

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VI

Iloilo City

Annual Procurement Plan for FY 2020

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502 0201000	Training Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	-	Small Value Proc (SVP)/ Lease of Venue					GAA	929,000.00	929,000.00	-	To be awarded to various service providers - caterers/hotels/restaurant as the need arises
-	Conduct of Updates on ISO 9001:2015 Documentation Training/Workshop for new focal persons	-	NO	Lease of Venue	February 2020	March 2020	March 2020	March 2020	-	12,000.00	12,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Training on Risk Identification, Analysis and Evaluation, and Formulation of Risk Control Plans	-	NO	Small Value Proc (SVP)	March 2020	April 2020	April 2020	April 2020	-	40,000.00	40,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Root Cause Analysis	-	NO	Lease of Venue	May 2020	June 2020	June 2020	June 2020	-	58,000.00	58,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Competency Enhancement Trainings for QMS Focal Persons cum Management Review	-	NO	Lease of Venue	July 2020	July 2020	August 2020	August 2020	-	42,000.00	42,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Conduct of Orientation on the DOLE Code of Conduct, HR Concerns and DOLE Programs and Services	-	NO	Small Value Proc (SVP)	January 2020	January 2020	January 2020	January 2020	-	17,000.00	17,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Advanced Management and Leadership Training	-	NO	Small Value Proc (SVP)	February 2020	March 2020	March 2020	March 2020	-	14,000.00	14,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Capacity Building for Implementers of WAs/Union/CBA	-	NO	Lease of Venue	February 2020	March 2020	March 2020	March 2020	-	7,000.00	7,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Reassessment on the Competency Needs Assessment Mechanism	-	NO	Lease of Venue	May 2020	June 2020	June 2020	June 2020	-	30,000.00	30,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Capacity Building for New Sheriffs and Labor Inspectors Training	-	NO	Lease of Venue	June 2020	July 2020	July 2020	July 2020	-	100,000.00	100,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Team Enhancement, Values Formation Workshop Seminar	-	NO	Lease of Venue	June 2020	July 2020	July 2020	July 2020	-	245,000.00	245,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of IQA Meeting with focals	-	NO	NP - SVP	February 2020	February 2020	February 2020	February 2020	-	12,000.00	12,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Training Workshop on the Updates of Data Privacy Awareness and Compliance	-	NO	Lease of Venue	June 2020	July 2020	July 2020	July 2020	-	50,000.00	50,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Conduct of Mid-Year Assessment and Replanning Activity with Learning Sessions	-	NO	Lease of Venue	May 2020	June 2020	June 2020	June 2020	-	78,000.00	78,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct Other Bureau Trainings (trainings subject to determination of BWC and FMS - 5 estimated trainings)	-	NO	Lease of venue	April; June; August; Oct 2020	April; June; August; Oct 2020	April; June; August; Oct 2020	April; June; August; Oct 2020	-	64,000.00	64,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct SENA (2-day Advance Training for 20 SEADOs)	-	NO	Lease of venue	August 2020	August 2020	August 2020	August 2020	-	70,000.00	70,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Year-End Assessment Activity with Learning Sessions	-	NO	Lease of Venue	December 2020	December 2020	December 2020	December 2020	-	90,000.00	90,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
502 0301000 & 502 0399000	Office Supplies and Other Supplies and Materials Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	-	Shopping/ Agency-to-Agency					GAA	1,005,000.00	1,005,000.00	-	To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
-	Purchase of Office Supplies for the 1st quarter of the year	-	NO	Shopping/ Agency-to-Agency	February 2020	February 2020	February 2020	February 2020	-	373,626.79	373,626.79	-	To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Purchase of Office Supplies for the 2nd quarter of the year	-	NO	Shopping/ Agency-to-Agency	April	April	April	May	-	250,406.85	250,406.85	-	To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
-	Purchase of Office Supplies for the 3rd quarter of the year	-	NO	Shopping/ Agency-to-Agency	August	August	August	September	-	191,432.68	191,432.68	-	To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
-	Purchase of Office Supplies for the 4th quarter of the year	-	NO	Shopping/ Agency-to-Agency	October	November	November	November	-	189,533.68	189,533.68	-	To be procured based on quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM-PS
502 0209000	Fuel, Oil and Lubricants Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Small Value Proc (SVP)	November 2019	November 2019	December 2019	December 2019	GAA	529,000.00	529,000.00	-	NP -Small Value Procurement Suppliers at various field offices (Capiz, Aklan, Antique, Iloilo, Negros Occ. and Guimaras) in the region
502 0401000	Water Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting / NP - SVP	November 2019	November 2019	December 2019	December 2019	GAA	145,000.00	145,000.00	-	Water provider in the provinces 1. Aklan - MKWD 2. Capiz - MRWD 3. Antique - Barbaza MPC 4. Iloilo and RO - WVSU-MC 5. Neg. Occ. - BACIWA and particular refilling station

