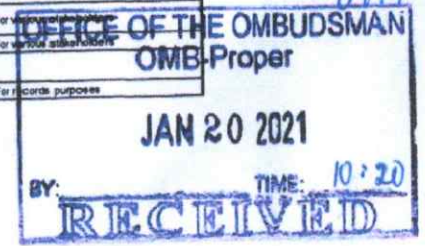




**OFFICE OF THE OMBUDSMAN - VISAYAS, REGIONAL OFFICE NO. VIII, TACLOBAN CITY  
ANNUAL PROCUREMENT PLAN FOR FY 2021**

Code (PAPP/ APP Code)	Procurement Project	P&O/ 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/Posting of IB/RB	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>													
2021APP001	Courier, Mailing Services/Postage & Delivens	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	255,140.00	250,140.00		For mailing purposes	
2021APP002	Fuel Oil & Lubricants Expense	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	214,660.00	214,660.00		For official vehicles	
2021APP003	Gender and Development (GAD) Related Activities	OMB B/ VS	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter		GoP	300,000.00	300,000.00		For seminars/trainings & other official use	
2021APP004	Gasoline Consumption (for generator)	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	2,790.00	2,790.00		For generator use	
2021APP005	Janitorial Services	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	192,044.16	192,044.16		Janitorial Services	
2021APP006	Messenger Services	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	153,635.40	153,635.40		Messenger Services	
2021APP007	Library Books/Reference Materials/Resources	OMB B	NO	Shopping		3rd to 4th Quarter		GoP	10,000.00	10,000.00		For official use	
2021APP009	Expenses for the OMB Anniversary Celebration & other activities (ex. Catering services, etc.)	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 2nd Quarter		GoP	60,000.00	60,000.00		For official use	
2021APP010	Purified Drinking/Mineral Water	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	18,200.00	18,200.00		Drinking water for OMB personnel & clients	
2021APP011	Rental of Office Space	OMB B	NO	NP-53.10 Lease of Real Property and Vehicle		1st to 3rd Quarter		GoP	757,900.00	757,900.00		For office lease	
2021APP012	Rental of Photocopying Machine	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	132,000.00	132,000.00		For official use	
2021APP013	Repair & Maintenance - Motor Vehicle (including other Emergency Repairs/Purchase of Parts/Tires, Supplies, and Services)	OMB B	NO	Direct Contracting/ NP-53.9 - Small Value Procurement/Shopping/ NP-53.2 Emergency Cases		1st to 4th Quarter		GoP	52,400.00	52,400.00		For repair & maintenance of vehicle	
2021APP014	Repair & Maintenance - Furniture & Fixtures	OMB B	NO	NP-53.9 - Small Value Procurement		3rd to 4th Quarter		GoP	31,500.00	31,500.00		For repair & maintenance of furnitures	
2021APP015	Repair & Maintenance - IT Equipment & Software	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	71,000.00	71,000.00		For repair & maintenance of IT equipment, etc.	
2021APP016	Repair & Maintenance - Office Equipment (Fax Machine, Shredder, etc.)	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	2,000.00	2,000.00		For repair & maintenance of office equipment	
2021APP017	Repair & Maintenance of Aircon (cleaning, recharging/reprocessing, installation/dismantling, replacement of parts, etc.)	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	56,800.00	56,800.00		For repair & maintenance of aircondition unit	
2021APP018	Printing Expenses (Tarpaulins, Banners, Streamers, & other related expense)	OMB B	NO	NP-53.9 - Small Value Procurement		2nd to 4th Quarter		GoP	68,000.00	68,000.00		For official use	
2021APP019	Binding & Publication Expense	OMB B	NO	NP-53.9 - Small Value Procurement		3rd to 4th Quarter		GoP	12,000.00	12,000.00		For official use	
2021APP020	Security Services	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter		GoP	812,145.60	812,145.60		Security Services	
2021APP021	Telephone - Mobile (Cellphone Subscription for OMB textline/hotline)	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	24,000.00	24,000.00	*	For official use	
2021APP022	Telephone Lines - Landline with Internet	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	155,000.00	155,000.00		For official use	
2021APP023	Trainings, Seminars, Occular Inspection, & Capability-Building of OMB's Personnel	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	408,800.00	408,800.00	*	For OMB's personnel	
2021APP024	Petty Cash expenses (Ex. Reproduction or photocopying exp., emergency repair of computer & other PPE and other petty expenses such as key duplication etc.)	OMB B	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter		GoP	98,000.00	98,000.00		For official use	
2021APP025	Other MOOE	OMB B	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	80,000.00	80,000.00		For official use	
<b>TRAININGS, SEMINARS, FORUMS &amp; MEETINGS FOR VARIOUS STAKEHOLDERS (VS)*</b>													
2021APP026	Integrity, Transparency & Accountability in Public Service (ITAPS) Seminars	VS	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	500,000.00	500,000.00	*	For various stakeholders	
2021APP027	Campus Integrity Chauders (CICs) Orientation	VS	NO	NP-53.9 - Small Value Procurement		3rd Quarter		GoP	500,000.00	500,000.00	*	For various stakeholders	
2021APP028	Seminars/Trainings for CICs	VS	NO	NP-53.9 - Small Value Procurement		1st & 4th Quarter		GoP	500,000.00	500,000.00	*	For various stakeholders	
2021APP029	International Anti-Corruption Day/Anti-Corruption Month Celebration	VS	NO	NP-53.9 - Small Value Procurement		4th Quarter		GoP	150,000.00	150,000.00	*	For various stakeholders	
2021APP030	Anti-Corruption Forums/Conferences	VS	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter		GoP	150,000.00	150,000.00	*	For various stakeholders	
2021APP031	Other Anti-Corruption Activities/Trainings/Seminars	VS	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter		GoP	100,000.00	100,000.00	*	For various stakeholders	
<b>OFFICE FURNITURE AND FIXTURE</b>													
2021APP032	Cabinet, Filing, Steel, vertical	4	Use	OMB B	NO	Shopping		2nd to 4th Quarter	GoP	56,000.00	56,000.00		For records purposes



