

22 January 2019

ATTY. DENNIS S. SANTIAGO

Executive Director

Government Procurement Policy Board

Unit 2506 Raffles Corporate Center

F. Ortigas Jr. Road, Ortigas Center,

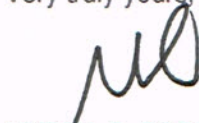
Pasig City

Dear Director Santiago:

In compliance with the requirements of RA 9184, we are submitting herewith our Annual Procurement Plan (APP) for CY 2019 using the prescribed format of GPPB Circular No. 07-2015.

For your information and reference.

Very truly yours,



MYRNA P. PABLO

Regional Director

cc: DIRECTOR JOEL R. CRUZ

Human Resource and Administrative Service

DTI-CAR / RO-OUTGOING EXTERNAL COMM

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Enabling Business, Empowering Consumers



DEPARTMENT OF TRADE AND INDUSTRY - CORDILLERA ADMINISTRATIVE REGION
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Department of Trade and Industry-CAR 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/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A	VARIOUS SUPPLIES AVAILABLE AT PS-DBM	DTI-CAR	NP-53.5 Agency-to-Agency	N/A	N/A	To be determined by Procuring Unit depending on the inventory levels (re-order point)		GoP	840,000.00	840,000.00	-	Various regular office supplies per PS catalogue
B	COMMON ITEMS THAT ARE REGULARLY PROCURED BUT NOT AVAILABLE AT PS-DBM											
B.1	Office Supplies, Office Equipment, office equipment accessories, and consumables	DTI-CAR	Shopping									
B.2	Communication Services	DTI-CAR						GoP	1,042,000.00	1,042,000.00	-	Office Supplies not available in PS
B.3	Utility Expenses	DTI-CAR	NP-53.9 - Small Value Procurement Direct Contracting	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	745,000.00	745,000.00	-	postage and courier services, internet, cable subscription, telephone/ mobile expenses
B.4	Professional Services	DTI-CAR						GoP	265,000.00	265,000.00	-	water, electricity
B.5	General Services	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	632,000.00	632,000.00	-	legal services, auditing services, consultancy, and other professional services
B.6	Repairs and Maintenance	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	385,000.00	385,000.00	-	janitorial, security, and other general services
B.7	Advertising, Printing and Publication Expenses	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	402,000.00	402,000.00	-	repairs/ maintenance on office equipment, building, ICT equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
B.8	Representation Expenses	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	195,000.00	195,000.00	-	Advertising, printing and publications
B.9	Transportation and Delivery Expenses	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	390,000.00	390,000.00	-	representation (meetings, conferences)
B.10	Rent Expenses	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	875,000.00	875,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
B.11	Trainings and Seminars	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	1,070,000.00	1,070,000.00	-	vehicle rentals, and other rent expenses
B.12	Extraordinary and Miscellaneous Expense	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	850,000.00	850,000.00	-	Trainings, Scholarships
B.13	Taxes, Insurance Premiums & Other Fees	DTI-CAR	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	118,000.00	118,000.00	-	coffee, tissue, tokens, and other extraordinary/ miscellaneous expenses
C	ITEMS THAT ARE NOT REGULARLY PROCURED AND NOT AVAILABLE AT PS-DBM STORES							GoP	55,000.00	55,000.00	-	Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.1	Negosyo Center											
C.1.1	Office Supplies, Office Equipment, office equipment accessories, and consumables	SME Development Division (SDD)	NP-53.9 - Small Value Procurement					GoP	4,200,000.00	4,200,000.00	-	Non-common supplies and equipment
C.1.2	Training and Seminar	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	8,500,000.00	8,500,000.00	-	Meals, accommodation, and training supplies
C.1.3	Advertising, Printing and Publication Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	750,000.00	750,000.00	-	Advertising, printing and publications
C.1.4	Communication Services	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	280,000.00	280,000.00	-	postage and courier services, internet, cable subscription, telephone/ mobile expenses
C.1.5	Transportation and Delivery Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	1,500,000.00	1,500,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
C.1.6	Representation Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	1,100,000.00	1,100,000.00	-	representation (meetings, conferences)
C.1.7	Professional Services	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	4,810,000.00	4,810,000.00	-	legal services, auditing services, consultancy, and other professional services

