

NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE INDICATIVE ANNUAL PROCUREMENT PLANnonCSE FY-2024											
Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procument Activity (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE
IN-HOUSE TRAININGS/SEMINARS											
1	QMS Trainings and other related activities	ODED-IS & OD-IS	No	Negotiated Procurement / Shopping	January to December				GAA	200,000.00	200,000.00
2	Induction/Orientation Program for New Personnel of NCMB	ADMIN	No	Negotiated Procurement / Shopping	February and August				GAA	30,000.00	30,000.00
3	Group Learning Sessions	ADMIN	No	Negotiated Procurement / Shopping	February to December				GAA	460,000.00	460,000.00
4	Training on Government Procurement Reform Act (RA 9184)	ADMIN	No	Negotiated Procurement / Shopping	June	June	July	July	GAA	920,000.00	920,000.00
5	Planning Cum Budgeting Workshop for CY 2025 Budget Proposal	ISD	No	Negotiated Procurement / Shopping	April				GAA	417,500.00	417,500.00
6	2024 Mid Year Performance Assessment	RID	No	Negotiated Procurement / Shopping	July				GAA	634,500.00	634,500.00
7	2023 NCMB's Year End Assessment and 2024 Planning Exercise	RID	No	Negotiated Procurement / Shopping	January				GAA	549,500.00	549,500.00
8	Labor Information Officers (LIO) Training	RID	No	Negotiated Procurement / Shopping	April				GAA	1,093,750.00	1,093,750.00
9	Statistical or Data-related Training	RID	No	Negotiated Procurement / Shopping	October				GAA	1,072,150.00	1,072,150.00
10	Seminar/Training for LARGE/GAM Refresher Course	FMD	No	Agency to Agency	N/A				GAA	853,000.00	853,000.00
11	SEADO Training for NCMB Personnel	CMD	No	Negotiated Procurement / Shopping	March				GAA	607,800.00	607,800.00
12	LDMC XXVII	CMD	No	Negotiated Procurement / Shopping	May				GAA	1,125,200.00	1,125,200.00
13	Specialized Con-Med Training	CMD	No	Negotiated Procurement / Shopping	November				GAA	353,700.00	353,700.00
14	Trainers Training for NCMB Program Implementers	VAD & WRED	No	Negotiated Procurement / Shopping	June				GAA	908,250.00	908,250.00
15	GAD Trainings and other related activities	GAD	No	Negotiated Procurement / Shopping	May and July				GAA	1,197,489.43	1,197,489.43
OUTSOURCED TRAININGS/SEMINARS										0.00	
16	National Convention of Human Resource Management Practitioners (CSC)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	28,800.00	28,800.00
17	Series of Webinars For HRMOs	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	56,800.00	56,800.00
18	Seminar on Integrity, Transparency, Accountability in Public Service (ITAPS)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	50,000.00	50,000.00
19	Training for HRMOs by DOLE-HRDS (2 pax)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	10,000.00	10,000.00

