

ANNUAL PROCUREMENT PLAN

REGION: MIMAROPA  
PROVINCE: ROMBLON  
CITY/MUNICIPAL SANTA FE

CALENDAR YEAR: 2024

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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5 02 03 010	Procurement of Office Supplies (1st Quarter)	Accounting	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	52,700.00	52,700.00		purchase of various office supplies
5-02-03-990	Other Supplies & Materials (1st Quarter)	Accounting	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	60,000.00	60,000.00		executive chair/office chair & work station
5 02 03 010	Procurement of Office Supplies (1st Quarter)	Assessor	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	20,000.00	20,000.00		purchase of various office supplies
5 02 03 010	Other Supplies & Materials (2nd Quarter)	Assessor	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	5,000.00	5,000.00		
1 07 05 030	Procurement of ICT Equipment (1st Quarter)	Assessor	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	68,000.00		68,000.00	purchase of laptop
5 02 03 010	Procurement of Office Supplies (1st Quarter)	MCR	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	40,000.00	40,000.00		purchase of various office supplies
5-02-03-990	Other Supplies & Materials (1st & 2nd Quarter)	MCR	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	40,000.00	40,000.00		hanging cabinet, posture corrector chair and printer
5 02 03 010	Procurement of Office Supplies (1st Quarter)	MENRO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	30,000.00	30,000.00		purchase of various office supplies
5-02-03-990	Other Supplies & Materials (1st Quarter)	MENRO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	78,200.00	78,200.00		cabinet, executive chair, visitor chair, water dispenser & document scanner
5 02 03 010	Procurement of Office Supplies (1st Quarter - MSWD Office)	MSWDO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	40,000.00	40,000.00		purchase of various office supplies
3000-500-3-2-005-006-002	Procurement of Office Supplies (1st Quarter - PWD)	MSWDO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	10,000.00	10,000.00		purchase of various office supplies
3000-500-3-2-005-005-004	Procurement of Office Supplies (1st Quarter - OSCA)	MSWDO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	25,000.00	25,000.00		purchase of various office supplies
3000-500-3-2-005-005-014	Other Supplies & Materials (2nd Quarter - OSCA)	MSWDO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	20,000.00	20,000.00		purchase of 40 pcs. uniform (T-Shirt)
5-02-03-990	Other Supplies & Materials (2nd Quarter - MSWD Office)	MSWDO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	48,222.94	48,222.94		
1 07 07 010	Procurement of Furniture & Fixtures (1st Quarter - LGU's Annual Budget 2020)	MSWDO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	68,800.00		68,800.00	L-Shape Table with printer stand and built-in filing cabinet
5 02 03 010	Procurement of Office Supplies (1st & 2nd Quarter)	MTO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	65,350.00	65,350.00		purchase of various office supplies
5 02 03 010	Procurement of Office Supplies (1st Quarter)	SB	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	60,000.00	60,000.00		purchase of various office supplies
5-02-03-990	Other Supplies & Materials (1st Quarter)	SB	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	8,000.00	8,000.00		purchase of voice recorder & emergency LED Twin Head Lamp
1 07 05 020	Procurement of Office Equipment (1st Quarter)	SB	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	100,000.00		100,000.00	purchase of Aircon
1 07 05 030	Procurement of ICT Equipment (1st Quarter)	SB	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	55,000.00		55,000.00	purchase of All-in-one Computer

