



Republic of the Philippines
 Office of the Ombudsman
 Office of the Deputy Ombudsman for Mindanao
 Cor. Earth & Libra Sts., GSIS Heights, Matina, Davao City

ANNUAL PROCUREMENT PLAN FOR C.Y. 2020

CODE	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
1. MACHINERY & EQUIPMENT												
1.I. OFFICE EQUIPMENT												
2020-OFE-0001	2 units Paper Cutter, Ream	CREMEB & PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	36,000.00	NA	36,000.00	
2020-OFE-0002	12 units Rechargeable Fan (with Light)	PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	30,000.00	30,000.00		
2020-OFE-0003	5 units Digital Calculator, 12-Digit	PIAAPB-A	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	2,500.00	2,500.00		
2020-OFE-0004	10 units Anti-Rolling Microphone Protection Set	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	5,000.00	5,000.00		
2020-OFE-0005	4 units Microphone Clips	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	2,000.00	2,000.00		
2020-OFE-0006	4 units Screw Thread Adapter, Microphone Stand	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	2,000.00	2,000.00		
2020-OFE-0007	1 unit Juice Dispenser, Electric	PACPB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	10,000.00	10,000.00		
2020-OFE-0008	1 unit Coffee Maker	PACPB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	11,000.00	11,000.00		
2020-OFE-0009	2 units Stapler, Heavy Duty (Steel)	CREMEB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	12,000.00	12,000.00		
2020-OFE-0010	1 unit Puncher, Heavy Duty (up to 65 Sheets)	CREMEB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	5,000.00	5,000.00		
2020-OFE-0011	1 unit Microphone, Lapel (Lavalier)	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		
2020-OFE-0012	1 unit Water Dispenser, Floor Type (Hot & Cold)	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	7,500.00			
2020-OFE-0013	2 units Voice Recorder	FIB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	18,000.00			
2020-OFE-0014	4 units Evaporative Air Cooler	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	437,800.00	NA	437,800.00	
1.II. COMMUNICATION EQUIPMENT												
2020-CME-0001	8 units Facsimile Machine, Laser	FAB, FIB, PIAAPB-B & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	118,000.00	118,000.00		
2020-CME-0002	6 units Internet Protocol Phone	FIB & PIAAPB-A	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	36,000.00	36,000.00		
2020-CME-0003	3 units Internet Protocol Phone with Session Initiation Protocol License	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	25,000.00	25,000.00		
2020-CME-0004	4 units 2-Way Handheld Radio Transceiver	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	20,000.00	20,000.00		
1.III. INFORMATION & COMMUNICATION TECHNOLOGY EQUIPMENT												
2020-ICT-0001	24 units Printer, Laser	CREMEB, FIB, PIAAPB-A, PABPC & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		3rd Quarter		GoP	177,240.00	177,240.00		
2020-ICT-0002	2 units Wireless Router	PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	5,000.00	5,000.00		
2020-ICT-0003	3 units Printer, Portable	FIB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	21,000.00	21,000.00		
2020-ICT-0004	15 units Hard Drive, External (2-TB)	OMB-MIN	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	165,000.00	165,000.00		
2020-ICT-0005	15 units Uninterruptible Power Supply (UPS)	PIAAPB-A	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	45,000.00	45,000.00		
2020-ICT-0006	1 unit LAN Tester	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	1,500.00	1,500.00		
2020-ICT-0007	1 unit Speaker System (for Personal Computer)	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	10,000.00	10,000.00		
2020-ICT-0008	2 units Automatic Voltage Regulator (AVR)	OMB-Min	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	16,000.00	16,000.00		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
1. MACHINERY & EQUIPMENT												
1.IV. OTHER MACHINERY & EQUIPMENT (CONT'D)												
2020-OME-0001	1 unit Ladder, 4 feet	PIAAPB-A	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	10,000.00	10,000.00		
2020-OME-0002	1 unit Welding Machine, Portable Inverter (300Amp)	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	10,000.00	10,000.00		
2020-OME-0003	2 units Welding Mask	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	6,000.00	6,000.00		
2020-OME-0004	1 set Drill Bit Set, Heavy Duty (for Concrete & Metal)	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	9,000.00	9,000.00		
2020-OME-0005	1 pc. Mallet, Rubber	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	300.00	300.00		
2020-OME-0006	1 pc. Angle Grinder, Portable, 4" (w/ complete accessories)	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	5,000.00	5,000.00		
2020-OME-0007	2 sets Pipe Wrench Set, Heavy Duty	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		
2020-OME-0008	1 set Ratchet Socket Wrench Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	5,000.00	5,000.00		
2020-OME-0009	1 set Bench Vise Set, 6"	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		
2020-OME-0010	1 set Hack Saw Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	500.00	500.00		
2020-OME-0011	1 set Screw Driver Tool Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	500.00	500.00		
