

Department of Trade and Industry 7, Regional Office Annual Procurement Plan for FY 2023

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GAS	Meals of participants the Training on various trainings	FAD HR	NO	NP-53.9 - Small Value Procurement	Mar to Dec 2023	N/A	Mar to Dec 2023	Mar to Dec 2023	GoP	117,500.00	117,500.00		
GAS	Meals of various Organization Culture Initiatives	FAD HR	NO	NP-53.9 - Small Value Procurement	Apr to Dec 2023	N/A	Apr to Dec 2023	Apr to Dec 2023	GoP	52,500.00	52,500.00		
GAS	Training supplies and materials	FAD HR	NO	NP-53.9 - Small Value Procurement	Mar to Dec 2023	N/A	Mar to Dec 2023	Mar to Dec 2023	GoP	173,300.00	173,300.00		
GAS	Office supplies not in the PS DBM	FAD	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	100,000.00	100,000.00		
GAS	Accountable forms	FAD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Oct to Dec 2023	Oct to Dec 2023	GoP	16,000.00	16,000.00		
GAS	Fuel, Oil and Lubricants	FAD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Jan-23	Jan-23	GoP	326,000.00	326,000.00		
GAS	Other Supplies and Materials	FAD, ORD, PMSU	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	365,000.00	365,000.00		
GAS	Drinking water	FAD	NO	NP-53.9 - Small Value Procurement	Jan-23	N/A	Jan-23	Jan-23	GoP	18,510.00	18,510.00		
GAS	Courier Services	FAD	YES	NP-53.9 - Small Value Procurement	Nov-22	N/A	Jan-23	Jan-23	GoP	64,980.00	64,980.00		
GAS	Security Guards for DTI 7 RO	FAD	YES	Competitive Bidding	Nov-22	Dec-22	Jan-23	Feb-23	GoP	578,422.71	578,422.71		
GAS	Vehicle rental	FAD	YES	NP-53.9 - Small Value Procurement	Dec-22	N/A	Jan-23	Jan-23	GoP	106,198.00	106,198.00		
GAS	Repairs and Maintenance of airconditioning units	FAD	NO	NP-53.9 - Small Value Procurement	Feb-23	N/A	Mar-23	Mar-23	GoP	185,000.00	185,000.00		
GAS	Repair and Maintenance-IT Equipment	FAD	NO	NP-53.9 - Small Value Procurement	Feb-23	N/A	Mar-23	Mar-23	GoP	150,000.00	150,000.00		
GAS	Preventive maintenance - 2 vehicles including minor parts and labor	FAD	YES	NP-53.9 - Small Value Procurement	Jan-23	N/A	Jan-23	Jan-23	GoP	200,000.00	200,000.00		
GAS	Repairs/maintenance of one (1) motor vehicle including parts and labor	FAD	NO	NP-53.9 - Small Value Procurement	Feb-23	N/A	Feb-23	Feb-23	GoP	50,000.00	50,000.00		
GAS	Venue and meals for Mancom Meetings, Planning workshops, and other meetings	PMSU	YES	NP-53.10 Lease of Real Property and Venue	N/A	N/A	06-Jan-23	Jan-23	GoP	548,800.00	548,800.00		
GAS	Meals for EXECOM Meeting and Conference	PMSU	NO	NP-53.9 - Small Value Procurement	05-Jun	N/A	21-Jul-23	Jul-23	GoP	14,000.00	14,000.00		
GAS	Representation Expenses	PMSU	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	123,200.00	123,200.00		
GAS	Professional Services for the Design of office repairs/renovation	FAD	NO	NP-53.9 - Small Value Procurement	Jan-23	N/A	Feb-23	Feb-23	GoP	50,000.00	50,000.00		
GAS	Online subscription	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	161,194.00	161,194.00		

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GAS	Computer accessories	PMSU	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	40,000.00	40,000.00		
GAS	Hiring of facilitator for the Planning Workshop	PMSU	NO	NP-53.9 - Small Value Procurement	Feb to Oct 2023	N/A	Feb to Oct 2023	Feb to Oct 2023	GoP	65,000.00	65,000.00		