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502 0501000	Postage and Courier Services	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Agency to Agency/ Small Value Proc (SVP)	November 2019	November 2019	December 2019	December 2019	GAA	133,000.00	133,000.00	-	Phil Postal Corp./ other courier service provider
502 0402000	Electricity Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting	Dec.2019	Dec.2019	Dec.2019	Dec.2019	GAA	2,335,000.00	2,335,000.00	-	Electric Power providers in the provinces 1. Aklan - AKELCO 2. Capiz - CAPELCO 3. Antique - Barbaza MPC 4. Iloilo and RO - PECO 5. Negros Occ. - CENECO
502 0502001	Subscription of Mobile Communication	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting	December 2019	December 2019	December 2019	December 2019	GAA	257,000.00	257,000.00	-	Globe Telecom Inc. & Smart Communication Inc.
502 0502002	Subscription of Landline Communication	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting	December 2019	December 2019	December 2019	December 2019	GAA	131,000.00	131,000.00	-	Service provider in the provinces 1. Aklan - Globe & PANTELCO 2. Capiz - Globe & PLDT 3. Antique - Globe & Barbaza MPC 4. Iloilo - Globe & PLDT 5. Neg. Occ. - Globe & PLDT
502 0503000	Internet Subscription	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting	December 2019	December 2019	December 2019	December 2019	GAA	724,000.00	724,000.00	-	Globe Telecom Inc. & PLDT Telecommunication Inc.

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502 0504000	Cable Satellite, Telegraph and Radio Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Direct Contracting	December 2019	December 2019	December 2019	December 2019	GAA	15,000.00	15,000.00	-	Pilipino Cable-NOFO and Iloilo FO Barbaza MPC - Antique
502 1199000	Other Professional Services	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	Public Bidding	November 2019	November 2019	November 2019	December 2019	GAA	1,291,000.00	1,291,000.00	-	To assist in the implementation of various programs and services
502 1202000	Janitorial Services	Iloilo, Negros Occ., Regional Office	YES	Public Bidding	October 2019	October 2019	November 2019	December 2019	GAA	210,000.00	210,000.00	-	To assist in the maintenance of cleanliness of the office
502 1203000	Security Services	Iloilo, Negros Occ., Regional Office	YES	NP - SVP	October 2019	October 2019	November 2019	December 2019	GAA	485,000.00	485,000.00	-	To secure the office from imminent danger/threats
502 1299000	Other General Services	Iloilo, Negros Occ., Regional Office	YES	NP - SVP	October 2019	October 2019	November 2019	December 2019	GAA	35,000.00	35,000.00	-	To assist in the implementation of various programs and services
502 1305002	Repair and Maintenance of Equipment and Other Machinery and Equipment	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	NO	NP - SVP	January-Dec.2020	January-Dec.2020	January-Dec.2020	January-Dec.2020	GAA	75,000.00	75,000.00	-	As the need arises and to be procured/repared on various repair shops

