

SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN
CY 2018

QUEZON CITY

ORIGINAL SUPPLEMENTAL AMENDED

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/ Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
GENDER AND DEVELOPMENT (GAD)												
CONDUCT CAPACCITY BUILDING AND TRAINING & COACHING WORKSHOP FOR GADFPS MEMBERS												
	Meals	GAD	Shopping	Dec				Corporate Fund	110,000.00	110,000.00		
	Training Venue	GAD	Small Value Procurement					Corporate Fund	110,000.00	110,000.00		
	Transportation expense (TEV, Vehicle, etc)	GAD	Small Value Procurement					Corporate Fund	80,000.00	80,000.00		
	Honoraria for the speaker	GAD	Small Value Procurement					Corporate Fund	40,000.00	40,000.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping	Dec				Corporate Fund	800.00	800.00		
	Notebook	GAD	Shopping					Corporate Fund	600.00	600.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,083.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	280.00	280.00		
	Ball pen	GAD	Shopping					Corporate Fund	210.00	210.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	428.00	428.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	250.00	250.00		
	Manila Paper	GAD	Shopping					Corporate Fund	40.00	40.00		
	Cartolina	GAD	Shopping					Corporate Fund	32.00	32.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	200.00	200.00		
	Contingencies	GAD	Shopping					Corporate Fund	15,000.00	15,000.00		
								TOTAL	360,000.00			
CONDUCT OF TRAINING ON THE USE OF HGDG TOLL FOR FPS MEMBERS												
	Meals	GAD	Shopping	May				Corporate Fund	8,400.00	8,400.00		
	Training Venue	GAD	Small Value Procurement					Corporate Fund	15,000.00	15,000.00		
	Transportation Expenses (Bacolod participants)	GAD	Small Value Procurement					Corporate Fund	24,000.00	24,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
	Honoraria for the speaker	GAD	Small Value Procurement	May				Corporate Fund	10,000.00	10,000.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping	May				Corporate Fund	320.00	320.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	359.00	359.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	361.00	361.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	184.00	184.00		
	Ball pen	GAD	Shopping					Corporate Fund	150.00	150.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	321.00	321.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	425.00	425.00		
	Manila Paper	GAD	Shopping					Corporate Fund	200.00	200.00		
	Cartolina	GAD	Shopping					Corporate Fund	160.00	160.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	120.00	120.00		
								TOTAL	60,000.00			
CONDUCT OF GADFPS REGULAR MEETINGS (QUEZON CITY AND BACOLOD)												
	Various (meals, supplies,etc)	GAD	Shopping	Jan-Dec				Corporate Fund	24,000.00	24,000.00		
								TOTAL	24,000.00			
THECNHICAL WORKING GROUP SUPPORT												
	Job Order Personnel	GAD	Small Value Procurement	Jan-Dec				Corporate Fund	300,000.00	300,000.00		
	Job Order Personnel	GAD	Small Value Procurement					Corporate Fund	300,000.00	300,000.00		
								TOTAL	600,000.00			
CONDUCT OF HEALTH DA PROFILLING FOR EMPLOYEES												
	Honoraria for the speaker	GAD	Small Value Procurement	Mar				Corporate Fund	40,000.00	40,000.00		
	Transportation expenses (Vehicles/TEV, etc.)	GAD	Small Value Procurement					Corporate Fund	20,000.00	20,000.00		
								TOTAL	60,000.00			

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
SETTING UP OF GAD INFORMATION CORNER												
Supplies & materials												
	Bond paper A4	GAD	Shopping					Corporate Fund	2,400.00	2,400.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping		May			Corporate Fund	6,462.00	6,462.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	6,498.00	6,498.00		
	Glue	GAD	Shopping					Corporate Fund	375.00	375.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	225.00	225.00		
	Coloring Pen	GAD	Shopping					Corporate Fund	200.00	200.00		
	Manila Paper	GAD	Shopping		May			Corporate Fund	140.00	140.00		
	Cartolina	GAD	Shopping					Corporate Fund	400.00	400.00		
	Art Paper	GAD	Shopping					Corporate Fund	900.00	900.00		
	Scotch tape	GAD	Shopping					Corporate Fund	400.00	400.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	2,000.00	2,000.00		
								TOTAL	20,000.00			
CONDUCT SEMINAR/ADVOCACY CAMPAIGN ON VAWC (QUEZON CITY)												
	Meals	GAD	Small Value Procurement					Corporate Fund	60,000.00	60,000.00		
	T-shirt as advocacy material	GAD	Shopping		May			Corporate Fund	60,000.00	60,000.00		
	Honorarium for the speaker	GAD	Small Value Procurement					Corporate Fund	10,000.00	10,000.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,083.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	1,200.00	1,200.00		
	Ball pen	GAD	Shopping					Corporate Fund	900.00	900.00		
	Name Tag (self adhesive)	GAD	Shopping		May			Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	150.00	150.00		
	Manila Paper	GAD	Shopping					Corporate Fund	50.00	50.00		
	Cartolina	GAD	Shopping					Corporate Fund	40.00	40.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	200.00	200.00		
	Contingencies	GAD	Shopping					Corporate Fund	10,000.00	10,000.00		
								Sub-Total	145,715.00			

