

## ANNUAL PROCUREMENT PLAN FOR FY 2024

BTR Regional Office No. IV-B MIMAROPA

Code (PAP)	Procurement Program/Project	Object Code	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget		Remarks (Brief description of Program/Activity/Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	
MAINTENANCE AND OTHER OPERATING EXPENSES												
5020201002	TRAINING EXPENSES	5020201002	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	375,000.00	375,000.00	0 Various trainings/seminars/conferences to be attended by the Regional and Provincial Office Personnel, and include: 1. Training Fees 2. Meal Allowance 3. Accommodation, meals/snacks for GAD Annual Training and Assessment 4. Venue for GAD Annual Training and Assessment 5. Training supplies and miscellaneous fees for GAD Annual Training and Assessment 6. Venue and other training expenses for Mid-Year and Year-End Assessment and Conferences
5020301002	OFFICE SUPPLIES EXPENSES	5020301002	REGION IV-B (MIMAROPA), PALAWAN PTO (MIMAROPA)	NEGOTIATED PROCUREMENT - AGENCY TO AGENCY (SEC. 53.9) SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)  Regular Agency Fund (010000000)	100,600.00  112,800.00	100,600.00  112,800.00	0  0 Procurement of common-used supplies and equipment not available at PS-DBM
5020401000	WATER EXPENSES	5020401000	REGION IV-B (MIMAROPA)	SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	320,600.00	320,600.00	0 Procurement of Semi-Expandable Office Supplies for use of the Regional & Provincial Offices 1. ICT Equipment - Printer, UPS, Webcam & Computer Headset ₱ 80,065.00 2. Office Equipment - CCTV, Generator & Refrigerator ₱ 167,535.00 3. Furniture & Fixtures - Steel Cabinet, Customized Steel Rack ₱ 83,000.00
5020501000	POSTAGE AND COURIER SERVICES	5020501000	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	144,000.00	144,000.00	0 Allowance for fuel & gasoline expenses of the Regional Director @ ₱500 per month and for Genset of Palawan and Occidental Mindoro to be procured in 2023, and proposed procurement for Romblon and Marikinaque in 2024
5020502002	TELEPHONE - LANDLINE	5020502002	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	40,000.00	40,000.00	0 Purchase of drinking water of the Regional Office and 5 PTOs
5020503000	INTERNET SUBSCRIPTION EXPENSES	5020503000	REGION IV-B (MIMAROPA)	DIRECT CONTRACTING	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	75,000.00	75,000.00	0 Allocation for mailing of various official documents to other Regional and Provincial Offices of the Bureau, other agencies and offices;
5021202000	JANITORIAL SERVICES	5021202000	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	172,000.00	172,000.00	0 Procurement of telephone - Landline services to be provided for the Regional Office & 5 PTOs
5021203000	SECURITY SERVICES	5021203000	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	235,000.00	235,000.00	0 Procurement of additional and alternate internet subscription and/or upgrade existing subscription of the Regional Office and 5 PTOs
5021304001	REPAIR AND MAINTENANCE - BUILDINGS AND OTHERS	5021304001	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	344,000.00	344,000.00	0 Acquiring Janitorial Services for 2024 for each of the five Provinces and Regional Office: 1 - Contracted Janitorial Services for Palawan PO 1 - Contracted Janitorial Services for the other four provinces 4 - On-Call Janitorial Services for the other four provinces
5021304002	REPAIR AND MAINTENANCE - BUILDINGS AND OTHERS	5021304002	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	1,081,000.00	1,081,000.00	0 RO - Procurement of at least one security personnel for the purpose of monitoring and safekeeping the lives and properties of the Regional Office; Palawan PO owned building - Security Guards with 12hrs shift will man the entire operation of the organization, maintaining peace and order, safeguard and protect the properties inside and within the premises of the building, and oversees the welfare of employees and clients of the Bureau on a 24/7 basis
5021304003	REPAIR AND MAINTENANCE - BUILDINGS AND OTHERS	5021304003	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	939,000.00	939,000.00	0 Allocation with adjustment as follows: 1. JO was appointed as TOA effective January 16, 2023; 1. JO resigned effective January 25, 2023; 1. JO will be hired to replace resigned JO; 1. JO will be reappointed as Contracted Janitorial in 2024
5021304004	REPAIR AND MAINTENANCE - BUILDINGS AND OTHERS	5021304004	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	430,000.00	430,000.00	0 Procurement of the needed installation of cubicles in the working area of the staff and partitions needed in the office area of the Regional Director upon transfer or space extension of the Regional Office in 2024

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5021306001	REPAIR AND MAINTENANCE - MOTOR VEHICLE	5021306001	REGION IV-B (MIMAROPA)	SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	44,000.00	44,000.00	0	Allocation to cover expenses for the maintenance and minor repairs of the service vehicle used by the Regional Office. Preventive Maintenance Service (PMS) Replacement of Oil Filter, Engine Oil, Coolant, Washer, Balancing and Alignment Change of four (4) tires
5021305001	REPAIR AND MAINTENANCE - OFFICE EQUIPMENT	5021305001	REGION IV-B (MIMAROPA)	SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	94,000.00	94,000.00	0	Preventive maintenance and regular cleaning of airconditioning units used by the Regional Office and 5 PROs, and Preventive maintenance and regular check-up/inspection of generator sets used by Provincial Offices
5029905001	RENTS - BUILDINGS AND STRUCTURES	5029905001	REGION IV-B (MIMAROPA)	NEGOTIATED PROCUREMENT - LEASE OF REAL PROPERTY AND VENUE (SEC. 53.10)	Dec 2024	Dec 2024	Dec 2024	Dec 2024	Regular Agency Fund (01000000)	2,450,000.00	2,450,000.00	0	Procurement of office space for Oriental Mindoro, Romblon and Regional Offices. Proposed transfer of office space of the Regional Office within the 1st quarter of 2023 with the same rental rate
5029907099	SUBSCRIPTION EXPENSES	5029907099	REGION IV-B (MIMAROPA)	SHOPPING	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	5,000.00	5,000.00	0	Proposed newspaper subscription for the Regional Office on 3x a week basis @ ₱40 each for 52 weeks
<b>SUB-TOTAL - MAINTENANCE AND OTHER OPERATING EXPENSES</b>										<b>6,962,000.00</b>	<b>6,962,000.00</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>													
<b>OFFICE EQUIPMENT</b>													
5060405002	OFFICE EQUIPMENT	5060405002	REGION IV-B (MIMAROPA)	SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	102,000.00	102,000.00	0	Supply, delivery and installation of Airconditioning Unit for the Regional Office and Oriental Mindoro PO
5060405003	ICT EQUIPMENT	5060405003	REGION IV-B (MIMAROPA)	SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 52.1.b)	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Jan-Dec. 2024	Regular Agency Fund (01000000)	70,000.00	70,000.00	0	Supply, delivery and installation of Printer to the Bureau of the Treasury - Regional Office
<b>SUB-TOTAL - CAPITAL OUTLAY</b>										<b>172,000.00</b>	<b>172,000.00</b>	<b>0</b>	
<b>GRAND TOTAL</b>										<b>7,134,000.00</b>	<b>7,134,000.00</b>		

Prepared by:  
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Approved by:  
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