2020-OME-0012	1 set Multi Bit Screwdriver Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	2,000.00	2,000.00		
2020-OME-0013	1 set Crimping Tool	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	1,000.00	1,000.00		
2020-OME-0014	Various Lightings (Bulb) for the Office of the Ombudsman Mindanao Building	FAB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	93,000.00	93,000.00		
2. FURNITURE, FIXTURES & BOOKS												
2.I. FURNITURE & FIXTURES												
2020-FFX-0001	50 units Racks/Shelves, Heavy Duty (Steel)	FAB & CREMEB	NP-SVP	PhilGEPS/OMB-Website		3rd Quarter		GoP	600,000.00	600,000.00		
2020-FFX-0002	2 units Suggestion Box, Acrylic	PACPB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	20,000.00	20,000.00		
2020-FFX-0003	4 units Table Signage, Acrylic	PACPB	NP-SVP	PhilGEPS/OMB-Website		2nd Quarter		GoP	4,000.00	4,000.00		
2020-FFX-0004	6 units Filing Cabinets, Heavy Duty (Steel)	CREMEB & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	206,400.00	NA	206,400.00	
2020-FFX-0005	1 unit Table, Senior Executive	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	12,240.00	12,240.00		
2020-FFX-0006	5 units Table, Clerical	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	36,600.00	36,600.00		
2020-FFX-0007	5 units Table, Computer	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	25,200.00	25,200.00		
2020-FFX-0008	2 units Table, Monobloc	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,080.00	10,080.00		
2020-FFX-0009	1 unit Chair, Senior Executive	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	7,800.00	7,800.00		
2020-FFX-0010	5 units Chair, Clerical	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	24,000.00	24,000.00		
2020-FFX-0011	5 units Chair, Computer	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	14,400.00	14,400.00		
2020-FFX-0012	3 units Chair, Visitor	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	8,640.00	8,640.00		
2020-FFX-0013	6 units Chair, Monobloc	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	6,912.00	6,912.00		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
2.I. FURNITURE & FIXTURES (CONT'D)												
2020-FFX-0014	4 units Gang Chair (5-Seater)	CDO-Regional	NP-SVP	PhilGEPS/OMB-Website	1st Quarter			GoP	54,720.00	54,720.00		
2020-FFX-0015	145 pcs. Hard Hat, heavy duty	OMB-Min	NP-SVP	PhilGEPS/OMB-Website	1st Quarter			GoP	43,500.00	43,500.00		
2020-FFX-0016	4 units Curtains for mini Bus (Coaster) MV-5783 & 5786	OMB-Min	NP-SVP	PhilGEPS/OMB-Website	1st Quarter			GoP	32,000.00	32,000.00		
2020-FFX-0017	10 pcs. Luggage bag	PMB & PACPB	NP-SVP	PhilGEPS/OMB-Website	1st Quarter			GoP	140,000.00	140,000.00		
2020-FFX-0018	145 pcs. Emergency Bag/Go Bag	OMB-Min	NP-SVP	PhilGEPS/OMB-Website	1st Quarter			GoP	174,000.00	174,000.00		
3. MAINTENANCE & OTHER OPERATING EXPENSES												
3.I. TRAVELING EXPENSES												
2020-TRV-0001	Traveling Expenses	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	7,645,000.00	7,645,000.00		
3.II. TRAINING EXPENSES												
2020-TRN-0001	Training Expenses	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	1,388,000.00	1,388,000.00		
2020-TRN-0002	Strengthening/Team Building Activity (ISTBA) of the Office of the Ombudsman-Mindanao for CY 2020	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	400,000.00	400,000.00		
2020-TRN-0003	Christmas Thanksgiving Celebration of the Office of the Ombudsman-Mindanao employees for CY 2020	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	175,000.00	175,000.00		
3.III. COMMUNICATION EXPENSES												
2020-CMN-0001	Postage & Courier Services	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	736,145.00	736,145.00		
2020-CMN-0002	Telephone Expenses (Mobile/Landline)	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	1,051,636.00	1,051,636.00		
2020-CMN-0003	Internet Subscription Expenses	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	1,051,636.00	1,051,636.00		
2020-CMN-0004	Cable, Satellite, Telegraph and Radio Expenses	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	52,583.00	52,583.00		
3.IV. GENERAL SERVICES												
2020-JNT-0001	Janitorial Services	OMB-MIN & CDO-Regional Office	Public Bidding	PhilGEPS/OMB-Website	For CY 2020			GoP	2,363,793.00	2,363,793.00		
2020-SEC-0001	Security Services	OMB-MIN & CDO-Regional Office	Public Bidding	PhilGEPS/OMB-Website	For CY 2020			GoP	4,727,586.00	4,727,586.00		
2020-GNS-0001	Other General Services	OMB-MIN & CDO-Regional Office	Public Bidding	PhilGEPS/OMB-Website	For CY 2020			GoP	2,048,621.00	2,048,621.00		
3.V. REPAIRS & MAINTENANCE												
2020-RPM-0001	Repairs & Maintenance - Buildings & Other Structures	OMB-MIN & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website	as the need arises			GoP	421,429.00	421,429.00		
2020-RPM-0003	Repairs & Maintenance - Machinery Equipment	OMB-MIN & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website	as the need arises			GoP	1,685,714.00	1,685,714.00		
2020-RPM-0004	Repairs & Maintenance - Transportation Equipment	OMB-MIN & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website	as the need arises			GoP	842,857.00	842,857.00		
3.VI. TAXES, INSURANCE PREMIUMS & OTHER FEES												
2020-TIO-0001	Taxes, Duties and Licenses	OMB-MIN & CDO-Regional Office	Delegated to Administrative Services					GoP	112,600.00	112,600.00		



