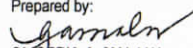




QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Project	PMO End-User	Mode of Procurement	Schedule of Each Procurement Activity										Source of Funds	Estimated Budget (PHP)			REMARKS (Brief Description of Program/Project)		
				Pre Proc Conf.	Ads/Post of ITB	Pre Bid Conf.	Sub/ Open of Bids	Bid Eval.	Post Qual.	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO	
	Maintenance & Other Operating Expenses																			
	SUPPLIES & MATERIALS																			
	Office/Other Supplies	Central/Field Offices	PS/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	5,555,000.00	5,555,000.00		Details reflected in the Annual Procurement Plan for 2016 for Common Use Supplies and Equipment for Central Office and Field Offices.		
	Gas & Oil	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	9,971,000.00	9,971,000.00		For Central Office and Field Offices service vehicles.		
	COMMUNICATION EXPENSES	Central/Field Offices	Direct Contracting	1st to 4th Quarter									January to December	Corporate Funds	8,980,000.00	8,980,000.00		Internet, Telephone, Cable, Cellcard allowances, postage		
	TRAVELLING EXPENSES			1st to 4th Quarter									January to December	Corporate Funds	6,415,000.00	6,415,000.00		Local travel only.		
	RENT EXPENSES	Field Offices		1st to 4th Quarter									January to December	Corporate Funds	4,846,000.00	4,846,000.00		Field Offices only.		
	UTILITIES EXPENSES	Central/Field Offices	Direct Contracting	1st to 4th Quarter									January to December	Corporate Funds	6,846,000.00	6,846,000.00		Water, electricity, drinking water for one (1) year.		
	PROFESSIONAL SERVICES																			
	Auditing Services	Central/Field Offices		1st to 4th Quarter									January to December	Corporate Funds	31,337,000.00	31,337,000.00		PS, MOOE of COA auditors assigned at Quedancor Central Office and Field Offices.		
	Janitorial Services	Central Office	Public Bidding												January to December	Corporate Funds	1,945,000.00	1,945,000.00		Six (6) male Janitors for Central Office. Includes one (1) janitor each for Regional Office.
	Security Services	Central/Field Offices	Public Bidding												January to December	Corporate Funds	6,875,000.00	6,875,000.00		20 Security Guards-4 Central Office and 16 Field Offices.
	TRAINING & SEMINARS	Central/Field Offices		1st to 4th Quarter									January to December	Corporate Funds	1,788,000.00	1,788,000.00				
	EXTRAORDINARY & MISCELLANEOUS EXPENSES	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	132,000.00	132,000.00				
	ADVERTISING & PUBLICATION EXPENSES	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	751,000.00	751,000.00		Promotion of programs, publication of anniversary supplement, public bidding of acquired assets, etc.		
	TEXTBOOKS AND INSTRUCTIONAL MATERIALS	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	4,000.00	4,000.00				
	REPAIRS AND MAINTENANCE:																			
	Building	Central/Field Offices	Contract/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	2,100,000.00	2,100,000.00		Quedancor Center & other acquired assets used as office space.		
	Transportation Equipment	Central/Field Offices	Contract/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	2,288,000.00	2,288,000.00		All service vehicles in the Central Office and Field Offices.		
	Office Equipment/Furnitures & Fixtures	Central/Field Offices	Contract/Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									January to December	Corporate Funds	979,000.00	979,000.00		Office equipment/furnitures & fixtures in the Central Office and Field Offices.		
	TAXES, INSURANCE PREMIUMS AND OTHER FEES																			
	Taxes	Central/Field Offices		1st to 4th Quarter									January to December	Corporate Funds	1,563,000.00	1,563,000.00		Includes taxes withheld on investment, registration fee of Quedancor service vehicles, Community Tax, BIR Registration, Real Estate Tax, Capital Gains Tax and		

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				Pre Proc Conf.	Ads/Post of ITB	Pre Bid Conf.	Sub/ Open of Bids	Bid Eval.	Post Qual.	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO
	Duties & Fees	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	15,634,000.00	15,634,000.00		Microsoft Office Licenses, etc.
	FIDELITY BOND & INS. EXPENSE	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	1,888,000.00	1,888,000.00		Premium payment for all bonded Accountable Officers, Insurance of Quedancor Bldg., other properties and its components.
	OTHER SERVICES:																		
	Printing, Binding & Reproduction	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	782,000.00	782,000.00		Printing of Quedancor booklet, picture developing/custom printing and rental of 4 units photo copying machine.
	Sports & Cultural Activities	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	30,000.00	30,000.00		
	Meetings & Conferences	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	332,000.00	332,000.00		
	Contracted Services	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	35,503,000.00	35,503,000.00		
	Gender & Development (GAD)	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	572,000.00	572,000.00		
	Litigation/Judicial & Acquired Asset Expenses	Central/Field Offices		1st to 4th Quarter										January to December	Corporate Funds	15,070,000.00	15,070,000.00		
	Miscellaneous Expenses	Central/Field Offices	Shopping	1st to 4th Quarter										January to December	Corporate Funds	1,473,000.00	1,473,000.00		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/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	6,508,000.00	6,508,000.00		Details reflected in the Annual Equipment Procurement Plan for 2015 Central and Field Offices.
	Furniture & Fixtures	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	799,000.00	799,000.00		Details reflected in the Annual Equipment Procurement Plan for 2015 Central and Field Offices.
	Communication Equipment	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	30,000.00	30,000.00		Details reflected in the Annual Equipment Procurement Plan for 2015 Central and Field Offices.
	Other Equipment	Central/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										January to December	Corporate Funds	1,409,000.00	1,409,000.00		Details reflected in the Annual Equipment Procurement Plan for 2015 Central and Field Offices.
	TOTAL EQUIPMENT OUTLAY															8,746,000.00	8,746,000.00		
	GRAND TOTAL															172,405,000.00	172,405,000.00		

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