



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**  
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

OCT 30 2020

**MEMORANDUM**

No. 524, s. 2020

TO : **CENTRAL OFFICE SERVICE DIRECTORS**

SUBJECT : **Reiteration on the Conduct of Early Procurement Activity (EPA)**

Pursuant to Para 5.6.e of Memorandum Circular No. 2020-1 dated 02 June 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Services, OCD is required to undertake Early Procurement, short of award, for at least fifty per cent (50%) of the value of eligible procurement projects as outlined in the OCD FY 2021 Indicative Annual Procurement Plan (APP) consistent with the FY 2021 National Expenditure Program (NEP), and to update its PhilGEPS posting for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS.

Furthermore, in consonance with Section 7.6 of R.A. 9184, the undertaking of EPA will facilitate the awarding of procurement contracts after the enactment of the GAA, enabling the timely implementation and completion of programs and projects.

In line with this, conduct your respective Early Procurement Activities (EPA) for all your projects in relation to the approved FY 2021 Indicative APP consistent with the FY 2021 NEP immediately, **EXCEPT** those projects where procurement modality involves Repeat Order, Shopping, Emergency Cases, Take-Over of Contracts, and Small Value Procurement.

Attached for your ready reference is the list of eligible procurement projects which may be undertaken through Early Procurement (**Annex A**).

For strict compliance.

  
**ASEC HERNANDO M. CARAIG JR**  
Civil Defense Deputy Administrator  
for Administration

# ANNEX A

## PROPOSED EARLY PROCUREMENT PROJECTS

Procurement Project	PMO/ End-User	Mode of Procurement	Estimated Budget (Php)
Lease of Venue and Hotel Accommodation for the conduct of Executive Offices' Mid Year Assessment, Planning Session and Team Building Activity	Executive Offices	NP-53.10 Lease of Real Property and Venue	133,800.00
Lease of Venue and Hotel Accommodation for the conduct of Executive Offices' Year-End Assessment	Executive Offices	NP-53.10 Lease of Real Property and Venue	66,900.00
Hiring of Consultant	Executive Offices	NP-53.7 Highly Technical Consultants	300,000.00
Printing of Proj DINA	PAO	Competitive Bidding	322,000.00
<b>EO/ PAO TOTAL</b>			<b>822,700.00</b>
Public Service Continuity Plan	AFMS	NP-53.10 Lease of Real Property and Venue	468,400.00
Team Building	AFMS	NP-53.10 Lease of Real Property and Venue	32,000.00
<b>AFMS OD TOTAL</b>			<b>500,400.00</b>
Hotel Accommodation, Meals and Venue Rental	FMD	NP-53.10 Lease of Real Property and Venue	174,000.00
Hotel Accommodation, Meals and Venue Rental	FMD	NP-53.10 Lease of Real Property and Venue	235,400.00
<b>FMD TOTAL</b>			<b>409,400.00</b>
Fuel, Oil, and Lubricant	GSD	Competitive Bidding	6,000,000.00
Fuel, Oil, and Lubricant	GSD	Competitive Bidding	5,830,113.00
Provision of Hotel/Resort Accommodation including Meals for the Conduct of GSD Synergy Building	GSD	NP-53.10 Lease of Real Property and Venue	600,600.00
<b>GSD TOTAL</b>			<b>12,430,713.00</b>
Hiring of Consultant	HRMDD	NP-53.7 Highly Technical Consultants	3,000,000.00
Lease of Venue including meals for the conduct of OCD Anniversary	HRMDD	NP-53.10 Lease of Real Property and Venue	500,000.00
<b>HRMDD TOTAL</b>			<b>3,500,000.00</b>
Provision of Venue with Meals and Accommodation for the Conduct of Procurement Family Conference	PMD	NP-53.10 Lease of Real Property and Venue	330,000.00
Provision of Venue with Meals and Accommodation for the Conduct of OCD Formulation Workshop for the CY 2022 APP	PMD	NP-53.10 Lease of Real Property and Venue	514,800.00
Provision of Venue with Meals and Accommodation for the Conduct of Synergy Building of PMD	PMD	NP-53.10 Lease of Real Property and Venue	132,000.00
<b>PMD TOTAL</b>			<b>976,800.00</b>



