

2019 INDICATIVE ANNUAL PROCUREMENT PLAN (NLRC RAB X OFFICE)

Code (PAP)	Procurement Program/Project	Project Management Office/ End-User	Mode of Procurement	Schedule for Each Procurement Activity			Source of Funds	Estimated Budget (PHP)		Remarks (brief description of Program/Project)
				Adapt/Post of IBREI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	
I. Public Bidding										
Goods and Services										
	Procurement of Janitorial Services	NLRC RAB X	Public Bidding	Monthly	Monthly	Monthly	GAA	100,398.13	100,398.13	Based on NEP/1 year contract
	Telephone Expense Landline	NLRC RAB X	Public Bidding	Monthly	Monthly	Monthly	GAA	42,082.00	42,082.00	Based on NEP (NLRC RAB X & SUB RAB)/1 year contract
	Telephone Expense-Mobile	NLRC RAB X	Public Bidding	Monthly	Monthly	Monthly	GAA	35,000.00	35,000.00	Based on NEP (for Private Courier only due to existing Personal Deliver Services and Post Office)
	Postage and courier service	NLRC RAB X	Public Bidding	Monthly	Monthly	Monthly	GAA	35,000.00	35,000.00	
	Internet Subscription Expense	NLRC RAB X	Public Bidding	Monthly	Monthly	Monthly	GAA	43,325.76	43,325.76	
								Total (17.i)	255,805.89	
II. Alternative Methods of Procurement										
a. Agency-to-Agency with Procurement Service										
	Printing of Accountable Forms and other forms	NLRC RAB X								
								Sub-Total (17.ii.a)		
b. Agency-to-Agency with Other Agencies										
	Insurance and Registration (Motor Vehicles)	NLRC RAB X		1st Quarter	1st Quarter	1st Quarter	GAA	8,774.00	8,774.00	with GSIS/BIR; Based on NEP
	Printing of Accountable Forms and other forms	NLRC RAB X	Agency-to-Agency	CY 2019	CY 2019	CY 2019	GAA	5,000.00	5,000.00	Based on NEP
								Sub-Total (17.ii.b)		
c. Direct Contracting/ Direct Contracting under WETI Guidelines										
	Lease of Office Space for NLRC RAB X	NLRC RAB X	Direct Contracting	Monthly	Monthly	Monthly	GAA	1,644,400.00	1,644,400.00	Includes approved additional fund for the transfer of NLRC RABX Office
	Various Toners for Copiers	NLRC RAB X	Direct Contracting	CY 2019	CY 2019	CY 2019	GAA	25,000.00	25,000.00	for refill of existing printers/to be procured as the need arises
	Repair and Preventive Maintenance of NLRC Motor Vehicles	NLRC RAB X	Direct Contracting	Monthly	Monthly	Monthly	GAA	30,000.00	30,000.00	Based on NEP
	Water Expenses	NLRC RAB X	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	GAA	30,000.00	30,000.00	Based on NEP
	Electricity Expenses	NLRC RAB X	Direct Contracting under WETI Guidelines	Monthly	Monthly	Monthly	GAA	600,000.00	600,000.00	Based on NEP
								Sub-Total (17.ii.c)		
								2,329,400.00		

d. Shopping

Goods and Services		CY 2019	CY 2019	CY 2019	CY 2019	GAA	200,000.00	200,000.00	procurement of NON CSE - Based on NEP -Amount includes all budget for all kinds/types of Office Supplies -Also those supplies that might be charged to Petty Cash Fund - Amount includes all budget for Other Supplies and Materials Expenses - Also those supplies that might be charged to Petty Cash Fund
Office Supplies	NLRC RAB X	Shopping (b)				GAA			
Electrical Supplies	NLRC RAB X	Shopping (b)	CY 2019	CY 2019	CY 2019	GAA	10,000.00	10,000.00	
Sub-Total (17.II.d)							210,000.00	210,000.00	

e. Small Value Procurement

Goods and Services		1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	50,000.00	50,000.00	100,000.00
Procurement of NLRC RABX ICT EQUIPMENT	NLRC RAB X	Small Value Procurement	Monthly	Monthly	Monthly	GAA			
Newspaper Subscription	NLRC RAB X LA	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	10,000.00	10,000.00	Based on NEP
Supplies and Materials for the Construction of Tables and Chairs	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	50,000.00	50,000.00	Based on NEP
Medical Supplies	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	2,500.00	2,500.00	Based on NEP
Repairs, Repainting, Maintenance of Various NLRC Offices	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	50,000.00	50,000.00	Based on NEP
LED Lights	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	5,000.00	5,000.00	Based on NEP
Various Plastic Bags	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	2,000.00	2,000.00	Based on NEP
Furniture and Fixtures	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	50,000.00	50,000.00	Based on NEP
Use of Photocopiers (payment of consumables)	NLRC	Small Value Procurement	CY 2019	CY 2019	CY 2019	GAA	30,000.00	30,000.00	Based on NEP
Sub-Total (17.II.e)							249,500.00	249,500.00	200,000.00

III. Various Modes of Procurement depending on Nature, Conditions and Amount

Goods and Services		CY 2018	CY 2018	CY 2018	CY 2018	GAA	30,000.00	30,000.00	to be purchased as the need arises
Various Ink Cartridge and Toners	NLRC	Small Value Procurement/Agency-to-Agency	CY 2018	CY 2018	CY 2018	GAA			
Total (17.III)							30,000.00	30,000.00	
Grand Total (2019 Projects)							3,088,479.89	3,088,479.89	500,000.00

Prepared by:

Certified True and Correct:

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