

# PRESIDENTIAL LEGISLATIVE LIAISON OFFICE (PLLO) ANNUAL PROCUREMENT PLAN for FY 2025 (Revision 1)

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Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks  (Brief Description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Local Travel (Airline Tickets, accommodations, meals, transportation & Misc. expenses)	OSEC, HRep, Senate and AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,024,000.00	1,024,000.00	0	To support necessary travel for staff, facilitating effective execution of duties, and meetings, essential to PLLO operations; Seminars and Information dissemination, Public Hearings regarding Legislative concerns, Presidential Provincials visits, special instruction of the President
2	Foreign Travel (Airline Tickets, accommodations, meals, clothing allowance, transportation & Misc. expenses)	OSEC, HRep, Senate and AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,489,000.00	2,489,000.00	0	Secondary Party re Presidential Trips, Invitation to attend International Events, Special instruction of the President
3	Training (Registration Fees, Meals, Venue, accommodation, etc.)												
	GAD Plan/Senior Citizen	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,729,000.00	2,729,000.00	0	Conduct/ Participation of personnel in Teambuilding, Strategic Planning, Quarterly Planning, and Mid-year/Year End Performance Assessments which include costs for the venue, food, mobility, etc.; Participation/attendance of personnel to training and schooling for the development, use, and maintenance of the information and communications technology system, Participation/attendance of personnel to training and seminars/workshops which includes registration fees, cost of seminar /training kits, transportation, meeting, etc.; GAD, Senior Citizens, PWD and Youth activities.
	HR Plan	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	300,000.00	300,000.00	0	
	IT Training	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	342,000.00	342,000.00	0	
	Planning Committee/Strategic Planning	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	800,000.00	800,000.00	0	
	ISO 9001 Compliance	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	600,000.00	600,000.00	0	
	Climate Change	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	325,000.00	325,000.00	0	
	Teambuilding	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,200,000.00	1,200,000.00	0	
	Mid-Year Assessment	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	600,000.00	600,000.00	0	
4	Procurement of Office Supplies	OSEC, Senate, HREP, AFMD	No	Sec. 35.5 Agency-to-Agency/Sec. 32 Direct Acquisition	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	2,460,000.00	2,460,000.00	0	Common office supplies of the agency.
5	Procurement of ICT Office Supplies	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	1,133,918.00	1,133,918.00	0	Various ICT supplies
6	Fuel, Oil and Lubricants and other related products and services	OSEC, Senate, HREP, AFMD	No	Sec. 35.13 Direct Retail Purchase of POL Products	Year-Round	Year-Round	Year-Round	Year-Round	GoP	4,223,000.00	4,223,000.00	0	To ensure the continuous and efficient operation of the PLLO vehicles
7	Semi-Expendable Machinery & Equipment Expenses-Printing Equipment	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	307,000.00	307,000.00	0	Replacement of outdated printers
8	Other Supplies and Materials	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,685,000.00	1,685,000.00	0	To cover other supplies and materials of the agency.
9	Water	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,000.00	2,000.00	0	Utility expenses of the agency



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10	Electricity	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	630,000.00	630,000.00	0	Utility expenses of the agency
11	Postage and Courier Services	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	3,000.00	3,000.00	0	
12	Mobile Subscription	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	997,000.00	997,000.00	0	To cover communication expenses of PLLO Officials & authorized Staff in the delivery/transmission of official messages, cost of internet, eLLS and cable services
13	Telephone Subscription - Landline	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	126,000.00	126,000.00	0	
14	Internet Subscription	OSEC, Senate, HREP, AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	918,000.00	918,000.00	0	
15	Cable, Satellite, Telegraph and Radio Expenses	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	37,000.00	37,000.00	0	
16	Extraordinary & Miscellaneous Expenses	OSEC, Senate, HREP, AFMD	No	Not applicable	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,399,000.00	1,399,000.00	0	To cover incidental expenses to the performance of official functions
17	Legal Services	OSEC, Senate, HREP, AFMD	No	Not applicable	Year-Round	Year-Round	Year-Round	Year-Round	GoP	16,000.00	16,000.00	0	
18	System Development eLLServ and System Development Reports System	OSEC	No	Sec. 34 Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	1,198,400.00	1,198,400.00	0	ICT Consultancy Services
19	Consultancy Services	OSEC	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	6,360,000.00	6,360,000.00	0	To reinforce the manpower requirement of the PLLO to deliver its mandate in shepherding Presidential Legislative Agendas (PLAs)
20	Other Professional Services	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	8,639,822.40	8,639,822.40	0	
21	Other General Services	OSEC, Senate, HREP, AFMD	No	Sec. 31 Direct Contracting	Year-Round	Year-Round	Year-Round	Year-Round	GoP	634,000.00	634,000.00	0	To cover payment of other general services contracted by the agency
22	Repair and Maintenance - Office Equipment	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	9,000.00	9,000.00	0	For the upkeep of the office equipment
23	Repair and Maintenance - IT Equipment & Software	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,000.00	2,000.00	0	For the upkeep of the ICT equipment
24	Repair and Maintenance - Communication Equipment	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,000.00	2,000.00	0	For the upkeep of the communication equipment



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
25	Periodic repair and maintenance - Motor Vehicles	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,125,000.00	1,125,000.00	0	Preventive maintenance of motor vehicles
26	Repair and Maintenance - Furniture & Fixtures	OSEC, Senate, HREP, AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	12,000.00	12,000.00	0	For the upkeep of the Furniture & Fixtures
27	Repair and Maintenance - Others	OSEC & AFMD	No	Sec. 32 Direct Acquisition	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	1,400,000.00	1,400,000.00	0	Repair & maintenance of 6th and 9th Floor, OSEC & AFMD Office
28	Taxes, Duties and Licenses	OSEC, Senate, HREP, AFMD	No	Sec. 35 Agency-to-Agency	Year-Round	Year-Round	Year-Round	Year-Round	GoP	49,000.00	49,000.00	0	LTO Registration of MVs
29	Fidelity Bond Premium	OSEC, Senate, HREP, AFMD	No	Sec. 35 Agency-to-Agency	Year-Round	Year-Round	Year-Round	Year-Round	GoP	282,000.00	282,000.00	0	Premiums of bonded officials
30	Insurance	OSEC, Senate, HREP, AFMD	No	Sec. 35 Agency-to-Agency	Year-Round	Year-Round	Year-Round	Year-Round	GoP	259,000.00	259,000.00	0	Insurance of PPEs
31	Procurement of check books	OSEC, Senate, HREP, AFMD	No	Sec. 35 Agency-to-Agency	Year-Round	Year-Round	Year-Round	Year-Round	GoP	4,000.00	4,000.00	0	For Check Books
32	Representation (Catering Services, Meals, Venue, Service Charge & Incidentals)												
	LLS Plenary	OSEC	No	Sec. 35.9 Lease of Venue	2nd & 4th Quarter	2nd & 4th Quarter	2nd & 4th Quarter	2nd & 4th Quarter	GoP	2,400,000.00	2,400,000.00	0	To reinforce the expanding operational requirements of the PLLO in shepherding the president's Legislative Agenda (PLAs) and Policy Reform Agenda of the President in Congress and with the other stakeholders and for the conduct of strategic activities for the Legislative Liaison System (LLS) and Priority Policy Reform of the President
	MANCOM	OSEC	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	360,000.00	360,000.00	0	
	EXECOM	OSEC	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	85,000.00	85,000.00	0	
	High-Level Meeting	OSEC	No	Sec. 35.9 Lease of Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	2,400,000.00	2,400,000.00	0	
	GAD Seminar - Workshop with LLS Members	OSEC	No	Sec. 35.9 Lease of Venue	1st & 2nd Quarter	1st & 2nd Quarter	1st & 2nd Quarter	1st & 2nd Quarter	GoP	250,000.00	250,000.00	0	
	GAD Seminar - Workshop with Congress' Committee Secretaries	OSEC	No	Sec. 35.9 Lease of Venue	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	250,000.00	250,000.00	0	
	Ceremonial Signing and OP Activities	OSEC	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	5,527,316.00	5,527,316.00	0	
	Monthly Meeting	Senate	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	220,000.00	220,000.00	0	
	Focus Group Discussion	Senate	No	Sec. 35.9 Lease of Venue	2nd & 4th Quarter	2nd & 4th Quarter	2nd & 4th Quarter	2nd & 4th Quarter	GoP	480,000.00	480,000.00	0	



