





**PHILIPPINE STATISTICS AUTHORITY REGION IV-A**  
**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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	RSC Meetings	RSSO	Shopping/Small Value Procurement	Quarterly				GoP/Gen. Fund	110,760.00	110,760.00		
	Meals											
	Supplies and Materials											
	Venue											
	Information Dissemination Forums			Within the year								
	Meals and Venue			Within the year					204,240.00	204,240.00		
A.III.a.2	Conduct of Household-Based Surveys (LFS)	RSSO	Shopping/Small Value Procurement	Quarterly				GoP/Gen. Fund	199,000.00	199,000.00		Can only shoulder procurement for Q1
	Conduct of Censuses and Surveys on the Agriculture, Fisheries, Industry and Services Sector											
A.III.a.1	AgStat Regional Data Review and Validation Workshops (Crops, Fisheries, Farm Price)	RSSO	Shopping/Small Value Procurement	Within the year				GoP/Gen. Fund	94,000.00	94,000.00		Agstat Data Validation (RO & 5 PO's)
A.I.a	Gender and Development Trainings and Workshops	RSSO	Direct Contracting/Small Value Procurement	Quarterly				GoP/Gen. Fund	7,000.00	7,000.00		Conduct of gender related trainings and workshops for PSA RSSO 4A
A.I.a	2021 Mid Year Performance Review	RSSO	Shopping/Small Value Procurement	June-July		June-July 2021		GoP/Gen. Fund	100,000.00	100,000.00		
	2022 National Planning Workshop	RSSO	Shopping/Small Value Procurement	November		November 2021		GoP/Gen. Fund				
A.I.a	2022 Regional Planning Workshop & General Assembly	RSSO	Shopping/Small Value Procurement	November-December		Nov-Dec 2021		GoP/Gen. Fund	100,000.00	100,000.00		
<b>G. Repair and Maintenance</b>												
A.1.a	Airconditioning Equipment	RSSO	Small Value Procurement	Within the year				GoP/Gen. Fund				
A.1.a	Maintenance of Office Equipment/IT Equipment	RSSO	Small Value Procurement	Quarterly				GoP/Gen. Fund				
A.1.a	Maintenance of Motor Vehicles	RSSO	Small Value Procurement	Within the year				GoP/Gen. Fund				
A.1.a	Maintenance of Office Building	RSSO	Small Value Procurement	Semestral				GoP/Gen. Fund				
<b>H. Advertising</b>												
A.I.a/A.III.c.1	Paper and Radio Advertising	RSSO	Small Value Procurement	Within the year					15,000.00	15,000.00		
<b>I. Subscription</b>												
A.I.a/A.III.c.1	Newspaper, Online Platform, etc.	RSSO	Small Value Procurement	Within the year					99,000.00	99,000.00		
<b>J. Printing</b>												
A.III.a.1/A.III.b.3	Printing of Tarpaulin for various PSA and Inter-Agency Activities (admin activities only)	RSSO	Small Value Procurement	N/A				GoP/Gen. Fund	7,000.00	7,000.00		Printing of IEC tarps for PSA Surveys/Census & in support to activities of other agencies
A.1.a/A.III.a.1/A.III.b.3	Printing of manuals and publications	RSSO	Small Value Procurement	Within the year				GoP/Gen. Fund	7,000.00	7,000.00		Printing of Administrative, Civil Registration & Statistical forms and/or Manuals & Publications



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>K. Taxes, Insurance, Premiums and other Fees</b>												
	LTO Registration of Motor Vehicles	RSSO	Agency to Agency			N/A		GoP/Gen. Fund				
A.1.a	GSIS Insurance of PSA Properties including Motor Vehicles	RSSO	Agency to Agency			N/A		GoP/Gen. Fund	30,000.00	30,000.00		
A.1.a	Fidelity Bond premium	RSSO	Agency to Agency			N/A		GoP/Gen. Fund	81,000.00	81,000.00		
<b>L. Other Activities</b>												