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/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Repairs and Maintenance	SDD										
C.1.8	Utility Expense	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	220,000.00	220,000.00	-	repairs/ maintenance on office equipment, building
C.1.9	Other General Services	SDD	Direct Contracting	N/A	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	460,000.00	460,000.00	-	ict equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
C.1.10	Rent Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	10,000.00	10,000.00	-	water, electricity
C.1.11	Exports and Investment Program	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	270,000.00	270,000.00	-	janitorial, security, and other general services
C.2	Office Supplies, Office Equipment, consumables	Industry Development Division (IDD)										vehicle rentals, and other rent expenses
C.2.1	Utility Expenses	IDD	NP-53.9 - Small Value Procurement	To be determined by Procuring Unit depending on the inventory levels (re-order point)				GoP	295,000.00			
C.2.2	Communication Services	IDD	Direct Contracting	N/A	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	40,000.00	295,000.00	-	Non-common supplies and equipment
C.2.3	Training and Seminar	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	100,000.00	40,000.00	-	water, electricity
C.2.4	Professional Services	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	100,000.00	100,000.00	-	postage and courier services, internet, cable subscription, telephone/mobile expenses
C.2.5	Other General Services	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	50,000.00	100,000.00	-	Meals, accommodation, and training supplies
C.2.6	Advertising, Printing and Publication Expenses	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	35,000.00	50,000.00	-	legal services, auditing services, consultancy, and other professional services
C.2.7	Transportation and Delivery Expenses	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	55,000.00	35,000.00	-	janitorial, security, and other general services
C.2.8	Representation Expenses	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	130,000.00	55,000.00	-	Advertising, printing and publications
C.2.9	Rent Expenses	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	30,000.00	130,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
C.2.10	Repairs and Maintenance	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	100,000.00	30,000.00	-	representation(meetings, conferences)
C.2.11	Taxes, Insurance Premiums & Other Fees	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	40,000.00	100,000.00	-	vehicle rentals, and other rent expenses
C.2.12	Shared Service Facilities	IDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	25,000.00	40,000.00	-	repairs/ maintenance on office equipment, building, ict equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
C.3	Office Supplies, Office Equipment, consumables	SDD										Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.3.1	Training and Seminar	SDD	NP-53.9 - Small Value Procurement	To be determined by Procuring Unit depending on the inventory levels (re-order point)				GoP	800,000.00			
C.3.2	Advertising, Printing and Publication Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	750,000.00	800,000.00	-	Non-common supplies and equipment
C.3.3	Transportation and Delivery Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	600,000.00	750,000.00	-	Meals, accommodation, and training supplies
C.3.4	Representation Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	275,000.00	600,000.00	-	Advertising, printing and publications
C.3.5	Professional Services	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	900,000.00	275,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
C.3.6	Repairs and Maintenance	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	625,000.00	900,000.00	-	representation(meetings, conferences)
C.3.7	Taxes, Insurance Premiums & Other Fees	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	375,000.00	625,000.00	-	legal services, auditing services, consultancy, and other professional services
C.3.8	Rent Expenses	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	263,000.00	375,000.00	-	repairs/ maintenance on office equipment, building, ict equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
C.3.9	OTOP-Next Generation	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	250,000.00	263,000.00	-	Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.4												vehicle rentals, and other rent expenses