GAS	Customized signages	PMSU	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	49,000.00	49,000.00		
GAS	Meals for Regional Internal Quality Audit	PMSU	NO	NP-53.9 - Small Value Procurement	June	N/A	Jun-23	Jun-23	GoP	20,250.00	20,250.00		
GAS	Meals for National Internal Quality Audit	PMSU	NO	NP-53.9 - Small Value Procurement	July	N/A	Jul-23	Jul-23	GoP	18,000.00	18,000.00		
31.1.1.2	Re-convene group - quarterly meet (CVIAN Revival)	IDD	NO	NP-53.9 - Small Value Procurement	Feb to Dec 2023	N/A	Feb to Dec 2023	Feb to Dec 2023	GoP	95,000.00	95,000.00		
31.1.1.2	CFIF E-Catalog	IDD	NO	NP-53.9 - Small Value Procurement	Dec-23	N/A	Dec-23	Dec-23	GoP	200,000.00	200,000.00		
31.1.1.2	DTI-CB CMCI Survey - Research Services	IDD	NO	NP-53.9 - Small Value Procurement	Feb to Aug 2023	N/A	Feb to Aug 2023	Feb to Aug 2023	GoP	250,000.00	250,000.00		
31.1.1.2	eFactbook 2023 - Editorial Services	IDD	NO	NP-53.9 - Small Value Procurement	Dec-23	N/A	Dec-23	Dec-23	GoP	200,000.00	200,000.00		
31.1.1.2	RO Investment Promotion Initiatives	IDD	NO	NP-53.9 - Small Value Procurement	Dec-23	N/A	Dec-23	Dec-23	GoP	500,000.00	500,000.00		
32.1.1.1	Ecosystem Mapping on Creatives (CREATIVES Development Program)	IDD	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	50,000.00	50,000.00		
32.1.1.1	FGDs and Consultative Sessions/Summit (CREATIVES Development Program)	IDD	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	200,000.00	200,000.00		
32.1.1.1	Asia Design Sharing (CREATIVES Development Program)	IDD	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	500,000.00	500,000.00		
33.1.1.2	I.C.E (Summit and Conferences)	IDD	NO	NP-53.9 - Small Value Procurement	Jan to Dec 2023	N/A	Jan to Dec 2023	Jan to Dec 2023	GoP	100,000.00	100,000.00		
33.1.1.2	Food and Venue (50 pax @550/pax) (ROAD TO FIESTARTUP)	SDD	NO	NP-53.10 Lease of Real Property and Venue	May-23	N/A	May-23	May-23	GoP	27,500.00	27,500.00		
33.1.1.2	Meals during Press Conference (ROAD TO FIESTARTUP)	SDD	NO	NP-53.9 - Small Value Procurement	May-23	N/A	May-23	May-23	GoP	10,000.00	10,000.00		
33.1.1.2	Accommodation of Resource Speakers (ROAD TO FIESTARTUP)	SDD	NO	NP-53.9 - Small Value Procurement	Apr-23	N/A	Apr-23	Apr-23	GoP	13,000.00	13,000.00		
33.1.1.2	Food and Venue (Regional Inclusive Innovation Committee (RICOM) FGDs)	SDD	NO	NP-53.10 Lease of Real Property and Venue	15-Jun	N/A	Jun-23	22-Jun	GoP	200,000.00	200,000.00		
33.1.1.2	Food and Venue (150 pax x 2 days @1,200/pax) (FIESTARTUP NOVEMBER 2023)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Nov-23	N/A	Nov-23	Nov-23	GoP	252,500.00	252,500.00		
33.1.1.2	Accommodation of Resource Speakers (FIESTARTUP NOVEMBER 2023)	SDD	NO	NP-53.9 - Small Value Procurement	Nov-23	N/A	Nov-23	Nov-23	GoP	30,000.00	30,000.00		
33.1.1.2	LED Wall (FIESTARTUP NOVEMBER 2023)	SDD	NO	NP-53.9 - Small Value Procurement	Nov-23	N/A	Nov-23	Nov-23	GoP	29,500.00	29,500.00		
33.1.1.2	Van Rental (FIESTARTUP NOVEMBER 2023)	SDD	NO	NP-53.9 - Small Value Procurement	Nov-23	N/A	Nov-23	Nov-23	GoP	8,000.00	8,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
33.1.1.2	Food and Venue (13 sessions) for Learning Sessions: The 101 Series (Creatives Industry Development Program)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Jun-23	N/A	Jun-23	Jun-23		50,000.00	50,000.00		
