



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE DISTRICT ENGINEER
Quezon City I District Engineering Office
Sta. Catalina St., Brgy. Holy Spirit, Quezon City

March 24, 2021

MEMORANDUM

FOR : ARDELIZA R. MEDENILLA, MNSA, CESO I
Undersecretary for Support Services
DPWH Central Office
Port Area, Manila

THRU : PROCUREMENT SERVICE

SUBJECT: Submission of Updated Annual Procurement Plan of Goods
C.Y. 2021

Submitted herewith is the Updated Annual Procurement Plan for Goods C.Y. 2021.

Attached are pertinent documents for your ready reference.


LOZDA S. BUSA
OIC - District Engineer

Cc: **ERIC D. AYAPANA, CESO IV**
Regional Director
DPWH – National Capital Region
2ND ST. Port Area, Manila

NCR.11 PROC/RVA/got

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	
Fund 101	A. AVAILABLE AT PROCUREMENT SERVICE STORES	DPWH		N/A	N/A	N/A	N/A		GOP				
	COMMON ELECTRICAL SUPPLIES	QCIDEO						Procurement of goods and services is conducted on a quarterly basis					
	1st Quarter		Agency to Agency Thru PS-DBM							421,716.01		189.30	
	2nd Quarter		-do-							439,689.51		189.30	
	3rd Quarter		-do-							421,716.01		189.30	
	4th Quarter		-do-							407,782.51		189.30	
	COMMON JANITORIAL SUPPLIES									1,690,904.04		189.30	
	1st Quarter		Agency to Agency Thru PS-DBM							421,716.01		189.30	
	2nd Quarter		-do-							439,689.51		189.30	
	3rd Quarter		-do-							421,716.01		189.30	
	4th Quarter		-do-							407,782.51		189.30	
	COMMON OFFICE SUPPLIES									757.20		189.30	
	1st Quarter		Agency to Agency Thru PS-DBM							421,716.01		189.30	
	2nd Quarter		-do-							439,689.51		189.30	
	3rd Quarter		-do-							421,716.01		189.30	
	4th Quarter		-do-							407,782.51		189.30	
	COMMON OFFICE EQUIPMENT									305,894.60		189.30	
	1st Quarter		Agency to Agency Thru PS-DBM							32,409.35		189.30	
	2nd Quarter		-do-							67,219.57		189.30	
	3rd Quarter		-do-							95,339.00		189.30	
	4th Quarter		-do-							33,567.75		189.30	
	COMMON COMPUTER SUPPLIES									228,535.67		189.30	
	1st Quarter		Agency to Agency Thru PS-DBM							91,909.00		189.30	
	2nd Quarter		-do-							91,909.00		189.30	
	3rd Quarter		-do-							93,312.90		189.30	
	4th Quarter		-do-							91,909.00		189.30	
	HANDBOOK ON PROCUREMENT									369,039.90		189.30	
	1st Quarter									0.00		189.30	
	2nd Quarter		Agency to Agency Thru PS-DBM							962.60		189.30	
	3rd Quarter									0.00		189.30	
	4th Quarter									0.00		189.30	

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing			Total	MOOE	CO	
	B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)	DPWH		N/A	N/A	N/A	N/A		GOP				
	COMMON OFFICE SUPPLIES	QCIDO											
	1st Quarter		Public Bidding	2,978,862.00						2,978,862.00			
	2nd Quarter		Alternative Method of Procurement	640,642.00						640,642.00			
	3rd Quarter		Alternative Method of Procurement	770,362.00						770,362.00			
	4th Quarter		Alternative Method of Procurement	640,642.00						640,642.00			
	COMMON ELECTRICAL SUPPLIES & WATER CONNECTIONS									5,030,508.00			
	1st Quarter		Alternative Method of Procurement	403,555.95						403,555.95			
	2nd Quarter		Public Bidding	1,061,991.35						1,061,991.35			
	3rd Quarter		Alternative Method of Procurement	171,475.15						171,475.15			
	4th Quarter		Alternative Method of Procurement	170,202.35						170,202.35			
	SPARE PARTS AIRCON									1,807,224.80			
	1st Quarter		Alternative Method of Procurement	46,000.00						46,000.00			
	2nd Quarter			0.00						0.00			
	3rd Quarter			0.00						0.00			
	4th Quarter		Alternative Method of Procurement	46,000.00						46,000.00			
	SAFETY EQUIPMENT												
	1st Quarter		Alternative Method of Procurement	115,000.00						115,000.00			
	2nd Quarter			0.00						0.00			
	3rd Quarter			0.00						0.00			
	4th Quarter			0.00						0.00			
	TOOLS												
	1st Quarter		Alternative Method of Procurement	14,660.00						14,660.00			
	2nd Quarter			0.00						0.00			
	3rd Quarter			0.00						0.00			
	4th Quarter			0.00						0.00			
	COMMON OFFICE SUPPLIES												
	1st Quarter		Alternative Method of Procurement	26,160.00						26,160.00			
	2nd Quarter		Alternative Method of Procurement	187,500.00						187,500.00			
	3rd Quarter			0.00						0.00			
	4th Quarter			0.00						0.00			
	COMMON JANITORIAL SUPPLIES												
	1st Quarter			0.00						0.00			
	2nd Quarter			0.00						0.00			
	3rd Quarter		Alternative Method of Procurement	152,320.00						152,320.00			
	4th Quarter		Alternative Method of Procurement	152,320.00						152,320.00			

