

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGION XI, DAVAO CITY  
ANNUAL PROCUREMENT PLAN  
FY 2021

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)
					Advertis- ment/P osting of IB/REI	Submis- sion/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020501000	Postage and Deliveries	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	90000	90000	0	Monthly bills for freight & handling
5020502002	Telephone-Landline	DILG RXI	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	2856000	2856000	0	Line of comm. thru PLDT w/ monthly bills
5020502001	Telephone-Mobile	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	711000	711000	0	monthly allocation of mobile plan
5020503000	Internet	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	11000	11000	0	monthly bills for internet ; wireless connection
5020504000	Cable	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	9000	9000	0	monthly bills for ready connection
5020309000	Gasoline, Oil and Lubricants	DILG RXI	YES	NP-53.9 - Small Value Procurement	12/4/2020	12/11/2020	Jan-Dec	Jan-Dec	GoP	918000	918000	0	weekly billing for supply of gasoline to various vehicles
5020402000	Electricity	DILG RXI	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	2226000	2226000	0	monthly bills for electricity consumption
5020401000	Water	DILG RXI	NO	Direct Contracting	N/A	N/A	Jan-Dec	Jan-Dec	GoP	491000	491000	0	monthly bills for water consumption
5021304001	Repair & Maint Office Bldg	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st;2nd qtr	1st;2nd qtr	GoP	847000	847000	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	Jan-Dec	Jan-Dec	GoP	624000	624000	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	Jan-Dec	Jan-Dec	GoP	1219000	1219000	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 fully depreciated status
5021202000	Janitorial Services/Security Services	DILG RXI	YES	NP-53.9 - Small Value Procurement	12/4/2020	12/11/2020	Jan-Dec	Jan-Dec	GoP	1644000	1644000	0	Monthly Provision of janitorial & Security services to reg. office
5020301002	Office Supplies - Annex A	DILG RXI	NO	Shopping	N/A	N/A	1st,2nd,3rd & 4th qtr	1st,2nd,3rd & 4th qtr	GoP	1391000	1391000	0	Procurement thru PS DBM : Local market
5029902000	Printing and Binding Services	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	1066000	1066000	0	Quarterly Uploading/Publication of Sagisag Newsletter; Printing of Annual Report; Tarpauline; Fabrication of Plaques
5029907000	Subscription of newspaper & magazines	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	69000	69000	0	Daily subscription of local and national newspaper
5020101000	Travelling Expenses - Plane fare	DILG RXI	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	800000	800000	0	attendance to CO directives; meetings and conferences
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	25000	25000	0	orientation to determine the personnel level of competency
5020201002	Learning & Development	RO- FAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	2nd & 3rd qtr	3rd & 3rd qtr	GoP	60000	60000	0	to improve group & individual performance by increasing and enhancing skills & knowledge
5020201002	RHMSPB Deliberation	RO- FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st,2nd,3rd & 4th qtr	1st,2nd,3rd & 4th qtr	GoP	10000	10000	0	Deliberation on recruitment and selection

