

**DOJ-PAROLE AND PROBATION ADMINISTRATION REGION 02**  
**ANNUAL PROCUREMENT PLAN FOR FY 2024**

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/Activity/Project)
				Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>LOCAL TRAININGS</b>											
5020201002	Training Venue, Accomodation and catering services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	267,000.00	267,000.00	N/A	Various Training (i.e., Training/Seminar/Workshop related to RA 9165; Training/Seminar/Workshop on Rehabilitation Program, GAD, ISO 9001:2015)
5020201002	Training Venue, Accomodation and catering services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	330,000.00	330,000.00	N/A	Regional Management Conference, General Assembly with Personnel Development and Various Committee Meetings (Awarding of Contracts are during 1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter)
	<b>SUPPLIES AND MATERIALS</b>											
5020301002	Common Use Supplies and Materials Available at Procurement Service	RO	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoP	459,078.86	459,078.86	N/A	To be procured from PS-DBM
5020301002	Supplies and Materials not Available at Procurement Service	RO	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	404,921.14	404,921.14	N/A	To be procured as the need arises and supplies needed for trainings
5020309000	Fuel and Lubricants Expenses	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	133,000.00	133,000.00	N/A	To be procured as the need arises
5020302000	Accountable Forms (Check)	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00	N/A	To be procured as the need arises
	<b>UTILITIES</b>											
5020401000	Water	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	7,000.00	7,000.00	N/A	Supply and delivery of drinking water
5020402000	Electricity Services	RO/CAG2	Direct Contracting	N/A	N/A	N/A	N/A	GoP	71,000.00	71,000.00	N/A	Cagayan 2 PPO, NuevaVizcaya PPO, Tuguegarao City PPO & Regional Office Power Supply
	<b>POSTAGE AND DELIVERY</b>											
5020501000	Postage and Courier Services	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	168,000.00	168,000.00	N/A	To be procured as the need arises
	<b>COMMUNICATIONS</b>											
5020502001	Mobile Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	31,000.00	31,000.00	N/A	Regional Office Phone Line requirement and Provision for RD and ARD's Load Allowance
5020502002	Landline Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	73,000.00	73,000.00	N/A	Regional Office Telephone Requirement
5020503000	Internet Services	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	304,000.00	304,000.00	N/A	Provision for Internet Load of 8 Field Offices and Regional Office
	<b>LEGAL SERVICES</b>											
5021101000	Legal Services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	N/A	To be procured as the need arises
	<b>OTHER PROFESSIONAL SERVICES</b>											
5021199000	Speaking Services	RO	NP-53.7 Highly Technical Consultants	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	N/A	Lecture for trainings
5021199000	Job Orders for other services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	883,000.00	883,000.00	N/A	Procurement of servicesof support staff and driver



	JANITORIAL SERVICES											
5021202000	Janitorial services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	142,000.00	142,000.00	N/A	Contract of Service for 9 Utility Workers of RO and FOs (Contract of Signing is January and July 2024)
	REPAIR AND MAINTENANCE											
5021305002	RM-Office Equipment (Parts/Materials)	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00	N/A	Repair and Maintenance of Office Equipments in RO and FOs
5021306001	RM-Motor Vehicles (Parts/Materials)	RO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	N/A	Preventive Maintenance of SUV and Replacement of defective parts as the need arises and steps board of SUV SAA 4645
5021304001	RM-Furniture and Fixture (Parts/Materials)	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	N/A	Repair of Office Building of Field Offices and the Regional Office
	INSURANCE SERVICES											
5021503000	Registration and Insurance Expenses	RO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	N/A	Registration and Insurance Coverage of PPAR2 Service Vehicles and Field Office/Regional Office Office Equipments
5021502000	Fidelity Bond	RO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	22,000.00	22,000.00	N/A	Renewal of Bond of RD, AOIV,AOI and Property Officer
	ADVERTISING SERVICES											
5029901000	Advertising Services	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	N/A	To be procured as the need arises
	PRINTING AND PUBLICATION											
5029902000	Printing and Publication Services	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	54,000.00	54,000.00	N/A	To be procured as the need arises
5029902000	Printing of Tarpaulin for Various Activities	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	18,000.00	18,000.00	N/A	To be procured as the need arises
	RENTALS											
5029905001	Office Space	CAG2	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	200,000.00	200,000.00	N/A	Office Space for Cagayan 2 PPO & Cauayan City PPO
5029905005	Quarters (RD/ARD)	RO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	N/A	Quarters of RD/ARD
5029905004	Office Equipment	RO/FO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	N/A	To be procured as the need arises
5029907099	Subscription	RO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	N/A	To be procured as the need arises
TOTAL									3,761,000.00	3,761,000.00		

Prepared by:

  
**MA. SOCORRO C. LASAM**  
BAC Secretariat

Recommending Approval : BIDS AND AWARDS COMMITTEE

  
**ARD MA. CRISTINA C. VIBAR**  
BAC Chair

  
**CPO LAUREEN F. SANDOVAL**  
Member

  
**BENITA L. MARAMAG, DPA**  
Regional Director

Funds Available:

  
**APOLINARIO B. EBOY JR.**  
Accountant I

  
**CPO MARY GRACE M. DELA CRUZ**  
Member

  
**CPPO MARIA EMELIE C. CALAGUI**  
Member