

NATIONAL LABOR REGULATIONS COMMISSION  
ANNUAL PROCUREMENT PLAN FOR FY 2017

Code FAP	PROCUREMENT PROGRAM / PROJECT	PNO End User	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (P=)		Remarks (Brief description of Programs or Project)
				Address of BUREL	Sub-Office of Bids	Notice of Award	Contract Signing		Total	MOORE	
<b>A. GOODS AND SERVICES</b>											
1	Provision of Janitorial Services		Public Bidding					108,000.00			All Budget estimated are base on Proposed Budget
2	Provision of Courier Services for 1 year		Public Bidding Small Value Procurement					600,000.00			
3	Fidelity Bond		Small Value Procurement					15,000.00			Allocation per NEP FY 2017
4	Supply and Delivery of Bottled Drinking Water for 1 year		Small Value Procurement					24,000.00			
5	Extraordinary & Miscellaneous		Small Value Procurement					700,000.00			
6	Other MOOE & Bank Charges		Small Value Procurement					30,000.00			
7	Printing of NLRG 2017 Performance Report		Small Value Procurement					120,000.00			
8	Travelling Expense		Small Value Procurement					150,000.00			
9	Purchase of ICT Equipment (Computers, printers, projectors, webcam, biometrics, laptop) - Project E-CTS		Public Bidding					50,000.00			
10	Purchase of Various Computer Software (MS Office, Software, Anti-Virus, Corel Draw, etc.) - Project E-CTS		Public Bidding					25,000.00			
11	Purchase of Office Supplies		Small Value Procurement					150,000.00			
12	Printing of Accountable Forms		Small Value Procurement					50,000.00			
13	Purchase of airline tickets for local travels to various NLRG offices		Small Value Procurement					100,000.00			
14	Purchase of Fuel, Oil and Lubricants		Small Value Procurement					10,000.00			
15	Taxes, Duties and Licenses/Insurance Expense (Building & Vehicle)		Direct Contracting	Thru GISIS & BIR				20,000.00			
16	Electricity Services		Direct Contracting	Thru Davao Light Power & Co				650,000.00			
17	Water Services		Direct Contracting	Thru Davao City Water District				10,000.00			
18	Telephone, Landline		Direct Contracting	Thru PLDT/Globe				25,000.00			
19	Internet Subscription		Direct Contracting	Thru PLDT/Globe				20,000.00			
20	Licensed of 3rd Floor JLE Parkway Building		Direct Contracting					1,600,000.00			
21	Leased of Venue for various NLRG training, seminars and activities		Small Value Procurement					35,000.00			
22	Purchase of food supplies for various NLRG activities		Small Value Procurement					9,000.00			
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 NLRG officials and authorized employees for CY 2017)		Small Value Procurement					30,000.00			
25	Purchase of Medicines		Small Value Procurement					15,000.00			
26	Repair and Maintenance of Motor Vehicles		Direct Contracting					15,000.00			

Code PAF	PROCUREMENT PROGRAM / PROJECT	PAO End-Year	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (P=)	MOOE	CO	Remarks (Brief Description of Program or Project)
				Adopted in LIBREL	Sub-Open of Bid	Notice of Award	Contract Signing					
27	Repair and Maintenance of various NLRC Offices		Small Value Procurement					30,000.00				
28	Repair and Maintenance of equipment of various NLRC Offices		Small Value Procurement					38,000.00				
29	Travelling Expense for COA Mid-Year Assessment Activities & Planning Conference		Small Value Procurement					30,000.00				
30	Procurement of customized T-Shirt in celebration of the NLRC Week		Small Value Procurement					25,000.00				
<b>B. ACTIVITIES &amp; TRAINING PLANS</b>												
1	2017 Year - End Performance Assessment & Complaining Exercises (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter			20,000.00				
2	EN BANC SESSION (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter			20,000.00				
3	WOMEN'S MONTH CELEBRATION AND GAD ACTIVITIES (Food/Honorarium/Supplies)		Small Value Procurement		1st and 3rd Quarter			35,000.00				
4	CONSOLIDATION WORKSHOP OF FS CY 2016 & TRAINING ON UNIFIED REPORTING SYSTEM (Lodging & Food/Supplies & Travel Expense)		Small Value Procurement		1st Quarter			40,000.00				
5	COMPUTER ENHANCEMENT TRAINING (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter			20,000.00				
6	ENHANCEMENT SEMINAR FOR ADMINISTRATIVE OFFICERS V (Food/Honorarium/Supplies)		Small Value Procurement		1st Quarter			10,000.00				
7	OSIS PRE-RETIREMENT SEMINAR ON OSIS BENEFITS (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter			5,000.00				
8	RECORDS MANAGEMENT PROGRAM (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter			5,000.00				
9	COA EXIT CONFERENCE (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter			5,000.00				
10	TEAM BUILDING SEMINAR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter			80,000.00				
11	SEMINAR/BOMB THREAT SEMINAR (Food/Honorarium/Supplies)		Small Value Procurement		2nd Quarter			10,000.00				
12	ARBITRATION ASSOCIATES (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		2nd Quarter			20,000.00				
13	2017 MID-YEAR PERFORMANCE ASSESSMENT (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter			20,000.00				
14	NEWLY-DESIGNATED SEADORS/SENA CONCILIATORS-MEDIATOR (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter			20,000.00				
15	ENHANCEMENT TRAINING FOR SHERIFFS (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter			20,000.00				

