

National Conciliation and Mediation Board (RB XIII) Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Advertisement/Posting of Bids	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	Estimated Budget (PAP)	MOOE	CO	Remarks (Brief description of Project)
	Adobe Creative Cloud Subscription	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd Quarter	3rd Quarter	GP	80,000.00	80,000.00			
	Anti-Virus	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	2nd Quarter	2nd Quarter	GP	16,500.00	16,500.00			
	Desktop Computer w/ MSO, MMV, AV, & UPS	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	80,000.00	80,000.00			
	DSL/Router Internet Subscription	RB XIII	NO	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	GP	45,000.00	45,000.00			
	DSL-R	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	2nd Quarter	2nd Quarter	GP	30,000.00	30,000.00			
	IT Hardware Maintenance & Repairs	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd Quarter	3rd Quarter	GP	21,962.00	21,962.00			
	IT Supplies	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	20,000.00	20,000.00			
	IT Training	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	2nd Quarter	2nd Quarter	GP	75,000.00	75,000.00			
	Laptop/Notebook	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	35,000.00	35,000.00			
	Lantern Printer (Heavy Duty)	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	40,000.00	40,000.00			
	Scanner	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP					
	IT Training	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP					
	TRAINING/SEMINARS													
	- Food Accommodation and Venue for Area-wide Seminar- 1st Quarter	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	10,000.00	10,000.00			
	- Food Accommodation and Venue for Area-wide Seminar- 3rd Quarter	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	3rd Quarter	3rd Quarter	GP	10,000.00	10,000.00			
	Capacity Building Workshop for Governance Handlers	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	Seminar for HRMCS	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	DMAC XXV	RB XIII	NO	NP-53.8 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	Medicare Train Enhancement Seminar	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	15,000.00	15,000.00			
	SEADCO Training for NCMR Program Implementers	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	Trainee Training for NCMR Program Implementers	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	10,000.00	10,000.00			
	QA/QC Training	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	Specialized Training for ComEds	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	ADRIY User's Training	RB XIII	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	LIO Seminar Workshop	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	GAO Summit	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	HRMIS User's Training	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	8,000.00	8,000.00			
	CSC Seminars	RB XIII	NO	NP-53.15 Agency-to-Agency	N/A	N/A	N/A	N/A	GP	20,000.00	20,000.00			
	Philippine Seminar	RB XIII	NO	NP-53.15 Agency-to-Agency	N/A	N/A	N/A	N/A	GP	6,000.00	6,000.00			
	First-level Orientation Seminar	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	GP	30,000.00	30,000.00			
	OTHER ACTIVITIES													
	YEPA	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	10,000.00	10,000.00			
	AWPA	RB XIII	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GP	10,000.00	10,000.00			
	NCMB Anniversary	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	8,000.00	8,000.00			
	Plant-level Seminars	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	10,000.00	10,000.00			
	GOCP	RB XIII	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GP	8,000.00	8,000.00			
	EA Conference	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	30,000.00	30,000.00			
	COA Conference	RB XIII	NO	NP-53.9 - Small Value Procurement	By QTR	N/A	By QTR	By QTR	GP	3,000.00	3,000.00			
	Social Partners Meetings	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	3,000.00	3,000.00			
	DOLE-RIOC Meeting/Workshop	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	7,000.00	7,000.00			
	Women's Month	RB XIII	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GP	3,000.00	3,000.00			
	1st Labor Day	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	15,000.00	15,000.00			
	Independence Day	RB XIII	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GP	8,000.00	8,000.00			
	HR Evaluation Exercises	RB XIII	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GP	3,000.00	3,000.00			
	PCS Anniversary	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	5,000.00	5,000.00			
	AAV/OTC Campaign	RB XIII	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GP	40,000.00	40,000.00			
	Family Day Celebration / Family Week	RB XIII	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	GP	10,000.00	10,000.00			
	Dialogues with DRI Sections	RB XIII	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	GP	1,500.00	1,500.00			
	Condon Conference of CASESVA	RB XIII	NO	NP-53.9 - Small Value Procurement	4th Quarter	N/A	4th Quarter	4th Quarter	GP	3,000.00	3,000.00			
	Learning Session with Social Partners	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	3,000.00	3,000.00			
	National Statistics Month	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP	10,000.00	10,000.00			
	DOLE Anniversary	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP					
	Participation in Other DOLE-RIO Activities	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP					
	Provision of Technical Assistance to Companies during CMA Workshops /CSA Spring	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GP					
	CONTRACTS													
	- Annual Supply of Load	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	23,000.00	23,000.00			
	- CONTRACT FOR COOLER SERVICES	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	GP	12,000.00	12,000.00			

- JANITORIAL SERVICES	RB XIII	YES	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	150,000.00	150,000.00	
- OTHER GEN SERVICES	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	420,000.00	420,000.00	
- ANNUAL SUPPLY OF MINERAL WATER	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	5,000.00	5,000.00	
- ANNUAL RENTAL EXPENSES	RB XIII	YES	NP-53.10 Lease of Real Property and Venue	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	720,000.00	720,000.00	
- WATER SUPPLY EXPENSES	RB XIII	NO	Direct Contracting	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	10,000.00	10,000.00	
- ENERGY EXPENSES	RB XIII	NO	Direct Contracting	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	120,000.00	120,000.00	
- ANNUAL REPAIR AND MAINTENANCE EXPENSES	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	60,000.00	60,000.00	
- Internet Subscription	RB XIII	NO	Direct Contracting	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	150,000.00	150,000.00	
- Telephone Subs	RB XIII	NO	Direct Contracting	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	24,000.00	24,000.00	
- Newspaper Subs	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	10,000.00	10,000.00	
GOODS AND OTHER SERVICES												
Fuel / Gasoline	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	80,000.00	80,000.00	
Printing of NCMIB Flyers / IEC Materials	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	15,000.00	15,000.00	
Fidelity Bond	RB XIII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	15,000.00	15,000.00	
Insurance of PPE and Motor Vehicle	RB XIII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	10,000.00	10,000.00	
LTO Registration	RB XIII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	10,000.00	10,000.00	
Office Supplies (DBM-PS)	RB XIII	NO	NP-53.5 Agency-to-Agency	N/A	N/A	by QTR	by QTR	by QTR	by QTR	80,000.00	80,000.00	
Office Supplies (Other Suppliers)	RB XIII	NO	NP-53.9 - Small Value Procurement	by QTR	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	120,000.00	120,000.00	
Subsidy for Monthly Meetings	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	8,000.00	8,000.00	
Subsidy for Quarterly PHILAMGCO Meetings	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	15,000.00	15,000.00	
Semestral Cleaning of Airconditioners	RB XIII	NO	NP-53.9 - Small Value Procurement	1st Quarter	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	6,000.00	6,000.00	
Repairs & Maintenance - Office Equipment	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	3,000.00	3,000.00	
Repairs & Maintenance - ICT	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	4,000.00	4,000.00	
Other MOOE	RB XIII	NO	NP-53.9 - Small Value Procurement	N/A	N/A	1st Quarter	1st Quarter	1st Quarter	1st Quarter	10,000.00	10,000.00	
Total										2,913,562.00	2,913,562.00	

Prepared By: _____

Reviewed By: _____

APPROVED BY: _____


MARY CARMELLE C. JUMAWAN
 LEADM /AO and Cashier Designate


MANDY W. LEGAS
 ADAS III/Accountant Designate


MA FRANCISCO
 Director II

Date: January 26, 2021

Date: January 26, 2021