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MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
CONDUCT SEMINAR/ADVOCACY CAMPAIGN ON VAWC (VISAYAS)												
	Meals	GAD	Small Value Procurement		May			Corporate Fund	40,000.00	40,000.00		
	T-shirt as advocacy material	GAD	Shopping					Corporate Fund	40,000.00	40,000.00		
	Honorarium for the speaker	GAD	Small Value Procurement		May			Corporate Fund	10,000.00	10,000.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	718.00	718.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	722.00	722.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	800.00	800.00		
	Ball pen	GAD	Shopping					Corporate Fund	600.00	600.00		
	Name Tag (self adhesive)	GAD	Shopping		May			Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	150.00	150.00		
	Manila Paper	GAD	Shopping					Corporate Fund	40.00	40.00		
	Cartolina	GAD	Shopping					Corporate Fund	40.00	40.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	200.00	200.00		
	Contingencies	GAD	Shopping					Corporate Fund	10,000.00	10,000.00		
								Sub-Total	104,285.00			
								TOTAL	250,000.00			
CONDUCT GST FOR SRA EMPLOYEES (QUEZON CITY)												
	Meals	GAD	Small Value Procurement					Corporate Fund	45,000.00	45,000.00		
	Token	GAD	Shopping					Corporate Fund	7,500.00	7,500.00		
	Honorarium for the speaker	GAD	Small Value Procurement		June			Corporate Fund	5,000.00	5,000.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	400.00	400.00		
	Instant coffee	GAD	Shopping					Corporate Fund	2,100.00	2,100.00		
								Sub-Total	60,000.00			

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MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
CONDUCT GST FOR SRA EMPLOYEES (VISAYAS)												
	Meals	GAD	Small Value Procurement					Corporate Fund	45,000.00	45,000.00		
	Token	GAD	Shopping			Jun		Corporate Fund	7,500.00	7,500.00		
	Honorarium for the speaker	GAD	Small Value Procurement			Jun		Corporate Fund	5,000.00	5,000.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	400.00	400.00		
	Instant coffee	GAD	Shopping			Jun		Corporate Fund	2,100.00	2,100.00		
								Sub-Total	60,000.00	60,000.00		
								TOTAL	120,000.00			
CONDUCT SEMINAR ON GENDER SENSITIVITY TRAINING (QUEZON CITY)												
	Meals	GAD	Small Value Procurement					Corporate Fund	90,000.00	90,000.00		
	Training Venue	GAD	Small Value Procurement			Nov-Dec		Corporate Fund	12,000.00	12,000.00		
	Transportation allowance for the small farmer	GAD						Corporate Fund	37,500.00	37,500.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,083.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	3,000.00	3,000.00		
	Ball pen	GAD	Shopping					Corporate Fund	2,250.00	2,250.00		
	Name Tag (self adhesive)	GAD	Shopping			Nov-Dec		Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	1,125.00	1,125.00		
	Manila Paper	GAD	Shopping					Corporate Fund	430.00	430.00		
	Cartolina	GAD	Shopping					Corporate Fund	360.00	360.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	160.00	160.00		
								Sub-Total	150,000.00			

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MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
CONDUCT SEMINAR ON GENDER SENSITIVITY TRAINING (VISAYAS)												
	Meals	GAD	Small Value Procurement					Corporate Fund	90,000.00	90,000.00		
	Training Venue	GAD	Small Value Procurement				Nov-Dec	Corporate Fund	12,000.00	12,000.00		
	Transportation allowance for the small farmer	GAD						Corporate Fund	37,500.00	37,500.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping				Nov-Dec	Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,983.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	3,000.00	3,000.00		
	Ball pen	GAD	Shopping					Corporate Fund	2,250.00	2,250.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping				Nov-Dec	Corporate Fund	1,125.00	1,125.00		
	Manila Paper	GAD	Shopping					Corporate Fund	430.00	430.00		
	Cartolina	GAD	Shopping					Corporate Fund	360.00	360.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	160.00	160.00		
								Sub-Total	150,000.00			
								TOTAL	300,000.00			
CONDUCT OF SEMINAR ON THE PROVISION OF SSS AND PHILHEALTH, THE VAWC, CHILD LABOR, ETC. (QUEZON CITY)												
	Meals	GAD	Small Value Procurement					Corporate Fund	90,000.00	90,000.00		
	T-shirt as advocacy material	GAD	Small Value Procurement				Nov-Dec	Corporate Fund	12,000.00	12,000.00		
	Honorarium for the speaker	GAD	Small Value Procurement					Corporate Fund	37,500.00	37,500.00		

