

**Office of the Vice President**  
**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	
<b>A. Transportation and Traveling</b>												
1000100000	Airfare	General Services Division (GSD)	NP-53.5 Agency-to-Agency	N/A	N/A	04-Jan	04-Jan	GoP	4,000,000.00	4,000,000.00	-00	Provision of airfare expense through the Government Fare Agreement, as need arises
3010100000	Van Rental	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	04-Jan	GoP	2,000,000.00	2,000,000.00	-00	Provision of vehicle rental services, as the need arises
<b>B. Rent</b>												
1000100000	Lease of the OVP Main Office	GSD	NP-53.5 Agency-to-Agency	N/A	N/A	04-Jan	04-Jan	GoP	4,500,000.00	4,500,000.00	-00	Lease of the Quezon City Reception House to serve as the OVP Main Office for FY 2021. Subject to renewal upon recommendation of the General Services Division
1000100000	Lease of the OVP Extension Office	GSD	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	-00	Lease of office space at Ben-Lor Building to serve as the OVP Extension Office for FY 2021. Subject to renewal upon the recommendation of the General Services Division
3010100000	Lease of Dormitory for OVP Skeletal Staff	Human Resource Development Division (HRDD)	NP-53.10 Lease of Real Property and Venue	N/A	N/A	04-Jan	04-Jan	GoP	264,000.00	264,000.00	-00	Lease of dormitory for skeleton staff from January 5 to April 4, 2021. Subject for renewal upon recommendation of the End User
<b>C. Supplies and Materials</b>												
1000100000	Common-Use Supplies and Equipment Available at the Procurement Service	GSD	NP-53.5 Agency-to-Agency	N/A	N/A	04-Jan	04-Jan	GoP	2,500,000.00	2,500,000.00	-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	GSD	Shopping	04-Jan	N/A	05-Jan	05-Jan	GoP	1,000,000.00	1,000,000.00	-00	Provision of 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	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	1,500,000.00	1,500,000.00	-00	Provision of 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 Supplies and Equipment	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	4,000,000.00	4,000,000.00	-00	Provision of non common-use supplies and equipment (not listed in the Procurement Service Catalogue), to be procured as needed
3010100000	Provision of Snacks and Refreshments for OVP Clients and Guest	Media and Public Relations Division (MPRD)	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	48,060.00	48,060.00	-00	Provision of coffee, sugar, creamer, biscuit, stirrer, and paper cups to be distributed to OVP guests and stakeholders for the period of January to December 2021
1000100000	Supply and Delivery of Drinking Water	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	389,576.00	389,576.00	-00	Provision of drinking water for OVP employees and security convoy of the Vice President for January to December 2021
<b>D. Subscription</b>												
3010100000	Supply and Delivery of Microsoft Office License	Management Information Services Division (MISD)	NP-53.5 Agency-to-Agency	N/A	N/A	05-Jan	05-Jan	GoP	2,820,000.00	2,820,000.00	-00	Purchase of 222 units of Microsoft Office license based on approved Information System Strategic Plan FY 2021
3010100000	Supply and Delivery of Business Security License	MISD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	220,500.00	220,500.00	-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	04-Jan	N/A	07-Jan	05-Jan	GoP	126,000.00	126,000.00	-00	Purchase of 158 units of tune up license based on approved Information System Strategic Plan for FY 2021
3010100000	Subscription of Professional Cloud Based File Sharing Application	MISD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	5,800.00	5,800.00	-00	Provision of cloud based file sharing software application for sharing large files to proponents of OVP

