

Republic of the Philippines Department of Justice

PAROLE AND PROBATION ADMINISTRATION Regional Office No. XIII (Caraga)

Annual Procurement Plan for FY 2022

Code (PAP)	Procurement Program/Project	PMO/ End-User	ser Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contra ct Signing	or runus	Total	MOOE	со	(brief description of Program/Project)
SUPPLIES AND I							Gigining					
50203010 00	Common Use Supplies available at PS-DBM	RO/FOs	Agency-to-Agency	Jan	uary - Dece	ember 202	2	GoP	271,000.00	274 000 00		
	*Inclusive of Training Materials					JIIIDO! 202	-	Goi	271,000.00	271,000.00		Supplies available at PS-DBM
	(Notebooks, Stationery Papers, etc)											
	(COVID-19 related supplies & materials)											
50203010 00	Other Supplies not-available at PS-DBM	RO/FOs	Shopping	Jan	uary - Dece	mber 202	2	GoP	115,000.00	145 000 00		
	* Computer inks	RO/FOs					-		113,000.00	115,000.00		Supplies not available at PS-DB
	* First Aid/Disaster Kits	RO/All FOs									-	
	* Drug Test Kits, urine containers	RO/All FOs										
	* T-shirts/Jackets (Activities/Seminars/Anniv)	RO/All FOs										
	* Sports Equipments	RO/All FOs				111						
	* Grooming Kits (Senior Citizens/DAP)	RO/All FOs										1
	* Candles, Balloons, Pots & other TC Mat'ls.	RO/All FOs										
	* Paper plates, paper cups, plastic straw	RO/All FOs										
	* Board/certificate papers, ballpens	RO/All FOs										
	* Aircon installation supplies & materials	RO/All FOs										
	* Janitorial supplies & materials	RO/FOs										
	* Certificate frames/holders	RO/All FOs										
	* Dishwashing liquid, fabric conditioner	RO/FOs										
	* Customized rubber stamps	RO/FOs										
	* Curtains, floor mats/rags, table cloths	RO/FOs										
	* Plates, glasses, cups, saucers	RO/FOs										
	* Padlock/chain lock, door knobs	RO/FOs										
	* Plaques	RO/FOs										
	* Extension wires	RO/FOs										
	* Tokens (PRAISE Awards)	RO/FOs										
-	* SD cards, Flash drives	RO/FOs		-								
	* Electrical Wires, Cord & etc	RO/FOs										
	* Fluorescent Lamps/Bulbs	RO/FOs										
	* Foldable fans (IEC material on GAD)	RO/FOs										
	* Fabric/washable face masks	RO/FOs										
	* Liquid Hand soap (antibacterial)	RO/FOs										
	* Spray bottles	RO/FOs										
	* Plastic cover/cellophane	RO/FOs										
	* Construction supplies & materials	RO/FOs										
	* Sticks, nails, rivets, screws	RO/FOs			***************************************							
	* Multi-purpose bleach	RO/FOs										
*	* Disinfectant door mat	RO/FOs										
*	* Plyboard/plywood	RO/FOs										
*	* Hinges	RO/FOs										
*	Painting supplies & materials	RO/FOs					_					
	Wood sealant	RO/FOs										
*	Cement	RO/FOs										
*	Sand and gravel	RO/FOs										
	Door handle, door lock	RO/FOs										
	Sanding paper	RO/FOs					-					
	Alcohol 500ml (COVID-19 essential)	RO/FOs					-	1				
	Vitamin C (COVID-19 essential)	RO/FOs										
	Thermal scanner	RO/FOs										
	Weighing scale	RO/FOs										