33.1.1.2	Accommodation of Resource Speaker for Learning Sessions: The 101 Series (Creatives Industry Development Program)	SDD	NO	NP-53.9 - Small Value Procurement	Aug to Sept 2023	N/A	Aug to Sept 2023	Aug to Sept 2023		4,000.00	4,000.00		
003	Hiring of Consultancy Service Provider - (COCONUT FARMERS AND INDUSTRY DEVELOPMENT PLAN (CFIDP))	SDD	NO	Competitive Bidding	Aug to Sept 2023	Aug to Sept 2023	Aug to Sept 2023	Aug to Sept 2023	GoP	1,700,000.00	1,700,000.00		
003	Development of Database System (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	07-Jun	N/A	04-Jul	05-Jul	GoP	300,000.00	300,000.00		
003	Multimedia (Marketing / Promotion) (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	Apr to Dec 2023	Apr to Dec 2023	Apr to Dec 2023	Apr to Dec 2023	GoP	583,000.00	583,000.00		
003	Other Supplies and Materials (shirts, bags, tokens) (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	Feb to Dec 2023	N/A	Feb to Dec 2023	Feb to Dec 2023	GoP	50,000.00	50,000.00		
003	Van Rental (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	Mar-23	N/A	Mar-23	Mar-23	GoP	50,000.00	50,000.00		
003	Meals, Venue and Accommodation (CFIDP)	SDD	NO	Competitive Bidding	July 17 to August 7, 2023	08-Aug-23	Aug-23	Aug-23	GoP	1,500,000.00	1,500,000.00		
003	Office Supplies (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	Feb to Dec 2023	N/A	Feb to Dec 2023	Feb to Dec 2023	GoP	50,200.00	50,200.00		
003	Equipment Rental (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	May to Nov 2023	N/A	May to Nov 2023	May to Nov 2023	GoP	50,000.00	50,000.00		
003	Booth System Rental (CFIDP)	SDD	NO	NP-53.9 - Small Value Procurement	May to Nov 2023	N/A	May to Nov 2023	May to Nov 2023	GoP	100,000.00	100,000.00		
33..1.1.3	Hotel Accommodation (meetings, planning, assessment, others) (Component of the Comprehensive Agrarian Reform Program (CARP))	SDD-CARP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June to Nov 2023	June to Nov 2023		45,000.00	45,000.00		
33..1.1.3	Meals and Snacks (meetings, planning, assessment, others) (CARP)	SDD-CARP	NO	NP-53.9 - Small Value Procurement	June to Nov 2023	N/A	June to Nov 2023	June to Nov 2023		11,000.00	11,000.00		
33..1.1.3	Other Supplies and Materials (shirts, tokens) (CARP)	SDD-CARP	NO	NP-53.9 - Small Value Procurement	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		3,600.00	3,600.00		
33..1.1.3	Vehicle Rental (CARP)	SDD-CARP	NO	NP-53.9 - Small Value Procurement	Mar-23	N/A	Mar-23	Mar-23		10,000.00	10,000.00		
33..1.1.3	Zoom Account (CARP)	SDD-CARP	NO	NP-53.14 Direct Retail Purchase ofPetroleum	N/A	N/A	Feb-23	Feb-23		9,000.00	9,000.00		
33.1.2.1	DREAM - Accommodation (ESTABLISHMENT OF NEGOSYO CENTERS (NC))	SDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June to Dec 2023	June to Dec 2023		30,000.00	30,000.00		
33.1.2.1	Financing Forum - Venue and Food (NC)	SDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June to Dec 2023	June to Dec 2023		100,000.00	100,000.00		
33.1.2.1	Vehicle rental for NC Audit and Assessment by COA (NC)	SDD	NO	NP-53.9 - Small Value Procurement	Jan-23	N/A	Jan-23	Jan-23		45,000.00	45,000.00		
33.1.2.1	Graduation 2nd Batch (KMME)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Oct to Nov 2023	N/A	Oct to Nov 2023	Oct to Nov 2023		80,000.00	80,000.00		
