

Annex A

ANNUAL PROCUREMENT PLAN FY 2024

Department/Bureau/Office: PHILIPPINE TAX ACADEMY
 Region: NCR
 Address: 7F EDPC Building, BSP Complex Roxas Blvd., Manila

Agency Account Code: *090
 Organization Type: GOCC

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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 /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
1		Common Use Supplies and Equipment	PTA and Institutes	NP-53.5 Agency-to-Agency	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	8,429,115.99	8,429,115.99		Common-use supplies, equipment, survival kits, medical aid kits, including training collaterals
2		Transportation Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	1,608,000.00	1,608,000.00		Transportation Expenses/allowances
3		Subscription and Membership/Licenses/Accreditation Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	1,785,000.00	1,785,000.00		Subscription for Multimedia applications, e-learning models, magazines, newspapers, etc.
4		Trainings and Scholarships	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	6,000,000.00	6,000,000.00		Various trainings and scholarship programs
5		Venue and Accommodation	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	21,105,000.00	21,105,000.00		Venue and/or accommodation for training, onboarding, official meetings and engagements
6		Meal Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	2,500,000.00	2,500,000.00		Meals for trainings, onboarding, official meetings and other meal-related expenses
7		Travelling Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	3,089,000.00	3,089,000.00		Travelling allowance and other-related expenses
8		Consultancy Services	PTA and Institutes	NP-53.7 Highly Technical Consultants	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	5,407,000.00	5,407,000.00		Consultancy Services for the Hiring of Highly Technical Consultants
9		Other Professional Services	PTA and Institutes	Competitive Bidding	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	2,100,000.00	2,100,000.00		Hiring of Contract of Service personnel
10		Utility Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	1,118,000.00	1,118,000.00		Expenses for fuels, oils, taxes and duties etc.
11		General Services	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	95,000.00	95,000.00		Maintenance, Utility expenses, communication and Telephone Installation Services
12		Rent Expenses: Printing Services/Photocopiers and Printers	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	750,000.00	750,000.00		
13		Rent Expenses	PTA and Institutes	Agency-to-Agency	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	5,700,000.00	5,700,000.00		
14		Lease of Real Property and Venue	PTA and Institutes	Agency-to-Agency	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	1,160,000.00	1,160,000.00		Budget obtained from Php 21,105,000.00 (Lease of Venue and Accommodation)
15		Corporate Budget Planning	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	500,000.00	500,000.00		Budget obtained from Php 21,105,000.00 (Lease of Venue and Accommodation)
16		Annual Physical Examination	PTA and Institutes	NP-53.9 - Small Value Procurement	Q3 2024	N/A	Q3 2024	Q3 2024	GoP	120,000.00	120,000.00		
17		Quality Management System											
18		Lease of Venue and Meals	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	600,000.00	600,000.00		
19		Transportation Services	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	275,000.00	275,000.00		
20		QMS Certification	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	500,000.00	500,000.00		
21		Various Books (QMS-related)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	GoP	50,000.00	50,000.00		
22		Procurement of Office Supplies - Thermal Label Sticker - Survival Kit - Colored Paper - Photopaper - Certificates Frame/Holder - Laminating film (A4) - Laminating film (ID Card size) and others - Directories, etc.	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	11,888,186.84	11,888,186.84		Procurement of Office Supplies not available in PS DBM
23		Gender and Development (GAD)											
24		Lease of Venue and Meals	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	3,261,276.00	3,261,276.00		
25		Transportation Services	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	1,087,092.00	1,087,092.00		
26		Meal expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	543,546.00	543,546.00		
27		Other supplies and materials expenses (GAD-related activities- brochures)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	463,546.00	463,546.00		
28		Customized Polo Shirt or Tshirts	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	50,000.00	50,000.00		GAD Budget
29		Customized GAD Jacket	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	30,000.00	30,000.00		GAD Budget
30		Executive Forum on Local Finance Management and Natural Resources Governance											
31		Venue and Meals	PTA and Institutes	Agency-to-Agency	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	1,200,000.00	1,200,000.00		Procurement of Venue and Meals for the LGU Forum Secretariat
32		Lease of Transportation Services	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	80,000.00	80,000.00		Rental of Transportation Services for the Secretariat
33		Lease of Real Property and Venue	PTA and Institutes	NP-53.10 - Lease of Real Property and Venue	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	150,000.00	150,000.00		Lease of Venue for the conduct of LGU Forum
34		Customized Notebook with pen	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	225,000.00	225,000.00		Souvenir items for the participants of the LGU Forum
35		Lanyard with plastic ID holder	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	30,000.00	30,000.00		Provided for the Secretariat Team (Identification purposes)
36		Tokens of Appreciation	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	200,000.00	200,000.00		Serves as tokens for the Resource Speakers, Moderators, LGU Officials and other participants
37		Brochures	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	30,000.00	30,000.00		Marketing and reference materials
38		Professional Lights and Sound System Rental	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	200,000.00	200,000.00		Rental of Lights and Sounds System
39		Photo and Video Coverage	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	50,000.00	50,000.00		
40		Customized Corporate Pin	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	25,000.00	25,000.00		
41		Decoration Materials (Fresh Flowers, Standlee, Bouquet etc.)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	80,000.00	80,000.00		
42		Labeling Supplies and materials	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	20,000.00	20,000.00		


43	Clothing (Secretariat)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	75,000.00	75,000.00	
44	Furnitures and Fixtures	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	40,000	40,000	
45	Provision for DICT endorsed ISSP: Office Productivity										
46	Portable Monitors	PTA and Institutes	Shopping 52.1(b) - Regular Office Supplies and Equipment no available in PS	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	195,000.00		195,000.00
47	Document Scanner	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	800,000.00		800,000.00
48	Highly Technical Desktop with Dual Monitor	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	800,000.00		800,000.00
49	Mobile Devices	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	650,000.00		650,000.00
50	Multi-Function Printer (4 Trays)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	750,000.00		750,000.00
51	Network Manage Service	PTA and Institutes	Competitive Bidding	Q2 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	1,600,000.00		1,600,000.00
52	Endpoint Security (Renewal with additional licenses)	PTA and Institutes	Competitive Bidding	Q4 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	1,000,000.00		1,000,000.00
53	Provision for DICT endorsed ISSP: Software										
54	Data management and query software	PTA and Institutes	NP- 53.5 Agency-to-Agency	Q4 2023	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	220,000.00		220,000.00
55	Business Function Software	PTA and Institutes	NP- 53.5 Agency-to-Agency	Q4 2023	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	1,306,304.92		1,306,304.92
56	Network management software	PTA and Institutes	NP- 53.5 Agency-to-Agency	Q4 2023	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	60,000.00		60,000.00
57	Provision for DICT endorsed ISSP: ICT Projects										
58	UPS (Mid-Range)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	675,000.00		675,000.00
59	Data Server	PTA and Institutes	Competitive Bidding	Q2 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	10,000,000.00		10,000,000.00
60	Storage and backup	PTA and Institutes	Competitive Bidding	Q2 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	6,000,000.00		6,000,000.00
61	Electronic Document Signing Service 1,500 transactions (Annual Subscription)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q4 2023	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	300,000.00		300,000.00
62	TV Display Panel with Built-In Interactive Whiteboard System	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	350,000.00		350,000.00
63	Infomercial/Scheduler Equipment 55" Interactive Touch Panel Kiosk Enclosure	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	420,000.00		420,000.00
64	Mobile Video Conferencing Toolkit	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	300,000.00		300,000.00
65	Graphic Design Platform (Annual Subscription)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	25,000.00		25,000.00
66	Digital Toolkit for Teams (Annual Subscription)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	100,000.00		100,000.00
67	Virtual Meeting and Video Conferencing Platform (Annual Subscription)	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	120,000.00		120,000.00
68	Document Editing and Management Software	PTA and Institutes	NP-53.9 Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	195,000.00		195,000.00
69	Photo Editing Software	PTA and Institutes	NP-53.9 Small Value Procurement	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	195,000.00		195,000.00
70	ICT Preventive and Corrective Maintenance Kit	PTA and Institutes	Shopping 52.1(D) - Regular Office Supplies and Equipment no available in PS	Q1 2024	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	100,000.00		100,000.00
71	Trainings										
72	ISSP Workshops	PTA and Institutes	Small Value Procurement	Q4 2023	N/A	Q4 2023	Q4 2023	Corporate Operating Budget	760,000.00		760,000.00
73	Provision for DICT endorsed ISSP: Internal ICT Project (Enterprise Resource Management System)										
74	E-Learning Management System with Hosting Service	PTA and Institutes		Q3 2024					7,000,000.00		7,000,000.00
75	Building Conceptual Development Plan	PTA and Institutes	NP- 53.5 Agency-to-Agency	Q3 2024					30,000,000.00		30,000,000.00
76	ICT and Other Machinery Equipment	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024					2,217,100.00		2,217,100.00
77	Intangible Assets Outlay	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2024	N/A	Q1 2024	Q1 2024	Corporate Operating Budget	1,225,000.00		1,225,000.00
78	Transportation Outlay	PTA and Institutes	Competitive Bidding						7,080,000.00		7,080,000.00

A. TOTAL									155,403,167.75	83,379,762.83	73,683,404.92
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									15,540,316.78		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (1%)											
D. GRAND TOTAL (A + B + C)									170,943,484.53		

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.

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 Chairperson

Approved by: 
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 President