	Social Responsibility Activities	RSSO	Shopping/Small Value Procurement			Within the year		GoP/Gen. Fund				Regular giving of supplies to Adopted Home for the Aged Institution, Orphanage, Brigada Eskwela, Attendance to Tree-Planting activities
<b>M. Other Expenses</b>												
A.III.a.1	Representation Expense	RSSO	Small Value Procurement			Within the year		GoP/Gen. Fund	26,000.00	26,000.00		
A.III.a.1/a.2/	Transportation and Delivery Expense	RSSO	Small Value Procurement			Within the year		GoP/Gen. Fund	55,000.00	55,000.00		
A.I.a	Extraordinary and Miscellaneous Expense	RSSO	Small Value Procurement			Within the year		GoP/Gen. Fund	117,000.00	117,000.00		
A.I.a/A.III.a.1/c.1	Other MOOE	RSSO	Small Value Procurement			Within the year		GoP/Gen. Fund	1,252,000.00	1,252,000.00		
<b>BATANGAS</b>												
<b>Supplies, Materials, Tools and Equipment Expenses</b>												
A.1.a/ A.111.a.1/A.111.c.1	Common Use Supplies and Equipment available at Procurement Service (PS)	PSO-Batangas	Agency to Agency			Not Applicable		GoP/Gen. Fund	158,000.00	158,000.00		Office supplies to be used for the statistical, civil registration, administrative and PhilSys at the PSA-Provincial Statistical Office
A.1.a/ A.111.a.1/A.111.c.1	Common Use Supplies and Equipment Not Available at Procurement Service (PS)	PSO-Batangas	Shopping			Not Applicable		GoP/Gen. Fund	158,000.00	158,000.00		Office supplies to be used for the statistical, civil registration, administrative and PhilSys at the PSA-Provincial Statistical Office
A.1.a/ A.111.a.1/A.111.c.1	Fuel, Lubricants, Supplies and Accessories of Service Vehicles	PSO-Batangas	Shopping			January		GoP/Gen. Fund	190,000.00	190,000.00		Maintenance and Operation of Service Vehicles
A.1.a/ A.111.a.1/A.111.c.1	Blank LBP Commercial Check	PSO-Batangas	Agency to Agency			Not Applicable		GoP/Gen. Fund	6,000.00	6,000.00		To be used by PSA-PSO Financial Services
<b>Utilities</b>												
A.1.a/ A.111.a.1/A.111.c.1	Electricity	PSO-Batangas	Direct Contracting			Not Applicable		GoP/Gen. Fund	499,000.00	499,000.00		
A.1.a/ A.111.a.1/A.111.c.1	Water	PSO-Batangas	Direct Contracting/ Shopping			Not Applicable		GoP/Gen. Fund	39,000.00	39,000.00		
A.1.a/ A.111.a.1/A.111.c.1	Purified Drinking Water	PSO-Batangas	Direct Contracting/ Shopping			January		GoP/Gen. Fund	18,000.00	18,000.00		
<b>Communication Services</b>												



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.1.a/ A.111.a.1/A.111.c.1	Telephone- Landline	PSO-Batangas	Direct Contracting		Not Applicable			GoP/Gen. Fund	51,000.00	51,000.00		
A.1.a/ A.111.a.1/A.111.c.1	Telephone- Mobile	PSO-Batangas	Direct Contracting		Not Applicable			GoP/Gen. Fund	45,000.00	45,000.00		
A.1.a/ A.111.a.1/A.111.c.1	Internet Expenses	PSO-Batangas	Direct Contracting		Not Applicable			GoP/Gen. Fund	97,000.00	97,000.00		
<b>Training Expense</b>												
A.1.a/ A.111.a.1/A.111.c.1	Training Expense for various trainings/workshops/data disseminations	PSO-Batangas	Negotiated Procurement-Small Value Procurement		As need arises			GoP/Gen. Fund	285,000.00	285,000.00		Capacity Building Programs
<b>Printing Services</b>												
A.1.a/ A.111.a.1/A.111.c.1	AgStat questionnaires, MOA, administrative documents	PSO-Batangas	Shopping		Not Applicable			GoP/Gen. Fund	6,000.00	6,000.00		Used for IEC materials (tarpaulins/fliers/publications) and PSA advocacy materials
<b>Repair and Maintenance</b>												
