

DOT REGION IV-B MIMAROPA Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	A.1 GENERAL ADMINISTRATION AND SUPPORT											
	a. General Management and Supervision											
	Travelling Expenses (Local)	Regional Office	Small Value Procurement			Weekly		GoP	200,000.00	200,000.00		
	Training Expenses	Regional Office	Small Value Procurement			Quarterly		GoP	350,000.00	350,000.00		
	Office Supplies	Admin. Unit	Procurement Service-DBM			Quarterly		GoP	350,000.00	350,000.00		
	Fuel, Oil & Lubricants	Office of the Director	Small Value Procurement			Weekly		GoP	120,000.00	120,000.00		
	Text Book and Instructional Materials								6,000.00	6,000.00		
	Other Supplies & Materials	Admin. Unit	Small Value Procurement			Quarterly		GoP	55,000.00	55,000.00		
	Water	Admin. Unit	Small Value Procurement			Monthly		GoP	60,000.00	60,000.00		
	Electricity	Admin. Unit	Small Value Procurement			Monthly		GoP	250,000.00	250,000.00		
	Postage & Courier	Admin. Unit	Small Value Procurement			Monthly		GoP	25,000.00	25,000.00		
	Communication - Mobile	Regional Office	Small Value Procurement			Monthly		GoP	80,000.00	80,000.00		
	Communication - Landline	Regional Office	Small Value Procurement			Monthly		GoP	360,000.00	360,000.00		
	Internet Subscription	Regional Office	Small Value Procurement			Annually		GoP	60,000.00	60,000.00		
	Extraordinary and Miscellaneous Expenses	Office of the Director	Small Value Procurement			Monthly		GoP	118,000.00	118,000.00		
	Consultancy Services	Regional Office	Small Value Procurement			Monthly		GoP	10,000.00	10,000.00		
	Other Professional Services	Admin. Unit	Small Value Procurement			Monthly		GoP	1,380,000.00	1,380,000.00		
	Janitorial Service								60,000.00	60,000.00		
	Security Service								60,000.00	60,000.00		
	Other General Services								60,000.00	60,000.00		
	R&M Buildings and Other Structures	Admin. Unit	Small Value Procurement			Annually		GoP	60,000.00	60,000.00		
	Repair and Maintenance of Office Equipment	Admin. Unit	Small Value Procurement			Semi-Annually		GoP	25,000.00	25,000.00		
	R & M Info. and Comm. Tech Equipment								25,000.00	25,000.00		
	Repair and Maintenance of Transportation Equipment	Admin. Unit	Small Value Procurement			Quarterly		GoP	150,000.00	150,000.00		
	R & M Furniture and Fixtures								25,000.00	25,000.00		
	Taxes, Duties & Licenses	Admin. Unit	Small Value Procurement			Monthly		GoP	50,000.00	50,000.00		
	Fidelity Bonds	Admin. Unit	Small Value Procurement			Yearly		GoP	100,000.00	100,000.00		
	Insurance Expenses (Building, Motor, Equipment)	Admin. Unit	Small Value Procurement			Yearly		GoP	10,000.00	10,000.00		
	Printing and Publication (Printing & Binding)	Admin. Unit	Small Value Procurement			Semi-Annually		GoP	50,000.00	50,000.00		
	Represent. Expenses	Admin. Unit	Small Value Procurement			Monthly		GoP	388,000.00	388,000.00		
	Transpo & Delivery Expenses	Admin. Unit	Small Value Procurement			Weekly		GoP	10,000.00	10,000.00		
	Rents Building and Structures								1,500,000.00	1,500,000.00		
	Rents - Motor Vehicles	Admin. Unit	Small Value Procurement			Monthly		GoP	150,000.00	150,000.00		
	Rents - Equipment	Admin. Unit	Small Value Procurement			Monthly		GoP	50,000.00	50,000.00		
	Membershi Dues and Contributions to Organizations								5,000.00	5,000.00		
	Subscription Expenses								5,000.00	5,000.00		
	Donations							GoP	5,000.00	5,000.00		

Consists of activities and projects dealing with the provision of over-all administrative management and operational support to the regional operations. It covers human resource and funds management, record-keeping functions, and general services in order to effectively provide the critical support system for the operational, financial and administrative requirements

b. MFO 2 - Tourism Regulation Services							
1. Tourism Standards Development, Regulation & Accreditation							
Travel Expenses (Local)	Accreditation Unit	Small Value Procurement	Weekly	GoP	450,000.00	450,000.00	Covering programs and activities perating to the accreditation of tourism enterprises, and monitoring and enforcement of accredited tourism enterprises
Training Expenses	Accreditation Unit	Small Value Procurement	Monthly	GoP	200,000.00	200,000.00	
Office Supplies	Accreditation Unit	Small Value Procurement	Monthly	GoP	35,000.00	35,000.00	
Other Suplies and Materials					50,000.00	50,000.00	
Postage and Courier					10,000.00	10,000.00	
Communication - Mobile	Accreditation Unit	Small Value Procurement	Monthly	GoP	10,000.00	10,000.00	
Other Professional Services	Accreditation Unit	Small Value Procurement	Monthly	GoP	125,000.00	125,000.00	
Advertising	Accreditation Unit	Small Value Procurement	Quarterly	GoP	300,000.00	300,000.00	
Printing and Publication					100,000.00	100,000.00	
Representation Expenses	Accreditation Unit	Small Value Procurement	Monthly	GoP	498,000.00	498,000.00	
Transpo & Delivery Expenses					5,000.00	5,000.00	
Rents - Motor Vehicles	Accreditation Unit	Small Value Procurement	Monthly	GoP	200,000.00	200,000.00	


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DEFINITION

1. **PROGRAM (BESF)**- A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat
5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at

Breakdown into MOE and CO for tracking purposes; aligned with budget documents
 Any remark that will help GPPB track programs and projects