

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XI, DAVAO CITY
ANNUAL PROCUREMENT PLAN FOR FY 2023**

| 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 IE/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 5020301002 | Office Supplies - Annex A | DILG RXI | NO | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | GoP | 2,000,000.00 | 2,000,000.00 | 0 | Procurement thru PS-DBM; Local Market |
| 5020501000 | Postage and Deliveries | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 50,000.00 | 50,000.00 | 0 | Monthly bills for freight & handling |
| 5020502002 | Telephone-Landline | DILG RXI | YES | Direct Contracting | N/A | N/A | January-December | January-December | GoP | 2,000,000.00 | 2,000,000.00 | 0 | Line of communication thru PLDT w/ monthly bills and rproc bills |
| 5020502001 | Telephone-Mobile | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 804,000.00 | 804,000.00 | 0 | monthly allocation of mobile plan (reg. moe and rproc) |
| 5020503000 | Internet | DILG RXI | YES | Direct Contracting | N/A | N/A | January-December | January-December | GoP | 800,000.00 | 800,000.00 | 0 | monthly bills for internet; wireless connection |
| 5020504000 | Cable | DILG RXI | YES | Direct Contracting | N/A | N/A | January-December | January-December | GoP | 50,000.00 | 50,000.00 | 0 | monthly bills for ready connection |
| 5020309000 | Gasoline, Oil and Lubricants | DILG RXI | YES | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | N/A | N/A | January | January | GoP | 1,000,000.00 | 1,000,000.00 | 0 | bi-weekly billing for supply of gasoline to various vehicles |
| 5020401000 | Water | DILG RXI | YES | Direct Contracting | N/A | N/A | January | January | GoP | 250,000.00 | 250,000.00 | 0 | monthly bills for water consumption by local water utility |
| 5020402000 | Electricity | DILG RXI | YES | Direct Contracting | N/A | N/A | January | January | GoP | 2,500,000.00 | 2,500,000.00 | 0 | monthly bills for electricity consumption |
| 5021304001 | Repair & Maint Office Bldg | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 847,000.00 | 847,000.00 | 0 | repair of office building by scope of work |
| 5021305002 | Repair & Maint Office Equipment | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 624,000.00 | 624,000.00 | 0 | repair & maint. Of aircon; photocopying machine & other emergency services that may arise from time to time |
| 5021306001 | Repair & Maint Motor Vehicle | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 1,219,000.00 | 1,219,000.00 | 0 | major and minor repairs of motor vehicles, change tires and batteries and other related repairs from time to time attributed to wear & tear due to fully depreciated status |
| 5021202000 | Janitorial Services | DILG RXI | YES | Competitive Bidding | December 2022 | December 2022 | January | January | GoP | 750,000.00 | 750,000.00 | 0 | Provision of janitorial services to regional office |
| 5021203000 | Security Services | DILG RXI | YES | Competitive Bidding | December 2022 | December 2022 | January | January | GoP | 350,000.00 | 350,000.00 | 0 | Provision of security services to regional office |
| 5029902000 | Printing and Binding Services | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 1,100,000.00 | 1,100,000.00 | 0 | Printing of Annual Report; Tarpapine; Fabrication of Plaques |
| 5029907000 | Subscription of newspaper & magazines | DILG RXI | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 69,000.00 | 69,000.00 | 0 | Daily subscription of local and national newspaper |
| 5020101000 | Travelling Exp. - Plane fare | DILG RXI | YES | NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets | N/A | N/A | January | January | GoP | 1,130,864.00 | 1,130,864.00 | 0 | attendance to CO directives; meetings and conferences |
| 5020201002 | Conduct of Monthly Provincial/City Conference | Provincial/City Offices | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 1,261,865.00 | 1,261,865.00 | 0 | Monthly Team Conference of the Provincial/City sub-regional offices |
| 5020201002 | Orientation on newly-hired personnel | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | 1st, 2nd, 3rd, 4th Qtr | 1st, 2nd, 3rd, 4th Qtr | GoP | 25,000.00 | 25,000.00 | 0 | orientation to determine the personnel level of competency |
| 5020201002 | Learning & Development | RO-FAD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 101,936.00 | 101,936.00 | 0 | to improve group & individual performance by increasing and enhancing skills & knowledge |
| 5020201002 | RHRMPSB Competency Assessment/ Deliberation | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 50,000.00 | 50,000.00 | 0 | Deliberation on recruitment and selection |

