



Republic of the Philippines  
**Office of the Ombudsman**  
 Office of the Deputy Ombudsman for Mindanao  
 Cor. East & Libra St., GIS Heights, Maitim, Davao City

**ANNUAL PROCUREMENT PLAN FOR C.Y. 2021**

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)
				Abs/Past of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
<b>1. MACHINERY &amp; EQUIPMENT</b>												
<b>1.I. OFFICE EQUIPMENT</b>												
2021-OPE-0001	Paper Cutter, Basic	CREMB	NP-SVP					GoP	5,000.00	5,000.00		
2021-OPE-0002	Auto Dispenser, Electric	CREMB	NP-SVP					GoP	10,000.00	10,000.00		
2021-OPE-0003	Color Printer	CREMB	NP-SVP					GoP	7,000.00	7,000.00		
2021-OPE-0004	Extension Wire	CREMB	NP-SVP					GoP	2,000.00	2,000.00		
2021-OPE-0005	Paper Shredder	CREMB	NP-SVP					GoP	30,000.00	30,000.00		
2021-OPE-0006	Rechargeable Thermal Printer	CREMB	NP-SVP					GoP	30,000.00	30,000.00		
2021-OPE-0007	Calculator, Electronic	CREMB	NP-SVP					GoP	1,000.00	1,000.00		
2021-OPE-0008	Fire Alarm/Notifier	CREMB	NP-SVP					GoP	5,200.00	5,200.00		
2021-OPE-0009	Wireless Display Adapter (W-DMA)	CREMB	NP-SVP					GoP	3,500.00	3,500.00		
2021-OPE-0010	Pen, Stylus (Ballpoint)	CREMB	NP-SVP					GoP	2,000.00	2,000.00		
2021-OPE-0011	Auto-Rolling Microphone Projection System	CREMB	NP-SVP					GoP	30,000.00	30,000.00		
2021-OPE-0012	Microphone, Chair	CREMB	NP-SVP					GoP	3,000.00	3,000.00		
2021-OPE-0013	Screw Thread Adapter, Microphone, Stand	CREMB	NP-SVP					GoP	3,000.00	3,000.00		
2021-OPE-0014	Voice Recorder	CREMB	NP-SVP					GoP	18,000.00	18,000.00		
<b>1.II. COMMUNICATION EQUIPMENT</b>												
2021-CME-0001	Facsimile Machine, Laser	FAB, FIB, PIAAPB-B & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	118,000.00	118,000.00		
2021-CME-0002	Mobile Phone (5G Capability)	PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	10,000.00	10,000.00		
2021-CME-0003	Internet Protocol Phone w/ Session Initiation Protocol License	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	30,000.00	30,000.00		
2021-CME-0004	2-Way Handheld Radio Transceiver	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	20,000.00	20,000.00		
<b>1.III. INFORMATION &amp; COMMUNICATION TECHNOLOGY EQUIPMENT</b>												
2021-ICT-0001	Wireless Fidelity (Wi-Fi) Router	FIB & PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	7,500.00	7,500.00		
2021-ICT-0002	Laser Printer	CREMB & PIAAPB-A	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	66,262.30	66,262.30		
2021-ICT-0003	Laser Printer	PACFB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	14,770.00	14,770.00		
2021-ICT-0004	Hard Drive, External (4TB)	CREMB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	33,000.00	33,000.00		
2021-ICT-0005	Hard Drive, External (3TB)	PIAAPB-B	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	110,000.00	110,000.00		
2021-ICT-0006	Hard Drive, External (2TB)	PIAAPB-A & PIAAPB-D	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	160,000.00	160,000.00		
2021-ICT-0007	Hard Drive, External (2TB)	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	4,500.00	4,500.00		
2021-ICT-0008	Webcam (Suitable for Desktop and Laptop Computers)	PIAAPB-D	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	6,000.00	6,000.00		
2021-ICT-0009	Headsets w/ Microphones (2 Meter Cable)	PIAAPB-D	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	2,000.00	2,000.00		
2021-ICT-0010	LAN Tester	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	1,500.00	1,500.00		
2021-ICT-0011	Power Bank 30,000 mAh	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	9,000.00	9,000.00		
<b>1.IV. OTHER MACHINERY &amp; EQUIPMENT</b>												
2021-OME-0001	Emergency LED Lights	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter		GoP	5,000.00	5,000.00		



