



OFFICE OF THE OMBUDSMAN - VISAYAS, REGIONAL OFFICE NO. VIII, TACLOBAN CITY
ANNUAL PROCUREMENT PLAN FOR FY 2022

Code (PAP)/ APP Code	Procurement Project	PMO/ End- User	Is this an Early Procure- ment 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/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	ADMINISTRATIVE SUPPORT SERVICES												
2022APP001	Binding & Publication Expense	OMB 8	NO	NP-53.9 - Small Value Procurement		3rd to 4th Quarter			GoP	12,000.00	12,000.00		For official use
2022APP002	Courier, Mailing Services/Postage & Deliveries	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	255,968.00	255,968.00		For mailing purposes
2022APP003	Expenses for the OMB Anniversary Celebration & other activities (ex. Catering services, etc.)	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 2nd Quarter			GoP	60,000.00	60,000.00		For official use
2022APP004	Fuel, Oil & Lubricants Expense	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	189,100.00	189,100.00		For official vehicles
2022APP005	Gasoline Consumption (for generator)	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	4,000.00	4,000.00		For generator use
2022APP006	Gender and Development (GAD) Related Activities / Supplies & Materials / Equipment	OMB 8/ VS	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter			GoP	50,000.00	50,000.00		For seminars/trainings/supplies & materials & or equipment
2022APP007	Janitorial Services	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	192,917.74	192,917.74		Janitorial Services
2022APP008	Messenger Services	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	154,334.19	154,334.19		Messenger Services
2022APP009	Newspaper publication & others ((like radio-ex. CIC, etc.)	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	16,000.00	16,000.00		For publication/advertising expense
2022APP010	Printing Expenses (Tarpaulins, Banners, Streamers, and other related expense)	OMB 8	NO	NP-53.9 - Small Value Procurement		2nd to 4th Quarter			GoP	68,000.00	68,000.00		For official use
2022APP011	Purified Drinking/Alkaline/Mineral Water	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	21,000.00	21,000.00		Drinking water for OMB personnel & clients
2022APP012	Rental of Office Space	OMB 8	NO	NP-53.10 Lease of Real Property and Venue		1st to 3rd Quarter			GoP	815,220.00	815,220.00		For office lease
2022APP013	Rental of Photocopying Machine	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	120,000.00	120,000.00		For official use
2022APP014	Repair & Maintenance - Motor Vehicle (including other Emergency Repairs/Purchase of Parts/Tires, Supplies, and Services)	OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement/Shopping/ NP-53.2 Emergency Cases		1st to 4th Quarter			GoP	55,800.00	55,800.00		For repair & maintenance of vehicle/s
2022APP015	Repair & Maintenance - Furniture & Fixtures	OMB 8	NO	NP-53.9 - Small Value Procurement		3rd to 4th Quarter			GoP	31,500.00	31,500.00		For repair & maintenance of furnitures
2022APP016	Repair & Maintenance - IT Equipment & Software	OMB 8	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.
2022APP017	Repair & Maintenance - Office Equipment (Fax Machine, Shredder, etc.)	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	2,000.00	2,000.00		For repair & maintenance of office equipment
2022APP018	Repair & Maintenance of Aircon (cleaning, recharging/reprocessing, installation/dismantling, replacement of parts, etc.)	OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter			GoP	172,000.00	172,000.00		For repair & maintenance of aircondition unit
2022APP019	Repair & Maintenance of other office equipments	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter			GoP	12,000.00	12,000.00		For repair & maintenance of other office equipments
2022APP020	Security Services	OMB 8	NO	NP-53.9 - Small Value Procurement		1st to 3rd Quarter			GoP	812,145.60	812,145.60		Security Services
2022APP021	Telephone - Mobile (Cellphone Subscription for OMB textline/hotline)	OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	24,000.00	24,000.00		For official use
2022APP022	Telephone Lines - Landline with Internet	OMB 8	NO	Public Bidding/Direct Contracting/NP-53.9 - Small Value Procurement		1st to 4th Quarter			GoP	221,000.00	221,000.00		For official use
	TRAININGS, SEMINARS, FORUMS & MEETINGS FOR VARIOUS STAKEHOLDERS (VS)												
2022APP023	E-Integrity, Transparency & Accountability in Public Service (ITAPS) Seminars	VS	NO			1st to 4th Quarter							Virtual
2022APP024	Campus Integrity Crusaders (CICs) Orientations	VS	NO			1st to 4th Quarter							Virtual
2022APP025	Seminars/Trainings for CICs	VS	NO			1st to 4th Quarter							Virtual
	OFFICE FURNITURE AND FIXTURE												
2022APP026	Cabinet, Filing, Steel 2 Unit	OMB 8	NO	Shopping		2nd to 4th Quarter			GoP	40,000.00		40,000.00	For records purposes
2022APP027	Chair, Clerical/Junior/Executive 2 Pc.	OMB 8	NO	Shopping		2nd to 4th Quarter			GoP	12,000.00	12,000.00		Replacement of defective chairs
	IT EQUIPMENT AND DEVICES/ ACCESSORIES & SOFTWARE / RELATED SERVICES												
2022APP028	Updating and/or Upgrading of Anti-Virus and Software, Internet Security for PC & Laptop 22 User	OMB 8	NO	Shopping		1st to 4th Quarter			GoP	61,600.00	61,600.00		For official use

