

# FY 2023 ANNUAL PROCUREMENT PLAN (APP)

As of January 27, 2023

Name of Agency: **PRESIDENTIAL LEGISLATIVE LIAISON OFFICE (PLLO)**

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)
				Ads/Post of IR/RFI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5-02-01-01-0-00	<b>Travelling Expenses</b> Local Travel	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP		2,394,000.00		Seminars and Information dissemination Public Hearings re: Legislative Concerns Presidential Provincial Visits Special instruction of the President
5-02-01-02-0-00	Foreign Travel		N/A							896,000.00		Secondary Party re Presidential Trips Invitation to attend International Events Special instruction of the President
	Sub - Total								3,290,000.00	3,290,000.00		
	<b>Training Expenses</b>	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP	5,670,000.00	5,670,000.00		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, and PWD and Youth activities.
5-02-03-01-0-00	<b>Supplies and Materials Expenses</b> Office Supplies	PLLO - OSEC, HRep, Senate and AFMD	NP-53.5-Agency-to-Agency							2,155,000.00		Office supplies of the agency.
5-02-03-09-0-00	Fuel, Oil & Lubricants		N/A							3,159,000.00		Supply of fuel, oil, and lubricants of PLLO vehicles.
5-02-03-99-0-00	Other Supplies and Materials		Shopping / NP-53.9-Small Value Procurement							1,185,000.00		To cover other supplies and materials of the agency.
	Sub - Total								6,499,000.00	6,499,000.00		
5-02-04-01-0-00	<b>Utility Expenses</b> Water Expenses	PLLO - HREP extension Office	N/A					GoP		2,000.00		Utility expenses of PLLO - Malacañang Extension office
5-02-04-02-0-00	Electricity Expenses									750,000.00		*
	Sub - Total								752,000.00	752,000.00		
5-02-05-01-0-00	<b>Communication Expenses</b> Postage and Courier	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP		18,000.00		For postage and courier services
5-02-05-02-0-01	Telephone Expenses - Mobile		N/A							1,205,000.00		To cover communication expenses of PLLO Officials
5-02-05-02-0-02	Telephone Expenses - Landline		N/A							271,000.00		& authorized staff in the delivery / transmission
5-02-05-03-0-00	Internet Subscription		N/A							1,448,000.00		of official messages; cost of internet, eLLS,
5-02-05-04-0-00	Cable, Satellite, Telegraph and Radio		N/A							67,000.00		and cable services
	Sub - Total								3,009,000.00	3,009,000.00		
5-02-11-01-0-00	<b>Professional Services</b> Legal Services	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP		15,000.00		To reinforce manpower requirement of the PLLO to deliver
5-02-11-03-0-00	Consultancy Services		N/A							1,800,000.00		its mandate in shepherding Presidential Legislative Agenda (PLAs)
5-02-11-99-0-00	Other Professional Services		N/A							4,056,000.00		
	Sub - Total								5,871,000.00	5,871,000.00		

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				Ads/Post of IR/RFI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Other General Services</b>	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP	1,080,000.00	1,080,000.00		To cover payment of other general services contracted by the agency.
	<b>Repairs and Maintenance Expenses</b>	PLLO - OSEC, HRep, Senate and AFMD						GoP				
5-02-13-05-002	Repairs and Maintenance - Office Equipment		Shopping / NP-53.9-Small Value Procurement							5,000.00		Repair and maintenance of office equipment
5-02-13-05-003	Repairs and Maintenance - ICT Equipment & Software		"							4,000.00		Repair and maintenance of ICT equipment
5-02-13-05-007	Repairs and Maintenance - Communication Equipment		"							4,000.00		Repair and maintenance of communication equipment
5-02-13-06-001	Repairs and Maintenance - Motor Vehicles		"							594,000.00		Preventive maintenance of motor vehicles
5-02-13-07-000	Repairs and Maintenance - Furniture & Fixtures		"							12,000.00		Repair and maintenance of furniture & fixtures
	Sub - Total								619,000.00	619,000.00		
	<b>Extraordinary &amp; Miscellaneous Expenses</b>	PLLO - OSEC, HRep, Senate and AFMD	N/A					GoP	1,829,000.00	1,829,000.00		To cover incidental expenses to the performance of official functions
	<b>Taxes, Insurance Premiums and Other Fees</b>	PLLO - OSEC, HRep, Senate and AFMD						GoP				
5-02-15-01-001	Taxes, Duties and Licenses		NP-53.5-Agency-to-Agency							30,000.00		Vehicle registration
5-02-15-05-000	Fidelity Bond Premiums		"							192,000.00		Premiums of bonded officials
5-02-15-03-000	Insurance Expenses		"							266,000.00		Insurance of PLLO Equipments
	Sub - Total								488,000.00	488,000.00		
	<b>Other MOOE</b>	PLLO - OSEC, HRep, Senate and AFMD						GoP				
5-02-99-03-000	Representation Expenses		N/A							12,018,000.00		To reinforce the expanding operational requirements of the PLLO in shepherding the president's Legislative Agenda (PLA) 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.
5-02-99-04-000	Transportation and Delivery Expenses									25,000.00		Trucking /hauling services
5-02-99-05-004	Rent Expenses - Equipment		NP-53.9-Small Value Procurement							230,000.00		Rental of photocopying machines
5-02-99-05-001	Rent Expenses - Building & Structures		NP-53.10-Lease of Real Property							4,793,000.00		Rental of office space (PLLO-Mal. extension office) and space for storage to decongest office space
5-02-99-07-000	Subscription Expenses		N/A							389,000.00		MS Office 365 subscription of PLLO employees
5-02-99-08-000	Donations		N/A							100,000.00		Donations to other government institutions.
5-02-99-99-099	Other MOOE		N/A							300,000.00		For Covid-19 initiatives
	Sub - Total								17,855,000.00	17,855,000.00		
	<b>TOTAL MOOE</b>								46,962,000.00	46,962,000.00		
	<b>GRAND TOTAL</b>								46,962,000.00	46,962,000.00	None	

Prepared by:

  
**ROSALIE T. MORALES**  
 EA III/ Acting Procurement Officer


Funds Available:

  
**FRANCES IRENE A. SAGUISUIT**  
 Adm'n. Officer V/Budget Officer

Recommending Approval:

  
**ASEC. ROSE VIRGIMIE B. INIGO**  
 BAC Chairperson

Approved by:

  
**SEC. MARK LINDORO L. MENDOZA**  
 Presidential Adviser on Legislative Affairs  
 and Head, PLLO