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/				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contra ct Signing	o, r alias	Total	MOOE	со	Program/Project)
	* Disposable gloves	Field offices										
	* Wireless mouse & mouse pad	RO/FOs										
	* Empty water bottles (Incident Response)	Field offices										
	* ID jackets with sling	VPAs										
	* Glue gun, glue sticks	RO/FOs										
	* Emergency light with fan (DRR kit)	All personnel										
	* Sticker paper/Photo paper	RO/FOs										
	* Premium digital paper, 100gsm, A4/Letter	Regional Office										
	* Desk protective barrier	RO/FOs										
***************************************	* Acrylic suggestion box (ISO compliance)	RO/FOs										
	* Raw materials for detergent powder making	Bislig City PPO										
	* Raw materials for dishwashing liquid making	Bislig City PPO										
	* Raw materials for fabric softener making	Bislig City PPO		_								
	* Raw materials for car shampoo making	Bislig City PPO						- Valle				
	* Raw materials for beauty soap	Bislig City PPO		-								
	* Raw materials for pure rox * Chopping board, net bag, rubber band, laddle	Bislig City PPO		-	-		-		^			
		Dialia City DDC										
	strainer	Bislig City PPO Bislig City PPO										
	* Pail, knife, hair net, sugar, vinegar (for activities)			-								
	* Various fruits & vegetables (for activities) * Wireless earbuds (for online meetings)	Bislig City PPO RO/FOs										
	* Mirror (for CR)	RO/FOs										
	- Mirror (for CR)	RO/FOS										
50203090 00	Gasoline, Oil and Lubricants	RO	Direct Contracting	Jan	uary - Dece	mher 202	2	GoP	63,000.00	63,000.00		For Toyota Innova
		RO	Agency-Agency		uary - Dece			GoP	1,000.00	1,000.00		For Toyota Illilova
50203020 00	Accountable Forms	RO	Agency-Agency	Jan	dary - Dece	TIDOI ZOZ		301	1,000.00	1,000.00		-
JTILITIES												
	Water Expenses	RO/FOs	Direct Contracting	Jan	uary - Dece	mber 202	2	GoP	35,000.00	35,000.00		Provided by BCWD/Drinking Wa
	Electricity Expenses	RO	Direct Contracting		uary - Dece			GoP	135,000.00	135,000.00		Provided by ANECO
									*			
OMMUNICATIO	ON .											
50205010 00	Postage and Couriers	RO/FOs	Direct Contracting	Continue	tion of Con	diago by a	diating	GoP	128,000.00	128,000.00		
	Telephone-Mobile	RO/FOs	Direct Contracting		tion of Servin accorda			GoP	118,000.00	118,000.00		
50205020 00	Telephone -Landline	RO/FOs	Direct Contracting					GoP				
50205030 00	Internet Subscription	RO/FOs	Direct Contracting	resolutio	n No. 019 d	lated 12/6	12006	GoP	250,000.00	250,000.00		
SENERAL SERV	/ICES				en – zanagani i							
50212020 00	Janitorial Services	RO/FOs	Direct Contracting	Jani	uary - Dece	mber 202	2	GoP	148,000.00	148,000.00		
50212990 00	General Services-VPA Basic RJ, TC and VPA Training, GAD Training, TCLP Enhancement Training, VPAs Supervision of Clients	FO	Direct Contracting	Jani	uary - Dece	mber 202	2	GoP	228,000.00	228,000.00		The second second
	General Services-JOP	RO/FOs	Direct Contracting		uary - Dece			GoP	174,000.00	174,000.00		
	Other General Services											
	Labor for office transfer	RO/FOs										
	Installation & pull out of aircon	RO/FOs										
	Installation & pull out of cabinets, signage, lighting fixtures, etc.	RO/FOs										
EDAIDO ALD -	AND TENANCE											
EPAIRS AND M		DO/EO+	ND CVD	lan	ION/ Deca	mhor 202	2	CaD	7,000,00	7,000,00		
	RM - Office Equipment	RO/FOs	NP - SVP		uary - Dece			GoP	7,000.00	7,000.00		
	RM - ICT Equipment and Software	RO/FOs	NP - SVP	Jani	uary - Dece	mper 2022	4	GoP	10,000.00	10,000.00		
20213060 01	RM - Motor Vehicle	DO.	Ohamina	land	ION/ Dec-	mhor 2020	2	CaD	50,000,05	50,000,00		
	* Tire (205/65R 16 95H)	RO	Shopping		uary - Dece			, GoP	56,000.00	56,000.00		
	* Battery (Toyota Innova)	RO	Shopping		uary - Dece			GoP				
	* Brake pad and shoe (Innova)	RO	Shopping		uary - Dece			GoP				~
	* Car remote key (Innova)	RO	Shopping	Jani	lary - Dece	HIDEL 2022	4	GoP	and the second s			

