Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 10, Cagayan de Oro City

ANNUAL PROCUREMENT PLAN NON-CSE FOR FY 2021

Code (PAP)	Procurement Program / Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity: Pre-Proc Conference	Ads/Post of IB/REI	Pre-bid Conf.	Eligibility Check	Sub-Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing	Notice to Proceed	Delivery / Completion	Acceptance /Turnover	Source of Funds	Estimated Budget (PhP): Total	MOOE	CO	Remarks (brief description of Program/Project)
	SUPPLIES NOT FOUND AT PS / DBM																			
31010010000	Toner for MP2014AD	FAD	Direct													FY 2021	15,000.00	15,000.00		For Duplicating
100	Toner for 2000L2 Duplicating Machine		Purchase													GAA	11,200.00	11,200.00		Machine
	Ink Black for DX2430		- do -														12,000.00	12,000.00		- do -
	Master for DX 2430		- do -														10,000.00	10,000.00		- do -
	Developer for MP2014AD		- do -														24,250.00	24,250.00		- do -
	Cleaning Blade for MP 2014 Series		- do -														2,500.00	2,500.00		- do -
	Toner TN 116 (INEO)																7,000.00	7,000.00		- do -
	DILG Seal	FAD	Small Value													FY 202`1	45,000.00	45,000.00		Installation at DILG Bldg.
31010020000	Various Office Supplies	LGCDD	Small Value													GAA	48,000.00	48,000.00		SLGP - RPCT
4000	Various computer Inks		Procurement																	
31010020002	Various Office Supplies	LGCDD	Small Value													FY 2021	62,300.00	62,300.00		Ease of Doing Business
6000	Various computer Inks		Procurement													GAA				
	Photo paper for Canon Selphy color																			
	Ink /paper set KP-108IN																			
	Tarpaulin																			
	USB OTG Cable																			
31010020003	Office Supplies	PDMU	Small Value													FY 2021	789,073.00	789,073.00		Locally Funded Projects
5000	Traffic Safety Reflector Vest		Procurement													GAA	2,880.00	2,880.00		
	Raincoat																24,000.00	24,000.00		
	Rainboots																36,000.00	36,000.00		
	Automatic Umbrella																45,000.00	45,000.00		
	Wheel Meter																30,000.00	30,000.00		
	Engineering Drawing Set																12,500.00	12,500.00		
	Plaques																60,000.00	60,000.00		
	Camera Bag/Backpack																4,000.00	4,000.00		
	Face Mask																3,000.00	3,000.00		
31010010000	Megaphone portable	Camiguin	Small Value													FY 2021	6,500.00	6,500.00		Field Operations
1000			Procurement																	
	IT SUPPLIES																			
31010020003	16 GB (Plug & Play)	PDMU	Small Value													FY 2021	24,000.00	24,000.00		Locally Funded Projects
5000	64 GB OTG		Procurement													GAA	23,400.00	23,400.00		
	Arh File																3,740.00	3,740.00		
	Sound Recorder																4,000.00	4,000.00		
	Laser Pointer																2,500.00	2,500.00		
	Switch Hub 16 Port																2,000.00	2,000.00		
	4G Pocket Wifi																18,000.00	18,000.00		
	64G Memory Card																1,500.00	1,500.00		
	Canon Eos 800D Battery Pack																3,500.00	3,500.00		
	1TB External Hard Drive																35,000.00	35,000.00		
	Anti-Radiation Screen Protector																1,500.00	1,500.00		
	Mouse pad																4,800.00	4,800.00		
	Wireless Mouse																2,400.00	2,400.00		
	Anti-Rad Screen																12,000.00	12,000.00		
310100100000	Noise Candellation Headset	Mis. Occ.	Small Value														2,000.00	2,000.00		
1000	Web Cam	Mis. Occ.	Procurement														2,000.00	2,000.00		
	3 n 1 Printer Scanner	Mis. Occ.	' -do -														7,500.00	7,500.00		