A.1.a/ A.111.a.1/A.111.c.1	Repair and Maintenance of Service Vehicles	PSO-Batangas	Negotiated Procurement-Small Value Procurement		Not Applicable			GoP/Gen. Fund	205,000.00	205,000.00		Repair and maintenance of Service Vehicles used in statistical & civil registration services
A.1.a/ A.111.a.1/A.111.c.1	Repair and Maintenance of Office Equipment and Machinery	PSO-Batangas	Negotiated Procurement-Small Value Procurement		Not Applicable			GoP/Gen. Fund	95,000.00	95,000.00		Repair and maintenance of various office equipment (airconditioning unit, IT equipment, xerox machine)
<b>Postage, Freight and Delivery Services</b>												
A.1.a/ A.111.a.1/A.111.c.1	Postage, Freight and Delivery Services	PSO-Batangas	Shopping		Not Applicable			GoP/Gen. Fund	26,000.00	26,000.00		Delivery of official, documents and communications
<b>General Services</b>												
A.1.a/ A.111.a.1/A.111.c.1	Janitorial Services	PSO-Batangas	Direct Contracting		Not Applicable			GoP/Gen. Fund	114,000.00	114,000.00		Maintenance and cleanliness of of Provincial Office
A.1.a/ A.111.a.1/A.111.c.1	Other General Services	PSO-Batangas	N/A		Not Applicable				860,000.00	860,000.00		Wages for Job Order Employees, Service Contractors and Statistical Researchers to augment lack of manpower
<b>Office Space Rental Expenses</b>												
A.1.a/ A.111.a.1/A.111.c.1	Lease of Office Space	PSO-Batangas	Direct Contracting		Not Applicable			GoP/Gen. Fund	490,000.00	490,000.00		
<b>Insurance, Registration and other Fees</b>												
A.1.a/ A.111.a.1/A.111.c.1	LTO Registration and Insurance of Equipment	PSO-Batangas	Agency to Agency		Not Applicable			GoP/Gen. Fund	25,000.00	25,000.00		Maintenace of service vehicles
A.1.a/ A.111.a.1/A.111.c.1	Fidelity Bond	PSO-Batangas	Agency to Agency		Not Applicable			GoP/Gen. Fund	26,000.00	26,000.00		
<b>Other Activities</b>												
A.111.c.1	Civil Registration Training	PSO-Batangas	Negotiated Procurement-Small Value Procurement		Not Applicable			GoP/Gen. Fund	78,000.00	78,000.00		Capacity Building Program for Stakeholders
A.1.a/ A.111.a.1/ A.111.c.1	Gender and Development Training/ Team Building Activities	PSO-Batangas	Negotiated Procurement-Small Value Procurement		Not Applicable			GoP/Gen. Fund	152,000.00	152,000.00		GAD Programs
A.1.a/ A.111.a.1/ A.111.c.1	Mid-Year Assessment and Planning Workshop	PSO-Batangas	Negotiated Procurement-Small Value Procurement		July			GoP/Gen. Fund	212,000.00	212,000.00		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.1.a/ A.111.a.1/ A.111.c.1	2022 Provincial Planning Workshop	PSO-Batangas	Negotiated Procurement-Small Value Procurement			November		GoP/Gen. Fund	246,000.00	246,000.00		Human Resource Capacity Building Activity
A.1.a/ A.111.a.1/ A.111.c.1	Social Responsibility Activities	PSO-Batangas	Negotiated Procurement-Small Value Procurement			Not Applicable		GoP/Gen. Fund	126,000.00	126,000.00		GAD Activity
A.1.a/ A.111.a.1/ A.111.c.1	NSM Activities	PSO-Batangas	Negotiated Procurement-Small Value Procurement			September		GoP/Gen. Fund	197,000.00	197,000.00		Human Resource and Statistical Capacity Building Activity
<b>CAVITE</b>												
<b>A. Supplies and Materials</b>												
A.1.a	Common Use Office-Supplies/Equipment (available at Procurement Service)	PSO-Cavite	Agency to Agency			Quarterly		GoP/Gen. Fund	43,000.00	43,000.00		To be procured at DBM-PS (for P.O.)
