

(DEPARTMENT OF TRADE AND INDUSTRY, REGION VII-Siquijor Provincial Office) Updated Annual Procurement Plan 1st Semester of FY 2023

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity (Yes or No?)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
OO1 EXPORTS AND INVESTMENT PROGRAM													
	Procurement of venue and food during the Meeting with the invited guest James Lo, President of the Game Developers Association of the Philippines and the Creative Stakeholders	SDD/IDD	No	Negotiated Procurement - Lease of Real Property and Venue			June 13, 2023	June 13, 2023	GoP	10,000.00	10,000.00		Conduct of Creative Stakeholders with James Lo Meeting
	TOTAL OO1 EXPORTS AND INVESTMENT PROGRAM									10,000.00	10,000.00	-	
OO2 INDUSTRY DEVELOPMENT PROGRAM													
	Procurement of meals and supplies for the conduct of ROLL IT related meetings	SDD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	40,000.00	40,000.00		Conduct of Roll It Stakeholders Meeting
	Procurement of meals for the conduct of Seminars on Financing, IPO and Digi Talks from May to June 2023	Negosyo Center	No	Negotiated Procurement - Small Value Procurement	May 2023	May 2023	June 2023	June 2023	GoP	50,000.00	50,000.00		Digitalk sessions to all municipalities
	TOTAL OO2 INDUSTRY DEVELOPMENT PROGRAM									90,000.00	90,000.00	-	
OO3 MSME DEVELOPMENT													
	SSF MOOE												
	Procurement of meals and various training supplies for the conduct of Bamboo Composite Product Development and Manufacturing	SDD	No	Negotiated Procurement - Small Value Procurement			March 2023	March 2023	GoP	29,340.00	29,340.00		1 SSF Training for the bamboo sector
	Procurement of venue and meals, office suppliers, and provision of designs for the conduct of Packaging and Labeling Seminar/Workshop	SDD	No	Lease, Negotiated Procurement - Small Value Procurement, Shopping			April 2023	April 2023	GoP	63,500.00	63,500.00		1 SSF Training for the food sector
	Preparation and conduct for the World Bamboo Day	SDD	No	Negotiated Procurement - Small Value Procurement			May-23	May-23	GoP	40,000.00	40,000.00		5 SSF trngs @ P14,000/trng. 1 SSF trng @ 16,240/trng.
	Provision of heavy snacks during the meeting for SSF Projects and other SDD related activities from February to December 2023	SDD	No	Negotiated Procurement - Small Value Procurement			Jan-23	Jan-23	GoP	27,500.00	27,500.00		snacks during the conduct of SSF meetings/FGD etc
	Workshop on Improving Food Safety & Quality in Siquijor Food Sector Utilizing Propak Equipment	SDD	No	Negotiated Procurement - Small Value Procurement			various dates	Aug, Oct, Dec	GoP	60,000.00	60,000.00		
	Skills Training on Handicrafts Making for Olang Farmers Association	SDD	No	Negotiated Procurement - Small Value Procurement			July	July	GoP	30,000.00	30,000.00		1 Skills Trng for SSF Cooperator
	Effective and Safe Operation of Bamboo Processing Equipment @ It's Functions (w/ supplier)	SDD	No	Negotiated Procurement - Small Value Procurement			Sept 2023	Sept 2023		30,000.00	30,000.00		
	Procurement of van rental for SSF related travels within Siquijor	SDD	No	Negotiated Procurement - Small Value Procurement			Mar-23	Mar-23	GoP	23,200.00	23,200.00		van rental during the monitoring of SSF projects
	Notarial fee	SDD	No	Negotiated Procurement - Small Value Procurement			Mar-23	Mar-23	GoP	5,000.00	5,000.00		
	Travelling Expenses	SDD	No	Negotiated Procurement - Small Value Procurement			Mar-23	Mar-23	GoP	30,000.00	30,000.00		
	SSF Fablab Mix 'n Match Activities	SDD	No	Negotiated Procurement - Small Value Procurement			Aug	Aug	GoP	50,000.00	50,000.00		