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**ANNUAL PROCUREMENT PLAN FOR C.Y. 2021**

CODE	Procurement Program/Project	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	
<b>I. MACHINERY &amp; EQUIPMENT</b>											
<b>1.IV. OTHER MACHINERY &amp; EQUIPMENT (CONT'D)</b>											
2021-OME-0002	Welding Machine, Portable Inverter (300 Amp)	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	10,000.00	10,000.00		
2021-OME-0003	Welding Mask	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	6,000.00	6,000.00		
2021-OME-0004	Drill Bit Set, Heavy Duty	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	9,000.00	9,000.00		
2021-OME-0005	Mallet, Rubber	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	300.00	300.00		
2021-OME-0006	Angle Grinder, Portable, 4" (w/ complete accessories)	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	5,000.00	5,000.00		
2021-OME-0007	Pipe Wrench Set, Heavy Duty	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	20,000.00	20,000.00		
2021-OME-0008	Ratchet Socket Wrench Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	5,000.00	5,000.00		
2021-OME-0009	Bench Vice Set, 6"	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	10,000.00	10,000.00		
2021-OME-0010	Hack Saw Set	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	500.00	500.00		
2021-OME-0011	Cropping Tool	FAB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	1,000.00	1,000.00		
<b>1.V. MEDICAL EQUIPMENT</b>											
2021-MCE-0001	Disposable Personal Protective Equipment	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	25,000.00	25,000.00		
2021-MCE-0002	Personal Portable Air Filtration System	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	30,000.00	30,000.00		
2021-MCE-0003	Portable UV Sterilizer	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	24,000.00	24,000.00		
2021-MCE-0004	Wearable Air Purifier	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	21,600.00	21,600.00		
2021-MCE-0005	Medical Kit	FIB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	3,600.00	3,600.00		
<b>2. FURNITURE, FIXTURES &amp; BOOKS</b>											
<b>2.I. FURNITURE &amp; FIXTURES</b>											
2021-FFX-0001	Filing Cabinets, Heavy Duty (Steel)	CREMEB, FAB & CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	335,400.00	335,400.00		
2021-FFX-0002	Suggestion Box, Acrylic	FACPB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	20,000.00	20,000.00		
2021-FFX-0003	Table Signage, Acrylic	FACPB	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	4,000.00	4,000.00		
2021-FFX-0004	Table, Senior Executive	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	14,000.00	14,000.00		
2021-FFX-0005	Table, Clerical	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	8,000.00	8,000.00		
2021-FFX-0006	Table, Computer	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	25,000.00	25,000.00		
2021-FFX-0007	Table, Monobloc	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	10,000.00	10,000.00		
2021-FFX-0008	Chair, Computer	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	20,000.00	20,000.00		
2021-FFX-0009	Chair, Visitor	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	12,000.00	12,000.00		
2021-FFX-0010	Chair, Monobloc	CDO-Regional Office	NP-SVP	PhilGEPS/OMB-Website		1st Quarter	GoP	6,000.00	6,000.00		
<b>3. MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>											
<b>3.I. TRAVELLING EXPENSES</b>											
2021-TRV-0001	Traveling Expenses						GoP	8,409,500.00	8,409,500.00	Delegated to Administrative Services	
<b>3.II. TRAINING EXPENSES</b>											
2021-TRN-0001	Training Expenses						GoP	1,526,800.00	1,526,800.00	Delegated to Administrative Services	