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20	Training for HRMOs by CSC (2 pax)	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	22,400.00	22,400.00
21	NCMB HRMOs Forum	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	30,000.00	30,000.00
22	Leave Administration Course for Effectiveness (CSC-NCR)	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	10,000.00	10,000.00
23	Public Service Ethics and Accountability Seminar (CSC-NCR)	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	10,000.00	10,000.00
24	Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC) 3 days	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	60,000.00	60,000.00
25	Training on PhilGEPS Posting	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	20,000.00	20,000.00
26	Learning Series on Government Procurement	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	30,000.00	30,000.00
27	Training for Property & Supply Management	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	48,000.00	48,000.00
28	Participation to DOLE-LIO Seminar	RID	No	Negotiated Procurement / Shopping	N/A			GAA	20,000.00	20,000.00
29	Participation to DOLE-MYP&A & YEPA	RID	No	Negotiated Procurement / Shopping	N/A			GAA	168,000.00	168,000.00
30	Participation to Statistics Month	RID	No	Negotiated Procurement / Shopping	N/A			GAA	34,000.00	34,000.00
31	Staff Development Programs/ Availment of Trainings, CSC Leadership Management, Sponsored by COA, CSC, CSI Training, Managerial Training, DBM, DOLE, PSRTI and Other Agencies	ODED-IS, OD-IS, ODED-TS, OD-TS, RID, ODED-IS, OD-IS, VAD, WRED, FMD, TSD	No	Negotiated Procurement / Shopping	N/A			GAA	532,500.00	532,500.00
QUALITY MANAGEMENT SYSTEM SERVICES										
32	Consultancy for QMS and Certifying body	ODED-IS	No	Negotiated Procurement		January to December		GAA	900,000.00	900,000.00
OTHER ACTIVITIES									0.00	
33	Flag Raising Ceremony	ADMIN	No	Negotiated Procurement / Shopping	N/A			GAA	54,000.00	54,000.00
34	Team Enhancement Exercises (Lakbay Aral, GODP Activities)	ADMIN	No	Negotiated Procurement / Shopping	July			GAA	826,500.00	826,500.00
35	Retirement - Salamat-Paalam Program	ADMIN	No	Negotiated Procurement / Shopping	January to December			GAA	158,200.00	158,200.00
36	NCMB Anniversary Celebration	ADMIN	No	Negotiated Procurement / Shopping	December			GAA	367,500.00	367,500.00
37	NCMB Praise	ADMIN	No	Negotiated Procurement / Shopping	January			GAA	187,000.00	187,000.00
38	Employees General Assembly	ADMIN	No	Negotiated Procurement / Shopping	March, June, September, and December			GAA	85,000.00	85,000.00


39	Women's Month Celebration	ADMIN	No	Negotiated Procurement / Shopping	February	March	March	March	GAA	119,500.00	119,500.00
40	Independence Day	ADMIN	No	Negotiated Procurement / Shopping	June				GAA	70,000.00	70,000.00
41	Labor Day	ADMIN	No	Negotiated Procurement / Shopping	April				GAA	78,000.00	78,000.00
42	Philippine Civil Service Anniversary	ADMIN	No	Negotiated Procurement / Shopping	September	September	September	September	GAA	153,000.00	153,000.00
43	Elderly Filipino Celebration	ADMIN	No	Negotiated Procurement / Shopping	October	October	October	October	GAA	60,000.00	60,000.00
44	Green Our DOLE Program (GODP)	ADMIN	No	Negotiated Procurement / Shopping	April	April	April	April	GAA	15,000.00	15,000.00
45	Sports and Cultural Activities	ADMIN	No	Negotiated Procurement / Shopping	July	July	July	July	GAA	90,000.00	90,000.00
46	DOLE Anniversary	ADMIN	No	Negotiated Procurement / Shopping	November & December	November & December	November & December	November & December	GAA	134,600.00	134,600.00
47	2023 18-day Campaign to end VAW	ADMIN	No	Negotiated Procurement / Shopping	October	October	October	October	GAA	179,000.00	179,000.00
48	Health and Wellness	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	505,700.00	505,700.00
49	Planning Cum Budgeting Workshop for CY 2026 Budget Proposal	OD-IS	No	Negotiated Procurement / Shopping	May and September				GAA	417,500.00	417,500.00
50	Attendance to Budget Hearings (DBM, Congress and Senate)	FMD	No	Negotiated Procurement / Shopping	March, June, August to October				GAA	120,000.00	120,000.00
51	Technical Supervision of Regional Operations (Regional Visits/Participation to RB Initiated Activities)	ODED-TS, ODED-IS, OD-TS, OD-IS, AD, FMD, RID, WRED, VAD, CMD	No	Negotiated Procurement / Shopping	January to December				GAA	178,000.00	178,000.00
52	Participation/Coordination/Assistance to PHILAMCOP, Inc. and Regional LMC Associations-related activities (i.e., Meetings; Cluster/Regional Seminars/Conferences/Conventions)	WRED	No	Negotiated Procurement / Shopping	January to December				GAA	45,000.00	45,000.00
53	Participation to Inter-Agency and Technical Working Groups, Congressional Inquiries,etc.	ODED-TS, OD-TS, WRED, CMD	No	Negotiated Procurement / Shopping	January to December				GAA	63,400.00	63,400.00
54	Coordination/Assistance to Employers and Workers Group/Tripartite Consultative Bodies	WRED	No	Negotiated Procurement / Shopping	January to December				GAA	10,000.00	10,000.00
55	Program for the Voluntary Arbitrators	VAD	No	Negotiated Procurement / Shopping	January to December				GAA	1,070,100.00	1,070,100.00
56	Policy and Program Development on VA	VAD	No	Negotiated Procurement / Shopping	January to December				GAA	287,500.00	287,500.00
57	Networking and Maintaining Linkages	VAD	No	Negotiated Procurement / Shopping	January to December				GAA	360,000.00	360,000.00
58	Technical Supervision of Regional Operations	VAD, WRED, CMD	No	Negotiated Procurement / Shopping	January to December				GAA	345,000.00	345,000.00
59	Regular Directors' Meeting	CMD	No	Negotiated Procurement / Shopping	February, May, August, and November				GAA	45,000.00	45,000.00

