

Department of Trade and Industry 7, Regional Office Annual Indicative Procurement Plan for FY 2024

Revised as of December 21, 2023

Code (PAP)	Procurement Project	PMO/End-User			Advertisement/Posting of IB/REI	Column1 Submission/Opening of Bids	Column2 Notice of Award	Column3 Contract Signing		Column4 Total	Column5 MOOE	CO	Remarks
GAS	Security Services (for RO)	FAD	YES	Competitive Bidding	Nov-23	Nov-23	Dec-23	Jan-24	GoP	650,000.00	650,000.00		
GAS	Petroleum fuel, oil and lubricant	FAD	YES	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Nov-23	Nov-23	Dec-23	N/A	GoP	340,000.00	340,000.00		
GAS	Potable Drinking Water	FAD	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	Dec-23	N/A	GoP	25,000.00	25,000.00		
GAS	Courier Services	FAD	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	Dec-23	N/A	GoP	145,000.00	145,000.00		
GAS	Toner/ink Cartridge with free use of printers	FAD	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	Dec-23	N/A	GoP	100,000.00	100,000.00		
GAS	Office General Cleaning (once a year)	FAD	NO	NP-53.9 - Small Value Procurement	Jan 2024 to Mar 2024	Jan 2024 to Mar 2024	Jan 2024 to Mar 2024	N/A	GoP	90,000.00	90,000.00		
GAS	Maintenance - Airconditioning Units	FAD	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	Dec-23	N/A	GoP	155,000.00	155,000.00		
GAS	Maintenance - IT Equipment	FAD	NO	NP-53.9 - Small Value Procurement	Nov-23	Nov-23	Dec-23	N/A	GoP	165,000.00	165,000.00		
GAS	Preventive maintenance - 4 vehicles incl. parts and labor	FAD	NO	Direct Contracting	Nov-23	Nov-23	Dec-23	N/A	GoP	250,000.00	250,000.00		
GAS	Supplies for the DT17 Safety Program (Fire Extinguishers, Emergency Lights, Walkie Talkie, First Aide Kits)	FAD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	80,000.00	80,000.00		
GAS	Various IT Equipment (Barcode Scanner, Biometric Scanner, Thermal Printer)	FAD, PMSU	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	45,000.00	45,000.00		
GAS	Check - MDS	FAD	YES	NP-53.5 Agency-to-Agency	Various Dates	Various Dates	Various Dates	N/A	GoP	10,800.00	10,800.00		
GAS	Official Receipt	FAD	YES	NP-53.5 Agency-to-Agency	Various Dates	Various Dates	Various Dates	N/A	GoP	10,000.00	10,000.00		
GAS	Motor Vehicle	FAD	YES	Competitive Bidding	Nov-23	Nov-23	Dec-23	Jan-24	GoP	1,450,000.00		1,450,000.00	
GAS	Vehicle Rental (for FAD, PMSU, ORD, CPD)	FAD, PMSU, ORD, CPD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	500,000.00	500,000.00		
GAS	Tokens	FIN, PMSU, ORD	YES	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	20,000.00	20,000.00		
GAS	Plaques	FIN, PMSU, ORD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	60,000.00	60,000.00		
GAS	T-Shirts and Jackets (FAD, PMSU, ORD, CPD)	FIN, HR, PMSU, CPD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	250,000.00	250,000.00		
GAS	Venue, Meals and Accommodation for FadCon and Finance Meetings	FIN	NO	NP-53.10 Lease of Real Property and Venue	May 2024 & Oct 2024	May 2024 & Oct 2024	May 2024 & Oct 2024	N/A	GoP	400,000.00	400,000.00		
GAS	Venue, Meals and Accommodation for Training and HR Meetings	HR	NO	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	800,000.00	800,000.00		
GAS	Meals (AM Snacks, Lunch, PM Snacks, w/ drinks)	HR	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	11,500.00	11,500.00		
GAS	Venue and meals (AM Snacks, Lunch, PM Snacks, w/ drinks)	PMSU	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	892,000.00	892,000.00		
GAS	Venue, meals, and accommodation (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, with drinks)	PMSU	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	160,000.00	160,000.00		
GAS	Room accommodation (standard room w/ breakfast)	PMSU	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	14,000.00	14,000.00		
GAS	Meals (AM Snacks, Lunch, PM Snacks, w/ drinks)	PMSU	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	195,000.00	195,000.00		

