

Parole and Probation Administration - Region 1 Indicative Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TRAVELLING													
	Travelling Expenses	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,460,000.00	1,460,000.00	-	Local Travels to be procured as the need arises
TRAINING													
	Trainings Expenses	RO & FOs	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2024	January to December 2025	GoP	530,000.00	530,000.00	-	Trainings/ Seminars/ Conferences/ Meetings
SUPPLIES AND MATERIALS													
	Supplies and Materials Expenses	RO & FOs	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	683,000.00	683,000.00	-	Various Common-use Supplies and Equipment, Semi-Expendable Equipment, Consumables and other supplies and materials
				NP-53.9 - Small Value Procurement	January to December 2025	January to December 2025	January to December 2025	January to December 2025					
				Shopping	January to December 2025	N/A	January to December 2025	January to December 2025					
				Direct Contracting	N/A	N/A	N/A	January to December 2025					
	Fuel, Oil and Lubricants Experiences	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January to December 2025	GoP	75,000.00	75,000.00	-	to be procured as the need arises
UTILITIES													
	Electricity Expenses	RO, LCPPO & INPPO	NO	Direct Contracting	N/A	N/A	N/A	January to December 2025	GoP	211,000.00	211,000.00		Provided by INEC and LUECO Company
POSTAGE AND DELIVERY													
	Postage and Courier Services	RO& FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January to December 2025	GoP	162,000.00	162,000.00	-	Mailing of official documents
COMMUNICATIONS													
	Mobile Services	RO & FOs	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	76,000.00	76,000.00	-	Load Allowances of RD, ARD and Head of Offices and Units
	Landline Services	RO & FOs	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	221,000.00	221,000.00	-	Provided by PLDT with Internet Service
GENERAL SERVICES													
	Auditing Services	RO	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	-	to be procured as the need arises
	Other Professional Services	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,848,000.00	1,848,000.00	-	Procurement of Services of Support staff and other services
	Janitorial Services	RO & FOs	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	196,000.00	196,000.00	-	12 Janitors (11-Field Office; 1-Regional Office)
	Other General Services-VPA	VPAs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	-	VPA Expenses, etc
OTHER MAINTENANCE AND OPERATING EXPENSES													
	Repair & Maintenance - Buildings and Structures	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January to December 2025	GoP	17,000.00	17,000.00	-	Repair and Maintenance of Office Building and Structures
	Repair & Maintenance - Office Equipment	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January to December 2025	GoP	98,000.00	98,000.00	-	Repair of Office Equipment in the RO & FOs

	Repair & Maintenance - Motor Vehicle	RO	NO	Direct Contracting	N/A	N/A	N/A	January to December 2025	GoP	33,000.00	33,000.00	-	Preventive Maintenance and replacement of defective parts as the need arises
RENTALS													
	Building and Structures	RO	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	391,000.00	391,000.00	-	Rent for Office space for the RO
	Equipment	RO & FOs	NO	NP-53.9 - Small Value Procurement	January to December 2025	N/A	January to December 2025	January to December 2025	GoP	27,000.00	27,000.00	-	to be procured as the need arises
OTHERS													
	Advertising Services	RO	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00	-	to be procured as the need arises
	Printing and Publication Expenses	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	32,000.00	32,000.00	-	to be procured as the need arises
	Taxes, Duties and Fees	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	35,000.00	35,000.00	-	to be procured as the need arises
	Representation Expenses	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January to December 2025	GoP	281,000.00	281,000.00	-	Meals during Meetings, Audit and Other Official Functions
	Extraordinary and Miscellaneous Expenses	RO & FOs	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	116,000.00	116,000.00	-	Miscellaneous and Extraordinary expenses
CAPITAL OUTLAY													
	Motor Vehicle	RO	NO	Competitive Bidding	1st Quarter 2025	1st Quarter 2025	2nd Quarter 2025	2nd Quarter 2025	GoP	1,800,000.00	-	1,800,000.00	for the exercise of executive functions of the Regional Officer-in-Charge
TOTAL:										8,400,000.00	6,600,000.00	1,800,000.00	

Prepared by:

Recommending Approval: BIDS AND AWARDS COMMITTEE

Approved by:


CRISTINE JOY N. HUFANO
Administrative Assistant II


CPO JASMIN C. FLORES
Chairperson


AOIV MARIA TERESA S. MANZANO
Co-Chairperson


AOII LEA C. HUFALAR
Member


WILFRED D. GONNAY
Regional Officer-in-Charge

Funds:


AOII MARIE ANGELA A. ROSALES
Budget Officer


ACCT. I MARCELINA G. MEJIA
Accountant


ADA VI ELLEN CATHERINE B. DELOS SANTOS
Member


ADA IV MA. KAZANDRA G. TADINA
Member