

**ANNEX A: SUPPLIES NOT AVAILABLE AT PS/DBM**

**(DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGION 10) Annual Procurement Plan for FY 2017**

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/Project)			
				Pre-Proc Conference	Ads/Post of IB/REI	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	
41001	<b>A-1 Supplies</b> Mega Box Plastic 95 L	LGCCD	Shopping														Cont.				
301010	Genuine Panasonic Ink Film ( KX-FA57E)	Mis. Occ.	Shopping									02/02/17					Appr.	850.00	850.00		BUB Process
0000	Bother Correctible Film Ribbon	RO	Shopping														Curr.	10,320.00	10,320.00		DILG Field Office
-do-	Signpen (UNI Gel /1.0mm	ORD	Shopping														Appr.	5,880.00	5,880.00		Operational
Trust	Pen with Engraving	LGCCD	Shopping														-do-	6,120.00	6,120.00		Operational
40503	Brother Correction Tape (Electronic Typewriter)	LGCCD	Shopping									01/26/17					Trust	3,300.00			RSP4LG
00001	Ribbon for Brother Electronic Typewriter																Curr.	5,200.00	5,200.00		PAMANA PILLAR I
																	Appr.	4,750.00	4,750.00		
	<b>A-3 copying machine - Supplies</b>																				
30110	Toner Black Gestetner	GSS	Dir. Pur.														FY	27,104.00	27,104.00		
00000	Toner MP 2014 H black Gestetner	GSS	Dir. Pur.														2017	7,400.00	7,400.00		Operational
3020	Toner Canon IR 204	LGMED	Dir. Pur.														GAA	4,510.00	4,510.00		PCF
40503	Toner Samsung Cartridge MLT-D105L	LGCCD	Shopping														-do-	12,000.00	12,000.00		PAMANA P-I
00001																					



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				Pre-Proc Conference	Ads/Post of IB/REI	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			
0000	<b>Parts ( Equipment)</b> - M4-02 Daisy Wheel - Prestige (Parts for Brother Electronic Printer) - Drum ( For copying machine Gestetner) - Cleaning Blade - Developer - Pressure roller bushing - Hot Roller - Thermistor ( Gestetner copying machine) - Hot Roller Stripper Pawls ( Gestetner) - Toner Supply Unit ( Gestetner)	Budget	Shopping												01/28/17				1,580.00	1,580.00		Maintenance of Equipment Brother Electronic Printer Maintenance of Equipment ( Copying machine)	
		GSS-RO	Direct Purchase													01/09/17	01/18/17	01/18/17	24,756.00	24,756.00			
301010 0000	<b>MATERIALS</b> - Elasto Seal ( 6 ltrs.) - Paint Brsh # 4 (3 pcs.) - Fliixibond ( 2 gals.) - Welding Rod 1/8 ( 1 box)	PDMU	Shopping												01/25/17	01/25/17	01/25/17	Cont.	2,808.00	2,808.00		Additional materials for improvement of office Building Phase VIII	
		PDMU	Shopping														01/25/17	01/25/17	Appr.	288.00	288.00		
		PDMU	Shopping														01/25/17	01/25/17	-do-	1,580.00	1,580.00		
		PDMU	Shopping														01/25/17	01/25/17	-do-	1,160.00	1,160.00		