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3010100000	Warranty Subscription for Existing PEPLink Access Points and Existing PepLink Routers	MISD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	642,000.00	642,000.00	-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	Knowledge Management Division (KMD)	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	220,000.00	220,000.00	-00	Daily subscription of newspaper for twelve (12) months, from January to December 2021
3010100000	Security Services Subscription Renewal of Existing Next-Generation Firewall	MISD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	735,000.00	735,000.00	-00	Provision of renewal for security services subscription of the existing next-generation firewall as part of the preventive maintenance for the period of September 25, 2021 to September 24, 2022
3010100000	Daily News Monitoring Services	MPRD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	04-Jan	04-Jan	GoP	201,600.00	201,600.00	-00	Provision for media monitoring to keep abreast on daily news for the period of January to December 2021
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	04-Jan	04-Jan	GoP	1,000,000.00	1,000,000.00	-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 for the period of January to December 2021.
<b>E. Professional and Consultancy Services</b>												
3010100000	Highly Technical Consultants	Office of the Chief of Staff (OCOS)	NP-53.7 Highly Technical Consultants	N/A	N/A	04-Jan	04-Jan	GoP	9,000,000.00	9,000,000.00	-00	Engagement of various highly technical consultants in line with the approved programs, projects and activities of the Office for six (6) months
3010100000	Provision for Psychometric Examination	HRDD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	378,000.00	378,000.00	-00	Provision of psychometric examination for the following breakdown of applicants to OVP positions: - Clerical/Service Level - 12 pax - Technical/Professional Level - 66 pax - Supervisory/Managerial Level - 21 pax
<b>F. Property, Plant, and Equipment</b>												
3010100000	Supply and Delivery of Desktop Computer	MISD	NP-53.5 Agency-to-Agency	N/A	N/A	02-Jan	02-Jan	GoP	495,144.77	-00	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	MISD	NP-53.5 Agency-to-Agency	N/A	N/A	02-Jan	02-Jan	GoP	1,515,981.30	-00	1,515,981.30	Provision of thirty (30) units of laptops for office use based on approved Information System Strategic Plan for FY 2021
<b>G. Repairs and Maintenance of Property, Plant and Equipment</b>												
1000100000	Repairs and Maintenance of Motor Vehicles Without Warranty Coverage	GSD	NP-53.9 - Small Value Procurement	05-Jan	N/A	08-Jan	08-Jan	GoP	750,000.00	750,000.00	-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	GSD	Direct Contracting	N/A	N/A	04-Jan	04-Jan	GoP	150,000.00	150,000.00	-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	GSD	NP-53.2 - Emergency Cases	N/A	N/A	04-Jan	04-Jan	GoP	200,000.00	200,000.00	-00	Provision for unscheduled repairs, to be procured as the need arises
3010100000	General Pest Control Services	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	104,000.00	104,000.00	-00	Provision of monthly pest control services for the Main Office for the period of January to December 2021
3010100000	Disinfection Services of OVP Offices	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	440,000.00	440,000.00	-00	Provision of weekly disinfection services for the OVP Main and Extension Office for the period of January to December 2021
3010100000	Quarterly Comprehensive Maintenance Service for Air Conditioning System	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	310,000.00	310,000.00	-00	Provision of quarterly comprehensive maintenance service for air conditioning systems of the Main Office for FY 2021
1000100000	Laundry of Curtains	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	160,000.00	160,000.00	-00	Provision of laundry services for curtains used at the Main Office for the period of January to December 2021
3010100000	Maintenance for the Existing Time Keeping and Access Control System	MISD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	155,440.00	155,440.00	-00	Provision for annual maintenance of the timekeeping and access control system for the period of January to December 2021

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3010100000	Supply, Delivery and Instalation of Memory Upgrade for the Existing Server	MISD	NP-53.9 - Small Value Procurement	22-Jan	N/A	25-Jan	05-Jan	GoP	243,080.00	-00	243,080.00	Provision of two (2) memory upgrade for the existing servers as futureproofing, in anticipation for the existing and other upcoming applications/systems which will inevitably grow/expand, thus requiring sufficient memory resources.
1000100000	Fire Extinguisher Servicing and Refilling	GSD	NP-53.9 - Small Value Procurement	04-Jan	N/A	07-Jan	05-Jan	GoP	18,075.00	18,075.00	-00	Provision of refilling services of the existing forty eight (48) fire extinguishers


Prepared by BAC SECRETARIAT

Approved

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Date Prepared:  
 January 4, 2020