33.1.2.1	Mixer / Homecoming (KMME)	SDD	NO	NP-53.9 - Small Value Procurement	Oct to Nov 2023	N/A	Oct to Nov 2023	Oct to Nov 2023		180,000.00	180,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
33.1.2.2	Other Professional Services for the repair and improvement of OTOP Hub Space (OTOP NEXT GENERATION)	SDD	NO	Competitive Bidding	May-23	Jun-23	July-Aug	July-Aug		1,870,025.47	1,870,025.47		
33.1.2.2	Other Professional Services (OTOP NEXT GENERATION)	SDD	NO	NP-53.9 - Small Value Procurement	Apr to Sept 2023	N/A	Apr to Sept 2023	Apr to Sept 2023		100,000.00	100,000.00		
33.1.2.2	Van Rental (OTOP Hub launch)	SDD	NO	NP-53.9 - Small Value Procurement	Aug to Sept 2023	N/A	Aug to Sept 2023	Aug to Sept 2023		10,000.00	10,000.00		
33.1.2.2	Accommodation (OTOP Hub launch)	SDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Aug to Sept 2023	Aug to Sept 2023		25,000.00	25,000.00		
33.1.2.2	Representation (OTOP Hub launch)	SDD	NO	NP-53.9 - Small Value Procurement	Aug to Sept 2023	N/A	Aug to Sept 2023	Aug to Sept 2023		35,000.00	35,000.00		
33.1.2.2	Supplies and materials (OTOP Hub launch)	SDD	NO	NP-53.9 - Small Value Procurement	Aug to Sept 2023	N/A	Aug to Sept 2023	Aug to Sept 2023		25,000.00	25,000.00		
33.1.2.2	Rent of Program venue (OTOP Hub launch)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Aug to Sept 2023	N/A	Aug to Sept 2023	Aug to Sept 2023		15,000.00	15,000.00		
33.1.2.2	Hiring of Visual Merchandiser for OTOP Hub to include training on visual merchandising for cooperators and DTI staff (OTOP Marketing Campaign)	SDD	NO	NP-53.9 - Small Value Procurement	April to Sept 2023	N/A	April to Sept 2023	April to Sept 2023		100,000.00	100,000.00		
33.1.2.2	Accommodation (OTOP Marketing Campaign)	SDD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	April to Sept 2023	April to Sept 2023		15,000.00	15,000.00		
33.1.2.2	Venue and/or meals (OTOP Marketing Campaign)	SDD	NO	NP-53.10 Lease of Real Property and Venue	April to Sept 2023	N/A	April to Sept 2023	April to Sept 2023		50,000.00	50,000.00		
33.1.2.2	OTOP-related meetings (OTOP Marketing Campaign)	SDD	NO	NP-53.9 - Small Value Procurement	April to Sept 2023	N/A	April to Sept 2023	April to Sept 2023		50,000.00	50,000.00		
33.1.2.3	Vehicle Rental for Monitoring and Evaluation (Shared Service Facilities (SSF) Projects)	SDD	NO	NP-53.9 - Small Value Procurement	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		50,000.00	50,000.00		
33.1.2.3	Tokens for SSF RTWG Members and Experts (SSF)	SDD	NO	NP-53.9 - Small Value Procurement	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		10,000.00	10,000.00		
33.1.2.3	Office Supplies (SSF)	SDD	NO	NP-53.9 - Small Value Procurement	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		20,000.00	20,000.00		
33.1.2.3	Meals, venue and accommodation (SSF)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		500,000.00	500,000.00		
33.1.2.3	Meals, Venue and Accommodation (MSMED Council)	SDD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Mar to Nov 2023	Mar to Nov 2023		100,000.00	100,000.00		
33.1.2.3	Other Supplies - tokens (MSMED Council)	SDD	NO	NP-53.9 - Small Value Procurement	Mar to Nov 2023	N/A	Mar to Nov 2023	Mar to Nov 2023		30,000.00	30,000.00		
33.1.2.3	Meals, Snacks, and Venue (YEP, You Can Be Your Own Boss)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Apr-23	N/A	Apr-23	May-23		120,000.00	120,000.00		