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				Pre-Proc Conference	Ads/Post of IB/REI	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		
30101 00000	1. 1st Regional Conference for CY 2017 at at DILG Conference Room	FAD	Shopping										01/18/17		01/18/17	01/18/17	Curr. Appr.	19,800.00	19,800.00		PDs/CD/Staff Conference
301010 0000	2. Meals and Accommodation on Jan. 18, 2017	ORD	Shopping														Curr. Appr.	6,000.00	6,000.00		Interfacing with the DILG Central Office Legal
Trust	3. Seminar-Workshop on the Enhanced BPLS: Regulatory Simplification Process for LG Projects	LGCCDD	Shopping		01/07/17								01/20/17		01/24-25/17	01/24-25/17	Trust	151,000.00			BPLS
41008 00003	4. Orientation on the Lupong Tagapamayapa Incentives Awards (LTIA) Enhanced Criteria & Guidelines for DILG Provincial/City Office	LGMED	Shopping										01/05/17		01/10-11/17	01/10-11/17	Cont. App.	26,000.00	26,000.00		Lupong Tagapamayapa Incentives Awards
301010 0000	5. Orientation on Records Management and Archives Administration/5s of Good House-Keeping	FAD	Shopping														Curr. Appr.	70,000.00	70,000.00		Records Management and Good Housekeeping
	6. Annual Financial Conference and Updates with Acs/Dos	FAD	Shopping														-do-	60,000.00	60,000.00		Finance Management
	7. Retreat/Recollection of DILG Regional Office Employees	FAD	Shopping														-do-	30,000.00	30,000.00		Religious Activities
0	8. Team Building for all DILG Personnel	FAD	Shopping														-do-	500,000.00	500,000.00		Team Building Activities
0	9. Re-Orientation and Updates of Provincial BAC On RA 9184	FAD	Shopping														-do-	180,000.00	180,000.00		Continuing Education on RA 9184
0	10. Training on Technical Writing 101	FAD	Shopping														-do-	100,000.00	100,000.00		In House Training
0	11. ISO Orientation Briefing	FAD	Shopping														-do-	100,000.00	100,000.00		In House Training
1	12. Orientation of Newly Hired Employees	FAD	Shopping														-do-	80,000.00	80,000.00		In House Training
0	13. Inter-Agency Activities	FAD	Shopping														-do-	75,000.00	75,000.00		
1	14. Supervisory Development Training	FAD	CSC														-do-	100,000.00	100,000.00		Continuing Education
0	15. Parangal Recognition ( Meals)	FAD	Shopping														-do-	575,000.00	575,000.00		Awarding of Employees
0	16. DILG Year-End Sportsfest ( Meals)	FAD	Shopping														-do-	500,000.00	500,000.00		Sports Activities
0	17. PDs/CDs Monthly Conference ( Meals)	FAD	Shopping														-do-	200,000.00	200,000.00		Monthly Conference
0	18. Fieldmen's Conference	Field Offices	Shopping														-do-	540,000.00	540,000.00		Monthly Conference

ANNEX A: Meetings / Conferences / Seminars

(DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGION 10 ) Annual Procurement Plan for FY 2017

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				Pre-Proc Conference	Ads/Post of IB/REI	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		
20002 00000	19. Seminar-Consultative Meeting on Project Implementation and Fund Management for Selected 2015 & 2016 BUB Projects Beneficiaries including the orientation on ADM	PDMU	Shopping		12/29/16								01/09/17		01/17-19/17	01/17-19/17	Cont. Appr.	228,450.00	228,450.00		STO BUB Projects	
	<b>POC Activities</b>																					
301010 0000	- Orientation on the Regional Peacebuilding and Development Needs and PCA Tools Used	LGMED	Shopping		12/31/16								01/05/17		01/05/17	01/05/17	FY 2017	64,650.00	64,650.00		POC	
10002 0000	- Meals and snacks - POC TWG Meeting ( Feb., 2017)	LGMED	Shopping										02/2/17		02/03/17	02/03/17	Cont. Appr.	7,000.00	7,000.00		POC	
-do-	- Meals and snacks - Discussion on JAO No. 1 Series of 2012 Implementation	LGMED	Shopping										01/05/17		01/08/17	01/08/17	-do-	7,000.00	7,000.00		POC	
	<b>BUB/SALINTUBIG ACTIVITIES</b>																					
4080 10002	- Seminar-Workshop on Water Safety Plan Preparations for SALINTUBIG/BUB Beneficiaries	PDMU	Shopping		12/31/16								01/16/17		01/17-21/17	01/17-21/17	Cont App.	393,000.00	393,000.00		SALINTUBIG	
20002 00000	- Municipal Water Supply and Sanitation, Sewerage Sector Plan (MW4SP) Preparation Seminar-Workshop for Selected Municipalities of Region 9 & 10	PDMU	Shopping		01/25/17												Cont. App.	687,000.00	687,000.00		STO BUB Projects	

