

**DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE NO. VIII INDICATIVE Annual Procurement Plan for FY 2020**

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>TRAINING, SEMINARS AND MEETINGS:</b>											
330100100004000	Kasambahay Law Orientation	BFO/ESFO/SFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	58,500.00	58,500.00	-	Inclusive of 1 meal and 2 snacks
330100100004000	Women's Month Celebration	BFO/IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	169,000.00	169,000.00	-	Inclusive of 1 meal and 2 snacks
320100100003000	HRT-ITC Meeting	BFO/ESFO/NLFO/ NSFO/SLFO/WLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	207,000.00	207,000.00	-	Inclusive of 1 meal and 2 snacks
330100100004000	Family Welfare Program Learning Session	BFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	13,000.00	13,000.00	-	Inclusive of 1 meal and 2 snacks
320100100005000	Employer's Forum	BFO/WLFO/ESFO /NLFO/SFO/SLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GoP	323,500.00	323,500.00	-	Inclusive of 1 meal and 2 snacks
320100100003000	Consultation Meeting and Writeshop for Livelihood Beneficiaries	BFO/SLFO/WLFO/ ESFO/NLFO/NSFO/SFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GoP	224,500.00	224,500.00	-	Inclusive of 1 meal and 2 snacks
310100100002000	PESO Meeting	BFO/ESFO/NSFO/ SLFO/WLFO/SFO/ NLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	383,400.00	383,400.00	-	Inclusive of 1 meal and 2 snacks
320100100004000	WODP Training	ESFO/SFO/NLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	66,500.00	66,500.00	-	Inclusive of 1 meal and 2 snacks
310100100003000	Career Guidance Network Meeting	ESFO/NLFO/SFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	August	August	GoP	56,500.00	56,500.00	-	Inclusive of 1 meal and 2 snacks
320100100003000	Conduct of Workers Association Consultation Meeting	NLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	30,000.00	30,000.00	-	Inclusive of 1 meal and 2 snacks
310100100003000	Consultation Meeting with DILG, DBM, CSC and PESO on PESO Institutionalization	NLFO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	6,000.00	6,000.00	-	
310100100003000	Pre-registration for 2020 Labor Day Job Fairs	NLFO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	25,000.00	25,000.00	-	
320100100004000	LHP Orientation	SFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	65,000.00	65,000.00	-	Inclusive of 1 meal and 2 snacks
330100100004000	Child Labor Advocacy	WLFO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	August	August	GoP	25,000.00	25,000.00	-	Inclusive of 1 meal and 2 snacks
10000010001000	Exit Conference with DOLE Resident Auditors (one meal and two snacks) (18 pax@400.00)	IMSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	7,200.00	7,200.00	-	
10000010001000	BEDs Preparation (30pax@400.00)	IMSD	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	12,000.00	12,000.00	-	
10000010001000	Planning Workshop(30 pax@400.00)	IMSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	12,000.00	12,000.00	-	
10000010001000	ISO 9001:2015 Second Surveillance Audit	IMSD	Direct Contracting	September	N/A	September	September	GoP	78,400.00	78,400.00	-	
10000010001000	Employee On-Boarding	IMSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	32,000.00	32,000.00	-	
10000010001000	Zumba: Employees' Health and Wellness (trainer's honorarium)	IMSD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	48,000.00	48,000.00	-	
10000010001000	Earthquake and Fire Drill	IMSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	20,000.00	20,000.00	-	
10000010001000	Emergency and Preparedness Seminar	IMSD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	104,000.00	104,000.00	-	