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			Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MIGOE	CO	
<b>3. MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>											
<b>3.III. COMMUNICATION EXPENSES</b>											
2021-CMN-0001	Postage & Courier Services						Delegated to Administrative Services	GoP	492,000.00	492,000.00	
2021-CMN-0002	Telephone Expenses (Mobile/Landline)						Delegated to Administrative Services	GoP	1,156,799.60	1,156,799.60	
2021-CMN-0003	Internet Subscription Expenses						Delegated to Administrative Services	GoP	1,156,799.60	1,156,799.60	
2021-CMN-0004	Cable, Satellite, Telegraph and Radio Expenses						Delegated to Administrative Services	GoP	57,841.30	57,841.30	
<b>3.IV. GENERAL SERVICES</b>											
2021-JNT-0001	Janitorial Services	Public Bidding	PhilGEPS/OMB-Website				4th Quarter of C.Y. 2020	GoP	1,756,800.00	1,756,800.00	
2021-SEC-0001	Security Services	Public Bidding	PhilGEPS/OMB-Website				4th Quarter of C.Y. 2020	GoP	3,034,800.00	3,034,800.00	
2021-GNS-0001	Other General Services	Public Bidding	PhilGEPS/OMB-Website				4th Quarter of C.Y. 2020	GoP	2,253,483.10	2,253,483.10	
<b>3.V. REPAIRS &amp; MAINTENANCE</b>											
2021-RPM-0001	Repairs & Maintenance - Buildings & Other Structures	NP-SVP	PhilGEPS/OMB-Website				as the need arises	GoP	463,571.90	463,571.90	
2021-RPM-0003	Repairs & Maintenance - Machinery Equipment	NP-SVP	PhilGEPS/OMB-Website				as the need arises	GoP	1,854,285.40	1,854,285.40	
2021-RPM-0004	Repairs & Maintenance - Transportation Equipment	NP-SVP	PhilGEPS/OMB-Website				as the need arises	GoP	927,142.70	927,142.70	
<b>3.VI. TAXES, INSURANCE PREMIUMS &amp; OTHER FEES</b>											
2021-TIO-0001	Taxes, Duties and Licenses						Delegated to Administrative Services	GoP	123,860.00	123,860.00	
2021-TIO-0002	Fidelity Bond Premiums						Delegated to Administrative Services	GoP	371,580.00	371,580.00	
2021-TIO-0003	Insurance Expenses						Delegated to Administrative Services	GoP	1,981,760.00	1,981,760.00	
<b>3.VII. OTHER MAINTENANCE &amp; OPERATING EXPENSES</b>											
<b>3.VII.A. PRINTING &amp; PUBLICATION EXPENSES</b>											
2021-PRP-0001	Printing & Publication Expenses	NP-SVP	PhilGEPS/OMB-Website				1st, 2nd, 3rd & 4th Quarter	GoP	561,000.00	561,000.00	
<b>3.VII.B. REPRESENTATION EXPENSES</b>											
2021-REP-0001	Representation Expenses						Delegated to Administrative Services	GoP	72,600.00	72,600.00	
<b>3.VII.C. TRANSPORTATION &amp; DELIVERY EXPENSES</b>											
2021-TRD-0001	Transportation & Delivery Expenses						Delegated to Administrative Services	GoP	232,320.00	232,320.00	





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<b>3. MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>											
<b>3.VI.D. SUBSCRIPTION EXPENSES</b>											
2021-NWS-0001	Newspaper Subscription		Delegated to Administrative Services				GoP	72,000.00	72,000.00		
<b>3.VII.E. RENT &amp; LEASE EXPENSES</b>											
2021-RNT-0001	Rents - Buildings & Structures		Delegated to Administrative Services				GoP	1,716,000.00	1,716,000.00		
<b>4. UTILITY EXPENSES</b>											
<b>4.I WATER EXPENSES</b>											
2021-WTR-0001	Water Expenses		Delegated to Administrative Services				GoP	405,900.00	405,900.00		
<b>4.II ELECTRICITY EXPENSES</b>											
2021-ELC-0001	Electricity Expenses		Delegated to Administrative Services				GoP	5,412,000.00	5,412,000.00		
<b>5. CONFIDENTIAL, INTELLIGENCE &amp; EXTRAORDINARY EXPENSES</b>											
2021-EME-0001	Extraordinary Expenses		Delegated to Administrative Services				GoP	44,400.00	44,400.00		
2021-EME-0002	Miscellaneous Expenses		Delegated to Administrative Services				GoP	75,000.00	75,000.00		
<b>6. SUPPLIES &amp; MATERIALS EXPENSES</b>											
2021-OFS-0001	Office Supplies Expenses	NP-SVP	PhilGEPS/OMB-Website	1st, 2nd, 3rd & 4th Quarter			GoP	4,183,574.33	4,183,574.33		
<b>6. SUPPLIES &amp; MATERIALS EXPENSES</b>											
2021-OFS-0002	Accountable Forms Expenses		Delegated to Administrative Services				GoP	265,032.90	265,032.90		
2021-OFS-0003	Fuel, Oil and Lubricants Expenses	NP-SVP	PhilGEPS/OMB-Website	1st, 2nd, 3rd & 4th Quarter			GoP	917,250.00	917,250.00		