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
502 1306001	Repair and Maintenance - Motor Vehicles	RO6	NO	NP - SVP	January-Dec.2020	January-Dec.2020	January-Dec.2020	January-Dec.2020	GAA	70,000.00	70,000.00	-	As the need arises and to be procured/repaired on various repair shops
502 1501001	Taxes, Duties and Licenses	RO6	NO	NP-Agency to Agency	January-Dec.2020	January-Dec.2020	January-Dec.2020	January-Dec.2020	GAA	40,000.00	40,000.00	-	LTO
-	Renewal for the LTO Registration of the official vehicle of Regional and Field Offices	-	NO	NP-Agency to Agency					-	40,000.00	40,000.00	-	LTO
502 1503000	Insurance Expenses	RO6	NO	NP-Agency to Agency	January-Dec.2020	January-Dec.2020	January-Dec.2020	January-Dec.2020	GAA	105,000.00	105,000.00	-	GSIS
-	Renewal for the Insurance of the official vehicle of Regional and Field Offices	-	NO	NP-Agency to Agency					-	105,000.00	105,000.00	-	GSIS
502 9901000	Printing and Publication Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	NO	NP-Agency to Agency/ Shopping/ Direct Contracting/ NP - SVP	January-Dec.2019	January-Dec.2019	January-Dec.2019	January-Dec.2019	GAA	340,000.00	340,000.00	-	PS-DBM / Reproduction of forms is done by Risographing/ Photocopying Machine in the Office. Publishing Co. - Publication of Alien Employment Permits & other programs as the need arises.
502 9903000	Representation Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	NO	NP-Agency to Agency/ NP - SVP					GAA	1,330,277.48	1,330,277.48	-	To be awarded to various service providers - caterers/hotels/restaurant; as the need arises