10000010001000	Kids Summer Workshop	IMSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	130,000.00	130,000.00	-	
320100100006000	Hearing Officers' Training	IMSD	NP-53.10 Lease of Real Property and Venue	September	N/A	September	September	GoP	52,000.00	52,000.00	-	
320100100005000	Course for LLCOs - Level 1A - registration fee	IMSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	50,000.00	50,000.00	-	
320100100005000	Course for LLCOs - Level 1B - registration fee	IMSD	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	35,000.00	35,000.00	-	
330100100004000	HRMO Consultation Workshop: Moving Towards PRIME-HRM (2 pax) - registration fee	IMSD	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	15,000.00	15,000.00	-	
330100100004000	Regional CSC Congress - registration fee	IMSD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	16,000.00	16,000.00	-	
330100100004000	National CSC Congress - registration fee	IMSD	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	16,000.00	16,000.00	-	
320100100005000	IMSD: Supervisory Skills Training - Basic (SG 15-17) - registration fee	IMSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	24,000.00	24,000.00	-	
320100100005000	Supervisory Skills Training - Advanced (SG 18-20) - registration fee	IMSD	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	48,000.00	48,000.00	-	
10000010001000	Work-life Balance Workshop	IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	104,000.00	104,000.00	-	
10000010001000	Green Productivity Orientation/Tree Planting	IMSD	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	104,000.00	104,000.00	-	
10000010001000	PRIME-HRM	IMSD	NP-53.9 - Small Value Procurement	June	N/A	June	June	GoP	14,000.00	14,000.00	-	
10000010001000	PRAISE	IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	102,000.00	102,000.00	-	
10000010001000	CNAM	IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GoP	48,000.00	48,000.00	-	
10000010001000	Employee Re-orientation on CSC Policies and Other Internal Office Policies	IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January	GoP	39,000.00	39,000.00	-	
330100100004000	HRMPSB Deliberation	IMSD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	12,000.00	12,000.00	-	
10000010001000	PMT's Calibration of Employees' Performance Targets and Accomplishment	IMSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	24,000.00	24,000.00	-	
330100100004000	PDC's Learning and Development	IMSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	3,500.00	3,500.00	-	
10000010001000	Moral Renewal Seminar	IMSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	104,000.00	104,000.00	-	
320100100006000	Management Reviews	IMSD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	70,000.00	70,000.00	-	
320100100006000	IQA Quarterly Meetings	IMSD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	30,000.00	30,000.00	-	
10000010001000	QMS Enhancement Trainings and Consultancy	IMSD	NP-53.9 - Small Value Procurement	March - July	N/A	March - July	March - July	GoP	250,000.00	250,000.00	-	
310100100003000	Semestral Meeting with the EV Network of CareerAdvocates(25pax@500.00)	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January	GoP	25,000.00	25,000.00	-	
310100100003000	Labor Day / TNK Independence Day (1 meal & 2 snacks)	TSSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	200,000.00	200,000.00	-	
310100100003000	Labor Day / TNK Independence Day Polo Shirts	TSSD	Shopping	April	N/A	April	April	GoP	100,000.00	100,000.00	-	(200 pcs@500.00)
310100100003000	Polo Shirt for the PESO Congress (National & Regional)	TSSD	Shopping	May	N/A	May	May	GoP	120,000.00	120,000.00	-	(200pcs @ 600.00)

330100100003000	Video Documentation for Best DOLE LIVELIHOOD Project (Individual & Group Category)	TSSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	150,000.00	150,000.00	-	
320100100005000	Orientation / Forum on D.O. 189-18 (OSH Bill)	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January	GoP	80,000.00	80,000.00	-	(80pax@500.00)
320100100005000	OSHNET Meeting (4 Quarters)	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Quarterly	Quarterly	GoP	87,500.00	87,500.00	-	
320100100005000	Labor Inspection Monthly Meeting	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Monthly	Monthly	GoP	210,000.00	210,000.00	-	(35pax @500.00)
320100100005000	Employers' Forum / Orientation on BWC & BLR Latest Issuances	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Jan-March	Jan-March	GoP	450,000.00	450,000.00	-	(300pax@500.00)
320100100005000	Orientation Workshop / Refresher Course on New Labor Laws & Issuances for Labor Inspectors, Social Partners and FO Heads	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GoP	50,000.00	50,000.00	-	(50pax@500.00)
320100100003000	RTIPC Quarterly Meeting	TSSD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	72,000.00	72,000.00	-	(36pax@500.00)
320100100005000	Orientation on DO-198	TSSD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January	GoP	80,000.00	80,000.00	-	
310100100003000	Pre-labor Day Meeting	TSSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	25,000.00	25,000.00	-	(50pax@500.00)
310100100003000	Pre-Kalayaan Job Fair Meeting	TSSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	25,000.00	25,000.00	-	(50pax@500.00)
330100100003000	Mancom Meeting	ORD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	120,000.00	120,000.00	-	(25pax@400.00)
320100100005000	DOLE RCC Meeting	ORD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	120,000.00	120,000.00	-	(25pax@400.00)
310100100003000	2020 Labor Day Press Conference	ORD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	10,500.00	10,500.00	-	
310100100003000	2020 Kalayaan Press Conference	ORD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	10,500.00	10,500.00	-	
310100100003000	DOLE Anniversary Press Conference	ORD	NP-53.9 - Small Value Procurement	December	N/A	December	December	GoP	10,500.00	10,500.00	-	
310100100003000	Press Briefings	ORD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	21,000.00	21,000.00	-	
310100100003000	Documentation of Success Stories	ORD	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	60,000.00	60,000.00	-	
10000010001000	Publication of Annual Report	ORD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	80,000.00	80,000.00	-	
320100100006000	MYPA Meeting	ORD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	65,000.00	65,000.00	-	(50pax@650.00)/day
330100100003000	YEPA Meeting	ORD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	65,000.00	65,000.00	-	(50pax@650.00)/day
320100100005000	Senior Officials Meeting	ORD	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	GoP	150,000.00	150,000.00	-	(25pax@500.00)
10000010001000	Training Fees of various trainings conducted by DOLE	IMSD	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	246,000.00	246,000.00	-	
310100100002000												
310100100003000												
320100100004000												
320100100005000												
320100100006000												
330100100003000												
330100100004000												
	<b>RENT/LEASE:</b>											
10000010001000	Lease of Office Spaces	ALL Field Offices	NP-53.10 Lease of Real Property and Venue	Annual	N/A	Annual	Annual	GoP	2,300,000.00	2,300,000.00	-	
	<b>REPAIR AND MAINTENANCE:</b>											
10000010001000	Repair and Maintenance of Office Equipment	Regional Office and Fos	Shopping	Quarterly	N/A	Quarterly	Quarterly	GoP	250,000.00	250,000.00	-	
10000010001000	Repair and Maintenance of Motor Vehicles	Regional Office and Fos	Shopping	as need arises	N/A	as need arises	as need arises	GoP	200,000.00	200,000.00	-	
	<b>OTHER SUBSCRIPTION:</b>											
10000010001000	1-year Newspaper Subscription	Regional Office	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	30,000.00	30,000.00	-	