1000-000-3-1-03-002	<b>Building - Construction of Legislative Building - Phase III (1st Quarter)</b>	SB	No	Competitive Bidding	January 2024	February 2024	February 2024	March 2024	GoP	662,548.78		662,548.78	purchase of construction materials & supplies
5 02 03 010	<b>Procurement of Office Supplies (1st Quarter)</b>	MAO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	70,000.00	70,000.00		purchase of various office supplies
5-02-03-990	<b>Other Supplies &amp; Materials (2nd Quarter)</b>	MAO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	53,000.00	53,000.00		purchase of cellphone & electrical materials
1 07 05 030	<b>Procurement of ICT Equipment (2nd Quarter)</b>	MAO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	60,573.46		60,573.46	purchase of laptop
5-02-03-100	<b>Agricultural &amp; Marine Supplies Expenses (2nd Quarter)</b>	MAO	No	Competitive Bidding	May 2024	June 2024	June 2024	June 2024	GoP	50,000.00	50,000.00		purchase of materials for MPA, motorboat & farm equipment
8000-000-3-2-03-005	<b>CROPS - Purchase of Vegetable Seeds (1st Quarter)</b>	MAO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	115,000.00	115,000.00		purchase of vegetable seeds
8000-000-3-2-03-006	<b>LIVESTOCK (1st Quarter)</b>	MAO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	150,000.00	150,000.00		purchase of feeds,drugs, biologics, equipment and other supplies & materials
8000-000-3-2-03-007	<b>Operationalization and Equipping of Seaweed Center (2nd Quarter) - GAD Fund</b>	MAO	No	Competitive Bidding	May 2024	June 2024	June 2024	June 2024	GoP	430,000.00	150,000.00	280,000.00	purchase of 1 unit dough mixer, 1 unit plasticwater tank, complete set of transformer, HDPE SDR No. 11 & seaweeds processing materials & ingredients
5 02 03 010	<b>Procurement of Office Supplies (2nd Quarter)</b>	MBO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	22,700.00	22,700.00		purchase of various office supplies
5-02-03-990	<b>Other Supplies &amp; Materials (2nd Quarter)</b>	MBO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	8,300.00	8,300.00		glass table top (58"x32"x5mm)
5 02 03 010	<b>Procurement of Office Supplies (2nd Quarter)</b>	HRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	19,980.00	19,980.00		purchase of various office supplies
5 02 03 010	<b>Procurement of Office Supplies (2nd Quarter)</b>	PESO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	14,978.00	14,978.00		purchase of various office supplies
5-02-03-990	<b>Other Supplies &amp; Materials (1st Quarter)</b>	PESO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	40,000.00	40,000.00		aircon and office chair
5 02 03 010	<b>Procurement of Office Supplies (1st Quarter - Office of the Mayor)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	250,000.00	250,000.00		purchase of various office supplies
8000-000-3-1-01-002-001	<b>Procurement of Office Supplies (1st Quarter - Tourism Office)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	20,000.00	20,000.00		purchase of various office supplies
5 02 03 010	<b>Procurement of Office Supplies (1st Quarter - MNAO)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	30,000.00	30,000.00		purchase of various office supplies
5 02 03 010	<b>Procurement of Office Supplies (2nd Quarter - BAC)</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	100,000.00	100,000.00		purchase of various office supplies
8000-000-3-1-01-002-004	<b>Other Supplies &amp; Materials (1st Quarter - Tourism Office)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	25,000.00	25,000.00		water dispenser, built-in cabinet, visitor's chair, folding table & other supplies & materials
5-02-03-990	<b>Other Supplies &amp; Materials (1st Quarter - MNAO)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	39,700.00	39,700.00		purchase of chair, water dispenser & water gallon
5-02-03-990	<b>Other Supplies &amp; Materials (2nd Quarter - BAC)</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	50,000.00	50,000.00		purchase of printer & cabinet
1 07 05 030	<b>Procurement of ICT Equipment - 2nd Quarter</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	180,000.00		180,000.00	purchase of laptop (Mayor's Office & BAC)
8000-000-3-1-01-002-002	<b>Procurement of ICT Equipment - 2nd Quarter - Tourism Office)</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	60,000.00		60,000.00	purchase of ICT Equipment
8000-000-3-1-01-002-003	<b>Procurement of Furniture &amp; Fixtures (1st Quarter - Tourism Office)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	50,000.00		50,000.00	purchase of Built-In Cabinet
1 07 07 010	<b>Procurement of Furniture &amp; Fixtures (2nd Quarter - Mayor's Office)</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	101,000.00		101,000.00	purchase of office furniture

5-02-03-120	<b>Military, Police &amp; Traffic Supplies Expenses (2nd Quarter)</b>	Mayor's Office	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	20,000.00	20,000.00		purchase of office supplies for Santa Fe MPS
5-02-11-020	<b>Auditing Services (1st Quarter)</b>	Mayor's Office	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	70,000.00	70,000.00		Office Supplies (COA)
5-02-13-020	<b>Repair &amp; Maintenance Land Improvements (3rd Quarter)</b>	Mayor's Office	No	Competitive Bidding	July 2024	August 2024	August 2024	August 2024	GoP	540,000.00	540,000.00		
5-02-13-040	<b>Repair &amp; Maintenance - Building &amp; Other Structures (1st Quarter)</b>	Mayor's Office	No	Competitive Bidding	January 2024	February 2024	February 2024	March 2024	GoP	199,950.00	199,950.00		purchase of construction materials & supplies
5 02 03 010	<b>Procurement of Office Supplies (1st Quarter)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	41,000.00	41,000.00		purchase of various office supplies
5-02-03-990	<b>Other Supplies &amp; Materials (1st Quarter)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	19,812.40	19,812.40		purchase of printer
1 07 05 020	<b>Procurement of Office Equipment (1st Quarter)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	55,000.00		55,000.00	purchase of Aircon
1 07 05 030	<b>Procurement of ICT Equipment (1st Quarter)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	60,000.00		60,000.00	purchase of All-in-one Computer
LGU's Annual Budget 2022	<b>Building - Improvement of Municipal Building Phase III</b>	MEO	No	Competitive Bidding	January 2024	February 2024	February 2024	March 2024	GoP	215,637.00		215,637.00	purchase of construction materials & supplies
LGU's Supplemental Budget No. 2 FY 2022	<b>Construction of Market Stalls (Santa Fe Port)</b>	MEO	No	Competitive Bidding	January 2024	February 2024	February 2024	March 2024	GoP	378,885.00		378,885.00	purchase of construction materials & supplies
20% Development Fund 2023	<b>Construction of Child Development Center</b>	MEO	No	Competitive Bidding	January 2024	February 2024	February 2024	March 2024	GoP	980,091.00		980,091.00	purchase of construction materials & supplies
8000-000-3-1-10-002-006	<b>Rehabilitation of Danao Norte Local Access Road (Purok Progreso) - Phase V (20% DF 2024)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	423,410.00		423,410.00	purchase of construction materials & supplies
8000-000-3-1-10-002-007	<b>Rehabilitation of Guinbirayan Local Access Road (Purok Bagong Buhay) - Phase I (20% DF 2024)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	423,410.00		423,410.00	purchase of construction materials & supplies
8000-000-3-1-10-002-008	<b>Rehabilitation of Mat-I Local Access Road (Sitio Bulagsong) - Phase IV (20% DF 2024)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	423,410.00		423,410.00	purchase of construction materials & supplies
8000-000-3-1-10-002-009	<b>Rehabilitation of Pandan Local Access Road (Sitio Kapinayan) (20% DF 2024)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	423,410.00		423,410.00	purchase of construction materials & supplies
8000-000-3-1-10-002-010	<b>Rehabilitation of Poblacion Local Access Road (Sitio Longaog) (20% DF 2024)</b>	MEO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	423,410.00		423,410.00	purchase of construction materials & supplies
20% Development Fund 2022	<b>Construction of Slaughterhouse - Phase III (Infrastructure Project)</b>	MEO	No	Competitive Bidding	February 2024	February 2024	March 2024	March 2024	GoP	1,500,000.00		1,500,000.00	Civil Works
5 02 03 010	<b>Procurement of Office Supplies (1st Quarter)</b>	MDRRMO	No	Competitive Bidding	February 2024	March 2024	March 2024	March 2024	GoP	60,000.05	60,000.05		purchase of various office supplies
3000-200-3-1-01-003-001	<b>Construction of Gender Sensitive Comfort Room to the Designated Evacuation Center of Barangay Danao Sur - 3rd Quarter</b>	MDRRMO	No	Competitive Bidding	June 2024	July 2024	July 2024	July 2024	GoP	250,000.00		250,000.00	purchase of materials for buildings
1000-000-3-1-01-003-002-007	<b>Establishment of Evacuation Center Kitchen - 2nd Quarter</b>	MDRRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	150,000.00		150,000.00	purchase of materials for buildings
1000-000-3-1-01-003-001-001	<b>Installation of CCTV to the identified places as monitoring and security tool (Phase 2) (2nd Quarter)</b>	MDRRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	100,000.00		100,000.00	purchase of CCTV including installation
1000-000-3-1-01-003-002-009	<b>Installation of Wide-Range End to End Early Warning System (2nd Quarter)</b>	MDRRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	100,000.00		100,000.00	purchase of 1 set wide range siren & 1 unit public address system
1000-000-3-1-01-003-002-016	<b>Procurement of Extricating and Clearing Tools (2nd Quarter)</b>	MDRRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	180,000.00	180,000.00		purchase of extricating and clearing tools

3000-200-3-1-01-003-002	Dengue Prevention and Control Program (2nd Quarter)	MDRRMO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	400,000.00	80,000.00	320,000.00	purchase of drugs & medicines and otherrelated health & medical supplies
5 02 03 010	Procurement of Office Supplies (2nd Quarter)	MHO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	30,000.00	30,000.00		purchase of various office supplies
5-02-03-990	Procurement of Other Supplies & Materials (2nd Quarter)	MHO	No	Competitive Bidding	April 2024	May 2024	May 2024	May 2024	GoP	20,000.00	20,000.00		purchase of gas stove double burner, etc.
3000-200-3-1-11-004-001	Procurement of Multivitamins (1st Quarter - GAD 2024) - MNAO	MHO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	300,000.00	300,000.00		purchase of multivitamins with iron & zinc
3000-200-3-1-11-004-002	Procurement of Materials for Operation Timbang (4th Quarter - GAD 2024) - MNAO	MHO	No	Competitive Bidding	October 2024	November 2024	November 2024	November 2024	GoP	145,000.00	145,000.00		purchase of mechanical circular dial scale
5-02-03-070	Drugs & Medicines (1st Quarter)	MHO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	100,000.00	100,000.00		purchase of drugs & medicines
5-02-03-080	Medical, Dental and Laboratory Supplies (1st Quarter)	MHO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	50,000.00	50,000.00		purchase of medical, dental & laboratory supplies
3000-200-3-1-11-005-001	Maternal Health and Nutrition Package of Services (GAD 2024) - 1st Quarter	MHO	No	Competitive Bidding	February 2024	March 2024	March 2024	April 2024	GoP	200,000.00	200,000.00		purchase of vitamins and mineral supplements
3000-200-3-1-11-002-005	Operation and Maintenance of RHU Laboratory (GAD 2024) - 2nd Quarter	MHO	No	Competitive Bidding	May 2024	June 2024	June 2024	June 2024	GoP	400,000.00	400,000.00		purchase of laboratory supplies
	GAA 2023 - HFEP DOH												
	Equipments & Instruments for RHU - Santa Fe Facility	MHO	No	Competitive Bidding	January 2024	February 2024	February 2024	February 2024	GoP	1,260,000.00		1,260,000.00	purchase of various equipment & instruments
	Equipments & Instruments for Barangay Health Station - Danao Norte Facility	MHO	No	Competitive Bidding	January 2024	February 2024	February 2024	February 2024	GoP	500,000.00		500,000.00	purchase of various equipment & instruments
	Equipments & Instruments for Barangay Health Station - Mat-I Facility	MHO	No	Competitive Bidding	January 2024	February 2024	February 2024	February 2024	GoP	500,000.00		500,000.00	purchase of various equipment & instruments
	Equipments & Instruments for Barangay Health Station - Pandan Facility	MHO	No	Competitive Bidding	January 2024	February 2024	February 2024	February 2024	GoP	499,500.00		499,500.00	purchase of various equipment & instruments
	Equipments & Instruments for Barangay Health Station - Tabugon Facility	MHO	No	Competitive Bidding	January 2024	February 2024	February 2024	February 2024	GoP	499,500.00		499,500.00	purchase of various equipment & instruments
5-02-13-060	Repair and Maintenance -Transportation Equipment	Assessor	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	3,000.00	3,000.00		
3000-200-3-1-11-002-002	Health Information andPromotion/IEC/Advocacies/ Assemblies	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		purchase of advocacy T-Shirt with print and advocacy bag pack with advocay umbrella
3000-200-3-1-11-002-003	Local Health Board Meetings (1st-4th Quarter)	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	15,000.00	15,000.00		meals and snacks for local health board meetings
3000-200-3-1-11-002-004	HIV and AIDS Awareness Campaign	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		purchase of advocacy T-Shirt with print and HIV/AIDS Test Kit
	NUTRITION INFORMATION CAMPAIGN												
3000-200-3-1-11-004-001	1. Promotion of Good Nutrition (PABASA sa Nutrisyon) - MNAO	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	80,000.00	80,000.00		catering services and training supplies & materials
3000-200-3-1-11-004-002	2. BNS Training - MNAO	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	65,000.00	65,000.00		catering services and training supplies & materials
3000-200-3-1-11-004-003	3. Overall Celebration of Nutrition Month MNAO	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	70,000.00	70,000.00		catering services and supplies & materials
3000-200-3-1-11-002-008	Oral Health Month Celebration (GAD 2024) - 1st Quarter	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	75,000.00	75,000.00		catering services and supplies & materials