ANNEX A: Office Equipment

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				Pre-Proc Conference	Ads/Post of IB/REI	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	
301010000	<b>Airconditioner</b> Airconditioner 1HP	Mis. Occ.	Shopping														CURRENT APPROPRIATION	25,000.00	25,000.00		Field Offices
301010000	<b>FURNITURES</b> - Dining Chairs	ORD	Shopping													7,500.00		7,500.00		ORD's Office	
301010000	<b>EQUIPMENT</b> Digital Single Lens Reflex Camera	DILG	Shopping													35,000.00		35,000.00		For issuance to Field Offices	
	Desktop Computer	Mis. Occ.	Shopping													27,000.00		27,000.00			
	Printer. Continuous Ink	-do-	Shopping													10,000.00		10,000.00			
-do-	Photocopier	DILG-CDOC	Shopping													50,000.00		50,000.00			
	Camera	-do-	Shopping													35,000.00		35,000.00			
	Laptop	-do-	Shopping													33,000.00		33,000.00			
-do-	Camera	Bukidnon	Shopping													35,000.00		35,000.00			
	LCD Projector	-do-	Shopping													30,000.00		30,000.00			
-do-	Desktop Computer	Lanao	Shopping													27,000.00		27,000.00			
	Camera	-do-	Shopping													35,000.00		35,000.00			
	Transformer, 15KVA	-do-	Shopping													45,000.00		45,000.00			
-do-	Laptop	RO-Cashier	Shopping													27,000.00		27,000.00			
-do-	Laptop core i3 w/ USB keyboard & Mouse	COA	Shopping								02/02/17					26,885.00		26,885.00			
4100100001	Laptop core i3 8th Generation, 64bit OS	LGCCDD	Shopping								02/01/17					36,500.00		36,500.00			
2000200000	LTE Pocket wifi w/ prepaid SIM	LGCCDD																			STO BUB Projects
	Macbook Air Power Cord	LGCCDD																			
	- Printer, Brother ( 4 units)	PDMU	Shopping								01/03/17		01/16/17	01/16/17		120,000.00	120,000.00				
301010000	- Computer Set Core i5-6400 with A4 Tech Digital Speaker, ACER LED Monitor 18.5"																		Safe drinking water for DILG Employees		
	- Hot & Cold Water Dispenser with 30 pcs. Water container	FAD	Shopping													40,000.00	40,000.00				

ANNEX A: Other Services

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				Pre-Proc Conference	Ads/Post of IB/REI	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					
Trust	<b>E. 1 Tarpaulins</b> - Tarpaulin 5ft x 3 ft with eyelet(backdrop)	LGCCD	Shopping														01/20/17		01/23/17	01/23/17	Trust	195.00			BPLS
20002 00000	<b>4. Notarial Services</b> - Memorandum of Agreement - Contract OF Service - Permit Application - Amendment to the Agreement - Memorandum of Understanding	FAD	Shopping																		Curr. Appr.	20,000.00	20,000.00		Notarial Stamp of Pertinent Documents
2000 20000	<b>5. Documenter - Documentation Services</b> for the conduct of DILG-PDMU Trainings, Seminars, Workshop and other activities	PDMU	Shopping																		Curr. Appr.	43,500.00	43,500.00		STO BUB Projects