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| | | | | | Advertisement/Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 5020201002 | FAD Division Quarterly Meeting | RO-FAD | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | 1st, 2nd, 3rd, 4th Qtr | 1st, 2nd, 3rd, 4th Qtr | GoP | 103,199.00 | 103,199.00 | 0 | Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel |
| 5020201002 | EAC Meeting | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 50,000.00 | 50,000.00 | 0 | meetings for the procurement of goods & services; infra; CS |
| 5020201002 | Seminar for FAD personnel - drivers | RO-FAD | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | 2nd Qtr | 2nd Qtr | GoP | 50,000.00 | 50,000.00 | 0 | to provide all Driver's basic knowledge on vehicle diagnosis repair and parts replacement |
| 5020201002 | SPMS - ROPMT Meetings | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 20,000.00 | 20,000.00 | 0 | for the calibration of spms ratings of personnel for 2 semesters. |
| 5020201002 | COA Entrance and Exit Conference | RO-FAD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 50,000.00 | 50,000.00 | 0 | provide a venue for COA to communicate audit results to Mgt comments on findings & recommendation |
| 5020201002 | Attendance to Trainings conducted by CSC & Other Agencies | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | 1st, 2nd, 3rd, 4th Qtr | 1st, 2nd, 3rd, 4th Qtr | GoP | 30,000.00 | 30,000.00 | 0 | for registration/ training fees during attendance to various CSC and other agencies trainings |
| 5020201002 | MST Activities | RO-FAD | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January-December | January-December | GoP | 36,000.00 | 36,000.00 | 0 | for the Regional office monthly activities |
| 5020201002 | Training Orientation on Self Defense | RO-MSSU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | April | April | GoP | 100,000.00 | 100,000.00 | 0 | Orientation on Self Defense for employees |
| 5020201002 | Conduct of Livelihood seminar/training for all employees/tribute to retirees | RO-MSSU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | June | June | GoP | 50,000.00 | 50,000.00 | 0 | Orientation to DILG XI Employees on possible livelihood/Enterpreneurial activities |
| 5020201002 | GST for Region XI employees | RO-MSSU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | August | August | GoP | 92,500.00 | 92,500.00 | 0 | Conduct of Gender Sensitivity Training for DILG XI Employees |
| 5020201002 | Conduct of Training to all GFPS members on How to Use GMEF | RO-MSSU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | July | July | GoP | 50,000.00 | 50,000.00 | 0 | Training to all GFPS members on How to Use GMEF |
| 5020201002 | Continuing Legal Education | RO-RLSU | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 200,000.00 | 200,000.00 | 0 | Updating DILG XI personnel on the latest legal opinions and SC rulings and issuances of other Government agencies |
| 5020201002 | Apprenticeship Program for LGOOs | RO-LGCDD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 130,000.00 | 130,000.00 | 0 | Apprenticeship of LGOOs |
| 5020201002 | Division Quarterly Meeting | RO-LGCDD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | Quarterly | Quarterly | GoP | 60,000.00 | 60,000.00 | 0 | Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel |
| 5020201002 | Capacity Development Trainings for DILG Personnel | RO-LGCDD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 100,000.00 | 100,000.00 | 0 | Region-wide |
| 5020201002 | Training on LGISEI | RO-LGCDD | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 50,000.00 | 50,000.00 | 0 | facilitate encoding of best practices in the LGISE/LGA Website |
| 5020201002 | Conduct of RTF ELCAC Meeting | RO-LGMED | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 50,000.00 | 50,000.00 | 0 | Conduct of RTF-ELCAC Meeting |
| 5020201002 | Operational Support for LTIA Regional Awarding | RO-LGMED | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | June | June | GoP | 50,000.00 | 50,000.00 | 0 | Evaluation, recognition and conferment of awards to Outstanding Tagapamayapa at all levels |

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| 5020201002 | Division Quarterly Meeting | RO-LGMED | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | Quarterly | Quarterly | GoP | 60,000.00 | 60,000.00 | 0 | Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Division/personnel |
| 5020201002 | Continuing Program/Activities for DILG XI Personnel | RO-PEDPU | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 100,000.00 | 100,000.00 | 0 | build self confidence, enhance self esteem & improve overall personality |
| 5020201002 | Conduct of Monthly Prov/City Director's Conference (RMCC) | RO-PEDPU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January-December | January-December | GoP | 80,000.00 | 80,000.00 | 0 | Monthly Regional Management Consultative Conference by the Top Mgt PDs, CD, Cluster heads Division and Unit Chiefs |
| 5020201002 | Planning Link Conference | RO-PEDPU | NO | NP-53.9 - Small Value Procurement | N/A | N/A | January and July | January and July | GoP | 20,000.00 | 20,000.00 | 0 | Planning Conference for the preparation of the OPB |
| 5020201002 | Conduct of Management Committee Meeting (ManCom) | RO-PEDPU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January-December | January-December | GoP | 20,000.00 | 20,000.00 | 0 | Monthly meeting with Top Management and Div. Chiefs/ Unit/Section Heads of the Regional Office |
| 5020201002 | Conduct of ORD's Team Conference | RO-PEDPU | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | Quarterly | Quarterly | GoP | 80,000.00 | 80,000.00 | 0 | Quarterly Team Conference for the Office of the Regional Director (ORD) |
| 5020201002 | Conduct of ICT Literacy Training for DILG XI Personnel | RO-RICTU | YES | NP-53.10 Lease of Real Property and Venue | N/A | N/A | January | January | GoP | 50,000.00 | 50,000.00 | 0 | ICT Literacy Training for DILG XI Personnel |

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