	SSF Insurance	SDD	No	Negotiated Procurement - Small Value Procurement			Nov	Nov	GoP	90,576.00	90,576.00		
Establishment/Maintenance of Negosyo Center													
	Repairs and maintenance of Office Equipment	Negosyo Center	Yes	Negotiated Procurement - Small Value Procurement	November 2022	November 2022	December 2022	January 2023	GoP	30,000.00	30,000.00		Repair and maintenance of 4 window type aircon, 1 floor standing & 1 Split type aircon
	Fuel, Oil & Other Lubricants	Negosyo Center	Yes	Negotiated Procurement - Small Value Procurement	November 2022	November 2022	December 2022	January 2023	GoP	120,000.00	120,000.00		Fuel, oil and lubricants of of DTI-SPO official vehicle Mitsubishi-Adventure with plate number SKE 987
	Procurement of Load Cards for Negosyo Centers for internet connectivity in the processing of Business Registration applications and for smooth flow of communication	Negosyo Center	No	Negotiated Procurement - Small Value Procurement			March 2023	March 2023	GoP	20,000.00	20,000.00		Internet subscription for 4 NC offices
	Procurement of various office supplies	Negosyo Center	No	Negotiated Procurement - Small Value Procurement			February, July 2023	February, July 2023	GoP	90,000.00	90,000.00		Other office Supplies for 7 NC personnel
	Procurement of meals for the conduct of Seminars on Financing, IPO and Digi Talks from May to June 2023	Negosyo Center	No	Negotiated Procurement - Small Value Procurement	May 2023	May 2023	May 2023	May 2023	GoP	50,012.34	50,012.34		Digitalk sessions to all municipalities
	Repairs and maintenance-Building	Negosyo Center	No	Negotiated Procurement - Small Value Procurement	various dates	various dates	various dates	various dates	GoP	100,000.00	100,000.00		
	Procurement of meals, room accommodation, van rental and supplies for the conduct of Short Film Production	SDD	No	Negotiated Procurement - Small Value Procurement			June 2023	June 2023	GoP	76,130.00	76,130.00		Creative Industry activity
	Venue and Meals for the conduct of SMED Council Meeting	Negosyo Center	No	Lease of Real Property and Venue			June 2023	June 2023	GoP	50,000.00	50,000.00		
	CMCI On Boarding	Negosyo Center	No	Lease of Real Property and Venue		various dates	various dates	various dates	GoP	15,000.00	15,000.00		
OTOP Next Gen													
	Procurement of meals, supplies, booth set-up and construction for the conduct of Araw ng Siquijor Trade Fair	SDD	No	Negotiated Procurement - Small Value Procurement	various dates	various dates	various dates	various dates	GoP	30,000.00	30,000.00		Annual conduct of the Adlaw sa Probinsya sa Siquijor Agri-Tourism and Trade Fair headed by DA and DTI
	Procurement of representation expenses, venue, van rental and office supplies for the conduct of OTOP ACT 2023	SDD	No	Lease, Negotiated Procurement - Small Value Procurement, Shopping			May 2023	May 2023	GoP	20,974.00	20,974.00		Annual conduct of OTOP ACT Consultation session
	Procurement of meals and various training and seminar supplies for the conduct of 3 OTOP Next Gen related activities/trainings	SDD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	96,980.00	96,980.00		Prod Dev - P26,980; FDA LTO/CPR Facilitation - 45,000; Food Safety - P25,000
CARP 2023 PAPs/Others													
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of Product Photography Training	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			August 2023	August 2023	GoP	17,000.00	17,000.00		1 training for all ARBO representatives
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of CARP Marketing Seminar for the ARBOs	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			August 2023	August 2023	GoP	15,250.00	15,250.00		1 training for all ARBO representatives
	Procurement of meals, van rental, printing of tarpaulin banner and training materials for the conduct of Production Training for TMFA	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			April 2023	April 2023	GoP	41,280.00	41,280.00		1 Skills Training for 1 ARBO


