

Department of Trade and Industry-Region 12 Non-CSE Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Program/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 Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	APP-Common Use Supplies and Equipment (Not Available in DBM-PS)	RO and FOs	No	Shopping	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	2,996,066.79	2,996,066.79		
	Administrative, Financial and Management Division, Office of the Provincial Director and Office of the Regional Director												
	Traveling Expenses												
	Local	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	1,700,000.00	1,700,000.00		
	Training and Seminar Expenses												
	Training Expenses	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	570,000.00	570,000.00		
	Supplies and Materials Expenses												
	Accountable Forms	RO and FOs	No	Agency-to-agency	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	20,000.00	20,000.00		
	Fuel, Oil and Lubricants	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	338,000.00	338,000.00		
	Utility Expenses												
	Water	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	90,000.00	90,000.00		
	Electricity	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	660,000.00	660,000.00		
	Communications Services												
	Postage and Courier Services	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00		
	Telephone - Mobile	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	125,000.00	125,000.00		
	Telephone - Landline	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	155,000.00	155,000.00		
	Internet Subscription Expenses	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	167,000.00	167,000.00		
	Extraordinary and Miscellaneous Exp.	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	136,000.00	136,000.00		
	Professional Services												
	Legal Services	RO and FOs	No	N/A	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	15,000.00	15,000.00		
	Auditing Services	RO and FOs	No	N/A	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00		
	Consultancy Services	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00		
	Other Professional Services	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	250,000.00	250,000.00		
	General Services												
	Janitorial Services and Other General Services	RO and POs	Yes	Competitive Bidding	Oct 2022	Nov 2022	Jan 2023	Jan 2023	GoP	3,724,000.00	3,724,000.00		
	Security Services	RO and POs	Yes	Competitive Bidding	Oct 2022	Nov 2022	Jan 2023	Jan 2023	GoP	2,296,000.00	2,296,000.00		
	Repairs and Maintenance												
	Machinery	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	16,000.00	16,000.00		
	Office Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	10,000.00	10,000.00		
	ICT Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	5,000.00	5,000.00		
	Motor Vehicles	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	400,000.00	400,000.00		
	Taxes, Insurance Premiums & Other Fees												
	Taxes, Duties and Licenses	RO and POs	No	N/A	N/A	N/A	N/A	N/A	GoP	22,000.00	22,000.00		
	Fidelity Bond Premiums	RO and POs	No	N/A	N/A	N/A	N/A	N/A	GoP	150,000.00	150,000.00		
	Insurance Expenses	RO and POs	No	N/A	N/A	N/A	N/A	N/A	GoP	507,000.00	507,000.00		
	Other Maintenance & Operating Expenses												
	Advertising Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	15,000.00	15,000.00		
	Printing and Publication Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	21,000.00	21,000.00		
	Representation Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	1,250,000.00	1,250,000.00		
	Transportation and Delivery Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	15,000.00	15,000.00		
	Rent /Lease Expenses												
	Rents - Buildings and Structures	RO and POs	No	NP-Lease of Real Property	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	1,207,000.00	1,207,000.00		
	Rents - Motor Vehicles	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	25,000.00	25,000.00		
	Other Subscription Expenses	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	22,000.00	22,000.00		
	Other Maintenance and Operating Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	197,000.00	197,000.00		

