

Office of the Vice President
Indicative Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Activity/Project)
				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Transportation and Traveling												
1000100000	Airfare	Administrative Division (ADM)	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	4,000,000.00	4,000,000.00	-	Provision of airfare expense through the Government Fare Agreement, to be procured as needed
3010100000	Vehicle Rental	ADM	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	Provision of vehicle rental services, to be procured as needed
B. Rent												
1000100000	Lease of the OVP Main Office	ADM	NP-53.5 Agency-to-Agency	N/A	N/A	4 Jan	4 Jan	GoP	4,500,000.00	4,500,000.00	-	Lease of the Quezon City Reception House to serve as the OVP Main Office
1000100000	Lease of the OVP Extension Office	ADM	NP-53.10 Lease of Real Property and Venue	N/A	N/A	31 Jul	31 Jul	GoP	11,600,000.00	11,600,000.00	-	Lease of office space at Ben-Lor Building to serve as the OVP Extension Office
C. Supplies and Materials												
1000100000	Common-Use Supplies and Equipment Available at the Procurement Service	ADM	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	4,000,000.00	4,000,000.00	-	Provision of common-use supplies and equipment through the Procurement Service , to be procured at least quarterly
1000100000	Common-Use Supplies and Equipment Not Available at the Procurement Service	ADM	Shopping	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	Provision for off-the shelf common-use supplies and equipment with no available stock at the Procurement Service. Items to be procured as needed.
1000100000	Common-Use Supplies and Equipment Not Available at the Procurement Service	ADM	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	Provision for non-off the shelf common-use supplies and equipment with no available stock at the Procurement Service. Items to be procured as needed.
1000100000	Non Common-Use Office Supplies and Equipment	ADM	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	Provision of non common-use supplies and equipment (not listed in the Procurement Service Catalogue), to be procured as the needed
3010100000	Provision of Snacks and Refreshments for OVP Clients and Guest	ADM, Public Assistance Division, Media and Public Relations Division (MPRD)	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	535,000.00	535,000.00	-	Provision of coffee, sugar, creamer, biscuit, stirrer, and paper cups for OVP guests and stakeholders
1000100000	Supply and Delivery of Drinking Water	ADM	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	467,500.00	467,500.00	-	Provision of drinking water for OVP employees and security convoy of the Vice President
D. Subscription												
3010100000	Supply and Delivery of Microsoft Office Licenses	Management Information Services Division (MISD)	NP-53.5 Agency-to-Agency	4 Jan	N/A	5 Jan	5 Jan	GoP	2,820,000.00	2,820,000.00	-	Purchase of 216 units of Microsoft Office license based on approved Information System Strategic Plan for FY 2021

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3010100000	Supply and Delivery of Business Security License	MISD	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	165,000.00	165,000.00	-	Purchase of 158 units of business security license based on approved Information System Strategic Plan for FY 2021
3010100000	Supply and Delivery of Tune-Up License	MISD	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	995,000.00	995,000.00	-	Purchase of 158 units of tune up license based on approved Information System Strategic Plan for FY 2021
3010100000	Warranty Subscription for Existing PEPLink Access Points and Existing PepLink Routers	MISD	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	642,000.00	642,000.00	-	Provision of annual warranty subscription for the existing PEPLink Access Point and existing PEPLink Routers based on approved Information System Strategic Plan for FY 2021
3010100000	Supply and Delivery of Newspaper	Central Records Unit	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	220,000.00	220,000.00	-	Daily subscription of newspaper for twelve (12) months
3010100000	Daily News Monitoring Services	MPRD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	5 Jan	5 Jan	GoP	220,000.00	220,000.00	-	Provision for media monitoring to keep abreast on daily news
3010100000	Subscription of Research and Survey Services for Advocacy Program	MPRD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	5 Jan	5 Jan	GoP	1,000,000.00	1,000,000.00	-	Provision for survey services on critical national issues to be used as input to ensure responsiveness of the programs and activities of the Office.
E. Professional and Consultancy Services												
3010100000	Highly Technical Consultants	Office of the Chief of Staff	NP-53.7 Highly Technical Consultants	N/A	N/A	2 Jan	2 Jan	GoP	9,000,000.00	9,000,000.00	-	Engagement of various highly technical consultants in line with the approved programs, projects and activities of the Office for six (6) months
F. Property, Plant and Equipment												
3010100000	Supply and Delivery of Desktop Computer	ADM	NP-53.5 Agency-to-Agency	N/A	N/A	2 Jan	2 Jan	GoP	495,144.77	-	495,144.77	Provision of twelve (12) units of desktop computer for office use based on approved Information System Strategic Plan for FY 2021
3010100000	Supply and Delivery of Laptops	ADM	NP-53.5 Agency-to-Agency	N/A	N/A	2 Jan	2 Jan	GoP	1,515,981.30	-	1,515,981.30	Provision of thirty (30) units of laptops for office use based on approved Information System Strategic Plan for FY 2021
G. Repairs and Maintenance of Property, Plant and Equipment												
1000100000	Repairs and Maintenance of Motor Vehicles Without Warranty Coverage	ADM	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,000,000.00	1,000,000.00	-	Provision for repairs and maintenance (corrective and preventive) of motor vehicles without warranty coverage, to be procured as the needed
1000100000	Repairs and Maintenance of Motor Vehicles With Warranty Coverage	ADM	Direct Contracting	N/A	N/A	N/A	N/A	GoP	250,000.00	250,000.00	-	Provision for repairs and maintenance of motor vehicles with warranty coverage, to be procured as the need arises
1000100000	Unscheduled Corrective Repairs of Motor Vehicles	ADM	NP-53.2 - Emergency Cases	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	-	Provision for unscheduled repairs of motor vehicles, to be procured as the need arises
3010100000	General Pest Control Services	ADM	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	104,000.00	104,000.00	-	Provision of monthly pest control services for the Main Office

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3010100000	Disinfection Services of OVP Offices	ADM	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	240,000.00	240,000.00	-	Provision of monthly disinfection services for the OVP Main and Extension Office
3010100000	Quarterly Comprehensive Maintenance Service for Air Conditioning System	ADM	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	310,000.00	310,000.00	-	Provision of quarterly comprehensive maintenance service for air conditioning systems of the Main Office
1000100000	Laundry of Curtains	ADM	NP-53.9 - Small Value Procurement	4 Jan	N/A	5 Jan	5 Jan	GoP	135,000.00	135,000.00	-	Provision of laundry services for curtains used at the Main Office
3010100000	Maintenance for the Existing Time Keeping and Access Control System	MISD	NP-53.9 - Small Value Procurement	N/A	N/A	5 Jan	5 Jan	GoP	85,000.00	85,000.00	-	Provision for annual maintenance of the timekeeping and access control system
3010100000	Fire Extinguisher Servicing and Refilling	ADM	NP-53.9 - Small Value Procurement	2 Jan	N/A	7 Jan	7 Jan	GoP	15,000.00	15,000.00	-	Provision of refilling services of the existing fire extinguishers

Prepared by BAC SECRETARIAT


Approved

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Date Prepared:
 September 24, 2020