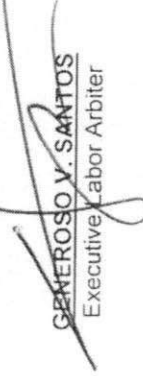
NATIONAL LABOR RELATIONS COMMISSION
Regional Arbitration Branch No. IV
Annual Procurement Plan for FY 2017

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Total	Estimated Budget (Php)		Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award			Contract Signing	MOOE	
A. Supplies, Materials, Tools and Equipment Expenses				Delegated to the Supply and Procurement Unit							
5020301000	Common use Supplies and Materials	AS	NP- Agency								
	Available at Procurement Service (PS)										
	Alcohol, ethyl 68%								3,825.60		
	Computer Continuous form								2,387.00		
	Carbon film, (A4)								17,888.00		
	Clip, Paper small, 32mm								514.40		
	Clip, Paper big 48mm								1,028.00		
	Clip, backfold, 32mm								152.96		
	Clip, backfold, 50mm								291.04		
	Correction Tape								2,496.00		
	Data Folder								1,372.80		
	Data File Box								1,395.60		
	Envelope, mailing white, (4" x 9 1/2)								49,920.00		
	Envelope, documentary for legal size								507.40		
	Envelope, expanding, kraftboard for legal								621.71		
	External Hard Drive, 1TB, 2.5, USB 3.0								11,273.60		
	Fastener, for paper, 50sets/box								5,709.00		
	Folder, tagboard equiv. 14 points, legal								16,029.60		
	Flash Drive, USB 16gig								777.92		
	Scissor, symmetrical, blade length:65mm								54.92		
	Marker, permanent, black								965.00		
	Marker, fluorescent, 3 colors per set								142.20		
	Paper, multi-purpose 70 gsm (A4)								38,104.00		
	Paper, multi-purpose 70 gsm (legal)								9,148.00		
	Paper, multi-copy 80 gsm (A4)								4,492.80		
	Paper, multi-copy 80 gsm (legal)								15,842.40		
	Paper, Ruled pad, 100 sheets								1,460.80		
	Paper, thermal (11/2" core 216mm x30mm)								623.00		
	Pencil lead with eraser								78.48		
	Ruler, plastic, 450mm								61.92		
	Glue, all purpose 200 grams								1,767.20		
	Record book, 500 pages, non-blot								6,948.00		
	Rubber band, #18, 445 gsm/bag								3,732.40		
	Sign pen, black								7,620.00		
	Stamp pad ink, purple/violet, 50ml.								1,970.40		
	Numbering Machine ink								8,000.00		
	Staple wire, standard								756.80		
	Tape, transparent (1"0)								436.80		
	Tape, packaging								1,309.60		

COMMUNICATION EXPENSES		AS	Direct Contracting	Delegated to Administrative Service				
10	Postage and Deliveries	AS	Direct Contracting	Delegated to Administrative Service			990,000.00	Philippine Postal Corporation
12	Telephone - Landline	AS	Direct Contracting	Delegated to Administrative Service			10,000.00	PLDT
11	Telephone - Mobile	AS	Not Applicable	Delegated to Administrative Service			30,000.00	Mobile allowance for the Executive Labor Arbiter
10	Internet	AS	Direct Contracting	Delegated to Administrative Service			95,000.00	PLDT
EXPENSES								
11	RENTAL - OFFICE BUILDING AND MAINTENANCE	AS	Direct Contracting	Delegated to Administrative Service			924,000.00	Contract of Lease with Intestate Estate of Hector Tan
12	Office Equipment, Furniture and Fixtures	AS	NP-Small Value	Delegated to Administrative Service			40,000.00	Repairs and maintenance as needed
11	Motor Vehicle	AS	NP-Small Value	Delegated to Administrative Service			10,000.00	Repairs and maintenance as needed
ORDINARY AND MISCELLANEOUS								
10	Extraordinary and Miscellaneous Expenses	AS	Not Applicable	Delegated to Administrative Service			66,000.00	EME allowance of six (6) Labor Arbiters
10	Janitorial Manpower Services	AS	Not Applicable	Delegated to Administrative Service - Main Office			167,494.92	Provision of one (1) janitorial attendant
INSURANCE, BOND								
10	Fidelity Bond Premium	AS	Not Applicable	Delegated to Administrative Service			20,000.00	Fidelity Bond for Accountable personnel and Sheriffs
MISCELLANEOUS AND OTHER OPERATING EXPENSES								
19	Other MOOE	AS	NP-Small Value	Delegated to Administrative Service			60,000.00	Expenses as required
	GAD Training/Seminar		Not Applicable	AS scheduled			200,000.00	As scheduled
							3,894,068.47	

Approved:


DANNA M. CASTILLON
 Chairman, BAC


GENEROSO V. SANTOS
 Executive Labor Arbiter

Certified Funds Available:


JOYCE ANN E. AWITAN
 Budget Officer


MA. ROAN MENDOZA
 Administrative Officer II


KATHRYN B. VENGCO
 Administrative Officer I

by: