

(DEPARTMENT OF TRADE AND INDUSTRY, REGION VII) Annual Procurement Plan for FY 2019

Code (PAP)	Procurement Program/Project	PMO/ End-User	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	
	Procurement of plane tickets, reimbursement of travelling expenses	Regional Office	Negotiated Procurement- SVP(53.9)					101	669,900.00	669,900.00		Traveling Expenses
	Procurement of office supplies-PS DBM and non-CSE, accountable forms, fuel oil and lubricants	Regional Office	Agency to Agency (53.5) if not available proceed to Negotiated Procurement -SVP					101	1,065,000.00	1,065,000.00		Supplies and Materials Expenses
	Procurement of Water and Electricity	Regional Office	Negotiated Procurement- SVP(53.9), Direct Contracting (50)					101	790,000.00	790,000.00		Utility Expenses
	Procurement of Postage and Courier Services, Telephone (mobile & landline), Internet Subscription expenses, Cable Setelite, Telegraph & Radio Expenses	Regional Office	Negotiated Procurement- SVP(53.9)					101	619,000.00	619,000.00		Communication Expenses
	Procurement of Other Professional Services	Regional Office	Negotiated Procurement- SVP(53.9), NP-Highly Technical Consultant-individual					101	450,000.00	450,000.00		Professional Services
	Procurement of Janitors, Auditing Services, Security and Other General Services	Regional Office	Negotiated Procurement- SVP(53.9), Public Bidding					101	1,435,000.00	1,435,000.00		General Services
	Procurement for the repair & maintenance of Building Machinery, Office Equipment, ICT Equipment, Motor Vehicles and Furnitures & Fixtures	Regional Office	Negotiated Procurement-SVP (53.9)					101	649,000.00	649,000.00		Repairs and Maintenance
	Procurement of Taxes, Duties and Licenses, Fidelity Bond and Insurance Coverage	Regional Office	Negotiated Procurement- Agency to Agency (53.5)					101	145,000.00	145,000.00		Taxes, Insurance Premiums & Other Fees
	Procurement of Advertisement, Printing & Publication, Representation, Transportation & Delivery, Rent, Lease (Building, Structures, Motor Vehicles, Equipment) and Subscription & Media Services	Regional Office	Negotiated Procurement- Lease of Real Property & Venue (53.10), Media Services (53.6), SVP (53.9) as applicable					101	3,477,100.00	3,477,100.00		Other Maintenance & Operation Expenses and Rent/Lease Expenses
	Procurement of Motor Vehicle for Engine specification Displacement not exceeding 1,500 cc	Regional Office	Public Bidding					101	1,300,000.00		1,300,000.00	Motor Vehicle
	Procurement of Institutional Contract of Service for DTI-Cebu Provincial Office	Regional Office	Public Bidding					101	1,985,523.00	1,985,523.00		Institutional Contract of Service for DTI-Cebu Provincial Office
	TOTAL REGIONAL OFFICE								12,585,523.00	11,285,523.00	1,300,000.00	
	NEGOSYO CENTER											
	Procurement of Venue, Meals & Accommodation, Professional Trainings Fee, Training supplies & Transportation for SBCC and other CAP DEV training	RO/NC	Negotiated Procurement- SVP (53.9), Lease of Real Property & Venue (53.10), Limited Source Bidding(49)						1,150,000.00	1,150,000.00		SBCC and other CAP DEV Training
	Procurement of repair and maintenance for NC Renovation	RO/NC	Negotiated Procurement-SVP (53.9)						3,150,000.00	3,150,000.00		Negosyo Center Renovation