60	SEnA Focal Team Meetings (DOLEWIDE)	CMD	No	Negotiated Procurement / Shopping	June and November				GAA	18,000.00	18,000.00
61	Facilitation of SEnA NCMB Focal Persons Meetings	CMD	No	Negotiated Procurement / Shopping	June and November				GAA	9,000.00	9,000.00
62	Facilitation of BITC Meetings	CMD	No	Negotiated Procurement / Shopping	February, May, August, and November				GAA	41,000.00	41,000.00
63	SEADO Training for DOLE ROs & Attached Agencies	CMD	No	Negotiated Procurement / Shopping	April to June				GAA	120,000.00	120,000.00
COMMUNICATION EXPENSES										0.00	
64	Telephone expenses (landline)	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	651,589.33	651,589.33
65	Mobile Cellular allowances/Cellular Load/ Cards	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	500,000.00	500,000.00
ANNUAL CONTRACTS - GENERAL SERVICES										0.00	
66	Janitorial Services	ADMIN	Yes	Public Bidding	February				GAA	1,100,000.00	1,100,000.00
67	Security Services	ADMIN	Yes	Public Bidding	December	December	January	January	GAA	2,730,000.00	2,730,000.00
68	Courier Services	ADMIN	No	Negotiated Procurement / Shopping	December				GAA	300,000.00	300,000.00
69	Psychometric Services	ADMIN	No	Negotiated Procurement / Shopping	December	December	January	January	GAA	110,000.00	110,000.00
70	Project-based Employees	FMD	No	Negotiated Procurement / Shopping	December				GAA	2,000,000.00	2,000,000.00
UTILITIES EXPENSES										0.00	
71	Annual Supply and Delivery of Mineral Water	ADMIN	No	Negotiated Procurement / Shopping	September				GAA	70,000.00	70,000.00
72	Electricity	ADMIN	No	Direct Contracting	January to December				GAA	3,000,000.00	3,000,000.00
LEASE OF REAL PROPERTY AND EQUIPMENT										0.00	
73	Annual Rental of Copier Machine	ADMIN	No	Negotiated Procurement / Shopping	July	August	August	August	GAA	70,000.00	70,000.00
74	Annual Office Rental/Lease of Office Building	ADMIN	Yes	Negotiated Procurement / Shopping	December	December	January	January	GAA	6,300,000.00	6,300,000.00
REPAIRS AND MAINTENANCE										0.00	
75	Repair and Maintenance of Office Equipment and other Machinery Equipment	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	400,000.00	400,000.00
76	Repair and Maintenance of Building and Other Structure	ADMIN	No	Negotiated Procurement / Shopping	December				GAA	500,000.00	500,000.00
77	Repair and Maintenance of Furniture and fixture	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	100,000.00	100,000.00
78	Repair and Maintenance of Motor Vehicle and LTO Registration	ADMIN	No	Negotiated Procurement / Direct Contracting	January to December				GAA	965,500.00	965,500.00