33.1.2.3	Other Supplies - Print outs (YEP, You Can Be Your Own Boss)	SDD	NO	NP-53.9 - Small Value Procurement	May-23	N/A	May-23	May-23		10,000.00	10,000.00		
33.1.2.3	Venue and meals (BSMED - Digital Training)	SDD	NO	NP-53.10 Lease of Real Property and Venue	May to Dec 2023	N/A	May to Dec 2023	May to Dec 2023		50,000.00	50,000.00		
34.1.1.2	Newspaper Publication (in case of price freeze) (Monitoring and Enforcement)	CPD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Ex	N/A	N/A	April to Dec 2023	April to Dec 2023		50,000.00	50,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
34.1.1.2	Van rental (Monitoring and Enforcement)	CPD	NO	NP-53.9 - Small Value Procurement	Jul-23	N/A	Jul-23	Jul-23		72,000.00	72,000.00		
34.1.1.2	Annual Calibration of Measuring Equipment (Monitoring and Enforcement)	CPD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	July to Oct 2023	July to Oct 2023		1,500.00	1,500.00		
34.1.1.2	Enforcement polo shirts (Monitoring and Enforcement)	CPD	NO	NP-53.9 - Small Value Procurement	Apr to May 2023	N/A	Apr to May 2023	Apr to May 2023		49,680.00	49,680.00		
34.1.1.2	Enforcement supplies and test buy (Monitoring and Enforcement)	CPD	NO	NP-53.9 - Small Value Procurement	Apr to Nov 2023	N/A	Apr to Nov 2023	Apr to Nov 2023		20,000.00	20,000.00		
34.2.1.2	Meals during deliberation of Bagwis Applications from Pos (Consumer Education & Advocacy Program)	CPD	NO	NP-53.9 - Small Value Procurement	Feb to Nov 2023	N/A	Feb to Nov 2023	Feb to Nov 2023		8,000.00	8,000.00		
34.2.1.2	Meals for Capacity Building of Staff and consumer met agencies (Learning Sessions) (Consumer Education & Advocacy Program)	CPD	NO	NP-53.9 - Small Value Procurement	June to Dec 2023	N/A	June to Dec 2023	June to Dec 2023		7,500.00	7,500.00		
34.2.1.2	Tokens for Capacity Building of Staff and consumer met agencies (Learning Sessions) (Consumer Education & Advocacy Program)	CPD	NO	NP-53.9 - Small Value Procurement	June to Dec 2023	N/A	June to Dec 2023	June to Dec 2023		1,350.00	1,350.00		
34.2.1.2	Venue and meals (Consumer Month Celebration)	CPD	NO	NP-53.10 Lease of Real Property and Venue	Sept to Oct 2023	N/A	Sept to Oct 2023	Sept to Oct 2023		25,000.00	25,000.00		
34.2.1.2	Tokens (Consumer Month Celebration)	CPD	NO	NP-53.9 - Small Value Procurement	Sept to Oct 2023	N/A	Sept to Oct 2023	Sept to Oct 2023		900.00	900.00		
34.2.1.2	Tokens (Strengthening of ConsumerNet (bi-annual))	CPD	NO	NP-53.9 - Small Value Procurement	Oct to Nov 2023	N/A	Oct to Nov 2023	Oct to Nov 2023		8,112.00	8,112.00		
34.2.1.2	Meals (Strengthening of ConsumerNet (bi-annual))	CPD	NO	NP-53.9 - Small Value Procurement	Jun-23	N/A	Jun-23	Jun-23		8,100.00	8,100.00		
34.2.1.2	Venue and meals (Strengthening of ConsumerNet (bi-annual))	CPD	NO	NP-53.10 Lease of Real Property and Venue	Dec-23	N/A	Dec-23	Dec-23		17,100.00	17,100.00		
34.2.1.2	Meals (CPD Interface Meeting)	CPD	NO	NP-53.9 - Small Value Procurement	Apr-23	N/A	Apr-23	Apr-23		13,500.00	13,500.00		
34.2.1.2	Venue and meals (CPD Interface Meeting)	CPD	NO	NP-53.10 Lease of Real Property and Venue	Dec-23	N/A	Dec-23	Dec-23		10,000.00	10,000.00		

Prepared by:


Recommending Approval:


Certified as to Funds Available:

Approved by:


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