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	* Change oil	RO	NP - SVP	Janua	ary - Dece	mber 202	2	GoP				
	* Wheel alignment	RO	NP - SVP	Janua	ary - Dece	mber 202	2	GoP				
	* Brake check up	RO	NP - SVP	Janua	ary - Dece	mber 202	2	GoP				
	* Aircon cleaning	RO	NP - SVP	Janua	ary - Dece	mber 202:	2	GoP				
	* Engine tune-up	RO	NP - SVP	Janua	ary - Dece	mber 202:	2	GoP				
50213070 00	RM - Furnitures and Fixtures	RO/FOs	NP - SVP	Janua	ary - Dece	mber 202	2	GoP	10,000.00	10,000.00		
RENT												
	Rent - Building	RO	Negotiated Procurement	Janua	ary - Dece	mber 202	2	GoP	480,000.00	480.000.00		
	Rent - Living Quarters	RO	Negotiated Procurement			mber 202		GoP	48,000.00	48,000.00		-
00200000	Rent - Equipment	RO	Negotiated Procurement			mber 202		GoP	5,000.00	5,000.00		
TRAVELLING EX			Trogonatou / Toouromont						5,000.00	5,000.00		
50201010 00		RO/FOs	Direct Contracting	Janua	ary - Dece	mber 202	2	GoP	851,500.00	851,500.00		
TO A IN UNIO OF THE	l l											
50202010 00	Special Support Activities	RO/FOs	NP-SVP	Janua	ary - Dece	mber 202	2	GoP	518,000.00	518,000.00		
3020,000	EOC, VOW, Wellness/Sportsfest/Teambuilding			Junu	, 2000				310,000.00	310,000.00		
	TRICON, Mid-year Evaluation, Year-end Evaluation, PRAISE Awarding, PWDs/Senior Citizen, DRR/NGP											
	And other relevent trainings as may be called upon by Central Office		THE RESERVE									
EXTRAORDI	NARY/CONFIDENTIAL											-
	Extraordinary Expenses	RD	Direct Contracting	Janua	ary - Dece	mber 2022	2	GoP	116,000.00	116,000.00		
50299030 00	Representation Expenses	RO/FOs	Direct Contracting	Janua	ary - Dece	mber 2022	2	GoP	36,000.00	36,000.00		
50299020 01	Printing and Binding Expenses	RO/FOs	NP - SVP	Janua	ary - Dece	mber 2022	2	GoP	69,000.00	69,000.00		
	* Billboards/Charts -ARTA Compliance									Lual co. eq		
	* T-shirts/Jackets (GAD/Anniversary/NCCW)											
	* Foldable fan printing											
	* Office signage											
	* Mask printing											
	* Plaque (Tokens)											
	* Spray bottles											
	* Office banner											
50215030 00	Insurance Expenses	RO	Direct Contracting	lanus	ary - Dece	mber 2022	2	GoP	70,000.00	70,000.00		
50215030 00	Taxes, Duties and Fees	RO	Direct Contracting			mber 2022		GoP	3,000.00	3,000.00		
50215010 01		RO	Direct Contracting			mber 2022		GoP	20,000.00	20,000.00		
50211020 00		RO	Direct Contracting	Janua	ary - Dece	mber 2022		GoP	27,000.00	27,000.00		Supplies provided to COA Auditors
	* Office Supplies/Materials	COA										
	* UPS & Printer	COA			·							
	* Steel cabinet	COA										
	* Office table/chair	COA										
	* Microsoft Office license * Computer anti-virus license	COA										
	Computer anti-virus licerise	OOA										
50211990 00	Other Professional Services	RO/FOs	Direct Contracting	Janua	ary - Dece	mber 2022	2	GoP	184,000.00	184,000.00		
	Semi Expendable Expenses											
50213050 02	Office Equipment							7				
	* Airconditioning unit	RO/FOs	Shopping			mber 2022		GoP	10,000.00	10,000.00		
			Shopping			mber 2022		GoP	60,000.00	60,000.00		
	* Battery charger		Shopping			mber 2022		GoP	7,000.00	7,000.00		

