

## ANNUAL PROCUREMENT PLAN FOR FY 2019

Department/Bureau/Office: **NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY (NEDA)**

**Regional Office XI, Davao City**

Code (PAP)	Procurement Program/Project	PMO/ End-User	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	
<b>1. General Services</b>												
1-00-01-0000	1.1 Janitorial Services	NEDA/RDC XI	NP-53.9 - Small Value Procurement	2nd year contract				GAA 2019	363,000.00	363,000.00		Providing Janitorial/Utility Services for the NEDA-RDC XI Center Building for the period January - December 2019
1-00-01-0000	1.2 Security Services	NEDA/RDC XI	NP-53.9 - Small Value Procurement					GAA 2019	308,000.00	308,000.00		
<b>2. Training and seminar expense</b>												
1-00-01-0000	2.1 ISO 2001:2015 Certification	NEDA XI	NP-53.9 - Small Value Procurement	01/03-10/2018	01/11/2018	01/12/2018	01/19/2018	GAA 2019	107,000.00	107,000.00		ISO 2001:2015 - Audit Surveillance
1-00-01-0000	2.2 Training Workshop on Facilitation Skills	NEDA XI	NP-53.5 - Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	10,000.00	10,000.00		Training on Workshop Facilitation Skills
1-00-01-0000	2.3 Training on Impact Evaluation and Ex-Post Evaluation	NEDA XI	NP-53.5 - Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	30,000.00	30,000.00		Training on Impact Evaluation and Ex-Post Evaluation
1-00-01-0000	2.4 Training on Monitoring Post Disaster Rehabilitation & Recovery Programs and Projects	NEDA XI	NP-53.5 - Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	30,000.00	30,000.00		NEDA-CO - Training on Monitoring Post Disaster Rehab and Recovery Programs and Projects
1-00-01-0000	2.5 Training Workshop on Project Development and Evaluation	NEDA XI	NP-53.5 - Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	30,000.00	30,000.00		NEDA-CO - Training Workshop on Project Development and Evaluation
1-00-01-0000	2.6 Supervisory Development Course II	NEDA XI	NP-53.5 - Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	15,000.00	15,000.00		CSC XI - Supervisory Development Course
<b>3. Printing and Binding Expense</b>												
3-04-03-0000	3.1 CY 2018 Regional Development Report (RDR)	NEDA/RDC XI/ LGUs	NP-53.9 - Small Value Procurement	07/01-05/2019	07/08/2019	07/08/2019	07/10/2019	GAA 2019	270,000.00	270,000.00		Printing and binding of CY 2018 Davao Region Development Report
3-04-03-0000	3.2 Davao Region Development Research Agenda (DRDRA), 2017-2022	NEDA/RDC XI/ LGUs	NP-53.9 - Small Value Procurement	03/04-07/2019	03/08/2019	03/08/2019	03/12/2019	GAA 2019	150,000.00	150,000.00		Printing and binding of DRDRA, 2017-2022
3-01-04-0000	3.3 Updated Regional Development Plan (DRDP), 2017-2022	NEDA/RDC XI	NP-53.9 - Small Value Procurement	10/01-04/2019	10/07/2019	10/07/2019	10/09/2019	GAA 2019	630,000.00	630,000.00		Printing of Updated DRDP, 2017-2022, Results Matrices and advocacy brochures
<b>4. Representation Expenses - Hotel venue / Meals / Snacks for Meetings/ conferences</b>												
3-02-01-0000	4.1 RCom Mindanao Area Committee Meeting	Mindanao NROs/ RDCs	NP-53.9 - Small Value Procurement	03/18/2019 07/15/2019	03/22/2019 07/19/2019	03/25/2019 07/22/2019	03/26/2019 07/23/2019	NCO-Fund	120,000.00	120,000.00		Conducted once per semester
3-01-04-0000	4.2 RDP, 2017-2022 Roadshow/Activities	NEDA XI/ NGAs/LGUs	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	35,000.00	35,000.00		Conduct of Consultative Meeting on the Updated DRDP, 2017-2022
3-03-01-0000	4.3 RGADCC XI Meeting	NEDA XI/ NGAs/LGUs	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	42,000.00	42,000.00		Conducted quarterly
3-03-00-0000	4.4 Metro Davao Development Coordination Committee Meeting	NEDA XI/LGU	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	126,000.00	126,000.00		
3-03-00-0000	4.5 AECISC XI Mtg	NEDA XI/ NGAs/LGU	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	35,000.00	35,000.00		Conducted once per semester
2-00-01-0000	4.6 Internal Committee/Division meetings	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	105,000.00	105,000.00		Monthly meeting
2-00-01-0000	4.7 NEDA XI Mid-Year Internal Planning Assessment	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	42,000.00	42,000.00		To be conducted on the 2nd week of July 2019
2-00-01-0000	4.8 NEDA XI Planning Assessment and Year-End Fellowship	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	70,000.00	70,000.00		To be conducted on the 2nd week of December 2019
2-00-01-0000	4.9 Management Committee meetings	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	54,000.00	54,000.00		Monthly meeting
2-00-01-0000	4.10 Special meeting with external clients	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	30,000.00	30,000.00		
3-02-06-0000	4.11 Coordination meeting with Local Government Units (LGUs)	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	36,000.00	36,000.00		Conduct of Quarterly Coordination meeting at the Regional Office for TA to LGUs
3-02-06-0000	4.12 Coordination meeting at the NCO for TA to LGUs	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	42,000.00	42,000.00		Conduct of Coordination meeting at the Central Office for TA to LGU

