

**DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE NO. VIII - Annual Procurement Plan non-CSE for FY 2021**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Pos- ting of IB/REI	Submission/Op- ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
310100100002000	PESO Meeting cum Mid Year Performance Assessment	BFO	No	NP-53.9 - Small Value Procurement	N/A	May	May	May	GoP	10,000.00	10,000.00	-	Catering services for one meal and two snacks for 20 pax at 500/pax
320100100005000	Employers Forum for Micro Enterprises	BFO ESFO NLFO NSFO SFO SLFO WLFO	No	NP-53.9 - Small Value Procurement	N/A	March April May June September November	March April May June September November	March April May June September November	GoP	349,000.00	349,000.00	-	BFO-Catering services for one meal and two snacks for 50 pax at 500/pax; ESFO-Catering services for one meal and two snacks for 40 pax at 650/pax; NLFO-Catering services for one meal and two snacks for 30 pax at 500/pax; SFO-Catering services for one meal and two snacks for 30 pax at 450/pax
310100100002000 310100100003000	Quarterly PESO Managers Meeting	ESFO NLFO NSFO SFO SLFO WLFO	No	NP-53.9 - Small Value Procurement	N/A	March, June, September, December; February, May August, November; January, April July, October; March, June September, December; February, May, August, December	March, June, September, December; February, May August, November; January, April July, October; March, June September, December; February, May, August, December	March, June, September, December; February, May August, November; January, April July, October; March, June September, December; February, May, August, December	GoP	340,750.00	340,750.00	-	ESFO-Catering services for one meal and two snacks for 30 pax at 650/pax; NLFO-Catering services for one meal and two snacks for 30 pax at 500/pax; SFO-Catering services for one meal and two snacks for 30 pax at 450/pax
330100100003000	Writeshop on Project Proposal Writing	ESFO SFO	No	NP-53.9 - Small Value Procurement	N/A	July; January, April July, October	July; January, April July, October	July; January, April July, October	GoP	80,000.00	80,000.00	-	ESFO-Catering services for one meal and two snacks for 40 pax at 650/pax; SFO-Catering services for one meal and two snacks for 30 pax at 450/pax
320100100004000	WODP Training (Organized Sector)	ESFO NSFO SFO NLFO WLFO	No	NP-53.9 - Small Value Procurement	N/A	October August May July April	October August May July April	October August May July April	GoP	165,500.00	165,500.00	-	ESFO-Catering services for one meal and two snacks for 50 pax at 650/pax; SFO-Catering services for one meal and two snacks for 20 pax at 450/pax; NLFO-Catering services for one meal and two snacks for 30 pax at 500/pax; WLFO-Catering services for one meal and two snacks for 50 pax at 550/pax
330100100003000	Release of Livelihood Grants	NLFO	No	NP-53.9 - Small Value Procurement	N/A	May	May	May	GoP	20,000.00	20,000.00	-	
330100100003000	Livelihood Trainings	NSFO	No	NP-53.9 - Small Value Procurement	N/A	March September	March September	March September	GoP	56,000.00	56,000.00	-	
330100100003000	DILEEP & Other DOLE's Program and Services Orientation	WLFO	No	NP-53.9 - Small Value Procurement	N/A	July	July	July	GoP	22,000.00	22,000.00	-	
310100100003000	Labor Day / TNK Independence Day Polo Shirts	TSSD	No	Shopping	N/A	April June	April June	April June	GoP	100,000.00	100,000.00	-	200 pcs customized polo shirts
330100100003000	Video Documentation for Best DOLE LIVELIHOOD Project (Individual & Group Category)	TSSD	No	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	150,000.00	150,000.00	-	1 for individual and 1 for group category
320100100005000	Employers' Forum /Orientation on BWC & BLR Latest Issuances and OSH Bill	TSSD	No	NP-53.10 Lease of Real Property and Venue	N/A	March	March	March	GoP	60,000.00	60,000.00	-	Catering Services for one meal and two snacks for 200 pax at 300/pax

