




**PALACIO DEL GOBERNADOR CONDOMINIUM CORPORATION**  
**Annual Procurement Plan FY 2024**

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Pest/Insect & Termite Control Services	Admin. Office	Small Value Procurement	30-Dec-23	10-Jan-24	15-Jan-24	15-Jan-24	Corporate Budget	78,000.00	78,000.00	-	Comprehensive Pest Control for One Year
	Quarterly Preventive Maintenance of X-Ray Machine XRC 5030	Admin. Office	Small Value Procurement	30-Dec-23	10-Jan-24	12-Jan-24	12-Jan-24	Corporate Budget	66,340.00	66,340.00	-	Quarterly maintenance of X-Ray Scanning Machine (contract valid for One year)
	Water Treatment & General Cleaning of 31 Cooling Towers	Admin. Office	Small Value Procurement	05-Jan-24	12-Jan-24	15-Jan-24	15-Jan-24	Corporate Budget	285,000.00	285,000.00	-	Water Treatment & General Cleaning of 31 units Cooling Towers for One year
	Procurement of 1 unit Laptop and 4 units desktop computer	Admin. Office	Small Value Procurement	08-Jan-24	16-Jan-24	20-Jan-24	20-Jan-24	Corporate Budget	361,960.00	361,960.00	-	To replace old laptop and computers
	Preventive Maintenance of MEFPS (Mechanical, Electrical, Fire Protection, FDAS, Sanitary) System	Admin. Office	Competitive Bidding	15-Jan-24	25-Jan-24	12-Mar-24	12-Mar-24	Corporate Budget	2,500,000.00	2,500,000.00	-	Comprehensive Preventive Maintenance of PDGCC MEFPS for One year
	Procurement of One (1) unit Earthquake Recorder Instrument	Admin. Office	Competitive Bidding	15-Jan-24	25-Jan-24	12-Mar-24	12-Mar-24	Corporate Budget	1,060,000.00	1,060,000.00	-	To record the motion of the ground during earthquake. Required by Office of the Building official as requirement for Annual Building Inspection Certificate.
	Replacement of sewer line from 4th floor to 8th floor male and female comfort room	Admin. Office	Competitive Bidding	15-Jan-24	25-Jan-24	12-Mar-24	12-Mar-24	Corporate Budget	1,400,000.00	1,400,000.00	-	To replace clogged sewer line that were installed since constructed
	Security Services	Admin. Office	Competitive Bidding	03-May-24	23-May-24	26-Jul-24	26-Jul-24	Corporate Budget	4,710,000.00	4,710,000.00	-	Security Service for One year
	Janitorial Services/Elevator Operators	Admin. Office	Competitive Bidding	03-May-24	23-May-24	26-Jul-24	26-Jul-24	Corporate Budget	5,400,000.00	5,400,000.00	-	Janitorial Services and Elevator Operator for one year
	Annual Cleaning of Three Sets Chandelier	Admin. Office	Small Value Procurement	04-Nov-24	15-Nov-24	29-Nov-24	29-Nov-24	Corporate Budget	27,500.00	27,500.00	-	Once a year cleaning of 3 units of Chandelier
	Replacement of Parts of Elevator No. 1-4	Admin. Office	Direct Contracting	N/A	N/A	N/A	N/A	Corporate Budget	785,000.00	785,000.00	-	Replacement of defective/mulfuction/wear and tear parts/component of Elevator
	Elevator Preventive Maintenance	Admin. Office	Direct Contracting	N/A	N/A	N/A	N/A	Corporate Budget	296,520.00	296,520.00	-	Preventive Maintenance of Elevator for One Year
	Office Supplies	Admin. Office	Shopping/PS	N/A	N/A	N/A	N/A	Corporate Budget	295,209.65	295,209.65	-	To be purchaseed at DBM-PS
	Microsoft 365 Annual Subscription	Admin. Office	Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	4,699.00	4,699.00	-	To upgrade the existing plan
	Plumbing Fixtures & Supplies	Admin. Office		N/A	N/A	N/A	N/A	Corporate Budget	350,000.00	350,000.00	-	Procurement of plumbing fixtures and for emergency plumbing activity.
	Office Equipment/Electrical Fixtures/devices/Material and hardware supplies	Admin. Office		N/A	N/A	N/A	N/A	Corporate Budget	350,000.00	350,000.00	-	Procurement of electrical devices/fixtures and for emergency activity.
	Cleaning of airconditioner	Admin. Office		N/A	N/A	N/A	N/A	Corporate Budget	8,000.00	8,000.00	-	To ensure the equipment is in good condition
	Preventive Maintenance of Motor Vehicles	Admin. Office		N/A	N/A	N/A	N/A	Corporate Budget	50,000.00	50,000.00	-	Preventive maintenance of Toyota Imova
	<b>GRAND TOTAL</b>								<b>18,028,228.65</b>	<b>18,028,228.65</b>		

  
**MYRNA DELA CRUZ**  
 Member - PDGCC Admin. Committee and  
 Secretariat - PDGCC BAC

  
**ENGR. EDWARD ALLAN C. ROTAS**  
 Assistant Building Administrator  
 End User

  
**ATTY. ERWIN D. STA. ANA**  
 Corporate Secretary - PDGCC and  
 Chairman - PDGCC BAC

  
**SHARON P. ALMANZA**  
 President - PDGCC  
 Head of the Procuring Entity