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3-02-06-0000	4.13 NPMC Meeting at the NEDA-CO	NEDA XI	NP-53.9 - Small Value Procurement	01/07-11/2019	01/14/2019	01/15/2019	01/16/2019	GAA 2019	30,000.00	30,000.00		
	<b>5. Regular Expenses - MOOE</b>											
	<b>5.1 Consummable Office Supplies and Semi- Expendable Equipment</b>											
1-00-01-0000	5.1.1 Common Use Office Supplies and Equipment - 1st Quarter requirement	NEDA XI	NP-53.5 Agency-to-Agency / Shopping (PS) 52.1b	N/A	N/A	N/A	N/A	GAA 2019/ NCO Fund	583,367.94	583,367.94		Common use consummable office supplies and equipment - 1st quarter 2019 requirement
1-00-01-0000	5.1.2 Common Use Office Supplies and Equipment - 2nd Quarter requirement	NEDA XI	NP-53.5 Agency-to-Agency / Shopping (PS) 52.1b	N/A	N/A	N/A	N/A	GAA 2019/ NCO Fund	435,175.72	435,175.72		Common use consummable office supplies and equipment - 2nd quarter 2019 requirement
1-00-01-0000	5.1.3 Common Use Office Supplies and Equipment - 3rd Quarter requirement	NEDA XI	NP-53.5 Agency-to-Agency / Shopping (PS) 52.1b	N/A	N/A	N/A	N/A	GAA 2019/ NCO Fund	477,569.68	477,569.68		Common use consummable office supplies and equipment - 3rd quarter 2019 requirement
1-00-01-0000	5.1.4 Common Use Office Supplies and Equipment - 4th Quarter requirement	NEDA XI	NP-53.5 Agency-to-Agency / Shopping (PS) 52.1b	N/A	N/A	N/A	N/A	GAA 2019	267,739.22	267,739.22		Common use consummable office supplies and equipment - 4th quarter 2019 requirement
	<b>5.2 Gasoline Expense</b>											
1-00-01-0000	5.2.1 Gasoline & Oil	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	190,000.00	190,000.00		Gasoline & Oil requirement for January - December 2019
	<b>5.3 Utility Expense</b>											
1-00-01-0000	5.3.1 Electricity	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	1,120,000.00	1,120,000.00		Electricity requirement for January - December 2019
1-00-01-0000	5.3.2 Water	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	104,000.00	104,000.00		Water requirement for January - December 2019
	<b>5.4 Communication Expense</b>											
1-00-01-0000	5.4.1 Telephone Expense (Landline)	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	188,000.00	188,000.00		Telephone-Landline (January - December 2019)
1-00-01-0000	5.4.2 Telephone Expense (Mobile)	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	112,000.00	112,000.00		Telephone-Mobile (January - December 2019)
1-00-01-0000	5.4.3 Internet Expense	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	80,000.00	80,000.00		Internet (January - December 2019)
1-00-01-0000	5.4.4 Cable Network	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	12,000.00	12,000.00		Cable Network (January - December 2019)
1-00-01-0000	5.4.5 Postage & Deliveries	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	34,000.00	34,000.00		Postage & Deliveries (January - December 2019)
1-00-01-0000	5.4.6 Newspaper/ Magazine Subscription	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	30,000.00	30,000.00		Newspaper & Magazine Subscription (Jan. - Dec. 2019)
	<b>5.5 Repairs and Maintnace</b>											
1-00-01-0000	5.5.1 Building Structure	NEDA XI	NP-53.9 - Small Value Procurement	09/16-19/2019	09/20/2019	09/20/2019	09/23/2019	GAA 2019	450,000.00	450,000.00		Repairs and maintenance of building structure for CY 2019