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				Pre-Proc Conference	Ads/Post of IB/REI	Pre-bid Conf.	Eligibility Check	Sub-Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery / Completion	Acceptance /Turnover		Total	MOOE	CO	
	IT SUPPLIES																			
310100100000 1000	Wireless N-Router	Camiguin	Small Value Procurement													FY 2021 GAA	5,000.00	5,000.00		Field Operations
	Trainings/Seminars																			
310100200000 4000	Conduct of Dagyaw 2021	LGCDD	Lease of Venue													FY 2021 GAA	850,000.00	850,000.00		SLGP - RPCT
	Conduct of Provincial Webinars, printing and dissemination of IEC Materials	- do -															500,000.00	500,000.00		- do -
	Provide Technical Assistance on CDP Formulation	- do -	Small Value Procurement														265,000.00	265,000.00		
	Conduct of Orientation on Enhanced CDP Assessment Tool	- do -	Small Value Procurement														289,000.00	289,000.00		
310100200026000	Conduct of 93 C/Ms provided assistance on the Formulation of CDP	LGCDD	Small Value Procurement													FY 2021 GAA	22,000.00	22,000.00		Ease of Doing Business
	Conduct of 5 provincies and 93 CMs oriented on the Enhanced CDP Assessment Tool	LGCDD	Small Value Procurement													- do -	20,000.00	20,000.00		- do -
	6 CMs Oriented on e-BPLS / I-BPLS	LGCDD	- do -													FY 20221	22,000.00	22,000.00		- do -
	Conduct of 5 3rd-4th Class municipalities trained on BPCO	- do -	- do -													GAA	15,000.00	15,000.00		
	Conduct of 50% CMs monitored on compliance with BPCO	LGCDD	Small Value Procurement													FY 2021 GAA	11,000.00	11,000.00		
	Conduct of 5 CMs trained on Integration of Barangay Clearance	LGCDD	Small Value Procurement													- do -	20,000.00	20,000.00		- do -
310100200026000	Conduct of RO DILG and DOF Focal Persons trained on Rationalization of Fees & Charges	LGCDD	Small Value Procurement													FY 2021 GAA	11,000.00	11,000.00		Ease of Doing Business
	Conduct of 5CMs trained on Rationalization of fees & charges	LGCDD	Small Value Procurement													- do -	20,000.00	20,000.00		- do -
	Conduct of DILG and DOF-BLGCD Focal Persons trained on Local Revenue Code (LRC)	LGCDD	-do-													FY 2021 GAA	15,000.00	15,000.00		- do -
310100200026000	Conduct of 5 LGUs trained on LRC	LGCDD	Small Value Procurement													- do -	22,000.00	22,000.00		Ease of Doing Business
	Conduct of DILG Regional & Provincial FPs trained on Streamlining LGU Systems & Procedures	LGCDD														FY 2021 GAA	10,000.00	10,000.00		- do -
- do -	Conduct of 9 LGUs trained on Streamlining LGU Systems & Procedures	LGCDD	Small Value Procurement													FY 2021 GAA	26,000.00	26,000.00		- do -
- do -	Conduct of 5 LGUs trained on Repeal of Regulatory Policies	LGCDD	- do -													- do-	25,000.00	25,000.00		- do -
- do -	Conduct of Instituting Local Economic Development and Worksforce Development Program (Conduct of Training of LGUs on LEDIPO and Iworc)	LGCDD	Small Value Procurement													FY 2021 GAA	25,000.00	25,000.00		Ease of Doing Business
310100100000 1000	2021 Regional Communications and information Committee Quarterly Meeting	ORD	Small Value Procurement													FY 2021 GAA	40,000.00	40,000.00		CIC Meetings