Industry Development Divisions											
Traveling Expenses											
Local	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	821,000.00	821,000.00	
Training and Seminar Expenses											
Training Expenses	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	557,000.00	557,000.00	
Supplies and Materials Expenses											
Fuel, Oil and Lubricants	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	282,000.00	282,000.00	
Utility Expenses											
Water	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	73,000.00	73,000.00	
Electricity	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	457,000.00	457,000.00	
Communications Services											
Postage and Courier Services	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	47,000.00	47,000.00	
Telephone - Mobile	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	7,000.00	7,000.00	
Telephone - Landline	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	87,000.00	87,000.00	
Internet Subscription Expenses	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	12,000.00	12,000.00	
Professional Services											
Legal Services	RO and FOs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	15,000.00	15,000.00	
Consultancy Services	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	45,000.00	45,000.00	
Repairs and Maintenance											
Machinery	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	4,000.00	4,000.00	
Office Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	20,000.00	20,000.00	
ICT Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	20,000.00	20,000.00	
Machinery and Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	5,000.00	5,000.00	
Other Maintenance & Operating Expenses											
Advertising Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	42,000.00	42,000.00	
Printing and Publication Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	378,000.00	378,000.00	
Representation Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	742,000.00	742,000.00	
Transportation and Delivery Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	65,000.00	65,000.00	
Rent /Lease Expenses											
Rents - Buildings and Structures	RO and FOs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00	
Rents - Motor Vehicles	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00	
Other Subscription Expenses	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	13,000.00	13,000.00	
Other Maintenance and Operating Expenses	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	304,000.00	304,000.00	
SME Development Divisions											
Traveling Expenses											
Local	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	650,000.00	650,000.00	
Training and Seminar Expenses											
Training Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	1,100,000.00	1,100,000.00	
Supplies and Materials Expenses											
Fuel, Oil and Lubricants	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	350,000.00	350,000.00	
Utility Expenses											
Water	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	52,000.00	52,000.00	
Electricity	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	250,000.00	250,000.00	
Communications Services											
Postage and Courier Services	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	205,000.00	205,000.00	
Telephone - Mobile	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	206,000.00	206,000.00	
Telephone - Landline	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	250,000.00	250,000.00	
Internet Subscription Expenses	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	364,000.00	364,000.00	
Awards/ Rewards Expenses									155,000.00	155,000.00	
Professional Services											
Legal Services	RO and FOs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2022	Jan-Dec 2022	GoP	5,000.00	5,000.00	
Consultancy Services	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	250,000.00	250,000.00	
Other Professional Services	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	285,000.00	285,000.00	
Repairs and Maintenance											
Machinery	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	15,000.00	15,000.00	
Office Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00	
ICT Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	50,000.00	50,000.00	
Other Maintenance & Operating Expenses											
Advertising Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	126,000.00	126,000.00	
Printing and Publication Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	450,000.00	450,000.00	
Representation Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	650,000.00	650,000.00	
Transportation and Delivery Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	350,000.00	350,000.00	
Rent /Lease Expenses											
Rents - Buildings and Structures	RO and FOs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	250,000.00	250,000.00	
Rents - Motor Vehicles	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	100,000.00	100,000.00	
Other Subscription Expenses	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	28,000.00	28,000.00	
Other Maintenance and Operating Expenses	RO and FOs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	318,000.00	318,000.00	

Consumer Protection Divisions										
Traveling Expenses										
Local	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	423,000.00	423,000.00
Training and Seminar Expenses										
Training Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	357,000.00	357,000.00
Supplies and Materials Expenses										
Fuel, Oil and Lubricants	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	222,000.00	222,000.00
Utility Expenses										
Water	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	149,000.00	149,000.00
Electricity	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	207,000.00	207,000.00
Communications Services										
Postage and Courier Services	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	25,000.00	25,000.00
Telephone - Mobile	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	72,000.00	72,000.00
Telephone - Landline	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	67,000.00	67,000.00
Internet Subscription Expenses	RO and FOs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	30,000.00	30,000.00
Professional Services										
Legal Services	RO and POs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	21,000.00	21,000.00
Consultancy Services	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	95,000.00	95,000.00
Other Professional Services	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	380,000.00	380,000.00
Repairs and Maintenance										
Machinery	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	6,000.00	6,000.00
Office Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	17,000.00	17,000.00
ICT Equipment	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	8,000.00	8,000.00
Other Maintenance & Operating Expenses										
Advertising Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	20,000.00	20,000.00
Printing and Publication Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	72,000.00	72,000.00
Representation Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	255,000.00	255,000.00
Rent /Lease Expenses										
Rents - Buildings and Structures	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	212,000.00	212,000.00
Rents - Motor Vehicles	RO and POs	No	NP-53.9 - Small Value Procurement	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	110,000.00	110,000.00
Other Subscription Expenses	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	60,000.00	60,000.00
Other Maintenance and Operating Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	55,000.00	55,000.00
Negosyo Center										
Traveling Expenses										
Local	RO and FOs	No	N/A	N/A	N/A	N/A	N/A	GoP	1,320,000.00	1,320,000.00
Training and Seminar Expenses										
Training Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	5,642,000.00	5,642,000.00
Utility Expenses										
Water	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	324,000.00	324,000.00
Electricity	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	400,000.00	400,000.00
Communications Services										
Telephone - Mobile	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	396,000.00	396,000.00
Telephone - Landline	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	300,000.00	300,000.00
Internet Subscription Expenses	RO and POs	No	N/A	N/A	N/A	Jan-Dec 2023	Jan-Dec 2023	GoP	330,000.00	330,000.00
Professional Services										
Other Professional Services	RO and POs	No	N/A	N/A	N/A	N/A	N/A	GoP	12,875,000.00	12,875,000.00
Other Maintenance & Operating Expenses										
Representation Expenses	RO and POs	No	NP-53.9 - Small Value Procurement	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	GoP	972,000.00	972,000.00

[illegible]

Recommended for Approval by:

Approved by: