### CY 2018 ANNUAL PROCUREMENT PLAN 14

#### UNDERSECRETARIES

<table>
<thead>
<tr>
<th>Code</th>
<th>Name of End-User/ PMO</th>
<th>Competitive Bidding</th>
<th>Direct Contracting</th>
<th>Negotiated Procurement (Agency to Agency)</th>
<th>Negotiated Procurement (Highly Technical Consultants)</th>
<th>Negotiated Procurement (Small Value Procurement)</th>
<th>Negotiated Procurement (Lease of Real Property)</th>
<th>Repeat Order (RO)</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>USEC5</td>
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<td>P96,000.00</td>
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#### INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

<table>
<thead>
<tr>
<th>Code</th>
<th>Name of End-User/ PMO</th>
<th>Competitive Bidding</th>
<th>Direct Contracting</th>
<th>Negotiated Procurement (Agency to Agency)</th>
<th>Negotiated Procurement (Highly Technical Consultants)</th>
<th>Negotiated Procurement (Small Value Procurement)</th>
<th>Negotiated Procurement (Lease of Real Property)</th>
<th>Repeat Order (RO)</th>
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<tbody>
<tr>
<td>ICTS4</td>
<td>User Support Division</td>
<td></td>
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<td></td>
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<td></td>
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<td>P184,000.00</td>
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#### TOTAL

<table>
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<tr>
<th></th>
<th>P0.00</th>
<th>P0.00</th>
<th>P0.00</th>
<th>P0.00</th>
<th>P96,000.00</th>
<th>P184,000.00</th>
<th>P0.00</th>
<th>P280,000.00</th>
</tr>
</thead>
</table>

**Consolidated by:**

- **MARY GAE P. HAS**
  - Administrative Officer IV
  - Proc. Planning and Mgmt Division

**Reviewed by:**

- **BELINDA T. ARGONZA**
  - Supervising Administrative Officer
  - Proc. Planning and Mgmt Division

- **MA. TERESA S. FULGAR**
  - Chief Administrative Officer
  - Proc. Planning and Mgmt Division

**Endorsed by:**

- **JOSELIN S. ERRESTAIN**
  - Director IV
  - Procurement Management Service

**Recommended Approval:**

- **BIDS AND AWARDS COMMITTEE I**
- **BIDS AND AWARDS COMMITTEE II**
- **BIDS AND AWARDS COMMITTEE III**
- **BIDS AND AWARDS COMMITTEE V**
- **BIDS AND AWARDS COMMITTEE VI**

**APPROVED BY:**

- **LEONOR MARCOS BRIONES**
  - Secretary
  - Head of Procuring Entity
### Annexe A

**DEPARTMENT OF EDUCATION (Office of the Undersecretary for Legal) - Annual Procurement Plan for FY 2018**

**Office of the Undersecretary for Legal**

<table>
<thead>
<tr>
<th>Code (PAP)</th>
<th>Procurement/Program/Project</th>
<th>PMO/End-User</th>
<th>Mode of Procurement</th>
<th>Schedule for Each Procurement Activity</th>
<th>Source of Funds</th>
<th>Estimated Budget (PhP)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>USEC5-032</td>
<td>Printing of Souvenir Program for the conduct of Law at the Service of Education: The First DepEd Attorneys and Legal Personnel Summit</td>
<td>Office of the Undersecretary for Legal</td>
<td>Small Value Procurement (NP-SVP)</td>
<td>2018-12-14</td>
<td>2018-12-24</td>
<td>OPDNSP Fund</td>
<td>P96,000.00</td>
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- *Originally, the project title is Souvenir Program with an estimated budget of PhP54,400.00*

<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Goods and Services (GS)</td>
<td>P96,000.00</td>
</tr>
<tr>
<td>Civil Works (CW)</td>
<td>P0.00</td>
</tr>
<tr>
<td>Consulting Services (CS)</td>
<td>P0.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>P96,000.00</td>
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</table>

**DEFINITION**

1. **Program (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for use solely in support of the agency’s administrative operations or for the provisions of staff support to the agency’s line functions.

2. **Project (BESF)** - 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 or services.

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 (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

7. **Estimated Budget** - Agency approved estimate of project/program costs

8. **Remarks** - Brief description of program or project

**Remarks**

Programs and projects should be aligned with budget documents, especially those posted at the PhilGaps.
### ANNEX A

**DEPARTMENT OF EDUCATION (Office of the Undersecretary for Legal) - Annual Procurement Plan for FY 2018**

**ICTS - User Support Division**

<table>
<thead>
<tr>
<th>Code (PAP)</th>
<th>Procurement/Program/Project</th>
<th>PMO/End-User</th>
<th>Mode of Procurement</th>
<th>Schedule for Each Procurement Activity</th>
<th>Source of Funds</th>
<th>Estimated Budget (PhP)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTS4-006</td>
<td>Crafting of USD Standards and Operating Procedure (Board and Lodging)</td>
<td>User Support Division</td>
<td>Lease of Real Property (NP-LRP)</td>
<td>Ads/Post of IB/REI 2018-12-14; Sub/Open of Bids 2018-12-24; Notice of Award 2018-12-24; Contract Signing 2018-12-25</td>
<td>DCP Funds</td>
<td>P184,000.00</td>
<td>P184,000.00</td>
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**Type of Contract**

<table>
<thead>
<tr>
<th>Total Mode of Procurement</th>
<th>Total Estimated Budget (PhP)</th>
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</thead>
<tbody>
<tr>
<td>Goods and Services (GS)</td>
<td>P184,000.00</td>
</tr>
<tr>
<td>Civil Works (CW)</td>
<td>P0.00</td>
</tr>
<tr>
<td>Consulting Services (CS)</td>
<td>P0.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>P184,000.00</td>
</tr>
</tbody>
</table>

**Notes**

1. **PROGRAM (BESF)** - 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 provision of staff support to the agency’s line functions.
2. **PROJECT (BESP)** - 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.
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 (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

**DEFINITIONS**

- Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.
- Breakdown into mooe and co for tracking purposes; aligned with budget documents
- Any remark that will help GPPB track programs and projects

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**Remarks**

- **Take-Over of Contracts (NP-TOC)**
- **Adjacent or Contiguous (NP-Adj)**
- **Agency-to-Agency (NP-AA)**
- **Highly Technical Consultants (NP-HTC)**
- **Small Value Procurement (NP-SVP)**
- **Lease of Real Property (NP-LRP)**
- **Two Failed Biddings (NP-2FB)**

**Total**

- **International Competitive Bidding (ICB)**: P0.00
- **Competitive Bidding (CB)**: P0.00
- **Limited Source Bidding (LSB)**: P0.00
- **Direct Contracting (DC)**: P0.00
- **Repeat Order (RO)**: P0.00
- **Shopping (S)**: P0.00
- **Negotiated Procurement**
  - **Take-Over of Contracts (NP-TOC)**: P0.00
  - **Adjacent or Contiguous (NP-Adj)**: P0.00
  - **Agency-to-Agency (NP-AA)**: P0.00
  - **Highly Technical Consultants (NP-HTC)**: P0.00
  - **Small Value Procurement (NP-SVP)**: P0.00
  - **Lease of Real Property (NP-LRP)**: P184,000.00
  - **Two Failed Biddings (NP-2FB)**: P0.00

**Grand Total**: P184,000.00