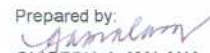


QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION Annual Procurement Plan for FY 2014

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)
				Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conf	Sub/Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover		Total	MOOE	CO	
	Maintenance and Other Operating Expenses:																		
	SUPPLIES & MATERIALS																		
	Office & Other Supplies	Central Office/Field Offices	PS/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	5,039,000.00	5,039,000.00		Details reflected in the Annual Procurement Plan for 2014 for Common-Use Supplies and Equipment for Central Office and Field Offices	
	Gas and Oil	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	9,044,000.00	9,044,000.00			
	Textbooks and Instructional Materials	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	4,000.00	4,000.00			
	UTILITIES EXPENSES	Central Office/Field Offices	Shopping	1st to 4th Quarter										Corporate Funds	8,944,000.00	8,944,000.00		Water, electricity, drinking water (240 gals @ P28.00 per gallon for one (1) year.	
	COMMUNICATION EXPENSES	Central Office/Field Offices	Shopping	1st to 4th Quarter										Corporate Funds	8,449,000.00	8,449,000.00		Internet, Telephone, Cable, Cellcards Allowances, Postage	
	ADVERTISING EXPENSES	Central Office/Field Offices	Shopping	1st to 4th Quarter										Corporate Funds	1,155,000.00	1,155,000.00		Promotion of newly repackaged guarantee program, publication of anniversary supplement and public bidding of acquired assets, etc.	
	PRINTING, BINDING & REPRODUCTION	Central Office/Field Offices	Shopping	1st to 4th Quarter										Corporate Funds	766,000.00	766,000.00		Printing of Quedancor Charter (booklet, picture developing/custom printing and rental of 4 units photo copying machines.	
	RENT EXPENSES	Field Offices		1st to 4th Quarter										Corporate Funds	3,332,000.00	3,332,000.00		Office Space occupied by Regional Offices.	
	PROFESSIONAL SERVICES																		
	Auditing Services	Central Office/Field Offices																	
	Consultancy Services																		
	Janitorial Services	Central Office	Public Bidding	10/18/2013	10/18/2013	10/30/2013	11/11/2013	11/15/2013	12/18/2013	12/20/2013	12/23/2013	12/27/13	12/31/14	Corporate Funds	1,764,000.00	1,764,000.00		Six (6) male Janitors for Central Office. Fourteen (14) janitors for 14 Regional Office.	
	Security Services	Central Office/Field Offices	Public Bidding	10/22/2013	10/25/2013	11/7/2013	11/19/2013	11/25/2013	12/18/2013	12/20/2013	12/23/2013	12/27/13	12/31/14	Corporate Funds	6,236,000.00	6,236,000.00		23 Security Guards-4 Central Office and 19 Field Offices	
	REPAIRS & MAINTENANCE:																		
	Building	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	2,662,000.00	2,662,000.00		Quedancor Center & other acquired assets used as office space in Reg. 2, 8 & 12.	
	Office Equipment, Furniture & Fixtures	Central Office/Field Offices	Contract/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	887,000.00	887,000.00			
	Transportation Equipment	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	1,891,000.00	1,891,000.00		All service vehicles in the Central Office and Field Offices.	

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)
				Pre-Proc	Ads/Post	Re-Bid	Sub/Open	Bid	Post	Notice of	Contract	Delivery/ Completion	Acceptance/ Turnover	Total		MOOE	CO		
				Conference	of ITB	Conf	of Bids	Evaluation	Qualification	Award	Signing							Notice to Proceed	
	TAXES, DUTIES & FEES	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	15,638,000.00	5,638,000.00		Includes taxes withheld on investment, registration fee of Quedancor service vehicles, Community Tax, BR Registration, Real Estate Tax, Capital Gains Tax and Microsoft Office Licenses, etc.
	FIDELITY BOND & INSURANCE EXPENSE	Central Office/Field Offices													Corporate Funds	1,360,000.00	1,360,000.00		Premium payment for all bonded Accountable Officers; Insurance of Quedancor Bldg, Other properties and its contents.
	OTHER MOOE:																		
	Sports & Cultural Activities	Central Office/Field Offices	Shopping	As the need arises											Corporate Funds	25,000.00	25,000.00		
	Meetings & Conferences	Central Office/Field Offices	Shopping	As the need arises											Corporate Funds	218,000.00	218,000.00		
	Miscellaneous Expenses	Central Office	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	1,355,000.00	1,355,000.00		Provision for 15 interns for Summer Youth Internship Program, tokens given to priest/guest speakers & meals served during special occasions, printing of banners, signages (FOR SALE) for foreclosed properties, bookbinding & lamination, verification fee, penalties, notarial fees, pest control services, dry cleaning /laundry of curtains & seat covers, sky cable TV, etc.
	CAPITAL OUTLAY																		
	Equipment Outlay																		
	Office Equipment	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	2,945,000.00		2,945,000.00	Details reflected in the Annual Equipment Procurement Plan for 2014 Central Office and Field Offices
	Furniture & Fixtures	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	351,000.00		351,000.00	Details reflected in the Annual Equipment Procurement Plan for 2014 Central Office and Field Offices
	Communication Eqpt.	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	200,000.00		200,000.00	Details reflected in the Annual Equipment Procurement Plan for 2014 Central Office and Field Offices
	Other Machineries & Eqpt.	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions											Corporate Funds	151,000.00		151,000.00	Details reflected in the Annual Equipment Procurement Plan for 2014 Central Office and Field Offices
	TOTAL EQUIPMENT OUTLAY															3,647,000.00	-	3,647,000.00	
	GRAND TOTAL															98,351,000.00	94,704,000.00	3,647,000.00	

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