A.1.a	Office Supplies/Materials not available at PS-DBM	PSO-Cavite	Shopping			Quarterly		GoP/Gen. Fund	150,000.00	150,000.00		Supplies for various activities of PSA PO office based on dates of receipt of fund transfer of Fund from RO
A.1.a	Other Supplies Expenses	PSO-Cavite	Shopping			Quarterly		GoP/Gen. Fund	123,000.00	123,000.00		Supplies for various activities of PSA PO office based on dates of receipt of fund transfer of Fund from RO
A.1.a	Fuel/Gasoline, Oil and Lubricants Expenses	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	190,000.00	190,000.00		Monthly mandatory expenses (P.O.)
<b>B. Utilities</b>												
A.1.a	Electrical/Power Supply Cost	PSO-Cavite	Direct Contracting			Monthly		GoP/Gen. Fund	961,000.00	961,000.00		Monthly mandatory expenses (P.O.s)
A.1.a	Water Bill	PSO-Cavite	Direct Contracting			Monthly		GoP/Gen. Fund	3,000.00	3,000.00		Monthly mandatory expenses (P.O.s)
A.1.a	Supply and Delivery of Drinking Water	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	37,000.00	37,000.00		Monthly mandatory expenses (P.O.s)
<b>C. Postage, Freight and Delivery Services</b>												
A.1.a	Postage and Courier Services	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	26,000.00	26,000.00		Monthly mandatory expenses (P.O.)
A.1.a	Subscription Expenses	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	97,000.00	97,000.00		
A.III.a.1	Transportation and Delivery Expenses	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	53,000.00	53,000.00		
<b>D. Communication Services</b>												
A.1.a	Mobile Telephone Expenses	PSO-Cavite	Small Value Procurement			Monthly		GoP/Gen. Fund	45,000.00	45,000.00		Monthly mandatory expenses (P.O.)
A.1.a	Landline Telephone Services	PSO-Cavite	Direct Contracting			Monthly		GoP/Gen. Fund	35,000.00	35,000.00		Monthly mandatory expenses (P.O.)
A.1.a	Internet Expense	PSO-Cavite	Direct Contracting			Monthly		GoP/Gen. Fund	97,000.00	97,000.00		Monthly mandatory expenses (P.O.)
<b>E. Rental</b>												
A.1.a	Office Space Rental	PSO-Cavite	Negotiated Procurement			Renewal of Contract		GoP/Gen. Fund	3,402,000.00	3,402,000.00		Renewal of Contract of PSA Cavite (monthly mandatory expenses)



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>F. Professional Services/General Services</b>												
A.1.a	Security Services	PSO-Cavite	Negotiated Procurement	Renewal of Contract				GoP/Gen. Fund	406,000.00	406,000.00		Monthly mandatory expenses
A.1.a	Janitorial Services	PSO-Cavite	Negotiated Procurement	Monthly				GoP/Gen. Fund	114,000.00	114,000.00		Monthly mandatory expenses
A.1.a	Other General Services	PSO-Cavite	Negotiated Procurement	Monthly				GoP/Gen. Fund	860,000.00	860,000.00		Monthly wages statistical operations, surveys, census (P.O.)
A.III.a.1	Training Expense for the conduct of Censuses and Surveys on the Agriculture, Fisheries, Industry and Services Sector	PSO-Cavite	Negotiated Procurement	Quarterly				GoP/Gen. Fund	91,000.00	91,000.00		Training in Statistical Unit
A.1.a	Training Expenses for General Administration and Support	PSO-Cavite	Negotiated Procurement	Quarterly				GoP/Gen. Fund	33,000.00	33,000.00		Trainings in administrative unit (P.O.)
A.III.c.1	Training Expenses for Processing and Archiving of Civil Registry Documents	PSO-Cavite	Negotiated Procurement	Quarterly				GoP/Gen. Fund	161,000.00	161,000.00		Trainings in civil registration unit (P.O.)