3000-200-3-1-11-006-001	Buntis Congress - 4th Quarter	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		catering services and supplies & materials
5-02-13-050	Repair and Maintenance-Machinery and Equipment	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	20,000.00	20,000.00		purchase of battery 3SM & brake pad
5-02-13-060	Repair and Maintenance -Transportation Equipment	MHO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		purchase of tire
1000-000-3-1-01-001-002-007	Food Supplies for BPATS Training (MPOC/BPATS)	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		food supplies
1000-000-3-1-01-001-002-007	Food Supplies for KP Training & Anti-Criminality Symposium (MPOC/BPATS)	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		food supplies
1000-000-3-1-01-001-002-012	Food Supplies for MADAC Training (MADAC)	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		food supplies
5-02-06-010	Awards/Rewards Expenses	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	80,000.00	80,000.00		supplies & materials
	TOURISM PROGRAMS/ACTIVITIES												
8000-000-3-1-01-003-001	Snacks for MTC regular and Special Meetings	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		snacks
8000-000-3-1-01-004-001	Reproduction, Printing, Posting and Distribution of Tourism Promotional Materials	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	20,000.00	20,000.00		
8000-000-3-1-01-008-001	Product and Package Development Training and Seminars for Tourism Establishment and Stakeholders	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		
8000-000-3-1-01-009-001-002 & 003	Operation, Maintenance and Development of LGU-Managed Tourism - Charlie's Islet	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	470,000.00	470,000.00		
8000-000-3-1-01-010-001	Support to Local Festivals and Other Related LGU Recognized Cultural Activities	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	800,000.00	800,000.00		
5-02-99-040	Transportation and Delivery Expenses	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	94,000.00	94,000.00		
5-02-13-060	Repair and Maintenance-Machinery and Equipment	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	150,000.00	150,000.00		repair & maintenance of machine & equipment
5-02-13-070	Repair and Maintenance-Furniture & Fixtures	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		repair & maintenance of furnitures
5-02-13-060	Repair and Maintenance -Transportation Equipment	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	250,000.00	250,000.00		repair & maintenance of motor vehicles
	Repair & Maintenance - Transportation Equipment - MPOC/BPATS (Santa Fe MPS)	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		repair & maintenance of motor vehicles
5-02-99-990	Other MOOE	Mayor's Office	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		meals & snacks for meetings and supplies & materials
1000-000-3-1-01-003-001-002	Conduct of Information Education and Communication (IEC) Campaign	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	20,000.00	20,000.00		provision of food supplies
3000-400-3-1-01-003-001-001	Protection, Clearing and Maintenance of Floodway Channels	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	12,000.00	12,000.00		provision of food supplies
1000-000-3-1-01-003-002-002	Conduct of MDRRMC Regular Meetings	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		provision of food supplies
1000-000-3-1-01-003-002-003	Conduct of Special and/or Emergency Meetings	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		provision of food supplies
1000-000-3-1-01-003-002-004	Consultative Meetings with the BDRRMC	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		provision of food supplies
1000-000-3-1-01-003-002-005	Conduct Meetings with the Volunteers and Responders	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		provision of food supplies
3000-200-3-1-01-003-002-001	Conduct of Blood Letting Activity (3rd Quarter)	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	75,000.00	75,000.00		provision of food supplies



1000-000-3-1-01-003-002-013	Conduct of Simulation Exercises and Drills	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	40,000.00	40,000.00		provision of food supplies
1000-000-3-1-01-003-002-006	Repair and Maintenance of DRRM Equipment and Machines	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		repair & maintenance of equipment
1000-000-3-1-01-003-002-018	Maintenance of Rescue Vehicle	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		repair & maintenance of rescue vehicle
1000-000-3-1-01-003-002-001	Training and Organization and Equipping Search, Rescue and Retrieval Team (SRRT) - 3rd Quarter	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	300,000.00	300,000.00		provision of food, training materials & other training needs
1000-000-3-1-01-003-002-014	Training and Capacitating Emergency Responders and Volunteers - 1st & 3rd Quarter	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	150,000.00	150,000.00		provision of food, training materials & other training needs
3000-200-3-1-01-003-002-003	Miscellaneous Expenses for Patrolling, Surveillance, Monitoring and Other Health Related Operations	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		provision of food and no-food supplies
1000-000-3-1-01-003-003-001	Miscellaneous Expenses for Monitoring, Surveillance, Patrolling and Other Related Operations During Typhoon and Other Emergencies	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		provision of food and no-food supplies
1000-000-3-1-01-003-002-011	Procurement of DOC Supplies and Materials	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	25,000.00	25,000.00		purchase of other supplies & materials for Disaster Operations Center
1000-000-3-1-01-003-002-010	Procurement of Medical Supplies (1st Quarter)	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		purchase of medical supplies
1000-000-3-1-01-003-002-017	Hauling and Transporting of Augmented Supplies and Materials from the External Sources Expenses	MDRRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		transportation & delivery expenses
1000-000-3-1-01-003-003-003	Provision of Food and Non-Food Supplies to the Emergency Responders During Operations	MDRRMO	No	NP-53.9 - Small Value Procurement/NP-53.2 Emergency Cases	N/A	N/A	As Scheduled	As Scheduled	GoP	50,000.00	50,000.00		provision of food and no-food supplies
1000-000-3-1-01-003-003-004	Procurement of Welfare/Relief Goods for the Victims of any Calamity or Disasters	MDRRMO	No	NP-53.9 - Small Value Procurement/NP-53.2 Emergency Cases	N/A	N/A	As Scheduled	As Scheduled	GoP	330,494.44	330,494.44		provision of food and no-food supplies
1000-000-3-1-01-003-003-005	Provision of Food and Non-Food Supplies to Evacuees Inside the Evacuation Center	MDRRMO	No	NP-53.9 - Small Value Procurement/NP-53.2 Emergency Cases	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		provision of food and no-food supplies
1000-000-3-1-01-003-002-008	Procurement of Evacuation Center Supplies and Materials	MDRRMO	No	NP-53.9 - Small Value Procurement/NP-53.2 Emergency Cases	N/A	N/A	As Scheduled	As Scheduled	GoP	40,000.00	40,000.00		purchase of supplies & materials for Evacuation Center
1000-000-3-1-01-003-002-015	Procurement of Emergency Responders and Volunteers Supplies and Materials (2nd Quarter)	MDRRMO	No	NP-53.9 - Small Value Procurement/NP-53.2 Emergency Cases	N/A	N/A	As Scheduled	As Scheduled	GoP	74,184.24	74,184.24		purchase of other supplies & materials
3000-400-3-1-01-005-001-002	Water Quality Monitoring	MENRO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	35,000.00	35,000.00		
5-02-13-060	Repair and Maintenance -Transportation Equipment	MENRO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		
3000-500-3-2-005-006-003	Capability Building/Training/Seminars (PWD)	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		Catering & transportation services and supplies & materials
3000-500-3-2-005-004-002	LCPC - Capability Building of ECCD Providers	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	150,000.00	150,000.00		Catering Services, Transportation Services, Supplies and Materials (Advocacy Materials)
3000-500-3-2-005-004-004	LCPC - Children's Month Celebration	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	63,929.30	63,929.30		Catering Services, Transportation Services, Supplies and Materials

