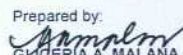




**QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION Annual Procurement Plan for FY 2015**

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:																				
	<b>SUPPLIES &amp; MATERIALS</b>																				
	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									Jan. to December	Corporate Funds	5,291,000.00	5,291,000.00		Details reflected in the Annual Procurement Plan for 2015 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									Jan. to December	Corporate Funds	9,496,000.00	9,496,000.00					
	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									Jan. to December	Corporate Funds	4,000.00	4,000.00					
	<b>UTILITIES EXPENSES</b>	Central Office/Field Offices	Shopping	1st to 4th Quarter									Jan. to December	Corporate Funds	9,790,000.00	9,790,000.00		Water, electricity, drinking water for one (1) year.			
	<b>COMMUNICATION EXPENSES</b>	Central Office/Field Offices	Shopping	1st to 4th Quarter									Jan. to December	Corporate Funds	8,890,000.00	8,890,000.00		Internet, Telephone, Cable, Cellcards Allowances, Postage			
	<b>ADVERTISING EXPENSES</b>	Central Office/Field Offices	Shopping	1st to 4th Quarter									Jan. to December	Corporate Funds	813,000.00	813,000.00		Promotion of newly repackaged guarantee program, publication of anniversary supplement and public bidding of acquired assets, etc.			
	<b>PRINTING, BINDING &amp; REPRODUCTION</b>	Central Office/Field Offices	Shopping	1st to 4th Quarter									Jan. to December	Corporate Funds	761,000.00	761,000.00		Printing of Quedancor Charter (booklet), picture developing/custom printing and rental of 4 units photo copying machines			
	<b>RENT EXPENSES</b>	Field Offices		1st to 4th Quarter									Jan. to December	Corporate Funds	3,552,000.00	3,552,000.00		Office Space occupied by Regional Offices.			
	<b>PROFESSIONAL SERVICES</b>																				
	Auditing Services	Central Office/Field Offices															Corporate Funds	28,488,000.00	28,488,000.00		
	Consultancy Services																Corporate Funds	37,000.00	37,000.00		Honorarium for Members of Bids & Awards Committee (BAC)
	Janitorial Services	Central Office	Public Bidding	10/20/2014		10/28/2014	11/10/2014	11/26/2014	11/28/2014	12/4/2014	12/18/2014	12/18/14					Corporate Funds	1,852,000.00	1,852,000.00		Six (6) male Janitors for Central Office. Fourteen (14) janitors for 14 Regional Office.
	Security Services	Central Office/Field Offices	Public Bidding	10/20/2014		11/5/2014	11/17/2014	11/26/2014	12/10/2014	12/12/2014	12/29/2014	12/23/14					Corporate Funds	6,548,000.00	6,548,000.00		23 Security Guards-4 Central Office and 19 Field Offices
	<b>REPAIRS &amp; MAINTENANCE:</b>																				
	Building	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									Jan. to December	Corporate Funds	2,662,000.00	2,662,000.00		Quedancor Center & other acquired assets used as office space			
	Office Equip., 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									Jan. to December	Corporate Funds	932,000.00	932,000.00					
	Transportation Equip.	Central Office/Field Offices	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions									Jan. to December	Corporate Funds	2,080,000.00	2,080,000.00		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	Pre-Bid	Sub/Open	Bid	Post	Notice of	Contract	Notice to	Delivery/	Acceptance/		Total	MOOE	CO	
				Conference	of ITB	Conf	of Bids	Evaluation	Qualification	Award	Signing	Proceed	Completion	Turnover					
	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	15,463,000.00	15,463,000.00		Includes taxes withheld on investment, registration fee of Quedancor service vehicles, Community Tax, BIR 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	233,000.00	233,000.00			
	Miscellaneous Expenses	Central Office	Shopping	To be procured as the need arises by the Administrative Services Department-Property & Supply Division/Respective Regions										Corporate Funds	1,413,000.00	1,413,000.00		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	4,690,000.00		4,690,000.00	Details reflected in the Annual Equipment Procurement Plan for 2015 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	450,000.00		450,000.00	Details reflected in the Annual Equipment Procurement Plan for 2015 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	140,000.00		140,000.00	Details reflected in the Annual Equipment Procurement Plan for 2015 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	139,000.00		139,000.00	Details reflected in the Annual Equipment Procurement Plan for 2015 Central Office and Field Offices	
	TOTAL EQUIPMENT OUTLAY														5,419,000.00	-	5,419,000.00		
	GRAND TOTAL														105,109,000.00	99,690,000.00	5,419,000.00		

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