Code (PAPY APP Code)	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 (PnP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/EI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2021APP033	Chair, Clerical/Junior/Executive	2	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	12,000.00	12,000.00		Replacement of old or defective chairs
2021APP034	Computer Table	1	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	2,500.00	2,500.00		For official use
2021APP035	Office Table	2	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	28,000.00	28,000.00		Replacement of old or defective tables
	<b>IT EQUIPMENT AND DEVICES/ ACCESSORIES &amp; SOFTWARE</b>												
2021APP036	Updating and/or Upgrading of Anti-Virus and Software, Internet Security for PC & Laptop	22	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	61,600.00	61,600.00		For official use
2021APP037	Cellphone	2	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	20,000.00	20,000.00		For official use
2021APP038	Computer Keyboard	6	Pc	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	3,300.00	3,300.00		For official use
2021APP039	Computer Mouse	6	Pc	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	2,100.00	2,100.00		For official use
2021APP040	Desktop Computer Set (w/ software, OS, etc.)	3	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	225,000.00		225,000.00	For replacement of old and defective units
2021APP041	External Hard Drive, at least 1TB	5	Pc	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	30,000.00	30,000.00		For official use
2021APP042	Flash Drive/USB, at least 32 GB capacity	8	Pc	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	12,000.00	12,000.00		For official use
2021APP043	Laptop Computer w/ Licensed OS & Office	1	Use	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	75,000.00		75,000.00	For CPE/GFI/B
2021APP044	Laser Printer/Wireless Presenter	1	Pc	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	4,000.00	4,000.00		For seminars/trainings & other official use
2021APP045	LCD Projector w/ screen/accessories	1	Use	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	45,000.00		45,000.00	For official use (seminars/trainings)
2021APP046	Page Maker Software	1	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	20,000.00		20,000.00	For official use
2021APP047	Printer, Colored	1	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	30,000.00		30,000.00	For official use
2021APP048	Printer, Laser/rijet	4	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	59,900.00		59,900.00	For official use
2021APP049	Printer, Multi-function	3	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	84,000.00		84,000.00	For official use
2021APP050	Printer, Portable	2	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	80,000.00		80,000.00	For official use
2021APP051	Scanner, Portable	1	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	27,000.00		27,000.00	For official use
2021APP052	Scanner	3	Use	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	105,000.00		105,000.00	For official use
2021APP053	Uninterruptible Power Supply (UPS)	19	Use	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	228,000.00	228,000.00		For replacement of defective UPS
2021APP054	Wireless USB Adapter	5	Pc	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	6,500.00	6,500.00		For official use
	<b>OTHER PROPERTY, PLANT AND EQUIPMENT (PPE)</b>												
2021APP055	Acrylic Name/Sign Holder	6	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement		2nd to 4th Quarter	GoP	6,000.00	6,000.00		For official use
2021APP056	Air Purifier, with HEPA filter	1	Use	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	14,800.00	14,800.00		For removing contaminants from the air
2021APP057	Automatic Alcohol Dispenser	2	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	12,000.00	12,000.00		For protection against infectious diseases
2021APP058	Automatic Thermal Detector	2	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	18,000.00	18,000.00		For measuring temperature
2021APP059	CCTV Security/Surveillance System	1	Lot	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	230,000.00		230,000.00	For official use
2021APP060	Comb Binding Machine	1	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	14,500.00		14,500.00	For official use
2021APP061	Concrete Rebound Test Hammer	1	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	20,000.00		20,000.00	For official use
2021APP062	Electric Fan	3	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	6,000.00	6,000.00		For official use
2021APP063	Emergency Lights	2	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	14,000.00	14,000.00		For official use
2021APP064	Printing & Supply of Envelope, Mailing w/ Letterhead 500pc/s/box	14	Box	OMB 8	NO	NP-53 9 - Small Value Procurement		2nd to 4th Quarter	GoP	42,000.00	42,000.00		For official use
2021APP065	Fire Extinguisher	4	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	34,000.00	34,000.00		For official use
2021APP066	Fire Extinguisher, small	1	Pc	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	2,500.00	2,500.00		For service vehicle
2021APP067	GO BAG	21	Pc	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	73,500.00	73,500.00		For disaster relief, rescue operations
2021APP068	Ionizer/Air Purifier, portable / Necklace Ionizer	22	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	50,800.00	50,800.00		For keeping the air clean and fresh
2021APP069	Life Jacket / Life Vest	21	Pc	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	37,800.00	37,800.00		For emergency purposes / emergency preparedness / for disaster relief / rescue operations
2021APP070	Megaphone	1	Use	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	12,000.00	12,000.00		For official use
2021APP071	Modular Cubicles/Office Partition	1	Lot	OMB 8	NO	NP-53 9 - Small Value Procurement		2nd to 4th Quarter	GoP	300,000.00		300,000.00	For office partition
2021APP072	Name Plate	1	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement		3rd to 4th Quarter	GoP	4,000.00	4,000.00		For the Director
2021APP073	Organizer/Storage Box	20	Pc	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	20,000.00	20,000.00		For records purposes
2021APP074	Paper Cutter/Cutting Machine	1	Pc	OMB 8	NO	Shopping		3rd Quarter	GoP	2,800.00	2,800.00		For official use
2021APP075	Personal Protective Equipment (Face/Surgical Mask, Face Shield, Coverall, Head/Shoe Cover, Gloves, etc.)			OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	40,000.00	40,000.00		For protection against coronavirus
2021APP076	Picture Frames	5	Pc	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	7,500.00	7,500.00		For official use