for

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/Activity/Project)
				Advertising /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
C.6.12	Taxes, Insurance Premiums & Other Fees	SDD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	110,000.00	110,000.00	-	Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.7	Consumer Protection Program											
	Office Supplies, Office Equipment, office equipment accessories, and consumables	Consumer Protection Division (CPD)	NP-53.9 - Small Value Procurement	To be determined by Procuring Unit depending on the inventory levels (re-order point)				GoP	520,000.00			
C.7.1	Communication Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP		520,000.00	-	Non-common supplies and equipment
C.7.2	Utility Expenses	CPD	Direct Contracting	N/A	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	195,000.00	195,000.00	-	postage and courier services, internet, cable subscription, telephone/ mobile expenses
C.7.3	Professional Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	55,000.00	55,000.00	-	water, electricity
C.7.4	General Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	360,000.00	360,000.00	-	legal services, auditing services, consultancy , and other professional services
C.7.5	Repairs and Maintenance	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	70,000.00	70,000.00	-	janitorial, security, and other general services
C.7.6	Advertising, Printing and Publication Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	90,000.00			repairs/ maintenance on office equipment, building, ict equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
C.7.7	Representation Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	90,000.00	90,000.00	-	Advertising, printing and publications
C.7.8	Transportation and Delivery Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	125,000.00	125,000.00	-	representation(meetings, conferences)
C.7.9	Rent Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	363,000.00	363,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
C.7.10	Trainings and Seminars	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	136,000.00	136,000.00	-	vehicle rentals, and other rent expenses
C.7.11	Taxes, Insurance Premiums & Other Fees	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	360,000.00	360,000.00	-	Meals, accommodation, and training supplies
C.7.12	Consumer Education and Advocacy		NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	13,000.00	13,000.00	-	Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.8	Office Supplies, Office Equipment, office equipment accessories, and consumables	CPD	NP-53.9 - Small Value Procurement	To be determined by Procuring Unit depending on the inventory levels (re-order point)				GoP	451,000.00	451,000.00	-	Non-common supplies and equipment
C.8.1	Communication Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	170,000.00	170,000.00	-	postage and courier services, internet, cable subscription, telephone/ mobile expenses
C.8.2	Utility Expenses	CPD	Direct Contracting	N/A	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	60,000.00	60,000.00	-	water, electricity
C.8.3	Professional Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	170,000.00	170,000.00	-	legal services, auditing services, consultancy , and other professional services
C.8.4	General Services	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	100,000.00	100,000.00	-	janitorial, security, and other general services
C.8.5	Repairs and Maintenance	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	125,000.00	125,000.00	-	repairs/ maintenance on office equipment, building, ict equipment, furniture and fixtures, machinery, transportation equipment, leasehold improvements
C.8.6	Advertising, Printing and Publication Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	60,000.00	60,000.00	-	Advertising, printing and publications
C.8.7	Representation Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	100,000.00	100,000.00	-	representation(meetings, conferences)
C.8.8	Transportation and Delivery Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	210,000.00	210,000.00	-	taxi fares/ transportation expenses, fuel, oil and lubricant
C.8.9	Rent Expenses	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	280,000.00	280,000.00	-	vehicle rentals, and other rent expenses
C.8.10	Trainings and Seminars	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	250,000.00	250,000.00	-	Meals, accommodation, and training supplies
C.8.11	Taxes, Insurance Premiums & Other Fees	CPD	NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP	18,000.00	18,000.00	-	Taxes, Duties, Licenses, Fidelity Bond Premiums, Insurance Expenses
C.8.12			NP-53.9 - Small Value Procurement	Jan-Dec., 2019	N/A	Jan-Dec., 2019	Jan-Dec., 2019	GoP			-	
TOTAL									60,726,000.00	60,726,000.00	-	

[Signature]

Prepared by:


MARY GRACE C. DUMALTI
Property/Supply Officer -AO III

Certified Funds Available by:


MARVIN T. ARCANGEL
Budget Officer

Reviewed by:


FLORENCE JOSELINE B. GREDONA
Chief Administrative Officer

Approved by:


MYRNA R. PABLO
Head of Office/ Agency

Date: January 21, 2019