Code (PAP)	Procurement Project	PMO/ End User			Column1				Column2	Column3	Total	Column4	Column5	Remarks
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		MOOE		CO		
GAS	Canva Pro Subscription	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-24	Jan-24	Jan-24	N/A	GoP	5,000.00	5,000.00			
GAS	Domain Subscription	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-24	Jan-24	Jan-24	N/A	GoP	5,000.00	5,000.00			
GAS	Google Drive Storage - 2 TB Subscription	PMSU	NO	Direct Contracting	Jan-24	Jan-24	Jan-24	N/A	GoP	10,000.00	10,000.00			
GAS	Zoom Account (good for 100 pax + 500 meeting room)	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-24	Jan-24	Jan-24	N/A	GoP	84,000.00	84,000.00			
GAS	Adobe Pro Subscription	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-24	Jan-24	Jan-24	N/A	GoP	165,000.00	165,000.00			
GAS	Productivity Office, family pack	PMSU	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Jan-24	Jan-24	Jan-24	N/A	GoP	30,000.00	30,000.00			
GAS	Venue and Meals	ORD	NO	NP-53.10 Lease of Real Property and Ven	Various Dates	Various Dates	Various Dates	N/A	GoP	192,000.00	192,000.00			
GAS	Room Accommodation	ORD	NO	NP-53.10 Lease of Real Property and Ven	Various Dates	Various Dates	Various Dates	N/A	GoP	96,000.00	96,000.00			
34.2.1.2	Advertising and Publication	CPD	YES	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Oct-24	Oct-24	Nov-24	Nov-24	GoP	100,000.00	100,000.00			
34.2.1.2	Annual Calibration of Measuring Equipment	CPD	YES	NP-53.5 Agency-to-Agency	Oct-24	Oct-24	Nov-24	Nov-24	GoP	10,000.00	10,000.00			
34.2.1.2	Enforcement Jackets (Aircool, 20 pcs.)	CPD	NO	NP-53.9 - Small Value Procurement	Aug-24	Aug-24	Sep-24	Sep-24	GoP	50,000.00	50,000.00			
34.2.1.2	Enforcement Supplies and Test Buy	CPD	NO	NP-53.9 - Small Value Procurement	Apr-24	Apr-24	May-24	May-24	GoP	20,000.00	20,000.00			
34.2.1.2	Van rental	CPD	NO	NP-53.9 - Small Value Procurement	Various Dates					72,000.00	72,000.00			
34.2.1.2	Meals (Various Consumer Education and Advocacy Program)	CPD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	110,000.00	110,000.00			
34.2.1.2	Venue and Meals (Various Consumer Education and Advocacy Program)	CPD	NO	NP-53.10 Lease of Real Property and Venue	Various Dates	Nov-24	Nov-24	Nov-24	GoP	40,000.00	40,000.00			
34.2.1.2	Tokens for participants and speakers for CPD activities	CPD	NO	NP-53.9 - Small Value Procurement	Jul-24	Jul-24	Aug-24	Aug-24	GoP	40,000.00	40,000.00			
31.1.1.2	CVIAN Revival and other initiatives: Meals (food and venue)	IDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	364,000.00	364,000.00			
34.2.1.2	CVIAN Revival and other initiatives: Facilitator	IDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	138,000.00	138,000.00			
31.1.1.2	DTI-CB CMCJ Survey- Research Services	IDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	250,000.00	250,000.00			
31.1.1.2	Editorial Services for eFactbook	IDD	NO	NP-53.9 - Small Value Procurement	Apr-24	Apr-24	Apr-24	Apr-24	GoP	200,000.00	200,000.00			
31.1.1.2	Branding and Display Consultant	IDD	YES	NP-53.7 Highly Technical Consultants	May-24	May-24	May-24	May-24	GoP	100,000.00	100,000.00			
31.1.1.2	Ecosystem Mapping for Innovation - Research/Study/Development of System	IDD	NO	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP	200,000.00	200,000.00			
31.1.1.2	Meals (food and venue) , including summits and conferences	IDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	Various Dates	GoP	392,000.00	392,000.00			
31.1.1.2	CREATIVES Development Program - Facilitator	IDD	NO	NP-53.9 - Small Value Procurement	Feb-24	Feb-24	Feb-24	Feb-24	GoP	60,000.00	60,000.00			
31.1.1.2	Tokens	IDD	NO	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP	16,800.00	16,800.00			
31.1.1.2	Plaques	IDD	NO	NP-53.9 - Small Value Procurement	Feb-24	Feb-24	Feb-24	Feb-24	GoP	36,000.00	36,000.00			
31.1.1.2	Events Coordinator	IDD	NO	NP-53.9 - Small Value Procurement	Sep-24	Sep-24	Sep-24	Sep-24	GoP	180,000.00	180,000.00			
	Other Professional Fee - OTOP Marketing Campaign	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	500,000.00	500,000.00			