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	Procurement of Meals, Venue, Accommodation, Professional fee and Transportation expenses for Negosyo NC Convergence	RO/NC	Negotiated Procurement-SVP (53.9)						142,000.00	142,000.00		Negosyo Center Convergence
	Procurement of Meals, and Transportation expenses	RO/NC	Negotiated Procurement-SVP (53.9)						472,500.00	472,500.00		Representation expenses & Transportation for Negosyo Centers
	Procurement of Meals, Venue, Accommodation, Professional fee and Transportation expenses for Negosyo KMME / NC Monitoring	RO/NC	Negotiated Procurement-SVP (53.9)						75,000.00	75,000.00		Negosyo Center Monitoring
	Procurement of meals & venue accommodations for meetings, convergence, conference and other conventions	RO/NC	Negotiated Procurement-SVP (53.9)						120,000.00	120,000.00		Representation expenses
	Procurement of Traveling expenses, Courier fees, Year end assessment, spiritual wellness, team building & other self development expenses	RO/NC	Negotiated Procurement-SVP (53.9)						185,000.00	185,000.00		Rental and Subscription expenses for Negosyo Center
	Procurement of Office Renovation of Negosyo Center Headquarters	RO/NC	Public Bidding						2,200,000.00	2,200,000.00		Office Renovation of Negosyo Center Headquarters
	TOTAL NEGOSYO CENTER								7,494,500.00	7,494,500.00		
	Procurement of Meals, venue, accommodation, transportation expenses, vehicle rental and professional fee for SMERA	RO/SDD	Negotiated Procurement-SVP (53.9) / Lease of Real Property & Venue (53.10), NP-Highly Technical Consultant-Individual						205,500.00	205,500.00		SMERA
	TOTAL SDD/SMERA								205,500.00	205,500.00		
	SDD/OTOP											
	Procurement of Transportation expenses, vehicle rental and meals for Product Development	SDD/OTOP	Negotiated Procurement-SVP (53.9)						410,000.00	410,000.00		Product Development
	Procurement of Office supplies, Advertisement, printing and binding for Setting-up of GO LOKAL KIOSK	SDD/OTOP	Agency to Agency (53.5); Negotiated Procurement-SVP (53.9)						40,000.00	40,000.00		GO LOKAL KIOSK
	Procurement of Rent of Motor Vehicles and Equipment	SDD/OTOP	Negotiated Procurement-SVP (53.9)						50,000.00	50,000.00		GO LOKAL KIOSK
	Procurement of Meals	SDD/OTOP	Negotiated Procurement-SVP (53.9)						60,000.00	60,000.00		GO LOKAL KIOSK (Representation expenses)
	Procurement of Other Professional Services	SDD/OTOP	Negotiated Procurement-SVP(53.9), NP-Highly Technical Consultant-Individual						500,000.00	500,000.00		GO LOKAL KIOSK
	Procurement of Traveling expenses, participation fees, Supplies and Materials, Rental and printing of promo collaterals for Sandugo Trade Fairs	SDD/OTOP	Negotiated Procurement-SVP(53.9), NP-Highly Technical Consultant-Individual						1,510,000.00	1,510,000.00		Trade Fairs
	Procurement of Freight cost/Product transportation, Meals, Rental expenses and Communication expenses	SDD/OTOP	Negotiated Procurement-SVP(53.9), NP-Highly Technical Consultant-Individual						330,000.00	330,000.00		Representation and other expenses for Sandugo Trade Expo
	Procurement of Professional Fee, Rental expenses, Supplies & Materials, Advertisement expenses, Meals, accommodation and traveling expenses for OTOP Hub program	SDD/OTOP	Negotiated Procurement-SVP(53.9), NP-Highly Technical Consultant-Individual						1,250,000.00	1,250,000.00		OTOP HUB (Setting-up)