	Procurement of meals, van rental, printing of tarpaulin banner and training materials for the conduct of Production Training for CCMP	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			June 2023	June 2023	GoP	16,000.00	16,000.00		1 Skills Training for 1 ARBO
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of CARP Organization and Management Training (1st batch)	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			September 2023	July 2023	GoP	11,000.00	11,000.00		1 Org & Management Seminar for 1 ARBO
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of CARP Organization and Management Training (2nd batch)	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			September 2023	July 2023	GoP	7,500.00	7,500.00		1 Org & Management Seminar for 1 ARBO
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of CARP Financing Training for CRIC	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			August 2023	June 2023	GoP	7,500.00	7,500.00		1 training for all ARBO representatives
	Procurement of meals, van rental and printing of tarpaulin banner for the conduct of Familiarizing Financing Programs for Small Businesses	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement			August 2023	August 2023	GoP	23,000.00	23,000.00		1 training for all ARBO representatives
	Procurement of meals, trade fair supplies and materials, printing of tarpaulin banners, and booth construction and set-up for the conduct of Adlaw sa Probinsya sa Siquijor Agri Tourism and Trade Fair 2023	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement; Shopping			September 2023	September 2023	GoP	50,000.00	50,000.00		Annual conduct of the Adlaw sa Probinsya sa Siquijor Agri-Tourism and Trade Fair headed by DA and DTI
	Procurement of office supplies for the official use of CARP personnel for 2023	SDD (CARP)	No	Shopping			March 2023	March 2023	GoP	28,680.00	28,680.00		Office supplies for the daily use of CARP personnel
	Procurement of semi-expendable furniture/fixture (printer stand) for the official use of CARP personnel	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement; Shopping			March 2023	March 2023	GoP	8,000.00	8,000.00		Printer stand for the printer provided by DTI-CARP NPO
	Procurement of representation expenses for the conduct of CARP Monitoring and Evaluation for the 1st Sem of FY 2023	SDD (CARP)	No	Negotiated Procurement - Small Value Procurement; Shopping			June 2023	June 2023	GoP	1,500.00	1,500.00		Conduct of semestral CARP monitoring and evaluation provincewide
CFIDP PAs 2023													
	Provincial CFIDP Market Development Strategic Planning and Review/Updating of Value Chain Map Analysis and Development sessions with Industry Players and Stakeholders	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			October 2023	October 2023	GoP	70,000.00	70,000.00		CFIDP Activities
	Market Development Series: Market Orientation and Stakeholders' Dialogue/Forum (market encounter/market matching)	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			August 2023	August 2023	GoP	47,000.00	47,000.00		CFIDP Activities
	Market Development capacity development seminars/info sessions/webinars/trainings conducted (Product Development for coco-based non-food products and Food Safety and	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			June 2023	June 2023	GoP	154,425.00	154,425.00		CFIDP Activities
	Conduct and/or Participation to Trade Fairs and Exhibits (Provincial, Regional, National)	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			September 2023	September 2023	GoP	30,000.00	30,000.00		CFIDP Activities
	Promotion of Permanent Showroom/Display Outlet for Coconut Products (rental of space/fabrication of pop up kiosks, standees and other promotional materials)	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			August 2023	August 2023	GoP	150,000.00	150,000.00		CFIDP Activities
	Consultative Meetings/FDGs with CFIDP Provincial Steering Bodies for Market Development and Industry Stakeholders/CBOs/CFOs/Councils	SDD (CFIDP)	No	Negotiated Procurement - Small Value Procurement; Shopping			September 2023	September 2023	GoP	105,000.00	105,000.00		CFIDP Activities
	TOTAL OO3 MSME DEVELOPMENT									1,961,347.34	1,961,347.34		
OO4.1 CONSUMER PROTECTION PROGRAM													

