

Annex A

ANNUAL PROCUREMENT PLAN FY 2023  
AMENDMENT NO. 4

Department/Bureau/Office:

PHILIPPINE TAX ACADEMY

Agency Account Code: \*090

Contact Person:

RAY-ANN V. SORILLA

Region:

NCR

Organization Type:

GOCC

Position:

Administrative Officer V

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Project No.	Code	Procurement of Project/Activity	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget Php			Remarks  (Brief Description of Program/Project)
					Advertisement/P osting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
		Procurement of the following: Cups and Saucers Goblet Drinking Glass Plates (Plain White) Stainless Spoon Stainless Fork	Office of the President	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	38,650.00	38,650.00		Original budget amounting to Php 29,400.00
		Procurement of Document Camera	General Services Division	Agency-to-Agency NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	23,623.60	23,623.60		Procurement of CSE items
		Additional Wireless Mouse	PTA and Institutes	Agency-to-Agency NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Operating Budget	80,000.00	80,000.00		Original budget amounting to Php 48,000.00
		Additional File Tab/Index Divider (A4 and Legal Size)	PTA and Institutes	Agency-to-Agency NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Operating Budget	12,554.99	12,554.99		Original budget amounting to Php 8,103.32
		ID Clips/Jacket with Holder	PTA and Institutes	Agency-to-Agency NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Operating Budget	15,000.00	15,000.00		Procurement of Supplies and Materials (for trainings)
		HP 680 ink cartridge (black)	Resource Management Group	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	7,000.00	7,000.00		
		Procurement of the following: Customized Printing of PTA Quality Policy Certificate Frame (A3 size) Easel Stand Special Cloth (Unveiling of PTA Quality Policy) Acrylic Tent Card Holder (A4 size)	Resource Management Group	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	30,000.00	30,000.00		For the Quality Management System Requirements
		Dish Rack/Organizer	Customs Institute	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	3,000.00	3,000.00		
		Various Office Supplies: Clipboard Acrylic Tent Card Holder (A4 size) Printing Calculator Clearbook Refill (A4 size) Clearbook Refill (Legal size) Heavy Duty Extension Wheel Whiteboard with stand Ballpens (Black and Blue)	Resource Management Group	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	44,200.00	44,200.00		Procurement of Common-use supplies and equipment
		Additional Surge protector/extension cord	Resource Management Group	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	20,000.00	20,000.00		Original budget amounting to Php 10,000.00
		Rent Expenses- Rental of Photocopiers with Cartridges (Monochrome and Colored)	General Services Division	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	1,000,000.00		1,000,000.00	
		Various Furniture and Fixtures: Sofa (Executive Office) Lateral Cabinet Executive Chair (Executive Office) Executive Table (Executive Office) Office Chair (Resource Management Office) Office Table (Resource Management Office) Credenza	PTA and Institutes	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	656,500.00		656,500.00	

	Procurement of Services for the Conduct of Annual Physical Examination for PTA employees	PTA and Institutes	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	500,000.00		500,000.00	
	Procurement of Vitamins (Ascorbic Acid+Zinc)	HRMD	NP-53.9 - Small Value Procurement	Q3 2023	N/A	Q3 2023	Q3 2023	Corporate Operating Budget	50,000.00	50,000.00		
<b>A. TOTAL</b>									<b>2,480,528.59</b>	<b>324,028.59</b>	<b>2,156,500.00</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>									<b>248,052.86</b>			
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>												
<b>D. GRAND TOTAL (A + B+ C)</b>									<b>2,728,581.45</b>			

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 been included in or is within our approved budget for the year.

Prepared by:

  
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 BAC Secretariat Member

Reviewed by:

  
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 BAC Secretariat Head

  
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Recommending Approval:

  
**MA. LUISA M. NOTARIO**  
 Member

**BIDS AND AWARDS COMMITTEE**

  
**DR. GINA A. OPINIANO**  
 Member

  
**DR. ELIZABETH B. PABLEO**  
 Vice Chairperson

  
**ATTY. NOEMI ALCALA-GARCIA**  
 Chairperson

Approved by:

  
**GIL S. BELTRAN**  
 President