Code (PAP/ APP Code)	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 /Posting of Bids	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
2021APP077	Public Address System/ Podium	1	Unit	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	2nd to 4th Quarter			CoP	75,000.00		75,000.00	For official use
2021APP078	Pull Up/Roll Up Banner/Tarpaulin Stand	2	Pc	OMB 8	NO	Shopping	2nd to 4th Quarter			CoP	7,000.00	7,000.00		For seminars/trainings & other official use
2021APP079	Puncher, 3-hole	1	Pc	OMB 8	NO	Shopping	3rd Quarter			CoP	11,500.00	11,500.00		For official use
2021APP080	Registry Receipt Return Card, for mailing	12,000	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	1st to 4th Quarter			CoP	48,000.00	48,000.00		For official use
2021APP081	Reproduction/Reograph of Handouts/Forms for Public Assistance/Trainings/Seminars/ Orientation/other official use	10,000	Cap	OMB 8	NO	NP-53 9 - Small Value Procurement	1st to 4th Quarter			CoP	20,000.00	20,000.00		For seminars/trainings, orientation office use, etc
2021APP082	Ring Binder	1	Unit	OMB 8	NO	Shopping	2nd to 4th Quarter			CoP	12,000.00	12,000.00		For official use
2021APP083	Rubber Stamps, Assorted	8	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	2nd to 4th Quarter			CoP	18,000.00	18,000.00		For official use
2021APP084	Seal, Office Seal (Ombudsman)	1	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	3rd Quarter			CoP	7,000.00	7,000.00		For official use
2021APP085	Signages, Indoor/Outdoor	1	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter			CoP	25,000.00		25,000.00	For official use
2021APP086	Signages/Frames, Assorted	8	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	1st to 4th Quarter			CoP	12,000.00	12,000.00		For official use
2021APP087	Stamps, Self-inking, Assorted	2	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	3rd Quarter			CoP	15,000.00	15,000.00		For official use
2021APP088	Stapler, Heavy Duty	2	Pc	OMB 8	NO	Shopping	3rd Quarter			CoP	18,000.00	18,000.00		For official use
2021APP089	Step Ladder	1	Pc	OMB 8	NO	Shopping	3rd Quarter			CoP	7,000.00	7,000.00		For official use
2021APP090	Sticker, for OMB Vehicle/OMB Logo	2	Pc	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter			CoP	3,000.00	3,000.00		For official use
2021APP091	Thermometer/Thermo Gun, Digital, handheld	2	Pc	OMB 8	NO	Shopping	2nd to 4th Quarter			CoP	12,000.00	12,000.00		For measuring temperature
2021APP092	Tools for Vehicle (wrenches, pliers, etc.)	2	Set	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	2nd to 4th Quarter			CoP	8,000.00	8,000.00		For official vehicles
2021APP093	TV Bracket	1	Pc	OMB 8	NO	Shopping	2nd to 4th Quarter			CoP	8,000.00	8,000.00		For official use
2021APP094	Typewriter	1	Unit	OMB 8	NO	Shopping	3rd to 4th Quarter			CoP	37,000.00		37,000.00	For official use
NOTE:									TOTAL (PhP)	8,370,495.16	7,012,495.16	1,358,000.00		
- The mode of procurement shall be based on the actual need of the end-users									Additional Provision for Inflation (10% of Total)	837,049.52				
- Inclusive of food, logistical requirements, tarpaulin, rentals, supplies and materials, and other expenses.									GRAND TOTAL (PhP)	9,207,544.68				