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2022APP029	Computer Keyboard	6	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	3,300.00	3,300.00		For official use
2022APP030	Computer Mouse	6	Pc.	OMB 8	NO	Agency-to-agency/Shopping		1st to 4th Quarter	GoP	3,000.00	3,000.00		For official use
2022APP031	Desktop Computer Set (w/ software, OS, etc.)	3	Unit	OMB 8	NO	Agency-to-agency/Shopping		1st to 4th Quarter	GoP	225,000.00		225,000.00	For replacement of defective units
2022APP032	External Hard Drive, at least 1TB	3	Pc.	OMB 8	NO	Agency-to-agency/Shopping		1st to 4th Quarter	GoP	18,000.00	18,000.00		For official use
2022APP033	Flash Drive/USB, at least 32 GB capacity	4	Pc.	OMB 8	NO	Agency-to-agency/Shopping		1st to 4th Quarter	GoP	6,000.00	6,000.00		For official use
2022APP034	G-Suite Domain for 2022	1		OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	10,000.00	10,000.00		For webinar
2022APP035	G-Suite Enterprise license for 2022	1		OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	20,000.00	20,000.00		For webinar
2022APP036	Headset	3	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	6,000.00	6,000.00		For webinar
2022APP037	Laptop Computer w/ Licensed OS & Office	6	Unit	OMB 8	NO	Agency-to-agency/Shopping		1st to 4th Quarter	GoP	540,000.00		540,000.00	For webinar & other official use
2022APP038	Mouse Pad	6	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	1,500.00	1,500.00		For official use
2022APP039	Printer, Laser/Inkjet/Dot Matrix	3	Unit	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	44,970.00	44,970.00		For official use
2022APP040	Printer, Multi-function	2	Unit	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	50,000.00		50,000.00	For official use
2022APP041	Ring light	3	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	6,000.00	6,000.00		For webinar
2022APP042	Scanner	2	Unit	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	70,000.00		70,000.00	For official use
2022APP043	Uninterruptible Power Supply (UPS)	12	Unit	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	84,000.00	84,000.00		For replacement of defective UPS
2022APP044	Web Camera	3	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	6,000.00	6,000.00		For webinar
2022APP045	Wireless USB Adapter	2	Pc.	OMB 8	NO	Shopping		2nd to 4th Quarter	GoP	3,000.00	3,000.00		For official use
2022APP046	Zoom Pro Subscription for 2022	1		OMB 8	NO	Direct Contracting/NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	18,000.00	18,000.00		For webinar
2022APP047	Internet Connection	3		OMB 8	NO	Public Bidding/Direct Contracting/NP- 53.9 - Small Value Procurement		1st to 4th Quarter	GoP	180,000.00	180,000.00		For webinar & other official use
	PERSONAL PROTECTIVE EQUIPMENT/SUPPLIES												
2022APP048	Face Shield	40	Pc.	OMB 8	NO	Agency-to-agency/NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	4,992.00	4,992.00		For protection against coronavirus
2022APP049	KN95 Face Mask	50	Pc.	OMB 8	NO	Agency-to-agency/NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	5,200.00	5,200.00		For protection against coronavirus
2022APP050	Nitrile Gloves / Premium Latex Gloves	300	Pc.	OMB 8	NO	Agency-to-agency/NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	1,506.00	1,506.00		For protection against coronavirus
2022APP051	Surgical Mask, 3-ply	20	Box	OMB 8	NO	Agency-to-agency/NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	14,040.00	14,040.00		For protection against coronavirus
2022APP052	Other Personal Protective Equipment (Coverall, Head/Shoe Cover, Goggles, etc.)	1	Lot	OMB 8	NO	Agency-to-agency/NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	30,000.00	30,000.00		For protection against coronavirus
	OTHER PROPERTY, PLANT AND EQUIPMENT (PPE)												
2022APP053	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
2022APP054	Air-conditioner	1	Unit	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	88,000.00		88,000.00	For official use
2022APP055	Air Purifier, with HEPA filter	2	Unit	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	29,600.00	29,600.00		For removing contaminants from the air
2022APP056	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
2022APP057	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
2022APP058	CCTV Security/Surveillance System	1	Lot	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	230,000.00		230,000.00	For official use
2022APP059	Comb Binding Machine / Ring Binder	1	Unit	OMB 8	NO	Agency-to-agency/Shopping		2nd to 4th Quarter	GoP	12,000.00	12,000.00		For official use
2022APP060	Electric Fan	2	Unit	OMB 8	NO	Agency-to-agency/Shopping		2nd to 4th Quarter	GoP	5,000.00	5,000.00		For official use
2022APP061	Fire Extinguisher	2	Pc.	OMB 8	NO	Shopping		3rd to 4th Quarter	GoP	17,000.00	17,000.00		For official use
2022APP062	Ionizer/Air Purifier, portable / Necklace Ionizer	22	Pc.	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	50,600.00	50,600.00		For keeping the air clean and fresh
2022APP063	Megaphone	1	Unit	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		2nd to 4th Quarter	GoP	12,000.00	12,000.00		For official use
2022APP064	Organizer/Storage Box/Paper Box for Cargo	15	Pc.	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	15,000.00	15,000.00		For records purposes
2022APP065	Picture Frames/Signage Frames, Assorted Sizes	10	Pc.	OMB 8	NO	NP-53.9 - Small Value Procurement/Shopping		1st to 4th Quarter	GoP	30,000.00	30,000.00		For official use
2022APP066	Puncher, 3-hole	1	Pc.	OMB 8	NO	Shopping		1st to 4th Quarter	GoP	11,500.00	11,500.00		For official use


