

ANNUAL PROCUREMENT PLAN FOR FY 2016

Department/Bureau/Office: REGIONAL DEVELOPMENT COUNCIL (RDC)  
 Region: XI (Davao Region)  
 Address: NEDA-RDC XI Center, K.m. 7, Bangkal, Davao City

Code (PAP)	Procurement Program/Project	PMO/ User	End	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)			
					Pre-Proc Conference	Ads/Post of IABE	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				
100010000	1. Professional Services																							
	1) Janitorial Services *	All FDs/ORD/FAD		Competitive		03/19-25/2015	03/31/2015		04/16/2015	04/20/2015	04/20/2015	05/05/2015		05/29/2015	06/01/2015	06/01/2015	Regular Fund / GAA 2016	100,000.00	100,000.00				Providing Janitorial/Utility Services for the NEDA-RDC XI Office	
100010000	2) Security Services *	All FDs/ORD/FAD		Bidding		03/19-04/16/2015	03/31/2015		04/16/2015	04/20/2015	04/20/2015	05/05/2015		05/29/2015	06/01/2015	06/01/2015	Regular Fund / GAA 2016	625,000.00	625,000.00				Providing Security and Safety for the NEDA XI Properties and Employees	
302020000	2. Printing Jobs																							
	- Printing of RDC Communicator	Mindanao RDC/ Stakeholders/ NGOs/ Private Sector		Small Value													Regular Fund / GAA 2016	90,000.00	90,000.00					
302010000	- Printing of Communication			Small Value													Regular Fund / GAA 2016	48,000.00	48,000.00					
302020000	Advocacy Plan (CAP)			Small Value													Regular Fund / GAA 2016	120,000.00	120,000.00					
	- Printing services for agenda folders	RDC XI/NGAs/ LGUs		Small Value													Regular Fund / GAA 2016	30,000.00	30,000.00					
302020000	3. Meals / Snacks (Catering Services)																							
	- RDC XI / Sectoral Committee Meetings	RDC XI / LGUs		Small Value														634,652.00	634,652.00					
303010000	- Regional Budgeting	RDC XI/LGUs		Small Value													Regular Fund / GAA 2016	43,200.00	43,200.00					
302010000	- C4DNet meetings/capbuild activities	NGAs/LGUs		Small Value													Regular Fund / GAA 2016	24,000.00	24,000.00					
302020000	- RDC XI Press Briefing/Roadshow	NGAs/LGUs		Small Value													Regular Fund / GAA 2016	117,500.00	117,500.00					
100010000	4. Repairs and Maintenance																							
	- Repairs and Maintenance of Vehicles	All FDs/ORD/FAD		Small Value													Regular Fund / GAA 2016	50,000.00	50,000.00					
	<b>TOTAL NON-COMMON</b>																	<b>1,891,352.00</b>	<b>1,891,352.00</b>					
302020000	5. Common Supplies and Equipment																							
	1. Common Electrical Supplies																							
	- 1st Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											02/26/2016		Regular Fund / GAA 2016	3,530.23	3,530.23					
	- 2nd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											03/22/2016		Regular Fund / GAA 2016	5,380.91	5,380.91					
	- 3rd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											07/29/2016		Regular Fund / GAA 2016	5,772.33	5,772.33					
	- 4th Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											10/15/2016		Regular Fund / GAA 2016	6,556.47	6,556.47					
302020000	2. Common Computer Supplies/Consumables																							
	- 1st Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											02/26/2016		Regular Fund / GAA 2016	106,396.25	106,396.25					
	- 2nd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											03/22/2016		Regular Fund / GAA 2016	119,473.91	119,473.91					
	- 3rd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											07/29/2016		Regular Fund / GAA 2016	163,886.72	163,886.72					
	- 4th Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											10/15/2016		Regular Fund / GAA 2016	134,582.52	134,582.52					
302020000	3. Common Office Supplies																							
	- 1st Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											02/26/2016		Regular Fund / GAA 2016	56,376.58	56,376.58					
	- 2nd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											03/22/2016		Regular Fund / GAA 2016	66,168.55	66,168.55					
	- 3rd Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											07/29/2016		Regular Fund / GAA 2016	64,980.30	64,980.30					
	- 4th Quarter CY 2016	All FDs/ORD/FAD		PS-DBM / Shopping											10/15/2016		Regular Fund / GAA 2016	67,575.74	67,575.74					

\* - 2 years Contract started (Procured June 2015)

Code (PAP)	Procurement Program/Project	PMO/ End User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated			Remarks (brief description of)
				Pre-Proc	Ads/Post of	Pre-bid Conf	Eligibility	Sub/Open of	Bid	Post Qual	Notice of	Contract	Notice to	Delivery/	Acceptance/		Total	MOOE	CO	
302020003	4. Common Office Equipment & Devices - 1st Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												02/26/2016	Regular fund/ GAA 2016	7,483.90	7,483.90		
	- 2nd Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												03/22/2016	Regular fund/ GAA 2016	14,221.54	14,221.54		
	- 3rd Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												07/29/2016	Regular fund/ GAA 2016	34,364.31	34,364.31		
	- 4th Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												10/15/2016	Regular fund/ GAA 2016	1,763.30	1,763.30		
302020000	5. Common Janitorial Supplies - 1st Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												02/26/2016	Regular fund/ GAA 2016	8,462.41	8,462.41		
	- 2nd Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												03/22/2016	Regular fund/ GAA 2016	11,107.15	11,107.15		
	- 3rd Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												07/29/2016	Regular fund/ GAA 2016	7,734.34	7,734.34		
	- 4th Quarter CY 2016	All FDs/ORD/FAD	PS-DBM / Shopping												10/15/2016	Regular fund/ GAA 2016	10,491.12	10,491.12		
302020000	6. Other Categories - 1st Quarter CY 2016	All FDs/ORD/FAD	Shopping												02/26/2016	Regular fund/ GAA 2016	13,728.75	13,728.75		
	- 2nd Quarter CY 2016	All FDs/ORD/FAD	Shopping												03/22/2016	Regular fund/ GAA 2016	13,949.25	13,949.25		
	- 3rd Quarter CY 2016	All FDs/ORD/FAD	Shopping												07/29/2016	Regular fund/ GAA 2016	14,873.25	14,873.25		
	- 4th Quarter CY 2016	All FDs/ORD/FAD	Shopping												10/15/2016	Regular fund/ GAA 2016	14,789.25	14,789.25		
	<b>T O T A L COMMON SUPPLIES &amp; EQUIPMENT</b>																853,649.08	853,649.08		
	<b>G R A N D TOTAL</b>															<b>TOTAL</b>	<b>2,845,001.08</b>	<b>2,845,001.08</b>		

GRAND TOTAL: .....> 2,845,001.08

TOTAL w/ 10% ADDITIONAL PROVISION FOR INFLATION .....> 3,129,501.19


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:   
**MARIA ANA D. SACEDOR**  
 Administrative Assistant III

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
**KRISTOFFER K. BOGAL**  
 Accountant III

  
**JRENZO C. GERODIAS, JR.**  
 Supervising Administrative Officer  
 Local Budget Officer

Approved:  
  
**MARIA LOURDES D. LIM, CESO II**  
 Head of Office/Agency

Date Prepared: 9 February 2016