A.1.a	Travelling Expenses for General Administration and Support	PSO-Cavite	Negotiated Procurement	Monthly				GoP/Gen. Fund	83,000.00	83,000.00		Travelling expense in administrative unit
A.III.c.1	Travelling Expenses for Processing and Archiving of Civil Registry Documents	PSO-Cavite	Negotiated Procurement	Monthly				GoP/Gen. Fund	69,000.00	69,000.00		Travelling expense in civil registration unit
A.III.a.1	Travelling Expenses for Conduct of Censuses and Surveys on the Agriculture, Fisheries, Industry and Services Sector	PSO-Cavite	Negotiated Procurement	Monthly				GoP/Gen. Fund	774,000.00	774,000.00		Monthly TE and TA of statistical operations, surveys, census (P.O.)
<b>G. Printing Services</b>												
A.1.a	Printing and Publication Expenses	PSO-Cavite	Small Value Procurement	Quarterly				GoP/Gen. Fund	6,000.00	6,000.00		
A.1.a	Advertising Expense	PSO-Cavite	Small Value Procurement	Monthly				GoP/Gen. Fund	8,000.00	8,000.00		Printing of Streamers
<b>H. Taxes, Insurance Premiums and other Fees</b>												
A.1.a	Insurance of PSA Vehicle/Properties	PSO-Cavite	Direct Contracting	February, June, November & December				GoP/Gen. Fund	25,000.00	25,000.00		Insurance of PSA Properties
A.1.a	Fidelity Bond Premium	PSO-Cavite	Direct Contracting	March, August, November & December				GoP/Gen. Fund	33,000.00	33,000.00		Renewal of Bond of Accountable Officers/Personnel (PSA P.O.)
<b>I. Other Activities</b>												
A.1.a	Representation Expense	PSO-Cavite	Small Value Procurement	Monthly				GoP/Gen. Fund	139,000.00	139,000.00		
A.1.a	Other Maintenance and Operating Expenses	PSO-Cavite	Small Value Procurement	Monthly				GoP/Gen. Fund	112,000.00	112,000.00		
<b>LAGUNA</b>												
<b>A. Supplies and Materials</b>												
A.1.a	Common Use Office-Supplies/Equipment (available at Procurement Service)	PSO-Laguna	Shopping/Small Value Procurement	Quarterly				GoP/Gen. Fund	193,000.00	193,000.00		To be procured at DBM-PS (for P.O.)
A.1.a	Office Supplies/Materials not available at PS	PSO-Laguna	Shopping/Small Value Procurement	Quarterly				GoP/Gen. Fund	128,000.00	128,000.00		supplies for various activities of PSA PO office based on dates of receipt of fund transfer of Fund from RO



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A.1.a	Petroleum, Oil and Lubricants, Supplies and Accessories of Service Vehicles	PSO-Laguna	Shopping	Quarterly				GoP/Gen. Fund	190,000.00	190,000.00		monthly mandatory expenses (P.O.)
<b>B. Utilities</b>												
A.1.a.	Electrical/Power Supply Cost	PSO-Laguna	Direct Contracting	Not Applicable				GoP/Gen. Fund	695,000.00	695,000.00		monthly mandatory expenses (P.O.s)
A.1.a.	Water Bill and Drinking Water	PSO-Laguna	Small Value Procurement	Not Applicable				GoP/Gen. Fund	40,000.00	40,000.00		monthly mandatory expenses (P.O.s)
<b>C. Postage, Freight and Delivery Services</b>												
A.1.a	Postage Deliveries and Courier Services	PSO-Laguna	Agency to Agency	Not Applicable				GoP/Gen. Fund	26,000.00	26,000.00		monthly mandatory expenses (P.O.)
<b>D. Training Expenses</b>												
	Meals and snacks for various Trainings	PSO-Laguna	Small Value Procurement	Within the year				GoP/Gen. Fund	285,000.00	285,000.00		
<b>E. Communication Services</b>												
A.1.a	Mobile Phonelines	PSO-Laguna	Small Value Procurement	Not Applicable				GoP/Gen. Fund	45,000.00	45,000.00		monthly mandatory expenses (P.O.)
A.1.a	Landline Telephone Services	PSO-Laguna	Small Value Procurement	Not Applicable				GoP/Gen. Fund	69,000.00	69,000.00		monthly mandatory expenses (P.O.)
