

ANNUAL PROCUREMENT PLAN FY 2023

Department/Bureau/Office: **PHILIPPINE TAX ACADEMY**
 Region: **NCR**
 Address: **JF EDCP Building, BSP Complex Roxas Blvd., Manila**

Agency Account Code: *70
 Organization Type: COCC
 Contact Person: **LEANI Q. BAUTISTA**
 Position: **Administrative Officer V**
 E-mail: **LEANI.Q.BAUTISTA@PTA.DSW.DENR**
 Telephone/Mobile No.: **8317-4387**

Project No.	Code	Procurement of Project/Activity	PMO/ End User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	TOTAL	MOOE	CO	Remarks (Brief Description of Program/Project)
					Advertisement/Posting of IB/RET	Submission/Opening of Bids	Notice of Award	Contract Signing					
1		Common Use Supplies and Equipment	PTA and PTA Users	HP-532 Agency-Use	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	5,303,550.27	5,303,550.27	9,000,000.00	Common-use supplies
2		Transportation Expenses	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	500,000.00	500,000.00	9,000,000.00	Subscription for Multimedia applications, e-learning module, magazines, newspapers, etc.
3		Subscription and Membership/License/Accreditation	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	3,785,000.00	3,785,000.00	9,000,000.00	Various trainings and scholarship programs, and meals for trainings, outbonding, official meetings and other meal-related expenses
4		Trainings and Scholarships	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	9,270,000.00	9,270,000.00	9,000,000.00	Traveling allowance and other-related expenses
5		Traveling Expenses (Local)	PTA and PTA Users	HP-532 - Small Value	Q2-2023	N/A	Q2-2023	Q2-2023	GoP	4,872,000.00	4,872,000.00	9,000,000.00	Traveling allowance and other-related expenses
6		Traveling Expenses (Foreign)	PTA and PTA Users	HP-532 - Small Value	Q2-2023	N/A	Q2-2023	Q2-2023	GoP	1,871,000.00	1,871,000.00	9,000,000.00	Traveling allowance and other-related expenses
7		Consultancy Services	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	16,317,236.00	16,317,236.00	9,000,000.00	Consultancy services for the hiring of Highly Technical Consultants
8		Other Professional Services	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	12,164,774.00	12,164,774.00	9,000,000.00	Hiring of Contract of Service personnel
9		Janitorial Services	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	480,000.00	480,000.00	9,000,000.00	Provision for Janitorial Services
10		Security Services	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	240,000.00	240,000.00	9,000,000.00	Provision for Security Services
11		General Services	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	1,340,999.00	1,340,999.00	9,000,000.00	Maintenance, Utility expenses, communication and Telephone Installation Services
12		Representation Expenses	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	970,000.00	970,000.00	9,000,000.00	Representation expenses
13		Membership, Dues, Contribution to Organizations	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	GoP	100,000.00	100,000.00	9,000,000.00	Membership, Dues, Contribution to Organizations
14		Lease of Real Property and Venue	PTA and PTA Users	HP-531.0 Lease of Real Property and Venue	Q1-2023	N/A	Q1-2023	Q1-2023	Corporate Budget	19,750,000.00	9,750,000.00	10,000,000.00	Lease of Real Property, Venue, Office Space, Building/Structure, and Venue and/or accommodation for training, outbonding, official meetings and engagements
15		Other Supplies	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	Corporate Budget	15,789,029.52	15,789,029.52	9,000,000.00	Other Supplies, equipment, survival kit, medical aid kit, including training materials
16		ICT Machinery and Equipment	PTA and PTA Users	HP-532 - Small Value	Q1-2023	N/A	Q1-2023	Q1-2023	Corporate Budget	1,984,000.00	1,984,000.00	9,000,000.00	Provision for ICT related SSP Office Productivity, ICT Machinery and Equipment
17		Web Portal and Enterprise Learning Management System; ICT Machinery and Equipment, and Enterprise Resource Management System; Subscription for EVMS	PTA and PTA Users	Competitive Bidding	Q1-2023	Q1-2023	Q1-2023	Q1-2023	Corporate Budget	70,832,800.00	70,832,800.00	9,000,000.00	Provision for DICT related SSP Office Productivity, ICT Software, Communication, Subscription, Web Portal and Enterprise Learning Management System; ICT Machinery and Equipment, and Enterprise Resource Management System; Subscription for EVMS
18		Web Portal and Enterprise Learning Management System; Subscription for EVMS	PTA and PTA Users	Direct Contracting	Q1-2023	Q1-2023	Q1-2023	Q1-2023	Corporate Budget	9,000,000.00	9,000,000.00	9,000,000.00	Provision for DICT related SSP Office Productivity, ICT Software, Communication, Subscription, Web Portal and Enterprise Learning Management System; Subscription for EVMS
19		Motor Vehicle (Passenger Van)	PTA and PTA Users	Competitive Bidding	Q1-2023	Q1-2023	Q1-2023	Q1-2023	Corporate Budget	16,000,000.00	16,000,000.00	9,000,000.00	Provision for Motor Vehicle (Passenger Van)
20		Furniture and Fixtures	PTA and PTA Users	Competitive Bidding	Q1-2023	Q1-2023	Q1-2023	Q1-2023	Corporate Budget	200,124,378.29	64,844,349.27	167,280,029.02	Provision for Furniture and Fixtures
A. TOTAL									220,191,816.67				
B. ADDITIONAL PROVISION FOR THE AUTION (10% of TOTAL)													
C. GRAND TOTAL (A + B + C)									242,191,816.67				

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the goods and services listed as professional services, common-use supplies, materials and equipment has included in or is within our approved budget for the year.

Prepared by: **LEANI Q. BAUTISTA**
 Administrative Officer V

Approved by: **GIL S. BELTRAN**
 President

Recommended by: **MA. LUISA M. NOTARIO**
 Provisional Member

Approved by: **ELIZABETH B. PABLO**
 Vice-Chairperson

Approved by: **ATTY. ROBERTA ALICIA**
 Chairperson

BIDS AND AWARDS COMMITTEE