320100100005000	Orientation Workshop / Refresher Course on New Labor Laws & Issuances for Labor Inspectors, Social Partners and FO Heads	TSSD	No	NP-53.10 Lease of Real Property and Venue	N/A	February July	February July	February July	GoP	60,000.00	60,000.00	-	Catering Services for one meal and two snacks for 50 pax
320100100005000	Orientation on DO-198	TSSD	No	NP-53.10 Lease of Real Property and Venue	N/A	May	May	May	GoP	55,000.00	55,000.00	-	Catering Services for one meal and two snacks for 100 pax
320100100006000	Hearing Officers and SEADOs Training for 3 days	TSSD	No	NP-53.10 Lease of Real Property and Venue	N/A	March	March	March	GoP	80,000.00	80,000.00	-	Catering Services for one meal and two snacks for 50 pax for 3 days
310100100003000	Capacity Building for Employment Focal Persons	TSSD	No	NP-53.9 - Small Value Procurement	N/A	January	January	January	GoP	10,000.00	10,000.00	-	Catering Services for one meal and two snacks for 20 pax
330100100003000	COA Exit Conference	IMSD	No	NP-53.9 - Small Value Procurement	N/A	February	February	February	GoP	16,500.00	16,500.00	-	Catering Services for one meal and two snacks for 30 pax at 500/pax
10000010001000	2nd Surveillance Audit by ECB	IMSD	No	NP-53.9 - Small Value Procurement	N/A	September	September	September	GoP	78,400.00	78,400.00	-	
10000010001000	Conduct of 2nd Surveillance Audit to the Regional Office and identified Field Offices	IMSD	No	NP-53.9 - Small Value Procurement	N/A	September	September	September	GoP	125,000.00	125,000.00	-	
330100100003000	BEDs Preparation	IMSD	No	NP-53.9 - Small Value Procurement	N/A	October	October	October	GoP	15,000.00	15,000.00	-	
310100100002000	Budget Planning	IMSD	No	NP-53.9 - Small Value Procurement	N/A	February	February	February	GoP	15,000.00	15,000.00	-	
330100100003000	On-Boarding of Employees	IMSD	No	NP-53.9 - Small Value Procurement	N/A	March September	March September	March September	GoP	8,400.00	8,400.00	-	Pack Meals for one meal and two snacks for 12 pax
310100100003000	Women's Month Celebration	IMSD	No	NP-53.9 - Small Value Procurement	N/A	March	March	March	GoP	45,000.00	45,000.00	-	Catering Services for one meal and two snacks for 100 pax
320100100005000	Emergency Preparedness Seminar	IMSD	No	NP-53.9 - Small Value Procurement	N/A	July	July	July	GoP	45,000.00	45,000.00	-	Catering Services for one meal and two snacks for 100 pax
310100100003000	Gender and Development	IMSD	No	NP-53.9 - Small Value Procurement	N/A	May	May	May	GoP	45,000.00	45,000.00	-	Catering Services for one meal and two snacks for 100 pax
10000010001000	DOLE-RO8 YEPA-cum-Christmas Party	IMSD	No	NP-53.10 Lease of Real Property and Venue	N/A	December	December	December	GoP	90,000.00	90,000.00	-	Catering Services for one meal and two snacks for 100 pax
10000010001000	DOLE-RO8 Sportsfest and Founding Anniversary	IMSD	No	NP-53.9 - Small Value Procurement	March June September	March June September	March June September	March June September	GoP	180,000.00	180,000.00	-	Catering Services for one meal and two snacks for 100 pax
330100100003000	Capacity Enhancement Training for Job Order Employees	IMSD	No	NP-53.9 - Small Value Procurement	N/A	December	December	December	GoP	48,000.00	48,000.00	-	Catering Services for one meal and two snacks for 40 pax
10000010001000	Video Documentation, Photography & Production	IMSD	No	NP-53.9 - Small Value Procurement	N/A	February	February	February	GoP	30,000.00	30,000.00	-	Catering Services for one meal and two snacks for 35 pax
10000010001000	Technical Writing Training	IMSD	No	NP-53.9 - Small Value Procurement	N/A	January	January	January	GoP	40,000.00	40,000.00	-	Catering Services for one meal and two snacks for 40 pax
10000010001000	Stress Management Training-cum-Team Bonding	IMSD	No	NP-53.9 - Small Value Procurement	N/A	November	November	November	GoP	45,000.00	45,000.00	-	Catering Services for one meal and two snacks for 100 pax
10000010001000	Building Collaborative Relationship	IMSD	No	NP-53.9 - Small Value Procurement	N/A	April	April	April	GoP	30,000.00	30,000.00	-	Catering Services for one meal and two snacks for 35 pax
330100100004000	DOLE-RO8 HRMP SB Meetings	IMSD	No	NP-53.9 - Small Value Procurement	N/A	January March May July September November	January March May July September November	January March May July September November	GoP	18,900.00	18,900.00	-	Pack Meals for one meal and two snacks for 7 pax
10000010001000	DOLE-RO8 PRAISE Meetings	IMSD	No	NP-53.9 - Small Value Procurement	N/A	November December	November December	November December	GoP	6,300.00	6,300.00	-	Pack Meals for one meal and two snacks for 7 pax
10000010001000	DOLE-RO8 PMT Meetings	IMSD	No	NP-53.9 - Small Value Procurement	N/A	June December	June December	June December	GoP	27,000.00	27,000.00	-	Catering Services for one meal and two snacks for 30 pax
10000010001000	DOLE-RO8 SDC Meetings	IMSD	No	NP-53.9 - Small Value Procurement	N/A	January March May July September November	January March May July September November	January March May July September November	GoP	18,900.00	18,900.00	-	Pack Meals for one meal and two snacks for 7 pax
10000010001000	Supervisory Development Program 1&2	IMSD	No	NP-53.9 - Small Value Procurement	N/A	January June	January June	January June	GoP	32,000.00	32,000.00	-	4 participants