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Conduct of Job Fair	-	NO	NP-Agency to Agency/ NP - SVP	April 2020	April 2020	April 2020	May 2020	-	30,000.00	30,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of NSRP/ PEIS meetings	-	NO	NP-Agency to Agency/ NP - SVP	November 2020	December 2020	December 2020	December 2020	-	12,000.00	12,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Quarterly Meetings of PESO (Regional and Provincial)	-	NO	NP-Agency to Agency/ NP - SVP	February; May; August; November 2020	February; May; August; November 2020	February; May; August; November 2020	February; May; August; November 2020	-	53,839.05	53,839.05	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Quarterly Meetings of HRNet and GCNet (Regional and Provincial)	-	NO	NP-Agency to Agency/ NP - SVP	March; June; September; December 2020	March; June; September; December 2020	March; June; September; December 2020	March; June; September; December 2020	-	15,300.00	15,300.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Quarterly Meetings of DILEEP Monitoring, Consultation and Evaluation Team	-	NO	NP - SVP	February; May; August; November 2020	February; May; August; November 2020	February; May; August; November 2020	February; May; August; November 2020	-	153,288.75	153,288.75	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Meeting with LLCS and CLPEP focals	-	NO	Lease of Venue	March; June; September; December 2020	March; June; September; December 2020	March; June; September; December 2020	March; June; September; December 2020	-	148,858.50	148,858.50	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Labor Inspectors Forum	-	NO	Lease of Venue	February; April; June; August; October; December 2020	February; April; June; August; October; December 2020	February; April; June; August; October; December 2020	February; April; June; August; October; December 2020	-	201,600.00	201,600.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P osting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Conduct of Regular Meeting of WODP Focals	-	NO	NP - SVP	May; November 2020	May; November 2020	May; November 2020	May; November 2020	-	3,082.45	3,082.45	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Semestral Meeting of SPES, Job Search and PESO Focals	-	NO	Lease of Venue	May; November 2020	May; November 2020	May; November 2020	May; November 2020	-	250,440.28	250,440.28	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of GAD Orientation (Conduct of One Day "Us Day") for Women's Month	-	NO	NP - SVP	March 2020	April 2020	April 2020	April 2020	-	22,000.00	22,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Semestral Meeting of AEP Focals	-	NO	NP - SVP	May; November 2020	May; November 2020	May; November 2020	May; November 2020	-	8,000.00	8,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Semestral Meeting of D.O. 174 Focals	-	NO	NP - SVP	May; November 2020	May; November 2020	May; November 2020	May; November 2020	-	9,000.00	9,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of SPES Pledging	-	NO	NP - SVP	October 2020	November 2020	November 2020	November 2020	-	63,102.55	63,102.55	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Management Committee Meeting	-	NO	NP - SVP	January to December 2020	January to December 2020	January to December 2020	January to December 2020	-	108,000.00	108,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
-	Conduct of Regional Director's Office Strategic Meeting with Partners	-	NO	NP - SVP / Lease of Venue	February; May; June; September; December 2020	February; May; June; September; December 2020	February; May; June; September; December 2020	February; May; June; September; December 2020	-	45,500.00	45,500.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Quarterly Meeting FO Heads & TIPC Members	-	NO	NP - SVP	September 2020	October 2020	October 2020	October 2020	-	10,000.00	10,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Regional Coordinating Council (RCC) Meeting	-	NO	Lease of venue	September 2020	October 2020	October 2020	October 2020	-	29,850.00	29,850.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of NSRP Orientations	-	NO	Lease of venue	November 2020	November 2020	November 2020	November 2020	-	20,000.00	20,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Mid-Year Performance Assessment (AM Snacks, Lunch, PM Snacks)	-	NO	Lease of venue	June 2020	July 2020	July 2020	July 2020	-	32,500.00	32,500.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Year-End Performance Assessment (AM Snacks, Lunch, PM Snacks, Dinner and Accommodation)	-	NO	Lease of venue	November 2020	December 2020	December 2020	December 2020	-	65,000.00	65,000.00	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises
-	Conduct of Labor Welfare and Relations Meeting	-	NO	NP - SVP	March; June 2020	March; June 2020	March; June 2020	March; June 2020	-	48,915.90	48,915.90	-	To be awarded to a service provider - caterer/hotel/restaurant as the need arises

502 9905001	Rents - Building and Structures	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	NP-Lease of Real Property	Nov. 2019	Nov. 2019	Nov. 2019	Dec. 2019	GAA	4,630,163.38	4,630,163.38	-	Applicable to Aklan, Capiz, Guimaras, Antique, Iloilo and Regional Office; whereas Neg. Occ. was through Agency-to-Agency agreement
502 9907099	Other Subscription Expenses	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	YES	NP - SVP	Nov. 2019	Nov. 2019	Nov. 2019	Dec. 2019	GAA	13,000.00	13,000.00	-	Applicable to Aklan, Capiz, Guimaras, Antique, Iloilo and Regional Office; whereas Neg. Occ. was through Agency-to-Agency agreement
502 0101000	Traveling Expense	Aklan, Capiz, Antique, Guimaras, Iloilo, Negros Occ., Regional Office	NO	Direct Purchase	as the need arises	as the need arises	as the need arises	as the need arises	GAA	1,000,000.00	1,000,000.00	-	Applicable to Aklan, Capiz, Guimaras, Antique, Iloilo and Regional Office in compliance with the GPPB resolution no. 24-2019: Approving Section 53.14 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 and the amendments to the affected provisions in Annex "H" thereof
-	-	-	-	-	-	-	-	-	TOTAL	15,827,440.86	15,827,440.86	-	-

Prepared by:


DONABE JALLORES-PANTILLO
Bids and Awards Committee -
Secretariat


Noted by:


RHIA MAE M. MILLOROSO
Budget Officer

Recommended for Approval:


JOSELITO G. DELA BANDA
Bids and Awards Committee -
Chairperson

Approved by:


CYRIL L. TICA O
Regional Director