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3.VI. TAXES, INSURANCE PREMIUMS & OTHER FEES (CONT'D)												
2020-TIO-0002	Fidelity Bond Premiums	OMB-MIN & CDO-		Delegated to Administrative Services				GoP	337,800.00	337,800.00		
2020-TIO-0003	Insurance Expenses	OMB-MIN & CDO-		Delegated to Administrative Services				GoP	1,801,600.00	1,801,600.00		
3. MAINTENANCE & OTHER OPERATING EXPENSES												
3.VII. OTHER MAINTENANCE & OPERATING EXPENSES (CONT'D)												
3.VII.A. PRINTING & PUBLICATION EXPENSES												
2020-PRP-0001	Printing & Publication Expenses	OMB-MIN & CDO-	NP-SVP	PhilGEPS/OMB-Website	For CY 2020			GoP	510,000.00	510,000.00		
3.VII.B. REPRESENTATION EXPENSES												
2020-REP-0001	Representation Expenses	CDO-Regional Office		Delegated to Administrative Services				GoP	66,000.00	66,000.00		
3.VII.C. TRANSPORTATION & DELIVERY EXPENSES												
2020-TRD-0001	Transportation & Delivery Expenses	CDO-Regional Office		Delegated to Administrative Services				GoP	211,200.00	211,200.00		
3.VII.D. SUBSCRIPTION EXPENSES												
2020-NWS-0001	Newspaper Subscription	OMB-MIN & CDO-Regional Office		Delegated to Administrative Services				GoP	100,000.00	100,000.00		
3.VII.E. RENT & LEASE EXPENSES												
2020-RNT-0001	Rents - Buildings & Structures	OMB-MIN & CDO-Regional Office		Delegated to Administrative Services				GoP	1,560,000.00	1,560,000.00		
4. UTILITY EXPENSES												
4.I WATER EXPENSES												
2020-WTR-0001	Water Expenses	OMB-MIN & CDO-Regional Office		Delegated to Administrative Services				GoP	369,000.00	369,000.00		
4.II ELECTRICITY EXPENSES												
2020-ELC-0001	Electricity Expenses	OMB-MIN & CDO-Regional Office		Delegated to Administrative Services				GoP	4,920,000.00	4,920,000.00		
5. CONFIDENTIAL, INTELLIGENCE & EXTRAORDINARY EXPENSES												
2020-EME-0001	Extraordinary Expenses	OMB-MIN		Delegated to Administrative Services				GoP	532,800.00	532,800.00		
2020-EME-0002	Miscellaneous Expenses	OMB-MIN		Delegated to Administrative Services				GoP	720,000.00	720,000.00		
6. SUPPLIES & MATERIALS EXPENSES												
2020-OFS-0001	Office Supplies Expenses	OMB-MIN & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website	For CY 2020			GoP	5,467,020.00	5,467,020.00		
2020-OFS-0002	Accountable Forms Expenses	OMB-MIN & CDO-Regional Office		Delegated to Administrative Services				GoP	240,939.00	240,939.00		
2020-OFS-0003	Fuel, Oil and Lubricants Expenses	OMB-MIN & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website	For CY 2020			GoP	843,288.00	843,288.00		