10000010001000 310100100002000 330100100003000	1-year Outsourcing of Manpower Personnel	Regional Office and Fos	Competitive Bidding	January	January	February	February	GoP	3,300,000.00	3,300,000.00	-	
	<b>TRANSPORTATION EQUIPMENT OUTLAY:</b>											
10000010001000	Service Vehicle Engine Size: 2.8L, Transmission Category: 6 speed Automatic with Sequential Control; Length : 4735mm; Width: 1,830mm; Number of Seats: 8	Regional Office and Fos	Competitive Bidding	January	January	February	February	GoP	3,000,000.00	-	3,000,000.00	
10000010001000	Service Vehicle Van-type	Regional Office	Competitive Bidding	January	January	February	February	GoP	2,000,000.00	-	2,000,000.00	
	<b>MACHINERY AND EQUIPMENT OUTLAY:</b>											
10000010001000	Purchase of various airconditioning units	Regional Office and Fos	Competitive Bidding	January	January	February	February	GoP	1,026,000.00	-	1,026,000.00	
10000010001000	Purchase of various Photocopying Machines	Regional Office and Fos	Shopping	January	January	February	February	GoP	335,000.00	-	335,000.00	
10000010001000	Purchase of Desktop Computers, Laptops, 1 unit printer, projector and DSLR Camera	Regional Office and Fos	Competitive Bidding	January	January	February	February	GoP	3,174,900.00	-	3,174,900.00	
10000010001000	Purchase of Speaker, Smart TV and Sound System	SFO/NSFO	Shopping	January	January	February	February	GoP	265,000.00	-	265,000.00	
10000010001000	Purchase of Power House generator	Regional Office	Competitive Bidding	January	January	February	February	GoP	2,480,000.00	-	2,480,000.00	
10000010001000	Built-up Stainless steel signage of DOLE RO8 Training Center	Regional Office	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	115,000.00	-	115,000.00	
10000010001000	Purchase of Roller Shades	Regional Office	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	250,000.00	-	250,000.00	
10000010001000	Purchase of Server, Plug-ins, PFSense Firewall Router (Multi-WAN) and rack-type UPS	Regional Office	Shopping	March	March	March	March	GoP	705,000.00	-	705,000.00	
	<b>INFRASTRUCTURE OUTLAY:</b>											
10000010001000	Purchase of Office/ Glass Partition	Regional Office	Shopping	March	March	March	March	GoP	150,000.00	-	150,000.00	


Total MOOE  
Total CO

20,469,992.50  
13,500,900.00

Consolidated by:

  
**FLORELIS O. CENIZA**  
AO V - Supply


Noted by:


  
**GLENDA A. RAVELO**  
AO V / Budget Officer

Approved  Disapproved


  
**YAHYA A. SENTI**  
Regional Director

Recommending Approval by the Bids and Awards Committee:

  
**CRISTINA T. LONGJAS**  
Regular Member

  
**EDEN LIGAYA Y. COLONG**  
Regular Member

  
**SALVACION A. YEPEZ**  
Regular Member

  
**GEMMA D. DE LA CRUZ**  
Regular Member

  
**BERNARDITA M. NAVARRA**  
Chairman