1-00-01-0000	5.5.2 Furniture & Fixtures	NEDA XI	NP-53.9 - Small Value Procurement	06/17-20/2019	06/21/2019	06/21/2019	06/25/2019	GAA 2019	52,000.00	52,000.00		Repairs and maintenance of furnitures & fixtures - CY 2019
1-00-01-0000	5.5.3 Office Equipment	NEDA XI	NP-53.9 - Small Value Procurement	03/12-15/2019	03/18/2019	03/19/2019	03/19/2019	GAA 2019	52,000.00	52,000.00		Repairs and maintenance of Office equipment - CY 2019
1-00-01-0000	5.5.4 ICT Equipment	NEDA XI	NP-53.9 - Small Value Procurement	03/12-15/2019	03/18/2019	03/19/2019	03/19/2019	GAA 2019	52,000.00	52,000.00		Repairs and maintenance of ICT equipment - CY 2019
1-00-01-0000	5.5.5 Motor Vehicle	NEDA XI	NP-53.9 - Small Value Procurement	03/12-15/2019	03/18/2019	03/19/2019	03/19/2019	GAA 2019	132,000.00	132,000.00		Repairs and maintenance of motor vehicles for CY 2019
	<b>6. Other Expenses in the implementation of programs and projects</b>											
1-00-01-0000	6.1 Other Professional Expense	NEDA XI	NP-53.9 - Small Value Procurement	03/12-15/2019	03/18/2019	03/19/2019	03/19/2019	GAA 2019	54,000.00	54,000.00		Professional Services (Notarial fees, other government fees, etc.)
3-01-01-0000	6.2 Travel - Plane tickets/travel exp.	NEDA XI	NP-53.5 Agency-to-Agency / Shopping (PS) 52.1b	N/A	N/A	N/A	N/A	GAA 2019	843,000.00	843,000.00		Participation of RDCOM-MAC chair, co-chair and regional development expert to NB-RDCOM meeting and participation of NEDA XI Officials and employees to meetings/trainings and conferences held at NEDA-CO and Mindanao provinces/outside station of NEDA XI
3-01-01-0000	6.3 Transportation and Delivery Expenses	NEDA XI/ NGAs/LGUs	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	139,000.00	139,000.00		Transportation expenses in the performance of office programs and projects

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1-00-01-0000	6.4 Membership due	NEDA XI	Direct Contracting	N/A	N/A	N/A	N/A	GAA 2019	50,000.00	50,000.00		Membership due to other government / private organizations to expand linkages in the performance of office programs and projects
<b>7. Taxes, Insurance and Other Fees</b>												
1-00-01-0000	7.1 Taxes, Duties and Licenses	NEDA XI	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	50,000.00	50,000.00		Taxes due in the performance of office programs and projects
1-00-01-0000	7.2 Fidelity bond premiums	NEDA XI	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	38,000.00	38,000.00		Fidelity bond premiums due in the performance of office programs and projects
1-00-01-0000	7.3 Insurance expenses	NEDA XI	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA 2019	520,000.00	520,000.00		Insurance due in the performance of office programs and projects

GRAND TOTAL: .....>

8,775,852.56

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....>

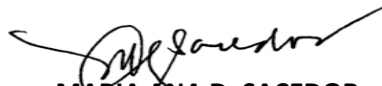
9,653,437.82

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:


Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

  
**MARIA ANA D. SACEDOR**  
Administrative Officer IV/  
Property and Supply Officer

  
**KRISTOFFER KIM K. BOGA**  
Accountant III

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

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

Date Prepared: 30 August 2019