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	CONSUMABLES	DPWH		N/A	N/A	N/A	N/A	N/A	GOP				0.00	
	1st Quarter	QCIDCO	Public Bidding										3,449,569.89	3,449,569.89
	2nd Quarter		Public Bidding										3,506,069.89	3,506,069.89
	3rd Quarter		Public Bidding										2,988,132.39	2,988,132.39
	4th Quarter		Public Bidding										2,988,132.39	2,988,132.39
	Office Equipment and Accessories												12,931,904.56	12,931,904.56
	1st Quarter		Alternative Method of Procurement										301,400.00	301,400.00
	2nd Quarter		Public Bidding										1,008,617.83	1,008,617.83
	3rd Quarter		Public Bidding										4,187,000.00	4,187,000.00
	4th Quarter		Alternative Method of Procurement										677,390.00	677,390.00
	Office Supplies												6,174,407.83	6,174,407.83
	1st Quarter		Alternative Method of Procurement										214,359.75	214,359.75
	2nd Quarter		Alternative Method of Procurement										412,379.75	412,379.75
	3rd Quarter		Alternative Method of Procurement										214,359.75	214,359.75
	4th Quarter		Alternative Method of Procurement										214,359.75	214,359.75
	Audio and visual presentation and composing equipment												1,055,459.00	1,055,459.00
	1st Quarter		Alternative Method of Procurement										0.00	0.00
	2nd Quarter		Alternative Method of Procurement										265,500.00	265,500.00
	3rd Quarter		Alternative Method of Procurement										692,500.00	692,500.00
	4th Quarter												0.00	0.00
	Photographic or filming or video equipment												958,000.00	958,000.00
	1st Quarter												0.00	0.00
	2nd Quarter		Alternative Method of Procurement										80,000.00	80,000.00
	3rd Quarter												0.00	0.00
	4th Quarter												0.00	0.00
	Paper Materials and Products												147,775.00	147,775.00
	1st Quarter		Alternative Method of Procurement										147,775.00	147,775.00
	2nd Quarter		Public Bidding										1,014,650.00	1,014,650.00
	3rd Quarter		Alternative Method of Procurement										147,775.00	147,775.00
	4th Quarter		Alternative Method of Procurement										147,775.00	147,775.00
	Computer Equipment and Accessories												1,457,975.00	1,457,975.00
	1st Quarter												0.00	0.00
	2nd Quarter		Public Bidding										3,662,500.00	3,662,500.00
	3rd Quarter												0.00	0.00
	4th Quarter		Public Bidding										1,760,000.00	1,760,000.00
	FURNITURE & FIXTURES												5,422,500.00	5,422,500.00
	1st Quarter		Alternative Method of Procurement										985,250.00	985,250.00
	2nd Quarter		Public Bidding										2,450,235.00	2,450,235.00
	3rd Quarter		Public Bidding										2,034,975.00	2,034,975.00
	4th Quarter												0.00	0.00
													5,470,460.00	5,470,460.00

SUBMITTED BY:
RONALD V. AMBAT
Engineer III
Procurement Officer

RECOMMENDING APPROVAL:
ARTURO L. GONZALES, JR.
OIC-District Engineer

APPROVED BY:
LOIDA S. BUSA
OIC-District Engineer

DEFINITION	
1. PROGRAM (BEST)- A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the agency's line functions.	Remarks
2. PROJECT (BEST)- Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.	Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.
3. PMO/End User - Unit as proponent of program or project	
4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement	
5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting, submission and receipt/opening of bids, award of contract, contract signing).	
6. Source of Funds - Whether GOF, Foreign Assisted or Special Purpose Fund	
7. Estimated Budget - Agency approved estimate of project/program costs	
8. Remarks - brief description of program or project	Breakdown into more and co for tracking purposes, aligned with budget documents