

**National Electrification Administration
(Indicative) Annual Procurement Plan for FY 2020**

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
761	Gasoline, Oil and Lubricants	GSD/NEA	YES	Competitive Bidding	Nov-19	Dec-19	Jan-20	Jan-20	Corporate Budget	1,723,000	1,723,000		One year gasoline expenses for NEA vehicles.
782	Rents/Lease of Photocopying Machines	GSD/NEA	YES	Competitive Bidding	Nov-19	Dec-19	Mar-20	Mar-20	Corporate Budget	1,107,000	1,107,000		Photocopying Expenses for FY2020
Professional Services													
796	Janitorial Services	GSD/NEA	YES	Competitive Bidding	Aug-19	Sept-19	2020	2020	Corporate Budget	8,950,000	8,950,000		Outsourcing of janitors/janitress
795	Manpower Services	GSD/NEA			continuing contract				Corporate Budget	12,050,000	12,050,000		Multi-Year Contract (End: Feb 20, 2021)
797	Security Services	GSD/NEA	YES	Competitive Bidding	Jul-19	Aug-19	Dec-19	2020	Corporate Budget	7,780,000	7,780,000		Outsourcing of 24 security guards
223 Motor Vehicles													
	Service Vehicle	GSD/Eng'g	YES	Competitive Bidding	Nov-19	Apr-20	May-20	May-20	Corporate Budget	1,800,000		1,800,000	4x4WD Manual Transmission vehicle to be used by Disaster Risk Reduction & Management Department.
	Various Vehicles	GSD/NEA	YES	Competitive Bidding	Nov-19	Apr-20	May-20	May-20	Corporate Budget	4,200,000		4,200,000	Three (3) units of various vehicles for all NEA employees and officials, with an engine displacement exceeding 2,500cc if gasoline-fed or 3000-3500cc if diesel-fed, and/or an engine exceeding 4 cylinder.
	Operation and Maintenance (Help Desk, Application and Infrastructure Support Services) for the NEA Business Intelligence	ITCSD/NEA/EC	YES	Competitive Bidding	Dec-19	Jan-20	Jan-20	Jan-20	Corporate Budget	10,000,000	10,000,000		Operations and Maintenance Services and Cloud Subscription Services for NEA Bit. Chargeable against the Other Professional Services
	Acquisition of Primary Internet Access Service Requirement	ITCSD/NEA/EC	YES	Competitive Bidding	Dec-19	Jan-20	Feb-20	Feb-20	Corporate Budget	1,400,000	1,400,000		For internet access. Chargeable against the Communication Services
	Acquisition of Secondary Internet Access Service Requirement	ITCSD/NEA/EC	YES	Competitive Bidding	Dec-19	Jan-20	Feb-20	Feb-20	Corporate Budget	1,400,000	1,400,000		
766-759, 765-154 Supplies and Materials													
	Office Supplies and Materials	NEA	YES	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	1,948,103	1,948,103		Procurement at PS-DBM including provision for price increase
Repair and Maintenance - IT Eqpt & Software													
	MS Office 365 License	ITCSD/NEA	YES	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-20	Feb-20	Corporate Budget	750,000	750,000		For procurement at PS-DBM
	Cloud Subscription Services	ITCSD/NEA	YES	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-20	Feb-20	Corporate Budget	5,000,000	5,000,000		NEA Reportorial System's Capacity Requirements
236 Testing/ Eng'g Equipment													
	3-Phase Power Quality Analyzer	GSD/Eng'g	YES	Competitive Bidding	Mar-20	Apr-20	May-20	May-20	Corporate Budget	1,200,000		1,200,000	
	Current/Potential Transformer Tester	GSD/Eng'g	YES	Competitive Bidding	Mar-20	Apr-20	May-20	May-20	Corporate Budget	2,500,000		2,500,000	For assistance of EC's
	Ultra Detector Tester	GSD/Eng'g	YES	Competitive Bidding	Mar-20	Apr-20	May-20	May-20	Corporate Budget	1,200,000		1,200,000	For assistance of EC's
Equipment													
	Elevator (cost to complete)	GSD/NEA	YES	Competitive Bidding	Sep-20	Sep-20	Oct-20	Oct-20	Corporate Budget	4,000,000		4,000,000	Procurement of elevator already done in 2019. Budget to be re-aligned for other projects.
Repair and Maintenance - IT Eqpt & Software													
	LAN Monitoring Software Licenses	ITCSD/NEA	YES	Competitive Bidding	Feb-20	Mar-20	Apr-20	Apr-20	Corporate Budget	1,400,000	1,400,000		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
751/752	Travelling	NEA	NO		N/A	N/A	Monthly (As-billed)	Monthly (As-billed)	Corporate Budget	6,500,000	6,500,000		Renewal of Contract for procurement at DBM-PS. Transportation expenses of all employees, outsourced and COA personnel in the conduct of technical, legal and financial inspection, audit and assistance to electric cooperatives in pursuit of total electrification program.
778	Training and Seminar												
	Training and Seminar Supplies	NET/EC/NE	NO	Shopping	Feb-20	N/A	Mar-20	Mar-20	Corporate Budget	700,000	700,000		Training/seminar/conference supplies and bags (handouts & kits) for the 1st and 2nd Semester of FY2020
	Training and Seminar Bags	NET/EC/NE	NO	NP-53.9 - Small Value Procurement	Feb-20	N/A	Mar-20	Mar-20	Corporate Budget				
	Training and Seminar Supplies	NET/EC/NE	NO	Shopping	Jul-20	N/A	Aug-20	Aug-20	Corporate Budget	719,000	719,000		
	Training and Seminar Bags	NET/EC/NE	NO	NP-53.9 - Small Value Procurement	Jul-20	N/A	Aug-20	Aug-20	Corporate Budget				
766-759, 765-154, 155-165, 167	Supplies and Materials												
	Office Supplies and Materials	GSD/NEA employees	NO	Shopping	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	2,967,897	2,967,897		Office supplies & materials including semi-expendable assets and emergency / unprogrammed items including provision for price increase
	Drug and Medicine	GSD/NEA employees	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	300,000	300,000		Medicine supplies, medical equipment, drug test and other medical related expenses
	Other Supplies Expenses	GSD/NEA employees	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	600,000	600,000		Materials / supplies for the building (carpentry, electrical, etc.) including expenses for drinking water
766	Water	GSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	2,500,000	2,500,000		Renewal of Contract for NEA water consumption for FY2020.
767	Illumination and Power	GSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	11,500,000	11,500,000		Renewal of Contract for power, electricity consumption and the like for FY2020.
772-773	Communication Services												
774-775	Telephone, PABX	ITCSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	1,500,000	1,500,000		Renewal of Contract for Telephone subscription/ PABX lease
	Cable	ITCSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	200,000	200,000		Renewal of Contract for Dedicated internet management access (bandwidth) subscription, hosting services/DSL/Sky Cable rental subscription
	Cell Phones	NEA Officials	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	1,400,000	1,400,000		Renewal of Contract for Mobile subscription
	Postage	ITCSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	792,000	792,000		Renewal of Contract for Postage expenses
884	Miscellaneous Expense												
	<i>Sports, Cultural and Social Activities</i>												
	NEA week and other cultural & social activities	HRM/NEA	NO	NP-53.9 - Small Value Procurement	Jul-20	N/A	Jul-20	Jul-20	Corporate Budget	700,000	700,000		Includes all expenses, such as food, supplies, t-shirts, tokens, and other cultural & social expenses in the celebration of NEA anniversary
	Christmas Party	HRM/NEA	NO	NP-53.9 - Small Value Procurement	Dec-20	N/A	Dec-20	Dec-20	Corporate Budget	880,000	880,000		Food, groceries and other related expenses for all NEA employee and non-NEA personnel
	Sports & Athletic Activities	HRM/NEA	NO	NP-53.9 - Small Value Procurement	Mar-20	N/A	Apr-20	Apr-20	Corporate Budget	53,000	53,000		Needed supplies, materials and other related expenses for sports and athletic activities
	<i>Information Campaign</i>	CCSMO/NE	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	300,000	300,000		Press Conference / Press Briefing on the: National EA-EC conference & recognition, NEA anniversary and Lights & Sounds activities / National Electrification Awareness Month, National Energy Consciousness Month and NEA Light

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92-79	Professional Services												
	Legal Services	LEGAL	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	800,000	800,000		Renewal of Contract for Legal services rendered by lawyers of other government concerned agency
	Auditing Services	NEA/COA	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	881,293	881,293		Represents office supplies, materials & desktop computer expenses
	Consultancy Services	HRAD/ Consultant	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	5,311,344	5,311,344		Renewal of Contract for GAD, Restructuring & other consultants w/ technical/professional expertise
881	Repair and Maintenance - Office Building												
	Pest Control Services	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	150,000	150,000		Monthly Preventive Maintenance Service
	Air Conditioning Units Maintenance	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Quarterly	Quarterly	Corporate Budget	500,000	500,000		Quarterly Preventive Maintenance Service
	Gen Set	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Quarterly	Quarterly	Corporate Budget	350,000	350,000		Quarterly Preventive Maintenance Service of Generator
	Elevator	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	120,000	120,000		Monthly Preventive Maintenance Service
	Supplies and Materials including labor for repair	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	1,200,000	1,200,000		Supplies, materials and labor for the repair of NEA facilities, offices and other areas of NEA Building
	Carpentry, Electrical Supplies and Other Bldg. Expenses	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	680,000	680,000		Carpentry, electrical supplies and other office building expenses necessary for the repair of the NEA building and facilities
822	Repair and Maintenance - Furniture & Fixtures												
	Shampooing and Cleaning of Carpets and Repair & Maintenance of Equipment, Furniture & Fixtures	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	800,000	800,000		Cleaning Maintenance of Carpet and repair and maintenance of other equipment, furniture & fixture
	Repair and Maintenance - Communication Equipment	GSD/NEA	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	100,000	100,000		Repair of communication equipment and the like
	Repair and Maintenance - IT Eqpt & Software												
823	Anti-Virus Software Licenses	ITCSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-20	N/A	Jan-20	Feb-20	Corporate Budget	1,000,000	1,000,000		End point security protection for NEA computers
	Firewall Software Support License (Renewal/Maintenance & Software assurance)	ITCSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-20	N/A	Jan-20	Feb-20	Corporate Budget	500,000	500,000		Serves as the agency's shield to counter attack penetration of various types of threats coming in external source through the internet
	Anti-Malware Software	ITCSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-20	N/A	Jan-20	Feb-20	Corporate Budget	840,000	840,000		Protect the agency's network from ransom ware
	Adobe Creative Clud Software Subscription License	ITCSD/NEA	NO	NP-53.9 - Small Value Procurement	Apr-20	N/A	Apr-20	May-20	Corporate Budget	510,000	510,000		Is currently being used in web and video development and for other purposes
841	Repair and Maintenance - Motor Vehicles												
	Motor parts, accessories and supplies	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	700,000	700,000		Replacement of tires, spare parts and accessories and consumables (supplies) of NEA motor vehicles
	PMS of Mitsubishi Strada	GSD/OA	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Oct-20	Oct-20	Corporate Budget	100,000	100,000		
	Other Repair and Maintenance - Motor Vehicles Expense	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	400,000	400,000		Other expenses for the repair & maintenance of NEA motor vehicles including preventive maintenance service
	Insurance & Registration fee	GSD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	8,100,000	8,100,000		Renewal of annual insurance for NEA motor vehicles and other NEA properties and equipment.
780	Advertising												
	Policies and Guidelines	IDD/NEA	NO		N/A	N/A	Jan-Dec	Jan-Dec	Corporate Budget	50,000	50,000		Publication in the UP law Center and newspaper of guidelines & policies (IRR, GM hiring) formulated by NEA for Ecs
	NEA Anniversary & Awareness Month	CCSMO/NE	NO	NP-53.9 - Small Value Procurement	Jul-20	N/A	Aug-20	Aug-20	Corporate Budget	85,000	85,000		Publication of the activities in the newspaper
	National Energy Consciousness Month	CCSMO/NE	NO	NP-53.9 - Small Value Procurement	Nov-20	N/A	Nov-20	Nov-20	Corporate Budget	90,000	90,000		Advertising support for the DOE & attached agencies including the Energy/Power Summit