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MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
<i>Supplies & materials</i>												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,083.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	3,000.00	3,000.00		
	Ball pen	GAD	Shopping					Corporate Fund	2,250.00	2,250.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	1,125.00	1,125.00		
	Manila Paper	GAD	Shopping					Corporate Fund	430.00	430.00		
	Cartolina	GAD	Shopping					Corporate Fund	360.00	360.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	160.00	160.00		
								Sub-Total	150,000.00			
CONDUCT OF SEMINAR ON THE PROVISION OF SSS AND PHILHEALTH, THE VAWC, CHILD LABOR, ETC. (VISAYAS)												
	Meals	GAD	Small Value Procurement					Corporate Fund	90,000.00	90,000.00		
	T-shirt as advocacy material	GAD	Small Value Procurement					Corporate Fund	12,000.00	12,000.00		
	Honorarium for the speaker	GAD	Small Value Procurement					Corporate Fund	37,500.00	37,500.00		
<i>Supplies & materials</i>												
	Bond paper A4	GAD	Shopping					Corporate Fund	480.00	480.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,077.00	1,077.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,083.00	1,083.00		
	Brown Envelope	GAD	Shopping					Corporate Fund	3,000.00	3,000.00		
	Ball pen	GAD	Shopping					Corporate Fund	2,250.00	2,250.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	535.00	535.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	1,125.00	1,125.00		
	Manila Paper	GAD	Shopping					Corporate Fund	430.00	430.00		
	Cartolina	GAD	Shopping					Corporate Fund	360.00	360.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	160.00	160.00		
								Sub-Total	150,000.00			
								TOTAL	300,000.00			

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MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
CONDUCT OF SEMINAR ON SUGARCANE FARM MANAGEMENT, DECISION MAKING SKILLS (QUEZON CITY)												
	Meals	GAD	Small Value Procurement	Nov-Dec				Corporate Fund	200,000.00	200,000.00		
	Training Venue	GAD	Small Value Procurement					Corporate Fund	40,000.00	40,000.00		
	Transportation Allowance for small Farmers	GAD						Corporate Fund	70,000.00	70,000.00		
Supplies & materials												
	Bond paper A4	GAD	Shopping	Nov-Dec				Corporate Fund	1,120.00	1,120.00		
	Ink Cartridge HP 4515 Colored	GAD	Shopping					Corporate Fund	1,795.00	1,795.00		
	Ink Cartridge HP 4515 Black	GAD	Shopping					Corporate Fund	1,805.00	1,805.00		
	Plastic Envelope	GAD	Shopping					Corporate Fund	14,000.00	14,000.00		
	Ball pen	GAD	Shopping					Corporate Fund	3,510.00	3,510.00		
	Name Tag (self adhesive)	GAD	Shopping					Corporate Fund	1,070.00	1,070.00		
	Notebook	GAD	Shopping					Corporate Fund	7,000.00	7,000.00		
	Pentel pen (black,Blue,Red)	GAD	Shopping					Corporate Fund	2,500.00	2,500.00		
	Manila Paper	GAD	Shopping					Corporate Fund	1,000.00	1,000.00		
	Cartolina	GAD	Shopping					Corporate Fund	800.00	800.00		
	Calculator	GAD	Shopping					Corporate Fund	10,000.00	10,000.00		
	Parchment/Specialty Paper	GAD	Shopping					Corporate Fund	400.00	400.00		
	Airfare for Trainors	GAD	Shopping					Corporate Fund	39,000.00	39,000.00		
	Tarpaulin	GAD	Shopping					Corporate Fund	6,000.00	6,000.00		
								TOTAL	400,000.00			
								GRAND TOTAL	2,494,000.00			

PREPARED BY:


NARCISO R. CABALQUINTO, JR.
BAC Secretariat

RECOMMENDED BY:


ROSEMARIE S. GUMERA
BAC Chairperson

FUNDS AVAILABLE


ERLINDA J. ABACAN
Chief, Accountant

APPROVED BY:


HERMENEGILDO R. SERAFICA
Administrator