79	Annual Maintenance of Airconditioners	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	70,000.00	70,000.00
GOODS AND OTHER SERVICES										0.00	
80	Travelling expenses (TEV-messengerial)	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	74,273.66	74,273.66
81	Fuel, oil and lubricant expenses of motor vehicle	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	748,706.76	748,706.76
82	Fidelity Bond Premiums	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	300,000.00	300,000.00
83	Insurance expenses for PPE and motor vehicle	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	141,000.00	141,000.00
84	Laundry charges and dry cleaning of curtains	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	20,000.00	20,000.00
85	Scholarship/DOLE-DESP	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	100,000.00	100,000.00
86	Provision for drug test for 50 personnel	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	12,500.00	12,500.00
87	Acquisition of pertinent reading materials on Personnel Administration and Human Resource Management	ADMIN	No	Negotiated Procurement / Shopping	N/A				GAA	3,600.00	3,600.00
88	Notarization of Contracts and other documents	ADMIN	No	Negotiated Procurement / Shopping	January to December				GAA	4,000.00	4,000.00
89	Printing of Newspaper Supplement/NCMB Chronicle	RID	No	Negotiated Procurement / Shopping	May				GAA	100,000.00	100,000.00
90	Printing of Materials for Information Dissemination	RID	No	Negotiated Procurement / Shopping	December				GAA	302,000.00	302,000.00
91	Newspaper and Magazine Subscription	RID	No	Negotiated Procurement / Shopping	February and October				GAA	18,000.00	18,000.00
92	Transportation/Gasoline Expenses	OED, FMD	No	Negotiated Procurement / Shopping	January to December				GAA	185,000.00	185,000.00
93	Travelling expenses including purchase of plane tickets	OED, ISD, FMD, RID, AD	No	Negotiated Procurement / Shopping	January to December				GAA	405,000.00	405,000.00
94	Extraordinary Expenses	OED	No	Negotiated Procurement / Shopping	January to December				GAA	150,000.00	150,000.00
95	Representation/Meetings	ODED-TS, TSD, ODED-IS, ISD, OED, FMD, RID	No	Negotiated Procurement / Shopping	January to December				GAA	485,000.00	485,000.00
96	Review and Revision of NCMB Manual of ConMed Procedures	CMD	No	Negotiated Procurement / Shopping	January - December				GAA	75,000.00	75,000.00
97	Printing of Resolution/Revised Guidelines on VA	VAD	No	Negotiated Procurement / Shopping	June and November				GAA	50,000.00	50,000.00
99	Purchase of Administrative Register on Rules published at ONAR	VAD	No	Negotiated Procurement / Shopping	June and November				GAA	3,000.00	3,000.00

NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE INDICATIVE ANNUAL PROCUREMENT PLANnonCSE FY-2024										
SUPPLIES AND MATERIALS									0.00	
100	Office Supplies (DBM)	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD, COA	No	NEGOTIATED-AGENCY TO AGENCY	N/A			GAA	1,963,735.25	1,963,735.25
101	Supplies and materials to be procured outside DBM-PS	ADMIN, FMD, RID, ODED-IS, OED, IS, TS, ODED-TS, WRED, VAD, CMD	No	Negotiated Procurement / Shopping	January to December			GAA	1,121,110.57	1,121,110.57
102	Supplies / Equipment for NCMB Public Service Continuity Plan	ADMIN	No	Negotiated Procurement / Shopping	January to December			GAA	41,645.00	41,645.00
ISSP - INFORMATION TECHNOLOGY									0.00	
103	ICT Training	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	2,000,000.00	2,000,000.00
104	ICT Supplies	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	3,245,000.00	3,245,000.00
105	Mobile Communication	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	300,000.00	300,000.00
106	Internet Subscription	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	4,153,000.00	4,153,000.00
107	Information System Enhancement	RID	No	Negotiated Procurement / Shopping	January to December			GAA	6,494,000.00	6,494,000.00
108	Repairs and Preventive Maintenance for ICT	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	562,000.00	562,000.00
109	ICT Software Subscription	Central Office and RCMBs	No	Negotiated Procurement / Shopping	January to December			GAA	4,533,500.00	4,533,500.00
GRAND TOTAL									65,124,000.00	65,124,000.00

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