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				Pre-Proc Conference	Ads/Post of IB/REI	Pre-bid Conf.	Eligibility Check	Sub-Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery / Completion	Acceptance /Turnover		Total	MOOE	CO	
	Trainings/Seminars																			
31010020000 4000	Conduct of Local Government Development Division(LGCDD) and Regional Program Coordination Team (RPCT) Re-programming and Catch-up Planning	LGCDD	Small Value Procurement													FY 2021 GAA	19,600.00	19,600.00		LGCDD/RPCT Activities
31010020000 4000	Online Coordination Meeting with concerned RLAs Re-Preparation for the Implementation of LGSF-SBDP Non-Infra Projects	LGCDD	Small Value Procurement													FY 2021 GAA	14,000.00	14,000.00		SLDP
31010010000 1000	Conduct of Review for the Revision of Quality Objective, Organizational Risk, ROR, Context Registry, Interested Party Matrix, Quality Control Plan	LGMED	Small Value Procurement													FY 2021 GAA	5,000.00	5,000.00		ISO QMS Activity
31010010000 2000	Conduct of R10 IATF-MEID Meeting and OPPAP-LPE re: Orientation Preparatory Meeting	LGMED	Small Value Procurement													FY 2021 GAA	5,450.00	5,450.00		Peace & Order Council
20000010000 4000	Training-Workshop on the Preparation of Detailed Engineering Design (DED) of Locally Funded Projects (AUTOCAD CIVIL 3D)	PDMU	Small Value Procurement													FY 2021 GAA	18,000.00	18,000.00		Detailed Engineering Design (DED)
31010010000 1000	Conduct of Virtual Review for the Revision of Quality Manual (QM), Quality Procedures (QPs), and System Procedures	LGMED	Small Value Procurement													FY 2021 GAA	21,000.00	21,000.00		ISO QMS Activity
20000010000 4000	PDMU Meeting and preparation for Upcoming Training-Workshop on the preparation of Detailed Engineering Design (DED) on Water Projects	PDMU	Small Value Procurement													FY 2021 GAA	8,800.00	8,800.00		Detailed Engineering Design (DED)
31010010000 2000	Conduct of DILG 10 RPOC Secretariat Meeting	LGMED	Small Value Procurement													FY 2021 GAA	8,000.00	8,000.00		Peace & Order Council
31010010000 1000	Meals & Accommodation of Learning and Development Training Interventions for CY 2021	FAD	Lease of Venue													do -	427,200.00	427,200.00		Learning & Development
31010010000 1000	LTIA Regional Awarding Ceremony	LGMED	Lease of Venue													FY 2021 GAA	200,000.00	200,000.00		Lupon Tagapamayapa Incentives Award
31010010000 1000	Year-End Evaluation and Parangal Awarding 2021	FAD	Lease of Venue													do -	225,000.00	225,000.00		Parangal Awarding
31010010000 1000	Team Building of DILG employees	FAD	Lease of Venue													FY 2021 GAA	219,890.00	219,890.00		Team Building
- do -	Conduct of SGLG Roll-out to all Field Officers	LGMED															400,000.00	400,000.00		SGLG Activity

