


**HOUSING AND LAND USE REGULATORY BOARD
BICOL REGION FIELD OFFICE
ANNUAL PROCUREMENT PLAN
Non-Common Use Supplies & Equipment (Non-CSE)
FY 2019**

Code	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement										Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/ Project)	Remarks (Explaining changes from the APP)	
				Pre-Proc Conf	Ads/Post of	Pre-bid Conf	Eligibility Check	Sub/Op en of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed		Delivery	Acceptance/Turnover	Total			MOOE
	Supplies & Materials Common-Use Supplies and Equipment Common-Use Supplies and Equipment (not Available at PS-DBM)	BR Div/Unit	DC Shopping													GoP	174,000.00	174,000.00		
	Printer (Inkjet Type w/ built-in scanner & photocopying capacity) UPS Executive Chair, Swivel Jr. Executive Chair, Midback Visitor's Chairs	Admin & Finance Div MAD, HOA, PRLD HOA Unit MAD All Div	Shopping													GoP	19,000.00 - 8,000.00 5,500.00 3,500.00 8,000.00	19,000.00 - 8,000.00 5,500.00 3,500.00 8,000.00		
																	44,000.00	44,000.00		
	Fuel, Oil and Lubricant	Admin	SVP													GoP	119,000.00	119,000.00		
	Pre-paid Cards	Admin	SVP													GoP	66,000.00	66,000.00		
	Internet Service Provider	Admin	SVP													GoP	44,000.00	44,000.00		
	Printing (Office Stationery/envelope)	Admin	SVP													GoP	7,000.00	7,000.00		
	Lease of Office Space	Admin	SVP													GoP	1,079,000.00	1,079,000.00		
	Subscription Expenses (Newspaper)	Admin	SVP													GoP	6,000.00	6,000.00		
	Other General Services (Includes Driving Services)	Admin	SVP													GoP	1,397,000.00	1,397,000.00		
	Janitorial Services	Admin	SVP													GoP	116,000.00	116,000.00		
	Security Services	Admin	SVP													GoP	277,000.00	277,000.00		
	Repair & Maintenance <i>Motor Vehicles</i>	Admin	SVP													GoP	25,000.00	25,000.00		
	Office Equipment	Admin	SVP													GoP	22,000.00	22,000.00		
	GAD Related Activities/Seminars (5% of total MOOE)	BR Div/Unit	SVP													GoP	762,450.00	762,450.00	Client/Employee Focused Activities	
	<i>Food and Accommodation</i>																3,920,450.00	3,920,450.00		
	GRAND TOTAL																4,138,450.00	4,138,450.00		


Prepared by:


CAROLYN A. ALEJO
HHRO II/BAC Secretariat

Attested by:


EVA B. BALISNOMO
CAO

Reviewed by:


ARMINDA M. SEVA
Budget Officer

Certified Funds Available Recommending Approval:


NOREEN A. LELIS
Regional Accountant

Approved:


AMADOR R. COLINA
Chairman, Bids and Awards Committee


ATTY. RAYMUNDO A. FORONDA
Acting Regional Officer