A.1.a	Internet Expenses	PSO-Laguna	Small Value Procurement	Not Applicable				GoP/Gen. Fund	97,000.00	97,000.00		monthly mandatory expenses (P.O.s)
<b>E. Rental</b>												
A.1.a	Office Space Rental	PSO-Laguna	Negotiated Procurement (multi-contract)	Renewal of Contract			March 31, 2021	GoP/Gen. Fund	1,526,000.00	1,526,000.00		Renewal of Contract of PSA Laguna (monthly mandatory expenses)
<b>F. Professional Services</b>												
A.1.a	Security Services	PSO-Laguna	N/A	Renewal of Contract			July 01, 2021	GoP/Gen. Fund	392,000.00	392,000.00		for the monthly mandatory expenses
A.1.a	Janitorial Services	PSO-Laguna	N/A	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	114,000.00	114,000.00		Wages of janitor
	Wages of Service Contractors/Hired Filed Interviewers/Processors for Census and Surveys	PSO-Laguna	N/A	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	1,124,000.00	1,124,000.00		monthly wages statistical operations, surveys, census (P.O.)
<b>G. Printing Services</b>												
A.1.a	Printing and Publication Expenses	PSO-Laguna	Small Value Procurement	Within the year			January 2021 to December 2021	GoP/Gen. Fund	6,000.00	6,000.00		For various surveys of PSA
	Advertising Expenses	PSO-Laguna	Small Value Procurement	Within the year			January 2021 to December 2021	GoP/Gen. Fund	8,000.00	8,000.00		
<b>H. Taxes, Insurance, Premiums and other Fees</b>												
A.1.a	LTO Registration of Motor Vehicles and Insurance of Equipment	PSO-Laguna	Agency to Agency	Not Applicable				GoP/Gen. Fund	25,000.00	25,000.00		2 unit 4-wheel service vehicles
A.1.a	Fidelity Bond Premium	PSO-Laguna	Agency to Agency	Within the year				GoP/Gen. Fund	23,000.00	23,000.00		
<b>I. Other Expenses</b>												
	Transportation and Delivery Expenses	PSO-Laguna	Small Value Procurement	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	53,000.00	53,000.00		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Subscription Expenses	PSO-Laguna	Small Value Procurement	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	97,000.00	97,000.00		
	Representation Expenses	PSO-Laguna	Small Value Procurement	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	139,000.00	139,000.00		
	Other MOOE	PSO-Laguna	Small Value Procurement	Not Applicable			January 2021 to December 2021	GoP/Gen. Fund	1,038,000.00	1,038,000.00		
<b>QUEZON</b>												
<b>A. Supplies and Materials</b>												
	CSE - available at PS	PSO-Quezon	Agency to Agency	Quarterly				GoP/Gen. Fund	193,000.00	193,000.00		
	CSE - not available at PS	PSO-Quezon	Shopping	Monthly				GoP/Gen. Fund	210,000.00	210,000.00		
	Fuel, Oil and Lubricants	PSO-Quezon	Small Value Procurement	Monthly				GoP/Gen. Fund	190,000.00	190,000.00		
<b>B. Utilities</b>												
	Electrical/Power Supply Cost	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	835,000.00	835,000.00		
	Water Supply Cost	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	35,000.00	35,000.00		
<b>C. Communications</b>												
	Postage and Courier Services	PSO-Quezon	Small Value Procurement	Monthly				GoP/Gen. Fund	26,000.00	26,000.00		
	Mobile Phonelines Service	PSO-Quezon	Small Value Procurement	Monthly				GoP/Gen. Fund	45,000.00	45,000.00		
	Landline Telephone Service	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	58,000.00	58,000.00		
	Internet Services	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	97,000.00	97,000.00		
<b>D. Rental</b>												
	Office Space Rental	PSO-Quezon	Lease of Real Property and Venue	Monthly				GoP/Gen. Fund	1,820,000.00	1,820,000.00		
<b>E. Professional/General Services</b>												
	Janitorial Services	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	126,120.00	126,120.00		