10000010001000	Supervisory Development Program 3&4	IMSD	No	NP-53.9 - Small Value Procurement	N/A	April August	April August	April August	GoP	32,000.00	32,000.00	-	4 participants
10000010001000	Supervisory Development Program 5	IMSD	No	NP-53.9 - Small Value Procurement	N/A	June October	June October	June October	GoP	16,000.00	16,000.00	-	4 participants
320100100006000	National Convention of Lawyers	IMSD	No	NP-53.9 - Small Value Procurement	N/A	March	March	March	GoP	20,000.00	20,000.00	-	1 participant
330100100004000	Public Service Ethics and Accountability for Leaders	IMSD	No	NP-53.9 - Small Value Procurement	N/A	June	June	June	GoP	8,000.00	8,000.00	-	2 participants
10000010001000	Joint Conference of the LCHRMP and CSC-LFO1	IMSD	No	NP-53.9 - Small Value Procurement	N/A	January to December	January to December	January to December	GoP	19,200.00	19,200.00	-	2 participants
10000010001000	Appraisal and Disposal of Government Property	IMSD	No	NP-53.9 - Small Value Procurement	N/A	September	September	September	GoP	3,000.00	3,000.00	-	2 participants
10000010001000	Regional HRMP Congress	IMSD	No	NP-53.9 - Small Value Procurement	N/A	February	February	February	GoP	14,000.00	14,000.00	-	2 participants
10000010001000	Visayas-Wide HRMP Congress	IMSD	No	NP-53.9 - Small Value Procurement	N/A	May	May	May	GoP	14,000.00	14,000.00	-	2 participants
10000010001000	National HRMP Congress	IMSD	No	NP-53.9 - Small Value Procurement	N/A	August	August	August	GoP	14,000.00	14,000.00	-	2 participants
10000010001000	Online Examination of Applicants	IMSD	No	NP-53.9 - Small Value Procurement	N/A	February to November	February to November	February to November	GoP	50,000.00	50,000.00	-	100 applicants
320100100005000	Mancom Meeting with Labor Inspectors	ORD	No	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GoP	192,000.00	192,000.00	-	Catering Services for one meal and two snacks
320100100006000	Regular RCC Meetings (1 meal)	ORD	No	NP-53.9 - Small Value Procurement	N/A	January April October	January April October	January April October	GoP	12,000.00	12,000.00	-	
310100100003000	2021 Labor Day Press Conference	ORD	No	NP-53.9 - Small Value Procurement	N/A	April	April	April	GoP	10,500.00	10,500.00	-	
310100100003000	2021 Labor day Meeting	ORD	No	NP-53.9 - Small Value Procurement	N/A	March April	March April	March April	GoP	10,000.00	10,000.00	-	
310100100003000	2021 Kalayaan Press Conference	ORD	No	NP-53.9 - Small Value Procurement	N/A	June	June	June	GoP	10,500.00	10,500.00	-	
10000010001000	DOLE Anniversary Press Conference	ORD	No	NP-53.9 - Small Value Procurement	N/A	December	December	December	GoP	10,500.00	10,500.00	-	
10000010001000	DOLE Anniversary Meeting	ORD	No	NP-53.9 - Small Value Procurement	N/A	November	November	November	GoP	10,500.00	10,500.00	-	
10000010001000	Press Briefings	ORD	No	NP-53.9 - Small Value Procurement	N/A	May October	May October	May October	GoP	21,000.00	21,000.00	-	
310100100003000	Publication of 2020 Annual Report	ORD	No	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	64,000.00	64,000.00	-	
10000010001000	Continuing Skills Enhancement Training for Labor Information Officers (March 12-14, 2020)	ORD	No	NP-53.9 - Small Value Procurement	N/A	March	March	March	GoP	25,000.00	25,000.00	-	
	<b>RENT/LEASE:</b>									-			
10000010001000	Lease of Office Spaces	ALL Field Offices except NLFO	Yes	NP-53.10 Lease of Real Property and Venue	N/A	November, 2020	January	January	GoP	1,535,000.00	1,535,000.00	-	based on 2021 NEP
	<b>REPAIR AND MAINTENANCE:</b>									-			
320100100005000	Repair and Maintenance of Office Equipment [Airconditioning Units]	Regional Office and FOs	No	NP-53.9 - Small Value Procurement	N/A	December	January	January	GoP	10,000.00	10,000.00	-	based on 2021 NEP
	Repair and Maintenance of DOLE RO VIII Buildings	Regional Office	No	NP-53.9 - Small Value Procurement	N/A	as need arises	as need arises	as need arises	GoP	15,000.00	15,000.00	-	based on 2021 NEP
10000010001000	Repair and Maintenance of Motor Vehicles	Regional Office and FOs	No	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	GoP	130,000.00	130,000.00	-	based on 2021 NEP
320100100005000										-			
	<b>OTHER SUBSCRIPTION:</b>									-			
10000010001000	1-year Newspaper Subscription	Regional Office	No	Shopping	N/A	December	January	January	GoP	35,000.00	35,000.00	-	pwd ig increase from 22K to 35K?
	<b>PRINTING:</b>									-			
10000010001000	Printing and Publication Expenses	Regional Office and FOs	No	NP-53.9 - Small Value Procurement	December, 2020	December, 2020	January	January	GoP	245,000.00	245,000.00	-	
310100100002000													
310100100003000													
320100100005000													
320100100006000													