0.4.1.2	Procurement of gasoline, supplies, meals and van services for the conduct of CPD Price Monitoring	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	7,125.00	7,125.00		expenses for gasoline, per diem, supplies, meeting, van rental
0.4.1.3	Procurement van services for the CPD Monitoring and enforcement	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	20,000.00	20,000.00		expenses for gasoline, per diem, supplies, meeting, van rental
	Procurement of various supplies for the Accreditation of permits and licences	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	6,146.00	6,146.00		expenses for actual inspection of SREs, supplies, etc
TOTAL OO4.1 CONSUMER PROTECTION PROGRAM										33,271.00	33,271.00	-	
OO4.2.2 CONSUMER EDUCATION AND ADVOCACY													
	Procurement of meals and training supplies for the conduct of CPD seminars	CPD	No	Negotiated Procurement - Small Value Procurement	various dates	various dates	various dates	various dates	GoP	10,000.00	10,000.00		2 batches of seminars
	Procurement of representation expenses for the Strengthening consumer org meetings	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	10,000.00	10,000.00		Jan-Dec meetings and activities
	Procurement of printing services for the production of IEC Materials	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	10,000.00	10,000.00		conceptualization, layout, printing expenses
	Procurement of representation expenses for the conduct of Consumer Welfare Month	CPD	No	Negotiated Procurement - Small Value Procurement			various dates	various dates	GoP	4,930.00	4,930.00		October celebration
TOTAL OO4.2 CONSUMER EDUCATION AND ADVOCACY										34,930.00	34,930.00	-	
GAS-FOE													
	Procurement of fuel, oil and lubricants	Siquijor Prov'l Office	No	Negotiated Procurement - 53.14 - Direct Retail Purchase of Petroleum fuel, oil and lubricant (POL) products and airline tickets			January 2023	January 2023	GoP	36,000.00	36,000.00		diesel, oil and lubricants of of DTI-SPO official vehicle Mitsubishi-Adventure with plate number SKE 987
	Procurement of drinking water	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			January 2023	January 2023	GoP	5,040.00	5,040.00		Drinking water refill(420.00 monthly; P35x12gal)
	Procurement of Maintenance of Aircon	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			January 2023	January 2023	GoP	37,600.00	37,600.00		P4,500.00 quarterly maintenance (6 aircon units @ P750 per unit)
	Procurement of Maintenance of IT Equipment	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			January 2023	January 2023	GoP	28,200.00	28,200.00		P7,050.00 quarterly maintenance (11 desktops @ P640 per unit)
	Procurement for the Repair and Maintenance of motor vehicles	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			January 2023	January 2023	GoP	120,000.00	120,000.00		1 motor vehicle, maintenance every 10,000 km or quarterly (P30,000 per qtr); P40,000 for tires; P10,000 repair for motor vehicle aircon
	Procurement of meals and snacks for Meetings (PMR, Virtual Meetings (REXMANCOM/EXECOM, IQA)	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement	December 2022	December 2022	January 2023	January 2023	GoP	84,000.00	84,000.00		P7,000.00 per month for MRs
	Procurement of newspaper	Siquijor Prov'l Office	Yes	Negotiated Procurement-Media Services			January 3, 2023	January 3, 2023	GoP	14,200.00	14,200.00		Monthly subscription of national circulation newspaper (253 copies); monthly subscription of local circulating newspaper (240 copies)


	Procurement of Office Supplies	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement	May 2023	May 2023	June 2023	June 2023	GoP	230,000.00	230,000.00		(1) Office supplies - P10,000.00 monthly (P1,000 per capita x 10 (7 regular + 3 Jos) (2) Other Office Supplies Expense - Ergonomic swivel chairs (10 chairs for conference room); Ergonomic stackable chairs (30 chairs for conference room); Steel cabinets
	Procurement of Accountable Forms	Siquijor Prov'l Office	Yes	Agency to Agency			January 3, 2023	January 3, 2023	GoP	6,000.00	6,000.00		10 checkbooks @P600 / pad
	Procurement of postage and courier services	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			Jan 2023	Jan 2023	GoP	45,000.00	45,000.00		Postage services
	TOTAL GAS-FOE									606,040.00	606,040.00	-	
GAS-TRAININGS													
	Procurement of venue and representation expenses for the conduct of Spiritual Wellness Program 2023	Siquijor Prov'l Office	No	Lease			April 2023	April 2023	GoP	5,400.00	5,400.00		Fund 101 - 6 regular personnel CARP Funds - 1 CARP personnel
	Procurement of venue and representation expenses for the conduct of Organizational Team Bonding 2023 and Unlocking Insights: How Data Analytics Can Revolutionize Government Work	Siquijor Prov'l Office	No	Lease			May 2023	May 2023	GoP	20,500.00	20,500.00		HR Funds
	Procurement of representation and transportation expenses and various activity supplies for the annual conduct of Organizational Culture Initiatives for DTI SPO	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			December 2023	December 2023	GoP	19,200.00	19,200.00		Negosyo Center - 7,200 (1,200 x 6 pax) GAS - 12,000 (1,200 x 10 pax)
	Procurement of representation and transportation expenses and various activity supplies for the conduct of 2023 Year-End Assessments, Rewards and Recognition and Planning Workshop	Siquijor Prov'l Office	No	Negotiated Procurement - Small Value Procurement			Dec 2023	Dec 2023	GoP	29,700.00	29,700.00		Negosyo Center - 7,200 GAS - 12000 (1200 x 10) plaque - 10500(1500 x 7 reg staff)
	TOTAL GAS-TRAININGS									74,800.00	74,800.00	-	
								TOTAL CONSOLIDATED ANNUAL PROCUREMENT FOR CY 2023 (REGULAR MOOE AND PROJECT FUNDS)	GoP	2,810,388.34	2,810,388.34	-	

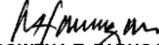
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