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	Procurement and Hiring	GSD/NEA/E	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	30,000	30,000		Advertisement in the newspaper of bidding procurement and hiring of employees/personnel
781	Printing and Binding												
	Annual Report, newsletter, primers, calendar and other promotional materials	CCSMO/NEA	NO	NP-53.9 - Small Value Procurement	Apr-Sept	N/A	Apr-Sept	Apr-Sept	Corporate Budget	119,000	119,000		Quarterly release of newsletter, and one-time release of annual report, primers, calendar and other promotion materials
786	Publications and Subscriptions												
	Management & RE-related bookx	CCSMO/NE	NO	NP-53.9 - Small Value Procurement	Jan-Dec	N/A	Jan-Dec	Jan-Dec	Corporate Budget	90,000	90,000		Magazines and other reading materials
	Newspaper subscription	GSD/NEA	NO	NP-53.9 - Small Value Procurement	Jan-20	N/A	Feb-20	Feb-20	Corporate Budget	157,000	157,000		Newspaper and other periodicals
	Furniture, Fixtures & Equipment												
	Procurement of Airconditioning Units	GSD/Eng'g /Legal/HRA D/DRRMD	NO	NP-53.9 - Small Value Procurement	Mar-20	N/A	Apr-20	Apr-20	Corporate Budget	640,000		640,000	Windows and 3-5TR Package Type Airconditioning Units
	Engineering / Testing Equipment												
	Digital Clamp Ammete 1KA 1KV	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Mar-20	N/A	Apr-20	Apr-20	Corporate Budget	150,000		150,000	Procurement of 3 pcs Digital/Clamp Ammeter
	Drone	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Mar-20	N/A	Apr-20	Apr-20	Corporate Budget	200,000		200,000	Procurement of 1 pc Drone
	Flue Gas Combustion Tester	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Mar-20	N/A	Apr-20	Apr-20	Corporate Budget	90,000		90,000	Procurement of 1 pc Flue Gas Combustion Tester
	KV2C Optical Probe	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Apr-20	N/A	May-20	May-20	Corporate Budget	70,000		70,000	Procurement of 2 pcs KV2C Optical Probe
	Sound Level Meter	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Apr-20	N/A	May-20	May-20	Corporate Budget	60,000		60,000	Procurement of 2 pcs Sound Level Meter
	Vibration Meter	GSD/Eng'g	NO	NP-53.9 - Small Value Procurement	Apr-20	N/A	May-20	May-20	Corporate Budget	280,000		280,000	Procurement of 2 pcs Vibration Meter

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