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total	MOOE	CO	
	Other Professional Fee - OTOP Catalog & eCatalog	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	400,000.00	400,000.00	
	Printing of OTOP Catalog	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	150,000.00	150,000.00	
	Other Professional fee - OTOP Hub Visual Merchandising Seminar	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	100,000.00	100,000.00	
	Venue and Food - OTOP Hub Visual Merchandising Seminar	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	125,000.00	125,000.00	
	Accommodation - OTOP Hub Visual Merchandising Seminar	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	30,000.00	30,000.00	
	Other Professional fee - OTOP online store	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	600,000.00	600,000.00	
	Accommodation - Participation to Trade Fairs	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	25,000.00	25,000.00	
	Meals - OTOP Meetings, planning sessions, etc.	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	15,000.00	15,000.00	
	Accommodation - OTOP Meetings, planning sessions, etc.	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	20,000.00	20,000.00	
	Other Professional fee - OTOP Videos	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	500,000.00	500,000.00	
	Fiestartup 2024 - Food and Venue (150 pax x 2 days @1,200/pax)	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	360,000.00	360,000.00	
	Fiestartup 2024 - Accommodation of Resourse Speakers (1 night accommodation)	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	30,000.00	30,000.00	
	Fiestartup 2024 - LED Wall	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	50,000.00	50,000.00	
	Fiestartup 2024 - Van Rental	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	20,000.00	20,000.00	
	Fiestartup 2024 -Tarpaulin Backdrop	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	2,500.00	2,500.00	
	Fiestartup 2024 - Meals during Press Conference	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	10,000.00	10,000.00	
	Fiestartup 2024 - Food and Venue (6 meetings / FGDs)	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	72,000.00	72,000.00	
	AYO 2023 - Food and Venue (200 pax @ 1,200.00/pax per day)	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	60,000.00	60,000.00	
	AYO 2023 - LED Wall	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	40,000.00	40,000.00	
	SSF - Tokens for SSF RTWG Members and Experts	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	10,000.00	10,000.00	
	SSF - Office Supplies not PS DBM	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	20,000.00	20,000.00	
	SSF - Meals for SSF Meetings	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	45,000.00	45,000.00	
	Meals, Venues and Accommodation (Mix & Match)	SDD	NO	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	500,000.00	500,000.00	
	MSMED COUNCIL - Meals, Venue and Accommodation	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	70,000.00	70,000.00	
	MSMED COUNCIL - Other Supplies (tokens)	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	30,000.00	30,000.00	
	NC Assembly and Convergence 2024 - Venue, Meals and Accommodation of Participants	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	300,000.00	300,000.00	
	NC Assembly and Convergence 2024 - Van Rental	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	60,000.00	60,000.00	
	NC Assembly and Convergence 2024 - Other Supplies and Materials	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	100,000.00	100,000.00	

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	Remarks
	SBC 101-103 - Venue, Meals and Accommodation of Participants and the trainer	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	300,000.00	300,000.00		
	SBC 101-103 - Hiring of Service Provider	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	500,000.00	500,000.00		
	Tokens for Varied SDD Paps	SDD	NO	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	50,000.00	50,000.00		
	KMME-MME Online Programs and Master Classes - Venue and Meals of Participants	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	420,000.00	420,000.00		
	Accommodation (Standard Room with Breakfast)	SDD	YES	NP-53.10 Lease of Real Property and Venue	Various Dates	Various Dates	Various Dates	N/A	GoP	245,000.00	245,000.00		
	KMME-MME Online Programs - Rental of LED Wall, Sound System, and Lights	SDD	YES	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	100,000.00	100,000.00		
	KMME-MME Online Programs - Office Supplies (Polo Shirt, Certificates, holders etc.)	SDD	YES	NP-53.9 - Small Value Procurement	Various Dates	Various Dates	Various Dates	N/A	GoP	37,000.00	37,000.00		
										16,330,600.00	14,880,600.00	1,450,000.00	

Note: Details on the dates and specifications can be found in the office or unit's PPMP.

Prepared by:



MARIE SHERILYN B. GARCÉS

BAC Secretariat-Head

Recommending Approval:



ROSE MAE M. QUINANOLA

DTI Region VII - BAC Vice Chairperson


EPIFANIA F. SURALTA

Regional Office BAC Chairperson

Certified as to Funds Available:


GLENDA P. MAVALES

Budget Officer

Approved by:

for:
MARIA ELENA C. ARBON

Regional Director