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2000 20000	6. Documenter - For Seminar/Consultative Meeting on Project Implementation and Fund Management for Selected 2015 & 2016 BUB Projects Beneficiaries including Orientation of ADM	PDMU	Shopping												01/19-21/17	01/22/17	Cont. Appr.	2,400.00	2,400.00		STO BUB Projects	
40801 00002	7. Documenter - For Seminar-Workshop on Water Safety Plan Preparations for SALINTUBIG/BUB Beneficiaries of Region 10 & 13	PDMU	Shopping												01/25-27/17	01/30/17	Cont. Appr.	3,600.00	3,600.00		SALINTUBIG	
301010 00000	<b>Professional Services</b> - Review and sign the Detailed Engineering Design (DED) for the construction of Provincial Office and City Office at Misamis Oriental and Gingoog City	FAD	Shopping										12/29/16				Curr. Appr.	43,000.00	43,000.00		Professional License Engineer	
40801 00002	<b>Van Rentals</b> - All-in (Fuel and rental) Van Rentals = 8 vans for 95 passengers	PDMU	Shopping												01/19/17	01/19/17	Cont. Appr.	48,000.00	48,000.00		SALINTUBIG	
41001 00001	- all-in ( Fuel & rental) - 10-12 seating capacity Van Rental ( Feb. 2 - 17, 2017)	LGCCD	Shopping														Cont. Appr.	42,000.00	42,000.00		Provincial Stakeholders Forum	
40801 00002	- all-in fuel - 10 seaters Van Rental ( March 2, 2017) - 4 units Vans	PDMU	Shopping														Cont. Appr.	14,800.00	14,800.00		SALINTUBIG	
301010 0000	<b>Subscriptions</b> - 2 copies of National Circulation - 1 copy of Local Newspaper ( Sunstar)	ADM	Direct Purchase												01/25/17	daily for 12 months	daily for 12 months	Curr. Appr.	17,000.00	17,000.00		Daily subscription of newspaper for 12 months



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				Pre-Proc Conference	Ads/Post of IB/REI	Pre-bid Cont.	Eligibility Check	Sub-Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery / Completion	Acceptance /Turnover	Source of Funds	Total	MOOE	CO							
0	<b>Check-Up &amp; Repair</b> 1. Check-up & repair of two(2) units Printers 2. Repair of CPU ( Labor & Parts) 3. Car Plastic Floorpadding ( Toyota Innova) 4. Over all Tinting ( Toyota Innova)	ADM LGMED GSS	shopping shopping Shopping												01/26/17 01/05/17 01/27/17		01/05/17 01/31/17	01/05/17 01/31/17	Curr. App. GAA	1,850.00 1,550.00 9,100.00	1,850.00 1,550.00 9,100.00		Maintenance of Equipment Motor vehicles maintenance			
0	<b>Repair &amp; Main. ( Vehicles)</b>																									
0	General Servicing (Change Oil) Isuzu D-Max Periodic Maintenance 5K PMS ( Toyota HI Ace)	GSS/RO GSS/RO	Shopping Dir. Pur.												01/05/17 01/03/17		01/06/17 01/04/17	01/06/17 01/04/17	Cont. Appr.	6,981.50 3,231.19	6,981.50 3,231.19		Motor vehicle maintenance Motor vehicle maintenance			
0	Maintenance 10,000t kilometers(Crosswind XL)	Miss. Oriental	Dir. Pur.												01/04/17		01/05/17	01/05/17	Cont.	2,059.00	2,059.00		Motor vehicle maintenance			
0	Maintenance of 15000PMS (Crosswind XL)	Bukidnon	Dir. Pur.												01/09/17		01/10/17	01/10/17	Cont. Appr.	3,779.00	3,779.00		Motor vehicle maintenance			

**ANNEX A: IT Supplies & Accessories**

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2000 20000	Power Bank (20,000 mah) 4G Pocket Wifi	PDMU	Shopping														FY 2017	3,900.00 930.00	3,900.00 930.00		BUB Projects -do-
<b>TOTAL</b>																		<b>5,758,756.69</b>	<b>5,604,261.69</b>		
<b>ADDITIONAL PROVISION FOR INFLATION</b>																		<b>575,875.67</b>	<b>560,426.17</b>		
<b>GRAND TOTAL</b>																		<b>6,334,632.36</b>	<b>6,164,687.86</b>		
<b>APPROVED BUDGET BY THE AGENCY HEAD</b>																					

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:



**ROSITA E. LAGANG**

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:



**CEDRIX R. AGUINOT / GRACIA S. WABAN**

Accountant /  
Local Budget Officer

Approved by:



**ARNEL M. AGABE, CESO IV**

Head of Office/Agency

Date Prepared: January. 30, 2017