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Representation (Catering Services, Meals, Venue, Service Charge & Incidentals)												
	High-Level Consultation	Senate	No	Sec. 35.9 Lease of Real Property and Venue	1st & 2nd Quarter	1st & 2nd Quarter	1st & 2nd Quarter	1st & 2nd Quarter	GoP	745,000.00	745,000.00	0	
	Inter-Agency Consultation	Senate	No	Sec. 35.9 Lease of Real Property and Venue	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	646,000.00	646,000.00	0	
	Small Group Meeting	Senate	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	180,000.00	180,000.00	0	
	Interface - Senate Secretariat	Senate	No	Sec. 35.9 Lease of Real Property and Venue	3rd & 4th Quarter	3rd & 4th Quarter	3rd & 4th Quarter	3rd & 4th Quarter	GoP	674,000.00	674,000.00	0	
	Interface with COS & CLO	Senate	No	Sec. 35.9 Lease of Real Property and Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	450,000.00	450,000.00	0	
	LLS Plenary	Senate	No	Sec. 35.9 Lease of Real Property and Venue	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	240,000.00	240,000.00	0	
	Assistance to the Plenary Budget Deliberations	Senate	No	Sec. 35.9 Lease of Real Property and Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	1,300,000.00	1,300,000.00	0	
	Commission on Appointments - Deliberations/Assistance	Senate	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	375,000.00	375,000.00	0	
	Monthly Meeting	HREP	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	220,000.00	220,000.00	0	
	Focus Group Discussion	HREP	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	1,770,000.00	1,770,000.00	0	
	Focus Group Discussion - Core Group Discussion	HREP	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	480,000.00	480,000.00	0	
	Focus Group Discussion - High Level Consultation Meeting	HREP	No	Sec. 35.9 Lease of Real Property and Venue	Year-Round	Year-Round	Year-Round	Year-Round	GoP	160,000.00	160,000.00	0	
	SONA Reception Activity	HREP	No	Sec. 34 Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	340,000.00	340,000.00	0	
	Interface HREP Secretariat	HREP	No	Sec. 35.9 Lease of Real Property and Venue	3rd & 4th Quarter	3rd & 4th Quarter	3rd & 4th Quarter	3rd & 4th Quarter	GoP	830,000.00	830,000.00	0	
	Interface-Chiefs-of-Staff	HREP	No	Sec. 35.9 Lease of Real Property and Venue	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	1,000,000.00	1,000,000.00	0	
	Budget Deliberations-Committee Level	HREP	No	Sec. 34 Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	915,000.00	915,000.00	0	
	Budget Deliberations-Plenary Level	HREP	No	Sec. 34 Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	915,000.00	915,000.00	0	
	Other Representation Expenses			Sec. 34 Small Value Procurement/Sec. 35.9 Lease of Venue						4,580,000.00	4,580,000.00	0	
33	Climate Change Activity	OSEC	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	255,000.00	255,000.00	0	



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
34	PLLO Give-aways	OSEC	No	Sec. 34 Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	630,000.00	630,000.00	0	
35	PLLO give-aways -Planner	OSEC	No	Sec. 34 Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	600,000.00	600,000.00	0	
36	Secretary's Token	OSEC	No	Sec. 34 Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	320,000.00	320,000.00	0	
37	Transportation and Delivery Services	OSEC,Senate,HREP,AFMD	No	Sec. 32 Direct Acquisition	Year-Round	Year-Round	Year-Round	Year-Round	GoP	25,000.00	25,000.00	0	For trucking & hauling services
38	Rental - Building and Structures	OSEC,Senate,HREP,AFMD	No	Sec. 35.9 Lease of Real Property	Year-Round	Year-Round	Year-Round	Year-Round	GoP	7,514,986.00	7,514,986.00	0	Rental of office space & storage
39	Rent - Equipment	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	230,000.00	230,000.00	0	Rental of photocopying machines
40	ICT Software Subscription	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	605,000.00	605,000.00	0	MS Office 365 subscription
41	Cloud Computing Services	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	424,880.00	424,880.00	0	Shared Cloud Hosting, Dedicated Cloud Hosting, Adobe Creative Clouds all apps
42	Other Subscription Services	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	35,000.00	35,000.00	0	Zoom Meeting & hostgator web hosting
43	Sportsfest activity and other general services	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	Year-Round	Year-Round	Year-Round	Year-Round	GoP	375,000.00	375,000.00	0	Other services not covered by contract
44	Procurement of IT Equipment	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	3,840,000.00	3,840,000.00	0	Laptop, multimedia laptop, desktop & DSLR camera with battery
45	ICT Software (MS Windows Server 2022 & MS SQL Server 2022)	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	2nd & 3rd Quarter	GoP	811,000.00	811,000.00	0	ICT requirements
46	Procurement of IT Equipment												
	21 units Laptop	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	1,260,000.00		1,260,000.00	To replace outdated Laptops and
	3 units Multimedia Laptop	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	270,000.00		270,000.00	camera
	2 units DSLR Camera with extra battery	OSEC,Senate,HREP,AFMD	No	Sec. 34 Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	150,000.00		150,000.00	
GRAND TOTAL										92,518,000.00	90,838,000.00	1,680,000.00	

Prepared by:

**ROSALIE T. MORALES**

EA III/Acting Procurement Officer  
(BAC Secretariat Head)

Recommending approval:

**ASEC. ROSE VIRGINIE B. INIGO**

Chairperson, Bids and Awards Committee

Approved by:

**SEC. MARILYN L. MENDOZA**

Presidential Adviser on Legislative Affairs  
and Head, PLLO