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5020201002	Division Quarterly Meeting	RO- FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st,2nd,3rd & 4th qtr	1st,2nd,3rd & 4th qtr	GoP	90000	90000	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5020201002	BAC Meeting	RO - FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	GoP	36000	36000	0	meetings for the procurement of goods & services; infra; CS
5020201002	Seminar on Vehicle Trouble Shooting for Drivers	RO- FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	2nd qtr	2nd qtr	GoP	40000	40000	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	1st,2nd,3rd & 4th qtr	1st,2nd,3rd & 4th qtr	GoP	15000	15000	0	for the calibration of sprms ratings of personnel for 2 semesters.
5020201002	Conduct of 2021 Year-End Evaluation	RO- FAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Dec. 2021	Dec. 2021	GoP	214828	214828	0	Year-End performance award program; give due recognition of awards to sub-regional teams & Individuals who demonstrated outstanding work performance
5020201002	COA Entrance and Exit Conference	RO- FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st qtr	1st qtr	GoP	30000	30000	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	30000	30000	0	for registration/training fees during attendance to various CSC and other agencies trainings
5020201002	Conduct of DILG XI Senior Citizen's Related Activities/Tribute to Retirees	RO- FAD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	2nd qtr & 4th qtr	2nd qtr & 4th qtr	GoP	50000	50000	0	Orientation to DILG XI Senior Citizen's on possible livelihood/Enterpresnuerial activities/Giving due recognition to Retirees
5020201002	Conduct of GAD Trainings and other related activities	RO- MSSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st qtr & 2nd qtr	1st qtr & 2nd qtr	GoP	110677	110677	0	updates on the preparation and on-line submission of FY 2020 GAD Plans & Budget
5020201002	Tobacco Control Network Act	RO-LGCCDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd qtr	3rd qtr	GoP	30000	30000	0	Discuss quarterly accomplishments of the Tobacco Control Network among member agencies
5020201002	Division Quarterly Meeting	RO-LGCCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	3rd qtr	3rd qtr	GoP	60000	60000	0	meetings of the Regional Mgt Coordinating Comm

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5020201002	Conduct activites in support to Apprentiship of LGOOs	RO-LGCDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st qtr	1st qtr	GoP	200000	200000	0	commitments/orientation for newly hired LGOO
5020201002	Division Quarterly Meeting	RO-LGCDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st,2nd,3rd & 4th qtr	1st,2nd,3rd & 4th qtr	GoP	40000	40000	0	Discuss quarterly accomplishments of programs/projects; issues and concerns w/in the Divisions/personnel
5020201002	LTIA meetings & awarding	RO-LGCDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st qtr	1st qtr	GoP	104000	104000	0	Evaluation,recognition and confernment of awards to Outstanding Tagapamayapa at all levels
5020201002	Conduct of Capacity Development Training for DILG Employees	RO-LGCDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	3rd qtr	3rd qtr	GoP	91630	91630	0	build self confidence, enhance self esteem & improve overall personality
5020201002	SGLG Implementation	RO-LGMED	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	2nd, 3rd, 4th qtr	2nd, 3rd, 4th qtr	GoP	110000	110000	0	assessment of proposed LGU passers; Granting of awards to SGLG passers;
5020201002	Conduct of Continuing Legal Education Seminar	RO-Legal	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	3rd qtr	3rd qtr	GoP	100000	100000	0	Updating DILG XI personnel on the latest legal opinions and SC rulings and issuances of other Government agencies; continuous enhancement of its human resources to be more responsive to the robuost demand of good local governance
5020201002	Conduct of MSAC Meeting	RO-LGRRC	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd qtr	3rd qtr	GoP	29000	29000	0	build self confidence, enhance self esteem & improve overall personality
5020201002	Conduct of Planning Link meetings and Conference	RO- PedPu	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan & July	Jan & July	GoP	20000	20000	0	Planning Conference for the preparation of the OPB
5020201002	Conduct of Regional Management Committee Meeting (ManCom)	RO- PedPu	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	30000	30000	0	Monthly meeting with Top Management and Div. Chiefs/ Unit/Section Heads of the Regional Office

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5020201002	Conduct of Regional Management Consultative Conference (RMCC)	RO- PedPu	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-Dec	Jan-Dec	GoP	70000	70000	0	Monthly Regional Management Consultative Conference by the Top Mgt, PDs, CD, Cluster heads Division and Unit Chiefs
5020201002	Conduct of ORD's Team Conference	RO- PedPu	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	1st,2nd,3rd & 4th qrt	1st,2nd,3rd & 4th qrt	GoP	30000	30000	0	Quarterly Team Conference for the Office of the Regional Director (ORD)
5020201002	Conduct of Monthly Prov//City Conference	RO - OARD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-Dec	Jan-Dec	GoP	1261865	1261864.8	0	Monthly Team Conference of the Provincial/City sub-regional offices

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