Code FAP	PROCUREMENT PROGRAM / PROJECT	PMO Fund User	TYPE OF PROCUREMENT	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (FAP)		Remarks (Brief description of Program or Project)
				Acknowledgment of Bids	Sub-Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
16	CAPABILITY-BUILDING TRAINING FOR NEWLY APPOINTED STEVORAPHIC REPORTERS/FRONTLINE STAFF (Lodging & Food/Honorarium/Supplies & Travel Expense)		Small Value Procurement		3rd Quarter			20,000.00			
17	LABOR ARBITERS (Lodging & food/ Honorarium/Supplies & Travel Expense) Visas & Miscellaneous Group		Small Value Procurement					50,000.00			
18	LABOR RELATIONS WEEK (Food/Supplies)		Small Value Procurement		4th Quarter			15,000.00			
19	GENERAL ASSEMBLY (Food/Supplies)		Small Value Procurement		4th Quarter			10,000.00			
20	QUALITY MANAGEMENT SYSTEM SEMINAR FOR RAAS DIVISIONS (Lodging & Food/Honorarium/Supplies & Travel expense)		Small Value Procurement		AS SCHEDULED BY QMS COMMITTEE			20,000.00			
21	QMS RELATED TRAINING ACTIVITIES (Lodging & Food Training Fee and Travel Expense)  Top Management Briefing/Awareness  General Awareness Course  Documents and Records Control Training  Internal Quality Audit Training		Small Value Procurement  Small Value Procurement  Small Value Procurement  Small Value Procurement		AS SCHEDULED BY DOLE			35,000.00			
22	Effective Procedure Writing and Workshop WRITING FOR PERSONNEL PERFORMING RESEARCH FUNCTIONS (Lodging & Travel Expense)		Small Value Procurement		AS SCHEDULED			10,000.00			
23	ADMINISTRATIVE MATTERS FOR NEWLY APPOINTED OFFICIALS AND EMPLOYEES		Small Value Procurement		AS SCHEDULED			20,000.00			
24	LABOR ARBITERS AD COMMISSION ATTORNEYS (Food/Honorarium/Supplies)		Small Value Procurement		AS SCHEDULED			20,000.00			
25	PROGRAM FOR RETIRING OFFICIALS AND EMPLOYEES (Food/Supplies)		Small Value Procurement		AS SCHEDULED			20,000.00			
26	CSC SEMINARS/ACTIVITIES/HRMO CONVENTION (Lodging & Food/Training fee & Travel Expense)		Small Value Procurement		AS SCHEDULED			15,000.00			
27	DOLE SEMINARS/ACTIVITIES (SPORTS/FEST/DOLE ANNIVERSARY/SEMINARS) (Food/Registration/Training, Fee/Supplies)		Small Value Procurement		AS SCHEDULED			15,000.00			


Code PAP	PROCUREMENT PROGRAM / PROJECT	PAID Fund/Year	TYPE OF PROCUREMENT	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (FY)		Remarks (Brief description of Program or Project)
				Analysis of BURET	Sub/Type of Bid	Notice of Awards		Contract Signing	Total	
	C. CONSULTANCY SERVICES									
1	Consultant for E-CTS		Direct Contracting					10,000.00		

Reviewed/Prepared by:  
 I certify that I have reviewed this report and in accordance with the relevant provisions

  
**LEGIL C. AGACAC**  
 Supply Officer

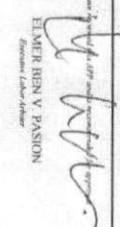
Date: \_\_\_\_\_

Reviewed by Budget Division:  
 I certify that I have reviewed this report in accordance with the  
 Family Code Program, National Dependent Program

  
**DENNIS M. ANDO**  
 Budget Officer

Date: 01-30-17

Approved:  
 I certify that I have reviewed this report in accordance with the relevant provisions

  
**ELMER BEN V. PASISON**  
 Division Labor Officer

Date: \_\_\_\_\_