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MAINTENANCE & OTHER OPERATING EXPENSES (MOOE)

A. MACHINERY & EQUIPMENT EXPENSES	P	2,191,142.00
B. TRAVELING EXPENSES		7,648,000.00
C. TRAINING EXPENSES		1,388,500.00
D. COMMUNICATION EXPENSES		2,802,000.00
E. GENERAL SERVICES		9,640,000.00
F. REPAIRS & MAINTENANCE		2,450,000.00
G. TAXES, INSURANCE PREMIUMS & OTHER FEES		2,182,000.00
H. PRINTING & PUBLICATION EXPENSES		510,000.00
I. REPRESENTATION EXPENSES		60,000.00
J. TRANSPORTATION & DELIVERY EXPENSES		251,000.00
K. SUBSCRIPTION EXPENSES		110,000.00
L. RENT & LEASE EXPENSES		1,600,000.00
M. WATER EXPENSES		100,000.00
N. ELECTRICITY EXPENSES		4,420,000.00
O. CONFIDENTIAL, INTELLIGENCE & EXTRAORDINARY EXPENSES		1,282,800.00
P. SUPPLIES & MATERIALS EXPENSES		6,551,240.00
	P	43,938,370.00

CAPITAL OUTLAY (CO)

A. OTHER OFFICE EQUIPMENT, FURNITURE & FIXTURES, I.C.T. EQUIPMENT & OTHER EXPENSES	P	174,200.00
	P	174,200.00

Prepared by:

JOHN L. L. MANABAN
Administrative Officer III
Procurement Supply Office

Certified Funds Available:
Certified Approving Funds Available:

WILSON L. LAYAN
Deputy Commissioner
Procurement Management Information Office

Approved by:

JOHN L. L. MANABAN
Administrative Officer III
Procurement Supply Office

Item is subject
to submission of
justifications prior
to procurement.

except those of astronomer