

COMMISSION ON AUDIT, REGIONAL OFFICE NO. XI ANNUAL PROCUREMENT PLAN FOR CY 2019

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Fund	Estimated Budget (Php)			Remarks	
				Ads/post of IB/REI	Sub-open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
<b>A. Travelling Expenses-Local</b>													
50201010	Plane Tickets	All Sector	PS, Direct Contracting	Within the Calendar Year 2019				GoP	1,800,000.00	1,800,000.00			
<b>B. Training Expenses</b>													
50202010	Meals and Snacks, training manual, training materials & supplies and other training needs	ATFS	SVP, PS, Direct Contracting' Shopping	Within the Calendar Year 2019				GoP	1,688,000.00	1,688,000.00		Includes budget from Seminar Revolving Fund of 1M	
<b>C. Supplies and Materials Expenses</b>													
50203010	Common Use Supplies and equipment	All Sector	PS, Shopping, SVP, Direct Contracting	Within the Calendar Year 2019				GoP	3,398,000.00	3,398,000.00		Includes semi-expendables and budget from Revolving Fund of Dormitory	
50203010	Fuel, Oil and Lubricant		SVP, NP						243,000.00	243,000.00			
<b>D. Utility Expenses</b>													
50204010	Water Expenses	All Sector	Direct Contracting	Within the Calendar Year 2019				GoP	240,000.00	240,000.00		Includes budget from the Revolving Fund of Dormitory and Seminar	
50204020	Electricity Expenses		Direct Contracting						3,300,000.00	3,300,000.00			
<b>E. Communication Expenses</b>													
50205010	Postage and Courier	All Sector	SVP	Oct., 2018	Nov., 2018	Jan., 2019	Jan., 2019	GoP	105,000.00	105,000.00		An augmentation of 70,000.00 from the budget of telephone to be realigned	
50205020	Telephone		Direct Contracting						264,000.00	264,000.00			
50205040	Cable		Direct Contracting	Within the Calendar Year 2019						24,000.00	24,000.00		An augmentation from the telephone-landline budget for realignment
50205030	Internet Subscription		Direct Contracting							340,000.00	340,000.00		An augmentation from the budget of Telephone shall be realigned in the amount of 33,000.00
<b>F. Repairs and Maintenance</b>													
50213040	Buildings	ATFS	SVP	Within the Calendar Year 2019				GoP	735,000.00	735,000.00			
50213050	Machinery & Equipment	All Sector	SVP	Oct., 2018	Nov., 2018	Jan., 2019	Jan., 2019		100,000.00	100,000.00			
50213060	Motor Vehicles	ATFS	SVP	Oct., 2018	Nov., 2018	Jan., 2019	Jan., 2019		266,000.00	266,000.00			
<b>G. General Services</b>													
50212020	Janitorial Services	ATFS	SVP	Oct., 2018	Nov., 2018	End of Dec. 2018	End of Dec. 2018	GoP	395,000.00	395,000.00		An augmentation of 105,000.00 from other general services budget which is to be realigned Includes 5 PSAO Offices. Additional release of funds for PSAO's and realignment from other objects to augment the budget for security services	
50212030	Security Services	ATFS & Local Sector	Public Bidding						5,565,000.00	5,565,000.00			
	Other General Services	ATFS	SVP						49,000.00	49,000.00			
<b>H. Insurance Expenses</b>													
50215030	Insurance of Motor vehicles, buildings and its contents	ATFS & Local Sector	Direct Contracting, Agency to Agency	Within the Calendar Year 2019				GoP	1,600,000.00	1,600,000.00		Includes PSAO buildings. Additional release of funds from Central Office for PSAO's	
<b>I. Other Expenses</b>													
50299070	Subscription Expenses	All Sector	SVP	Nov. 2018	Dec. 2018	Jan., 2018	Jan., 2018	GoP	37,000.00	37,000.00			

Prepared by:

MA. ROLYNDA B. MANONGAS  
 BAC Head Secretariat

Recommending Approval:

JANUARY ROSE S. MORALES  
 Budget Officer

Approved by:

ARIELA LAGMAY  
 BAC Chairperson

ATTY. ROY L. URSAL  
 Regional Director

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	
29	Bill Counter	pc	1	0	0	1	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14,000.00
30	COA Flag. ( indoor and outdoor)	pc	2	0	0	2	8,000.00	0	0	0	0	0.00	2	0	0	2	8,000.00	0	0	0	0	0.00	4.00	4,000.00
31	Philippine Flag ( indoor & outdoor)	pc	3	0	0	3	10,500.00	0	0	0	0	0.00	3	0	0	3	10,500.00	0	0	0	0	0.00	6.00	3,500.00
31	Diesel	liter	1500	0	0	1500	67,500.00	1500	0	0	1500	67,500.00	1200	0	0	1200	54,000.00	1000	0	0	1000	45,000.00	5,200.00	45.00
31	Gasoline	liter	20	0	0	20	1,000.00	20	0	0	20	1,000.00	20	0	0	20	1,000.00	0	0	0	0	0.00	60.00	50.00
34	2 T oil	bot	15	0	0	15	3,000.00	15	0	0	15	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	200.00
35	Christmas Decorations	pc	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	25,000.00	0	0	0	0	0.00	100.00	250.00
36	Plaques	pc	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	12,500.00	0	0	0	0	0.00	5.00	2,500.00
37	Banners/ Ballons	pc	0	3	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	3	0	0	3	2,400.00	12.00	800.00
38	T-shirts/ Polo Shirt	pc	0	50	0	50	22,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	450.00
39	Training Manuals	book	0	0	600	600	300,000.00	0	0	0	0	0.00	600	0	0	600	300,000.00	0	0	0	0	0.00	1,200.00	500.00
40	Tokens ( various)	pc	50	0	0	50	12,500.00	0	0	0	0	0.00	50	0	0	50	12,500.00	0	0	0	0	0.00	100.00	250.00
41	Rolleir Shades	sq.ft	2000	0	0	2000	400,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,000.00	200.00

A. TOTAL																								
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P
C. GRAND TOTAL (A + B)																								P
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								P
G. MONTHLY CASH REQUIREMENTS																								P
G.1 Available at Procurement Service Stores					369,314.14				213,369.70					150,923.33								60,366.87		P
G.2 Other Items not available at PS but regularly purchased from other sources					2,062,925.00				574,421.00					844,776.00								132,336.00		P
TOTAL MONTHLY CASH REQUIREMENTS					2,432,239.14				787,790.70					995,699.33								192,702.87		P

\*Agency must put the monthly requirement for air tickets both local and International.

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:   
 ROSE MARIE M. BALANTE  
 Supply Custodian/ COA RO XI

Certified Funds Available / Certified Appropriate Funds Available:  
  
 JANUARY ROSE S. MORALES  
 Budget Officer/ COA RO XI

Approved by:   
 ATTY. ROY L. URSAL  
 Regional Director/ COA RO XI

Date Prepared: 2-28-18