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	ELECTRICAL SUPPLIES																			
5000			Procurement													GAA				
31010010000	LED Bulb 9 watts	0														'-do-	15,000.00	15,000.00		
1000	LED Bulb 40 watts																23,000.00	23,000.00		
	Flat Cord wire # 16																2,500.00	2,500.00		
	Florescent Lamp 36watts																2,000.00	2,000.00		
	Flat cord # 18																1,800.00	1,800.00		
	Male plug																1,000.00	1,000.00		
	4 gang outlet																2,000.00	2,000.00		
	Fuse renewable 400A x 250v																3,500.00	3,500.00		
	OFFICE EQUIPMENT																			
31010020003	All n 1 Printer	PDMU	Small Value													FY 2021	180,000.00	180,000.00		
5000	Printer Inkjet		Procurement													GAA	120,000.00	120,000.00		
	Desktop Computer																540,000.00	540,000.00		
	Laptops																450,000.00	450,000.00		
	DSLR Camera Tripod																9,000.00	9,000.00		
31010010000	Binding & Punching Machine	Bukidnon	Small Value													FY2021	10,000.00	10,000.00		In support to Field
1000	Digital Voice Recorder	Bukidnon	Procurement													GAA	7,000.00	7,000.00		Operations
	Fire Extinguiser	Bukidnon															4,300.00	4,300.00		
	Paper Shredder	Bukidnon															10,500.00	10,500.00		
	Hot & Cold water dispenser	Bukidnon															7,500.00	7,500.00		
	Paper Shredder	Camiguin															10,500.00	10,500.00		- do -
	REPAIR & MAINTENANCE																			
31010020003	Printer Repair	PDMU	Small Value													FY 2021	12,000.00	12,000.00		Locally Funded Projects
5000	Computer repair & Maintenance		Procurement													GAA	15,000.00	15,000.00		
	Laptop repair & maintenance																18,000.00	18,000.00		
31010010000	Quarterly preventive maintenance of	FAD	Small Value													FY 2021	92,000.00	92,000.00		Preventive Maintenance of
1000	airconditioners (Cleaning)		Procurement													GAA				Equipment
31010010000	Check-up and repair of IT and Office	FAD	-do -													- do -	36,000.00	36,000.00		-do -
1000	Equipment																			
-do -	Check-up, repair and replacement of	FAD	Small Value													FY 2021	1,581,000.00	1,581,000.00		
	worn-out part for motor vehicles		Procurement													GAA				
31010010000	Repair of Defective windows of the 1st	FAD	-do -													-do-	100,000.00	100,000.00		Building Maintenance
1000	and 2nd floor of DILG building																			

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	PRINTING																			
31010010000	Reproduction of Annual Report for	FAD	Small Value													FY 2021	200,000.00	200,000.00		Annual Report for CY 2020
1000	CY 2020		Procurement													GAA				accomplishments
	Tarpaulin printing	FAD	-do-													FY 2021	16,000.00	16,000.00		
	Plaques	FAD	-do -													GAA	45,000.00	45,000.00		Parangal Awarding
31010010000	**DRUGS AND MEDICINES**	FAD	Small Value													FY 2021	5,000.00	5,000.00		Personnel Protection
1000	**FUEL AND LUBRICANTS**	FAD	Procurement													GAA	1,625,000.00	1,625,000.00		Vehicle Maintenance
	FURNITURE & FIXTURES																			
31010020003	Office Table, medium siza	PDMU	Small Value													FY 2021	37,500.00	37,500.00		Locally Funded Projects
5000	Table Top Glass		Procurement													GAA	7,500.00	7,500.00		
	Office Chairs																36,000.00	36,000.00		
	Office Cabinets																12,500.00	12,500.00		
31010010000	4 drawers Steel Cabinet black	Mis. Occ	Small Value													FY 2021	10,000.00	10,000.00		
1000	Office chairs, low backrest	Camiguin	Procurement													GAA	75,000.00	75,000.00		Field Operations
	Office Table Senior	Camiguin															50,000.00	50,000.00		
	MANDATORY EXPENSES																			
31010010000	Water	FAD														FY 2021	300,000.00	300,000.00		
1000	Electricity	FAD														GAA	1,336,000.00	1,336,000.00		
	SUBSCRIPTION																			
31010010000	Zoom Subscription	LGRC														FY 2021	135,000.00	135,000.00		
1000	Streamyard Subscription	LGRC														GAA	40,000.00	40,000.00		
	Renderforest Subscription	LGRC														do -	15,000.00	15,000.00		
TOTAL																	12,386,483.00	12,386,483.00		
ADDITIONAL PROVISION FOR INFLATION																	1,238,648.30	1,238,648.30	-	
GRAND TOTAL																	13,625,131.30	13,625,131.30	-	
APPROVED BUDGET BY THE AGENCY HEAD																				

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

ROSITA E. LAGANG
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

ELSID U. FAGARAGAN
Budget Officer

Approved by:

ARNEL M. AGABE, CESO III
Head of Office/Agency

Date Prepared: January 27, 2021