	Other General Services	PSO-Quezon	Direct Contracting	Monthly				GoP/Gen. Fund	1,393,880.00	1,393,880.00		
<b>F. Trainings and Meetings</b>												
	Personnel Development Trainings	PSO-Quezon	Small Value Procurement	May & November				GoP/Gen. Fund	52,500.00	52,500.00		
	Civil Registration trainings, meeting, activities	PSO-Quezon	Small Value Procurement	February				GoP/Gen. Fund	60,000.00	60,000.00		
	Surveys Trainings (Agriculture and Fisheries)	PSO-Quezon	Small Value Procurement	Monthly				GoP/Gen. Fund	264,000.00	264,000.00		
<b>G. Repairs and Maintenance</b>												
<b>H. Printing</b>												
	Printing of various PSA and Inter-agency Activities (admin activities only)	PSO-Quezon	Small Value Procurement	Monthly				GoP/Gen. Fund	6,000.00	6,000.00		
<b>I. Taxes, Insurance, Premiums and other Fees</b>												
	LTO Registration of Motor Vehicles	PSO-Quezon	Agency to Agency	February & August				GoP/Gen. Fund	7,000.00	7,000.00		
	GSIS Insurance of PSA Properties including Motor Vehicles	PSO-Quezon	Agency to Agency	February, March & August				GoP/Gen. Fund	29,500.00	29,500.00		
	Fidelity Bond Premium	PSO-Quezon	Agency to Agency	February & November				GoP/Gen. Fund	34,000.00	34,000.00		



**PHILIPPINE STATISTICS AUTHORITY REGION IV-A**  
**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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>J. Other Activities</b>												
	Social Responsibility Activities	PSO-Quezon	Small Value Procurement	April & September				GoP/Gen. Fund	30,000.00	30,000.00		
<b>K. Other Expenses</b>												
	Transportation and Delivery Expense	PSO-Quezon	Small Value Procurement	May & November				GoP/Gen. Fund	53,000.00	53,000.00		
	Other MOOE (other Supplies for Civil Registration Month, Midyear Assessment, RPW, PPW, PSA Anniversary and Establishment/ Replenishment of Petty Cash)	PSO-Quezon	Small Value Procurement	Jan, Feb, Apr, May, June, Aug, Sept, Oct, Nov				GoP/Gen. Fund	133,000.00	133,000.00		
	Traveling Expenses on General Admin and Support, Civil Registration and conduct of Surveys and censuses on Agriculture, Fisheries and Industry Sector	PSO-Quezon		Monthly				GoP/Gen. Fund	926,000.00	926,000.00		
<b>RIZAL</b>												
<b>A. Supplies and Materials</b>												
	CSE - available at PS	PSO-Rizal	Agency to Agency	January, March & June				GoP/Gen. Fund	193,000.00	193,000.00		
	CSE - not available at PS	PSO-Rizal	Shopping	Quarterly				GoP/Gen. Fund	123,000.00	123,000.00		
	Gasoline, Oil & Lubricants	PSO-Rizal	Small Value Procurement	Monthly				GoP/Gen. Fund	190,000.00	190,000.00		
<b>B. Utilities</b>												
	Electrical/Power Supply Cost	PSO-Rizal	Direct Contracting	January - September				GoP/Gen. Fund	541,000.00	541,000.00		
	Water Consumption including Supply of Drinking Water	PSO-Rizal	Direct Contracting	January - August				GoP/Gen. Fund	59,000.00	59,000.00		
<b>C. Communications</b>												
	Postage and Courier Services	PSO-Rizal	Small Value Procurement	January - August				GoP/Gen. Fund	26,000.00	26,000.00		
	Mobile Phonelines	PSO-Rizal	Small Value Procurement	Monthly				GoP/Gen. Fund	45,000.00	45,000.00		
	Landline Telephone Services	PSO-Rizal	Direct Contracting	Monthly				GoP/Gen. Fund	66,000.00	66,000.00		
	Wireless Broadband Connectivity Service/Internet Expense	PSO-Rizal	Direct Contracting	Monthly				GoP/Gen. Fund	97,000.00	97,000.00		
<b>D. Rental</b>												
	Rent - Building & Structure (Office Space Rental)	PSO-Rizal	Lease of Real Property and Venue	January - July				GoP/Gen. Fund	1,687,000.00	1,687,000.00		
<b>E. Professional/General Services</b>												
	Security Services	PSO-Rizal										
	Janitorial Services	PSO-Rizal		January - October				GoP/Gen. Fund	114,000.00	114,000.00		
