

NATIONAL LABOR RELATIONS COMMISSION
Regional Arbitration Branch No. V
Legazpi City

ANNUAL PROCUREMENT PLAN FOR FS 2017

Code PAP	PROCUREMENT PROGRAM / PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (PNP)		Remarks (brief description of Program of Project)
				Ads/Post of B/R/EI	Sub/Opn of bids	Notice of Awards		Total	MOOE	
A. GOODS AND SERVICES										
1	Provision of Janitorial Services		Public Bidding							
2	Provision of Courier Services for 1 year		Public Bidding							
3	Provision of Security Services		Public Bidding							
4	Supply and Delivery of Bottled Drinking Water for 1 year		Small Value Procurement					16,000.00		
5	Rental of 6 Units of Copying Machine		Small Value Procurement							
6	Publication of EN-BANC Resolution, Invitation to Bid & others		Small Value Procurement							
7	Printing of NLRC 2016 Performance Report		Small Value Procurement							
8	Subscription of Newspaper for NLRC Departments for 1 year		Small Value Procurement					5,040.00		
9	Purchase of ICT Equipment (Computers, printers, projectors, webcam, biometrics, laptop) - Project E-CTS		Public Bidding					70,000.00		
10	Purchase of Various Computer Software (MS Office, Software, Anti-Virus, Corel Draw, etc.) - Project E-CTS		Public Bidding							
11	Purchase of Office Supplies		Small Value					250,000.00		
12	Printing of Accountable Forms		Small Value Procurement					3,000.00		
13	Purchase of airline tickets for local travels to various NLRC offices		Small Value Procurement					50,000.00		
14	Purchase of Fuel, Oil and Lubricants		Small Value Procurement					65,000.00		
15	Taxes, Duties and Licenses/Insurance Expense (Building & Vehicle)		Direct Contracting			Thru GSIS & BIR		10,000.00		
16	Electricity Services		Direct Contracting			Thru APEC		264,000.00		
17	Water Services		Direct Contracting			Thru LCWD & NCWD		1,500.00		
18	Telephone, Landline		Direct Contracting			Thru PLDT		45,000.00		
19	Internet Subscription		Direct Contracting			Thru PLDT		30,000.00		
20	Leased of TYLER Building		Direct Contracting					413,952.00		
21	Leased of Venue for various NLRC training, seminars and activities		Small Value Procurement					50,000.00		
22	Purchase of food supplies for various NLRC activities		Small Value Procurement					50,000.00		
23	Purchase of other supplies and materials for Construction & electrical		Small Value Procurement					5,000.00		
24	Telephone, Mobile (including the provision of cellcards for the NLRC officials and authorized employees for CY 2017)		Small Value Procurement					30,000.00		
25	Purchase of Medicines		Small Value Procurement							
26	Repair and Maintenance of Motor Vehicles		Direct Contracting					15,000.00		
27	Repair and Maintenance of various NLRC Offices		Small Value Procurement					5,000.00		
28	Repair and Maintenance of equipment of various NLRC Offices		Small Value Procurement					5,000.00		
29	Travelling Expense for COA Mid-Year Assessment Activities & Planning Conference		Small Value Procurement							
30	Procurement of customized T-Shirt in celebration of the NLRC Week		Small Value Procurement					15,000.00		

NATIONAL LABOR RELATIONS COMMISSION

Regional Arbitration Branch No. V
Laguna City

Code PAF	PROCUREMENT PROGRAM / PROJECT	PMO End-User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php) MOOE	CO	Remarks (Brief Description of Program or Project)
				Adt/Post of IB/NEI	Sub/Open of Bids	Notice of Awards	Contract Signing				
B. ACTIVITIES & TRAINING PLANS											
1	2017 Year - End Performance Assessment & Corplanning Exercises (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter				10,000.00		
2	EN BANGSESSON (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter				10,000.00		
3	WOMEN'S MONTH CELEBRATION AND GAD ACTIVITIES (Food/Honorarium/Supplies)		Small Value Procurement		1st and 3rd Quarter				78,450.00		
4	CONSOLIDATION WORKSHOP OF FS CY 2016 & TRAINING ON UNIFIED REPORTING SYSTEM (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter				25,000.00		
5	COMPUTER ENHANCEMENT TRAINING (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter				-		
6	ENHANCEMENT SEMINAR FOR ADMINISTRATIVE OFFICERS V (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter				-		
7	CAPABILITY-BUILDING SEMINAR FOR BAC MEMBERS ON PROCUREMENT (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter				-		
8	GSIS PRE-RETIREMENT SEMINAR ON GSIS BENEFITS (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				3,000.00		
9	RECORDS MANAGEMENT PROGRAM (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				-		
10	CAPABILITY BUILDING TRAINING FOR BOI & ACC HEARING OFFICERS & SECRETARIAT (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				-		
11	COA EXIT CONFERENCE (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				1,500.00		
12	TEAM BUILDING SEMINAR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter				40,000.00		
13	SECURITY AND SAFETY COMMITTEE SEMINAR/BOMB THREAT SEMINAR (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter				-		
14	ENHANCEMENT TRAINING FOR LABOR ARBITRATION ASSOCIATES (Lodging & Food /Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter				20,000.00		
15	2017 MID-YEAR PERFORMANCE ASSESSMENT (Lodging & Food/ Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter				20,000.00		
16	ENHANCEMENT TRAINING ON SEWA FOR NEWLY-DESIGNATED SEADOS/SEWA CONCILIATORS-MEDIATOR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter				15,000.00		
17	ENHANCEMENT TRAINING FOR SHERIFFS (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter				-		
18	CAPABILITY-BUILDING TRAINING FOR NEWLY APPOINTED STENOGRAPHIC REPORTERS/FRONTLINE STAFF (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter				-		
19	CAPABILITY-BUILDING PROGRAM FOR LABOR ARBITERS (Lodging & food/ Honorarium/Supplies & Travel Expense) Iloilo Group		Small Value Procurement		3rd Quarter				-		
20	CAPABILITY-BUILDING PROGRAM FOR LABOR ARBITERS (Lodging & food/ Honorarium/Supplies & Travel Expense) Visayas & Mindanao Group		Small Value Procurement		3rd Quarter				-		
21	LABOR RELATIONS' WEEK (Food/Supplies)		Small Value Procurement		4th Quarter				10,000.00		
22	GENERAL ASSEMBLY (Food/Supplies)		Small Value Procurement		4th Quarter				-		