Procurement Project	PMO/ End-User	Mode of Procurement	Estimated Budget (Php)
Provision of hotel/venue/accommodation and meals services for the conduct of under CDE Fund activities of FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	343,200.00
Provision of hotel/venue/accommodation and meals services for the conduct of CBTS 1st quarter activities of FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	484,000.00
Provision of hotel/venue/accommodation and meals services for the conduct of CBTS 2nd quarter activities of FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	1,639,800.00
Provision of hotel/venue/accommodation and meals services for the conduct of CBTS 3rd quarter activities of FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	817,400.00
Provision of hotel/venue/accommodation and meals services for the conduct of CBTS 4th quarter activities of FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	346,900.00
Provision of hotel/venue/accommodation services for the conduct of NSED activities for FY2021	CBTS	NP-53.10 Lease of Real Property and Venue	930,000.00
Provision of professional services for the conduct of researches FY2021	CBTS	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	2,000,000.00
<b>CBTS TOTAL</b>			<b>6,561,300.00</b>

Support to Disaster Monitoring during Emergency Condition (Provision of Meals and snacks)	Operations	Competitive Bidding	15,288,000.00
Provision of Hotel Venue including meals and room accommodation for the conduct of Cascading of Information Management Tools	Operations	NP-53.10 Lease of Real Property and Venue	528,800.00
Provision of Hotel Venue including meals and room accommodation for the conduct of Finalization of Disaster Report	Operations	NP-53.10 Lease of Real Property and Venue	220,000.00
SMS Blast Solution	Operations	Direct Contracting	1,500,000.00
SMS Blast Solution	Operations	Direct Contracting	3,500,000.00
Support to Satellite Communications Voice (SAT Phones)	Operations	Competitive Bidding	1,560,000.00
Support to Satellite Communications for Data	Operations	Direct Contracting	5,400,000.00
Back-up Internet Service Provider for the NDRRMOC	Operations	Competitive Bidding	1,600,000.00
Procurement of Network Equipment Licenses	Operations	Competitive Bidding	8,152,520.00
Internet Subscription for DELSA Warehouse	Operations	Direct Contracting	15,588.00
Procurement of Non-Food Items	Operations	Competitive Bidding	100,000,000.00
Rental of Heavy Equipment	Operations	Competitive Bidding	1,500,000.00
Freight, Forwarding and Hauling Services	Operations	Competitive Bidding	20,000,000.00
Fuel, Oil and Lubricant	Operations	Competitive Bidding	27,618,000.00
Provision of Hotel Venue including meals and room accommodation for the conduct of International External Classification (IEC) Planning Workshop	Operations	NP-53.10 Lease of Real Property and Venue	352,000.00
Provision of Hotel Venue including meals and room accommodation for the conduct of Responders Capability Enhancement Program Workshop	Operations	NP-53.10 Lease of Real Property and Venue	462,000.00
Provision of Hotel Venue including meals and room accommodation for the conduct of CSSR AND INSARAG USAR Refresher Training Course ICOW 36-Hour Simulation Exercise	Operations	NP-53.10 Lease of Real Property and Venue	462,000.00
Provision of Hotel accommodation and meals for the exercise control group and facilitators ICOW the conduct of 36-Hour Simulation Exercise	Operations	NP-53.10 Lease of Real Property and Venue	132,000.00
Provision of Venue Rental for the conduct of 36-Hour Simulation Exercise	Operations	NP-53.10 Lease of Real Property and Venue	150,000.00
Provision of Venue and Hotel Accommodation and Meals for the conduct of Synergy Building Activity of the Operations Service	Operations	NP-53.10 Lease of Real Property and Venue	352,000.00
<b>OPERATIONS TOTAL</b>			<b>188,792,908.00</b>