UTILITIES:													
10000010001000	Utilities - Water	Regional Office and FOs	Yes	Direct Contracting	N/A	November, 2020	January	January	GoP	178,000.00	178,000.00	-	based on 2021 NEP
10000010001000	Utilities - Electricity	Regional Office and FOs	Yes	Direct Contracting	N/A	November, 2020	January	January	GoP	1,443,000.00	1,443,000.00	-	based on 2021 NEP
SUPPLIES:													
10000010001000	1-year Gasoline/Fuel and LPG	Regional Office and FOs	No	Shopping	December, 2020	December, 2020	January	January	GoP	580,000.00	580,000.00	-	based on 2021 NEP
310100100002000													
310100100003000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													
10000010001000	<b>Procurement of Common-use Supplies</b>	IMSD	No	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GoP	541,079.86	541,079.86	-	
310100100002000													
310100100003000													
320100100004000													
320100100005000													
320100100004000	<b>Procurement of Supplies not available at PS-DBM</b>	IMSD	No	Shopping	February	February	February	February	GoP	325,920.00	325,920.00	-	
320100100006000					April	April	April	April					
330100100003000					July	July	July	July					
330100100004000					October	October	October	October					
10000010001000	1-year Supply and delivery of bottled water	Regional Office and FOs	No	Shopping	December, 2020	December, 2020	January	January	GoP	100,000.00	100,000.00	-	based on 2021 NEP
310100100002000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													
COMMUNICATION:													
10000010001000	1-year Philpost and LBC postage/deliveries	Regional Office and FOs	No	Shopping	December, 2020	December, 2020	January	January	GoP	265,000.00	265,000.00	-	based on 2021 NEP
310100100002000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													
10000010001000	1-year Cable Services	Regional Office	No	Shopping	N/A	December	January	January	GoP	10,000.00	10,000.00	-	based on 2021 NEP
10000010001000	1-year Telephone, Mobile (existing lines)	Regional Office and FOs	Yes	Direct Contracting	N/A	November, 2020	January	January	GoP	230,000.00	230,000.00	-	based on 2021 NEP
310100100002000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													
10000010001000	1-year Telephone, Landline (existing lines)	Regional Office and FOs	Yes	Direct Contracting	N/A	November, 2020	January	January	GoP	221,000.00	221,000.00	-	based on 2021 NEP
310100100002000													
320100100004000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													
10000010001000	1-year Internet Subscription (existing lines)	Regional Office and FOs	Yes	Direct Contracting	N/A	November, 2020	January	January	GoP	444,000.00	444,000.00	-	based on 2021 NEP
310100100002000													
320100100004000													
320100100005000													
320100100006000													
330100100003000													
330100100004000													