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	Procurement of Professional Fee, Rental expenses, Supplies & Materials, Advertisement expenses Meats, venue, accommodation and traveling expenses for Screening Assessment Triage Program	SDD/OTOP	Negotiated Procurement-SVP (53.9) / Lease of Real Property & Venue (53.10), NP-Highly Technical Consultant-Individual						1,160,000.00	1,160,000.00		Assessment, Consultation, Triage (ACT) Workshop
	Procurement of Professional Fee/Consultancy Fee, Supplies & Materials, Venue, Accommodation, Rental expenses and Traveling expenses for Processed Food Requirement Regulatory Program	SDD/OTOP	Negotiated Procurement-SVP (53.9) / Lease of Real Property & Venue (53.10), NP-Highly Technical Consultant-Individual						4,000,000.00	4,000,000.00		Processed Food Requirements Regulatory Program
	Procurement of Professional Fee/Consultancy Fee, Supplies & Materials, Meats Venue, Accommodation, Rental expenses, communication expenses and Travelling expenses for Brand Equity and Development Seminar	SDD/OTOP	Negotiated Procurement-SVP (53.9) / Lease of Real Property & Venue (53.10), NP-Highly Technical Consultant-Individual						1,674,000.00	1,674,000.00		Brand Equity and Development Seminar
	TOTAL OTOP								10,984,000.00	10,984,000.00		
	SDD/SSF											
	Procurement of Transportation expenses, plane tickets, supplies professional fee, Meats, venue, accommodation and communication expenses for SSF Project	SDD/SSF	Negotiated Procurement-SVP (53.9) / Negotiated Procurement Lease of Venue (53.10)						500,000.00	500,000.00		Shared Service Facilities (SSF)
	TOTAL SDD/SSF								500,000.00	500,000.00		
	TOTAL SDD								19,184,000.00	19,184,000.00		
	ORD/PMSU											
	Procurement of Meats for Regular Management Committee Meetings (Execom-at least once a month, Rexamcom-at least once every quarter, including planning and other special meetings)	RO/ORD/PM SU	Negotiated Procurement-SVP (53.9), Negotiated Procurement Lease of Real Property & Venue (53.10)						580,000.00	580,000.00		EXECOM, REXMANCOM and Planning Sessions
	Procurement of Subscription expenses	RO/ORD/PM SU	Negotiated Procurement-SVP (53.9)						11,000.00	11,000.00		KM & MIS Activities
	Procurement of plane tickets reimbursement of traveling expenses for Provincial Visits with RO	RO/ORD/PM SU	Negotiated Procurement-SVP (53.9)						159,000.00	159,000.00		Provincial Visits with Regional Director
	Procurement of Regional Database for Client Management System Phase 1&2	RO/ORD/PM SU	Negotiated Procurement-SVP (53.9)						250,000.00	250,000.00		System Maintained/System Developed/CSF
	TOTAL ORD/PMSU								1,000,000.00	1,000,000.00		
	PMSU/ISO											
	Procurement of plane tickets reimbursement of traveling expenses, Office supplies for Management Training on ISO 9001:2015	RO/PMSU/ISO	Negotiated Procurement-SVP (53.9), Negotiated Procurement Lease of Real Property & Venue (53.10)						430,000.00	430,000.00		ISO 9001:2015 Training and Seminar
	Procurement of Meats & accommodation for External Audit	RO/PMSU/ISO	Negotiated Procurement-SVP (53.9) / Negotiated Procurement Lease of Real Property & Venue (53.10)						100,000.00	100,000.00		External Audit

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	Procurement of Meals & accommodation for Internal Audit	RO/PMSUI/ SO	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						80,000.00	80,000.00		Internal Audit
	Procurement of Meals for Preparation of Manual	RO/PMSUI/ SO	Negotiated Procurement-SVP (53.9)						50,000.00	50,000.00		Preparation of Manual (ISO 9001:2015)
	Procurement of Meals and accommodation for Management Review	RO/PMSUI/ SO	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						90,000.00	90,000.00		Training of Internal Audit for ISO 9001:2015 & Core Group Meetings
	TOTAL PMSUI/SO								750,000.00	750,000.00		
	HR											
	Procurement of Meals for Women's Month Celebration	RO/HR	Negotiated Procurement-SVP (53.9)						114,850.00	114,850.00		GAD Activities (Gender Awareness Development)
	Procurement of Meals, Accommodation, supplies and Honorarium for Spiritual Wellness	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						83,000.00	83,000.00		Spiritual Wellness
	Procurement of Meals, Venue, Prizes and Supplies for Teambuilding expenses	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						110,500.00	110,500.00		Teambuilding
	Procurement of Meals, Token, venue, prizes and other supplies for OTI Anniversary	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						89,050.00	89,050.00		Anniversary
	Procurement of Meals, Venue and Prizes for Year-End Assessment	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						300,000.00	300,000.00		Year-End Assessment/ Rewards and Recognition
	Procurement of Accommodation and Registration Fee for CSC Training	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						270,000.00	270,000.00		Civil Service Commission Training
	Procurement of Meals, accommodation, honorarium and certificates for DBM Training	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						188,000.00	188,000.00		DBM Training
	Procurement of Meals, accommodation and registration fee for COA Training	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						171,200.00	171,200.00		COA Training
	Procurement of Meals, accommodation, supplies, and Professional Fee for Personnel Enhancement Training	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						297,500.00	297,500.00		Personnel Enhancement Training
	Procurement of Accommodation and Professional Fee for CES Board Training	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						55,000.00	55,000.00		CES Board Training
	Procurement of Meals, accommodation, training supplies and professional fee for Planning/Social Media Workshop	RO/HR	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Lease of Real Property & Venue (53.10)						138,900.00	138,900.00		Planning/Social Media Workshop
	TOTAL HR								1,818,000.00	1,818,000.00		
	CPD											
	Procurement of Plane Fare, Resource Speaker/Facilitator, Supplies, Meals & Accommodation for Staff Capacity Enhancement	RO/CPD	Negotiated Procurement-SVP (53.9); Negotiated Procurement-Agency to Agency (53.5)						167,920.00	167,920.00		Staff Capacity Enhancement