3000-500-3-2-005-004-005	LCPC - Strengthening of LCPC	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		Catering Services, Transportaion Services, Supplies and Materials
3000-500-3-2-005-004-006	LCPC - Monitoring and Evaluation of Activities on Child Development Service and Supplementary Feeding Program and Attendance of CDWs to ECCD/Municipal & Provincial CDWs Activities	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	180,000.00	180,000.00		Catering Services, Transportaion Services, Supplies and Materials
3000-500-3-2-005-002-005	Strengthening and Monitoring Functionality of VAW Desk Offices (GAD 2024)	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	100,000.00	100,000.00		Supplies and Materials, Catering Services
3000-500-3-2-005-003-004	Attendance/Conduct of Provincial and Municipal Activities of People Organization (GAD 2024)	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	110,000.00	110,000.00		Supplies and Materials, Catering Services and Transportation Expenses
5-02-99-040	Transportation and Delivery Expenses	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		
5-02-13-050	Repair and Maintenance-Machinery and Equipment - MSWD Office	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		
3000-500-3-2-005-005-008	Repair and Maintenance-Machinery and Equipment - OSCA	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		repair of aircon, computer desktop, laptop and printer
5-02-13-040	Repair and Maintenance-Buildings & Other Structure	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		
3000-500-3-2-005-005-013	Other MOOE - Elderly Celebration, SC Federation Meetings, Validations, Provincial Cash Incentives Pau Out and SOCPEN Pay outs (OSCA)	MSWDO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	116,942.65	116,942.65		catering & transportation services and supplies & materials
5-02-99-020	Printing & Publication Expenses	SB	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	35,000.00	35,000.00		
5-02-05-010	Postage and Courier Services	SB	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	1,000.00	1,000.00		
5-02-13-050	Repair and Maintenance-Machinery and Equipment	SB	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		
5-02-13-070	Repair and Maintenance-Furniture & Fixtures	SB	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		
5-02-99-990	Other MOOE	SB	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	15,000.00	15,000.00		Committee Hearing, Public Hearing Snacks
5-02-99-020	Printing & Publication Expenses	HRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	2,000.00	2,000.00		
5-02-13-050	Repair and Maintenance-Machinery and Equipment	HRMO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		Repair of Desktop Computer & Printer, Air Conditioner
5-02-13-050	Repair and Maintenance-Machinery and Equipment	PESO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	3,000.00	3,000.00		repair of xerox machine
5-02-99-990	Other MOOE	PESO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		
5-02-99-020	Printing & Publication Expenses	MBO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	2,000.00	2,000.00		
5-02-13-050	Repair and Maintenance-Machinery and Equipment	MBO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		repair of laptop, desktop computer & printer and air conditioner
5-02-13-070	Repair and Maintenance-Furniture & Fixtures	MBO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		repair of cabinet, table and chairs
5-02-99-990	Other MOOE	MBO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	5,000.00	5,000.00		
5-02-05-010	Postage and Courier Services	MCR	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	3,000.00	3,000.00		
5-02-99-990	Other MOOE	MCR	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	12,000.00	12,000.00		
	Other PPAs									15,000.00	15,000.00		tarpaulin and travelling expenses