GENERAL SERVICES:													
10000010001000	Provision for Janitorial Services for 2020	Regional Office and FOs	Yes	Competitive Bidding	October, 2020	October, 2020	January	January	GoP	800,000.00	800,000.00	-	based on 2021 NEP
10000010001000	Provision for Security Services for 2020	Regional Office and FOs	Yes	Competitive Bidding	October, 2020	October, 2020	January	January	GoP	320,000.00	320,000.00	-	based on 2021 NEP
OTHERS:													
10000010001000	Contingency Procurement	Regional Office and FOs	No	Shopping	as need arises	as need arises	as need arises	as need arises	GoP	180,000.00	180,000.00	-	based on 2021 NEP

Total MOOE 10,681,849.86  
Total CO -

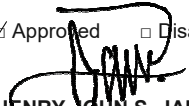
Consolidated by:

  
**FLORDELIS O. CENIZA**  
AO V - Supply Officer III

Noted by:

  
**GLENDA A. RAVELO**  
AO V - Budget Officer III

Approved  Disapproved

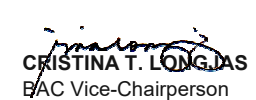
  
**HENRY JOHN S. JALBUENA**  
Regional Director

Recommending Approval by the Bids and Awards Committee:

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

  
**EDEN LIGAYA V. GOLONG**  
BAC Regular Member

  
**SALVACION A. YEPEZ**  
BAC Regular Member

  
**CRISTINA T. LONGAS**  
BAC Vice-Chairperson

  
**ATTY. CECILIO BALEÑA**  
BAC Chairman