



FY 2021 Annual Procurement Plan - Non CSE of the Department of Labor and Employment-Central Office

Code (PAP)	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 Program/Activity/Project)
					Advertisement/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GENERAL SERVICES													
1	Provision of Janitorial Services for One (1) Year in the DOLE Central Office	CO	Yes	Competitive Bidding	November 2020	November 2020	January 2021	February 2021	GoP	12,467,619.38	12,467,619.38		Engaging the services of a service agency to provide and maintain sanitation, cleaning and other janitorial works for DOLE, Executive Buildings, surrounding premises and as well as the offices of its Bureaus for a period of one year
2	Provision of Security Services for One (1) Year in the DOLE Central Office	CO	No	Competitive Bidding	November 2020	November 2020	January 2021	February 2021	GoP	15,120,000.00	15,120,000.00		Engaging the services of a security agency for a period of one year.
3	Rental of Multi-function Photocopying Machines for a Period of One (1) Year by the DOLE Central Office	CO	Yes	Competitive Bidding	November 2020	November 2020	January 2021	February 2021	GoP	5,491,000.00	5,491,000.00		Engaging the services of a supplier to provide multi-functional printing/copying machines adaptable to the needs of the Department.
4	Provision of Pest Control for DOLE Central Office for a Period of One (1) Year	CO	Yes	Competitive Bidding	November 2020	November 2020	January 2021	February 2021	GoP	372,000.00	372,000.00		Engaging the services of a pest control service contractor to provide general pest control services for the Department for a period of one year.
5	Supply and Delivery of Purified Drinking Water for Officials and Employees of the DOLE Central Office for a Period of One (1) Year	CO	Yes	Competitive Bidding	November 2020	November 2020	January 2021	February 2021	GoP	600,000.00	600,000.00		Engaging the services of a contractor to supply purified drinking water for the officials and employees of the Department for a period of one year
6	Other General Services	CO	No	Competitive Bidding/Shopping/NP-53.9 Small Value Procurement	January to December				GoP	3,450,080.62	3,450,080.62		-
REPAIR AND MAINTENANCE													
7	Building and Other Structures	CO	No	Competitive Bidding/Shopping/NP-53.9 Small Value Procurement	January to December				GoP	1,167,000.00	1,167,000.00		Works to be undertaken to maintain proper conditions of all the Property, Plant and Equipment of the Department
8	Provision of Comprehensive Preventive Maintenance and Repair Services of the Three (3) Elevator Units Located at the DOLE Main Building	AS	Yes	Competitive Bidding	December 2020	December 2020	January 2021	February 2021	GoP	720,000.00	720,000.00		-

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9	Office Equipment	CO	No	Shopping/NP-53.9 Small Value Procurement	January to December				GoP	428,000.00	428,000.00		-
10	Machinery	AS	No	Shopping	January to December				GoP	30,000.00	30,000.00		-
11	Other ICT Equipment	CO	No	Shopping/NP-53.9 Small Value Procurement	January to December				GoP	610,000.00	610,000.00		-
12	Communication Equipment	AS	No	Shopping/NP-53.9 Small Value Procurement	January to December				GoP	100,000.00	100,000.00		-
13	Printing Equipment	AS	No	Shopping	January to December				GoP	25,000.00	25,000.00		-
14	Other Machinery and Equipment	AS	No	Shopping	January to December				GoP	60,000.00	60,000.00		-
15	Motor Vehicles	CO	No	Shopping	January to December				GoP	1,705,000.00	1,705,000.00		-
16	Furniture and Fixtures	AS	No	Shopping	January to December				GoP	30,000.00	30,000.00		-
17	Other Property, Plant Equipment	AS	No	Shopping	January to December				GoP	15,000.00	15,000.00		-
TRAVELLING EXPENSES													
18	Local and Foreign Travels and other travel incidental expenses	CO	No	Shopping	January to December				GoP	14,810,400.00	14,810,400.00		Official Travel expenses for local and foreign travels of Department's officials and employees subject to existing rules and regulations and travel rates. (purchase of airline tickets, provide technical support to the various DOLE programs/activities)
TRAINING AND SCHOLARSHIP EXPENSES													
19	Digital Learning Session on Government Procurement and Preparation of Project Procurement Management Plan (PPMP); Dialogue to Bidders	AS	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	n/a	n/a	January to February 2021; December 2021		GoP	200,000.00	200,000.00		via Zoom Platform
20	Training for Designated Internal Auditors	IAS	No	NP-53.10 Lease of Real Property and Venue	n/a	n/a	June	June	GoP	100,000.00	100,000.00		Lease of Venue with food and accommodation (Face-to-face activities will depend on situations/conditions vis-à-vis COVID-19)

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