1000-000-3-1-12-003	1. Civil Registration Month (1st & 2nd Quarter)	MCR	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	84,000.00	84,000.00		Catering, Catering Services, supplies & materials, chairs rental
1000-000-3-1-12-002	2. Kasalang Bayan (2nd & 3rd Quarter)	MCR	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP				
5-02-13-050	Repair and Maintenance-Machinery and Equipment - 2nd Quarter	MAO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		purchase of materials for grass cutter, shredder, handtractor & mini combine harvester
5-02-13-060	Repair and Maintenance -Transportation Equipment - 2nd Quarter	MAO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	30,000.00	30,000.00		for maintenance of motorcycle and Bantay Dagat Patrol Boat
5-02-13-060	Repair and Maintenance -Transportation Equipment	MTO	No	NP-53.9 - Small Value Procurement	N/A	N/A	As Scheduled	As Scheduled	GoP	10,000.00	10,000.00		repair of motorbike
1000-000-3-1-01-001-002-002	Capability Building of LGU Officials and Employees (2nd Quarter - GAD 2024)	Mayor's Office	No	NP-53.10 Lease of Real Property and Venue	N/A	N/A	As Scheduled	As Scheduled	GoP	600,000.00	600,000.00		meals, snacks and venue for training
5-02-03-090	Fuel,Oil and Lubricants Expenses	MHO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	100,000.00	100,000.00		purchase of fuel, oil & lubricants
5-02-03-090	Fuel,Oil and Lubricants Expenses - Office of the Mayor	Mayor's Office	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	250,000.00	250,000.00		purchase of fuel, oil & lubricants
1000-000-3-1-01-001-002-007	Fuel, Oil & Lubricants - Santa Fe MPS (MPOC/BPATS)	Mayor's Office	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	110,000.00	110,000.00		purchase of fuel, oil & lubricants
1000-000-3-1-01-003-002-019	Fuel,Oil and Lubricants Expenses	MDRRMO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	200,000.00	200,000.00		purchase of fuel, oil & lubricants
5-02-03-090	Fuel,Oil and Lubricants Expenses	MENRO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	200,000.00	200,000.00		purchase of fuel, oil & lubricants
5-02-03-090	Fuel,Oil and Lubricants Expenses	MAO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	115,152.00	115,152.00		purchase of fuel for motorcycle and Bantay Dagat Patrol Boat
5-02-03-090	Fuel,Oil and Lubricants Expenses	MTO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	30,000.00	30,000.00		purchase of gasoline, oil & lubricants
5-02-03-090	Fuel,Oil and Lubricants Expenses - MSWD Office	MSWDO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	10,000.00	10,000.00		purchase of fuel, oil & lubricants



3000-500-3-2-005-005-007	Fuel, Oil and Lubricants Expenses - MSWD Office COSCA	MSWDO	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	N/A	As Scheduled	GoP	5,000.00	5,000.00	purchase of fuel, oil & lubricants
5-02-03-030	Non-Accountable Forms	MCR	No	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	As Scheduled	GoP	3,500.00	3,500.00	certificate of live birth (Mun. Form 102)
5-02-03-020	Procurement of Accountable Forms	MTO	No	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	As Scheduled	GoP	60,000.00	60,000.00	BIRF 0016 - community tax certificate for individual, accountable form 51, accountable form 56, check booklet and cash tickets
										22,518,681.26		

This is to certify that the above procurement plan is in accordance with the objective of this Office.

Prepared by:

  
**DARLYN G. GALLANO**  
 BAC, Head Secretariat

Approved by:

  
**ELSIE D. VISCA**  
 Head of Procuring Entity/LCE

**ANNUAL PROCUREMENT PLAN SUMMARY****REGION:**

MIMAROPA

2024

**PROVINCE:**

ROMBLON

**CITY/MUNICIPALITY:**

SANTA FE

Summary by Office		
Department	Head of Department / Office	Total Cost
MAYOR'S OFFICE	ELSIE D. VISCA	4,834,650.00
SB Office	JESSIE ANN P. DEL PRADO	956,548.78
HRMO	MILDRED V. GABAON	26,980.00
PESO	MILDRED V. GABAON	87,978.00
MUNICIPAL ENGINEER	RAYMOND M. MAYOR	5,367,475.40
MSWDO	EMYLOW G. MACHON	1,017,894.89
MCR	JACQUELINE B. MAYOR	197,500.00
MUNICIPAL AGRICULTURIST	CHARLIE T. ANDRES, JR.	1,103,725.46
MUNICIPAL ASSESSOR	REYNALD T. SOLANOY	96,000.00
MBO	CARMEL P. PANAGSAGAN	48,000.00
ACCOUNTING	MARY GRACE D. DELOS REYES	112,700.00
MTO	PIA C. SOLEDAD	165,350.00
MDRRMO	HENRY F. MALUNES	2,951,678.73
MHO	JANE F. CAWALING	5,109,000.00
MENRO	MIKELL JAMES Y. GALIDO	443,200.00
		<b>22,518,681.26</b>

Prepared By:

  
 DARLYN G. GALLANO

Head, BAC Secretariat

Approved By:

  
 ELSIE D. VISCA

Local Chief Executive