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	* Water dispenser	RO/FOs	Shopping	January - December 2022	GoP	1,500.00	1,500.00		
50203210 03	ICT Equipment & Softwares								
	* CPU/UPS /AVR	RO & 7 Field Offices	Shopping	January - December 2022	GoP	10,000.00	10,000,00		
	* Keyboard	RO/FOs	Shopping	January - December 2022	GoP	2,000.00	2,000.00		
	* Wifi Adapter	RO/FOs	Shopping	January - December 2022	GoP	3,000.00	3,000.00		
	* Mobile phone	Regional Office	Shopping	January - December 2022	GoP	3,000.00	3,000.00		
	* USB Hub	RO/FOs	Shopping	January - December 2022	GoP	1,000.00	1,000.00		
	* Internet cables, cords, etc.	RO/FOs	Shopping	January - December 2022	GoP	2,000.00	2,000.00		
	* USB Extension cable	Regional Office	Shopping	January - December 2022	GoP	1,000.00	1,000.00		
	* LED CCTV Monitor	Regional Office	Shopping	January - December 2022	GoP	5,000.00	5,000.00		
	* Desktop webcam w/ mic	RO/FOs	Shopping	January - December 2022	GoP	6,000.00	6,000.00		
	* Graphics card	RO/FOs	Shopping	January - December 2022	GoP	3,200.00	3,200.00		
	* External hard drive 1TB	RO/FOs	Shopping	January - December 2022	GoP	5,000.00	5,000.00		2
50203220 01	Furnitures and Fixtures					Α,			
	* Computer tables	RO/FOs	Shopping	January - December 2022	GoP	10,000.00	10,000.00		
	* Cork/white board with frame	RO/FOs	Shopping	January - December 2022	GoP	5,000.00	5,000.00		
	* Steel Filing Cabinet	RO/FOs	Shopping	January - December 2022	GoP	47,350.00	47,350.00		
	* Junior executive table	RO/FOs	Shopping	January - December 2022	GoP	10,000.00	10,000,00		
	* Computer chair	RO/FOs	Shopping	January - December 2022	GoP	6,000.00	6,000.00		
	* Swivel chair	RO/FOs	Shopping	January - December 2022	GoP	9,000.00	9,000.00		
	* Hanging cabinets	Field offices	Shopping	January - December 2022	GoP	7,000.00	7,000.00		
	* Dish cabinet/organizer	RO/FOs	Shopping	January - December 2022	GoP	1,450.00	1,450.00		
	* Top glass for office tables	RO/FOs	Shopping	January - December 2022	GoP	5,000.00	5,000.00		
APITAL OUTLA	I Y								
	None for FY 2022								
	Total					4,397,000.00	4,397,000.00		

Prepared by:

Funds Available:

Recommending Approval: BIDS AND AWARDS COMMITTEE

BAC Secretariat //19/2022

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REGINE MAE Q. BITCO
Accountant I

BAC - Chairperson 1/14

VENUS G. ABAPO BAC - Member BLASITO A. ROSALES
BAC-Vice Chairperson

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MARICON B. GACULA

BAC - Member

Approved by:

CAMILLE STACY L. APURA
BAC - Member

Lina K. hundr LINA K. BURDEOS Regional Director

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