	Other General Services (Wages of Service Contractors, other services)	PSO-Rizal		Monthly				GoP/Gen. Fund	1,284,000.00	1,284,000.00		
<b>F. Trainings and Meetings</b>												
	c/o Traveling Exp budget	PSO-Rizal		January - June				GoP/Gen. Fund	926,000.00	926,000.00		
	c/o Traveling Exp-Foreign budget	PSO-Rizal										



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	c/o Training Exp budget	PSO-Rizal		February - March				GoP/Gen. Fund	285,000.00	285,000.00		
	c/o Representation Exp budget	PSO-Rizal		Monthly				GoP/Gen. Fund	139,000.00	139,000.00		
	Total											
	Personnel Development Trainings (HR, CSC, DBM, COA and other agencies initiated activities with registration fees)	PSO-Rizal										
	Regional Conferences/Admin-related Meetings (RD/Div.Chief/Staff Meetings/PSO Conference)	PSO-Rizal										
	Civil Registration trainings, meetings, activities	PSO-Rizal										
	Civil Registration Conference	PSO-Rizal										
	Gender and Development Trainings and Workshops	PSO-Rizal										
	Civil Service Month and PSA Anniversary Activities	PSO-Rizal										
	2020 Mid Year Assessment	PSO-Rizal										
	2021 National Planning Workshop	PSO-Rizal										
	2021 Regional Planning Workshop & General Assembly	PSO-Rizal										
	2021 Provincial Planning Workshop (PPW)	PSO-Rizal										
	Surveys Trainings (LFS, LTS, OWS/ISLE, Agriculture and Fisheries)	PSO-Rizal										
	Various activities/trainings/workshops/data disseminations (RSC Activities, Survey Results Info Disseminations, etc.)	PSO-Rizal										
<b>G. Repairs and Maintenance</b>												
	Airconditioning Equipment	PSO-Rizal										
	Maintenance of Office Equipment/IT Equipment	PSO-Rizal										
	Maintenance of Motor Vehicles	PSO-Rizal										
	Maintenance of Lease Assets Improvements (Building)	PSO-Rizal										
<b>H. Printing</b>												
	Printing of Tarpaulins for various PSA and Inter-agency activities	PSO-Rizal	Small Value Procurement	January - July				GoP/Gen. Fund	8,000.00	8,000.00		
	Printing of various administrative forms/manuals/publications	PSO-Rizal	Small Value Procurement	January - March				GoP/Gen. Fund	6,000.00	6,000.00		



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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	
<b>I. Taxes, Insurance, Premiums and other Fees</b>												
	LTO Registration of Motor Vehicles	PSO-Rizal	Agency to Agency									
	GSIS Insurance of PSA Properties including Motor Vehicles	PSO-Rizal	Agency to Agency	June - August				GoP/Gen. Fund	25,000.00	25,000.00		
	Fidelity Bond premium	PSO-Rizal	Agency to Agency	June & December				GoP/Gen. Fund	21,000.00	21,000.00		
<b>J. Other Activities</b>												
	Social Responsibility Activities	PSO-Rizal										
	National Women's Month Activities	PSO-Rizal										
	Brigada Eskwela	PSO-Rizal										
	Nutrition Month Celebration	PSO-Rizal										
	Buwan ng Wika Activities	PSO-Rizal										
	National Statistics Month (NSM) Activities	PSO-Rizal										
<b>K. Other Expenses</b>												
	Transportation and Delivery Expenses	PSO-Rizal		Monthly				GoP/Gen. Fund	53,000.00	53,000.00		
	Subscription Expense	PSO-Rizal	Direct Contracting	Monthly				GoP/Gen. Fund	97,000.00	97,000.00		
	Extraordinary and Miscellaneous Expense	PSO-Rizal										
	Other MOOE	PSO-Rizal		February, March, May & November				GoP/Gen. Fund	112,000.00	112,000.00		
<b>TOTAL</b>								<b>41,148,000.00</b>	<b>41,148,000.00</b>			

Budget/ additional budget for various other activities will be c/o LFP savings or from other accounts' excess budget allocation

Prepared by:

Recommending Approval:

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