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2022APP067	Rubber Stamps, Assorted	4	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	1st to 4th Quarter		GoP	12,000.00	12,000.00		For official use
2022APP068	Signages, Indoor/Outdoor	1	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter		GoP	25,000.00		25,000.00	For official use
2022APP069	Stamp, Self-Inking, Assorted	3	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter		GoP	15,000.00	15,000.00		For official use
2022APP070	Step Ladder	1	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	2nd to 4th Quarter		GoP	8,000.00	8,000.00		For official use
2022APP071	Supply & Printing of Envelope, Mailing, w/ Letterhead, 500pcs/box	3	Box	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter		GoP	6,000.00	6,000.00		For official use
2022APP072	Supply & Printing of Registry Receipt Return Card, for mailing	4,000	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement	2nd to 4th Quarter		GoP	16,000.00	16,000.00		For official use
2022APP073	Tools for Vehicle (wrenches, pliers, etc.)	2	Set	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	2nd to 4th Quarter		GoP	8,000.00	8,000.00		For official vehicles
2022APP074	Updating of Citizen's Charter Signage	3	Pc.	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	1st to 4th Quarter		GoP	15,000.00	15,000.00		For official use
2022APP075	UV Sterilizer / UV light Ultraviolet disinfection	1	Unit	OMB 8	NO	NP-53 9 - Small Value Procurement/Shopping	1st to 4th Quarter		GoP	14,000.00	14,000.00		For official use
TOTAL (Php)										5,479,793.53	4,211,793.53	1,268,000.00	
Additional Provision for Inflation (10% of Total)										547,979.35			
GRAND TOTAL (Php)										6,027,772.88			

NOTE: * - The mode of procurement shall be based on the actual need of the end-users


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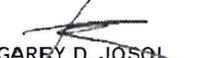

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