

ANNUAL PROCUREMENT PLAN FOR FY 2025

BIT-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 Bids/RFI | Submission/ Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| MAINTENANCE AND OTHER OPERATING EXPENSES | | | | | | | | | | | | | |
| 5020201002 | TRAINING EXPENSES | 5020201002 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 63.9) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 300,000.00 | 300,000.00 | 0 | Various trainings/seminars/conferences to be attended by the Regional and Provincial Office Personnel, and include: 1. Training Fees 2. Meal Allowance 3. Venue and other training expenses for GAD Mid-Year and/or Annual Training and Assessment 4. Venue and other training expenses for Mid-Year and/or Year-End Assessment and Conferences |
| 5020301002 | OFFICE SUPPLIES EXPENSES | 5020301002 | REGION IV-B (MIMAROPA) PALAWAN PTO | NEGOTIATED PROCUREMENT - AGENCY TO AGENCY (SEC. 63.5) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 173,400.00 | 173,400.00 | 0 | Procurement of common-used supplies and equipment not available at PS-DBM |
| | | | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 62.1.b) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 115,600.00 | 115,600.00 | 0 | Allowance for fuel is gasoline expenses of the Regional Director @ ₱5,000/month and for General of Regional Office and Provincial Offices of Palawan, Marikinaque, Romblon and Occidental Mindoro |
| 5020303000 | FUEL, OIL AND LUBRICANTS EXPENSES | 5020303000 | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 62.1.b) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 162,000.00 | 162,000.00 | 0 | |
| | | | | | | | | | | | | 0 | Procurement for the Regional and Provincial Offices @ 2023 actual with 10% incremental: Utility Water - ₱14,728.50 Drinking Water - ₱16,411.24 |
| 5020401000 | WATER EXPENSES | 5020401000 | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC. 62.1.b) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 40,000.00 | 40,000.00 | 0 | Mailing of various official documents to other Regional and Provincial Offices of the Bureau, other agencies and offices; Projected estimate is based on 2023 actual expenses of Postage and Courier Services plus 10% increase |
| 5020501000 | POSTAGE AND COURIER SERVICES | 5020501000 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 63.9) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 63,000.00 | 63,000.00 | 0 | Projected estimate is based on 2023 actual expenses on Telephone Landline Expenses plus 10% incremental |
| 5020502002 | TELEPHONE - LANDLINE | 5020502002 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 63.9) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 198,000.00 | 198,000.00 | 0 | Allocation for additional and alternate internet subscription and/or upgrade of existing subscription of the Regional Office and 5 PTOs |
| 5020503000 | INTERNET SUBSCRIPTION EXPENSES | 5020503000 | REGION IV-B (MIMAROPA) | DIRECT CONTRACTING | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 96,000.00 | 96,000.00 | 0 | Allocation based on 2024 actual projected expenses with adjustment as follows: 1 - JCS tenure exceeds one year, resulting to an increase in salary. |
| 5021990 00 | OTHER PROFESSIONAL SERVICES | 5021990 00 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 63.9) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 938,000.00 | 938,000.00 | 0 | Acquiring Janitorial Services for 2025 for each of the five Provinces and Regional Office: 1 - Contracted Janitorial Services for Palawan PO 1 - Contracted Janitorial Services for Palawan PO 4 - Or-Call Janitorial Services for the other four provinces |
| 5021202000 | JANITORIAL SERVICES | 5021202000 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 63.9) | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Jan-Dec, 2025 | Regular Agency Fund (010000000) | 358,000.00 | 358,000.00 | 0 | |

| 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 | CO | |
| 5021203000 | SECURITY SERVICES | 5021203000 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC 33.9) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 808,000.00 | 808,000.00 | 0 | PO - 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 12-hrs 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 oversee the welfare of employees and clients of the Bureau on a 24/7 basis. |
| 5021304001 | REPAIR AND MAINTENANCE - BUILDINGS AND OTHERS | 5021304001 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC 33.9) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 400,000.00 | 400,000.00 | 0 | Procurement for the repairs/improvements of the extended Regional Office and of Palawan Provincial Office building |
| 5021306001 | REPAIR AND MAINTENANCE - MOTOR VEHICLE | 5021306001 | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC 52.1 b) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 87,000.00 | 87,000.00 | 0 | Allocation to cover expenses for the maintenance and minor repairs of the service vehicle used by the Regional Office |
| 5021306001 | REPAIR AND MAINTENANCE - OFFICE EQUIPMENT | 5021306001 | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC 52.1 b) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 100,000.00 | 100,000.00 | 0 | Preventive maintenance and regular cleaning of airconditioning units used by the Regional Office and 5 PTOs, and preventive maintenance and regular check-up/inspection of generator sets used by Provincial Offices |
| 50203270 02 | SEMI-EXPANDABLE OFFICE EQUIPMENT | 50203270 02 | REGION IV-B (MIMAROPA) | SHOPPING - ORDINARY/REGULAR OFFICE SUPPLIES AND EQUIPMENT (SEC 52.1 b) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 125,000.00 | 125,000.00 | 0 | Allocation to cover procurement of emergency lights, vacuum cleaners, CCTV, Generator Set, Water Dispenser and Refrigerator |
| 5023905001 | RENTS - BUILDINGS AND STRUCTURES | 5023905001 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT - LEASE OF REAL PROPERTY AND VENUE (SEC 53.10) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 2,550,000.00 | 2,550,000.00 | 0 | 2024 Rental Expenses with 10% incremental for the office Regional Office and Provincial offices in Marinduque, Oriental Mindoro, Romblon, and 5% incremental for the Occidental Mindoro Provincial Office |
| 5023907099 | SUBSCRIPTION EXPENSES | 5023907099 | REGION IV-B (MIMAROPA) | SHOPPING | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (01000000) | 5,000.00 | 5,000.00 | 0 | Proposed newspaper subscription for the Regional Office on 3x a week basis @ P50 each for 52 weeks |
| SUB-TOTAL - MAINTENANCE AND OTHER OPERATING EXPENSES | | | | | | | | | | 6,519,000.00 | 6,519,000.00 | 0 | |

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|-------------------------------|-----------------------------|-------------|---------------------------|---|--|-----------------------------------|-----------------|---------------------|--|-----------------|------------------|------------|--|--|
| | | | | | Advertisement/ Posting of IB/REI | Submission/ Opening of Bids | Notice of Award | Contract Signing | Total | | MOOE | CO | | |
| CAPITAL OUTLAY | | | | | | | | | | | | | | |
| 50604040 99 | OTHER STRUCTURES | 50604040 99 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency Fund (010000000) | 103,000.00 | 0 | 103,000.00 | Procurement of Construction of Office Storage Room with Filing Rack to Romblon Provincial Office | |
| 5060405002 | OFFICE EQUIPMENT | 5060405002 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency/ Fund (010000000) | 240,000.00 | 0 | 240,000.00 | Supply, delivery and installation of Airconditioning Unit for the Regional and Provincial Offices | |
| 50604070 01 | FURNITURE AND FIXTURES | 50604070 01 | REGION IV-B (MIMAROPA) | NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT (SEC. 53.9) | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Jan-Dec 2025 | Regular Agency/ Fund (010000000) | 120,000.00 | 0 | 120,000.00 | Procurement of Conference Table and Sofa Set for the Regional Office | |
| SUB-TOTAL - CAPITAL OUTLAY | | | | | | | | | | 453,000.00 | | 453,000.00 | | |
| TOTAL - MOOE & CAPITAL OUTLAY | | | | | | | | | | 6,982,000.00 | 6,519,000.00 | 453,000.00 | | |

Prepared by:

Approved by:

MA. AURORA C. MONTEMAYOR
TROO III - Admin/Budget Officer

ADELMA D. MAULEON, CESO V
Director II