Procurement Project	PMO/ End-User	Mode of Procurement	Estimated Budget (PhP)
Hotel Accommodation and Meals Mid year SLC	PDPS	NP-53.10 Lease of Real Property and Venue	195,000.00
Hotel Accommodation and Meals for Mid year SLC	PDPS	NP-53.10 Lease of Real Property and Venue	88,000.00
Hotel Accommodation and Meals Year-End SLC	PDPS	NP-53.10 Lease of Real Property and Venue	195,000.00
Hotel Accommodation and Meals Year-End SLC	PDPS	NP-53.10 Lease of Real Property and Venue	88,000.00
Hotel Accommodation and Meals for 1st PFC	PDPS	NP-53.10 Lease of Real Property and Venue	440,000.00
Hotel Accommodation and Meals Year-End PFC	PDPS	NP-53.10 Lease of Real Property and Venue	440,000.00
Hotel/Venue/Accommodation and Meals for Participants (4 days) for APB-FY2022 Validation/Adjustment Workshop (after the NEP)	PDPS	NP-53.10 Lease of Real Property and Venue	440,000.00
Hotel/Venue/Accommodation and Meals for Secretariat (5 days) for APB-FY2022 Validation/Adjustment Workshop (after the NEP)	PDPS	NP-53.10 Lease of Real Property and Venue	66,000.00
Hiring of highly technical consultant for the Mid-term review of Strategic Plan 2020-2022	PDPS	NP-53.7 Highly Technical Consultants	500,000.00
Provision of Venue, Meals and Accommodation for Participants and Secretariat for the GK Seal Final Deliberation	PDPS	NP-53.10 Lease of Real Property and Venue	1,100,000.00
Trophies/ Plaques (Top Winners) GK Seal-National Awarding	PDPS	Competitive Bidding	2,500,000.00
Provision of Meals and Accommodation for OCD Senior Leaders GK Seal-National Awarding	PDPS	NP-53.10 Lease of Real Property and Venue	125,000.00
Provision of Meals and Accommodation For Secretariat, Working Committee Members and Regional Focal Persons GK Seal-National Awarding	PDPS	NP-53.10 Lease of Real Property and Venue	440,000.00
Lease of Venue/Convention Center GK Seal-National Awarding	PDPS	NP-53.10 Lease of Real Property and Venue	500,000.00
Hiring of Events Management Services GK Seal-National Awarding	PDPS	NP-53.7 Highly Technical Consultants	600,000.00
Provision of Venue, Accommodation and Meals for Participants and Secretariat for GK Desk Evaluation	PDPS	NP-53.10 Lease of Real Property and Venue	132,000.00
Provision of Venue, Meals and Accommodation for Participants and Secretariat for Cascading of LDRRMP Review Guidelines	PDPS	NP-53.10 Lease of Real Property and Venue	330,000.00
Provision of Venue, Meals and Accommodation for Participants and Secretariat for Review of Regional DRRM Plans	PDPS	NP-53.10 Lease of Real Property and Venue	198,000.00
Provision of accommodation and meals for Roundtable Meeting for the OCD-JICA Project (OCD Regional Directors, OCD CO Staff and JICA) 60 pax/ 1 night	PDPS	NP-53.10 Lease of Real Property and Venue	198,000.00
Accommodation, meals, and venue for Workshop for the Development of the LDRRMP in Pilot Areas (CALABARZON)	PDPS	NP-53.10 Lease of Real Property and Venue	424,000.00
Accommodation, meals, and venue for Workshop for the Development of the LDRRMP in Pilot Areas (Region VII)	PDPS	NP-53.10 Lease of Real Property and Venue	434,600.00
Accommodation, meals, and venue for Workshop for the Development of the LDRRMP in Pilot Areas (Region XI)	PDPS	NP-53.10 Lease of Real Property and Venue	270,600.00
Hotel/Venue/Accommodation and Meals (3 days) for Synergy Building	PDPS	NP-53.10 Lease of Real Property and Venue	198,000.00
<b>PDPS TOTAL</b>			<b>9,902,200.00</b>



<b>Procurement Project</b>	<b>PMO/ End-User</b>	<b>Mode of Procurement</b>	<b>Estimated Budget (PhP)</b>
Davao Training/ Workshop on iPDNA and INDEX	RRMS	NP-53.10 Lease of Real Property and Venue	196,300.00
Isabela Training/Workshop on iPDNA and INDEX	RRMS	NP-53.10 Lease of Real Property and Venue	136,700.00
Pre-Testing of New Tools for PDNA to include Environment/Ecosystems and Labor and Orientation on Culture and Heritage	RRMS	NP-53.10 Lease of Real Property and Venue	193,280.00
Roll-out of National Loss and Damage Registry (NLDR)	RRMS	NP-53.10 Lease of Real Property and Venue	286,800.00
First Semester Strategic Planning and Performance Review	RRMS	NP-53.10 Lease of Real Property and Venue	211,200.00
Year-End Strategic Planning and Performance Evaluation	RRMS	NP-53.10 Lease of Real Property and Venue	144,000.00
RRMS Year-End Family Conference	RRMS	NP-53.10 Lease of Real Property and Venue	401,440.00
<b>RRMS TOTAL</b>			<b>1,569,720.00</b>