Consolidated by:

*[Signature]*  
**CYRENE THERESA Q. DOLINA**  
 Head, BAC Secretariat

Submitted by:

*[Signature]*  
**IMELDA MARIE B. DELTRAN**  
 Acting Director, Finance and Administrative Bureau

Reviewed by:

THE BIDS & AWARDS COMMITTEE:

*[Signature]*  
**GARRY D. JOSOL**  
 BAC Member

*[Signature]*  
**ERLWIN D. ESTRELLA**  
 BAC Member

*[Signature]*  
**JANICE G. GABRITO-AGULLO**  
 BAC Member

*[Signature]*  
**JULMARE N. PLAZA**  
 BAC Vice-Chairperson

*[Signature]*  
**ALFRED YANN G. OGUIIS**  
 BAC Chairperson

Certified Funds Available:

*[Signature]*  
**WEOMARK RYAN G. LAYSON**  
 Assistant Ombudsman  
 Finance and Management Information Office

Recommending Approval:

*[Signature]*  
**PAUL ELMER M. CLEMENTE**  
 Deputy Ombudsman for the Visayas

Approved by:

*[Signature]*  
**SAMUEL R. MARTINES**  
 Ombudsman

*Item is \* false removed.*

*EXCEPT the following:*

- Anti-Corruption Training / Conferences
- Other Anti-Corruption Activities ...
- Anti-Corruption / Anti-Corruption
- Computer Tables
- Office Tables
- Cellphone
- External Hard Drive
- Desktop Computer Set
- Laptop Computer

16. Laser Printer / Wireless Printer
17. LCD Projector ...
18. Page maker software
19. Printer color
20. Printer portable
21. Scanner portable
22. Card Coding Machine
23. Computer keyboard for Laptop
24. GO PDA

25. Travel / Air
26. Laptop / Notebook
27. Notebook / Tablet / Pad
28. Printer paper
1. Telephone - mobile Cellphone subscription for OMB
2. Trainings / Seminars, ocular inspection
3. ITAB Seminars
4. CIC Orientation
5. Seminar / Training for OMBs
6. International Anti-Corruption Day / Anti-Corruption Month

29. Public Address System / Podium
30. Reproduction / Reograph
31. Squares Table / Outdoor
32. Thermometer / (Thermogun) Handheld / Handheld
33. TV