

ANNUAL PROCUREMENT PLAN FY 2025

Department/Bureau/Office:PHILIPPINE TAX ACADEMY

Region:NCR

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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
					Advertisement/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
		Institutional Expenses											(Brief Description of Program/Project)
1		Traveling Expenses - Local	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	1,990,909.09	1,990,909.09	0.00	Allocated for the procurement of van rentals and other transportation expenses
2		Training Expenses	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	39,375,000.00	39,375,000.00	0.00	Budget for the procurement of Lease of Venue for proposed trainings
3		Office Supplies Expenses	PTA and Institutes	NP-53.5 Agency-to-Agency	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	858,545.45	858,545.45	0.00	Procurement of supplies through PS-DBM Virtual Store
4		Drugs and Medicines Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	2,727.27	2,727.27	0.00	Budget for Medicines and Drugs
5		Medical, Dental & Laboratory Supplies Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	131,818.18	131,818.18	0.00	Allocated budget for Annual Physical Examinations and related check-ups
6		Fuel, Oil and Lubricants Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	318,181.82	318,181.82	0.00	For the direct retail purchase of P.O.L. products
7		Semi-Expendable Machineries and Equipment	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	159,090.91	159,090.91	0.00	Refers to small tangible items with an estimated service life of more than one year
8		Semi-Expendable Furnitures and Fixtures	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	827,272.73	827,272.73	0.00	For the purchase of small office furniture, fixtures, and other similar items that are essential for daily operations not exceeding Php 15,000
9		Semi-Expendable ICT Equipment	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	518,181.82	518,181.82	0.00	Allocation for the purchase of small peripherals, accessories, and other similar ICT items not exceeding Php 15,000
10		Other Supplies and Materials Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	64,545.45	64,545.45	0.00	These includes office supplies, cleaning materials, and other similar items that are used regularly and need to be replenished frequently
11		Repairs and Maintenance - Motor Vehicles	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	181,818.18	181,818.18	0.00	Allocated for the repairs and maintenance of existing motor vehicles of the agency
12		Representation Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	440,000.00	440,000.00	0.00	Refers to costs incurred for official functions, meetings, conferences, or events that are necessary for the performance of official duties
13		Library and Other Reading Materials Subscription Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	66,363.64	66,363.64	0.00	Refers to the costs associated with subscribing to various publications, journals, periodicals, and other reading materials necessary
14		Books	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	16,363.64	16,363.64	0.00	
15		Utility Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	526,363.64	526,363.64	0.00	Costs associated with essential services such as electricity, water, gas, and other utilities necessary for operation
16		Other General Services - ICT Services	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	268,181.82	268,181.82	0.00	For the procurement of IT support and maintenance/Software development and customization/ Network management/Cybersecurity services
17		Rents - Office Building	PTA and Institutes	NP-53.10 Lease of Real Property and Venue	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	1,832,727.27	1,832,727.27	0.00	Budget for renting an Office Space
18		Rents - Equipment	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	152,727.27	152,727.27	0.00	Budget for the procurement of annual rentals
19		Rents - ICT Equipment	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	589,090.91	589,090.91	0.00	Budget for the procurement of annual ICT rentals
20		ICT Software Subscription	PTA and Institutes	NP-53.5 Agency-to-Agency	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	9,340,000.00	9,340,000.00	0.00	Budget for software subscriptions essential to the agency to carry out its operations
21		ICT Training Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	181,818.18	181,818.18	0.00	Allocated budget for ICT Trainings to the PTA and its Institutes
22		ICT Consultancy Services	PTA and Institutes	NP-53.7 Highly Technical Consultants	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	1,293,636.36	1,293,636.36	0.00	Budget for Highly Technical Consultants for Cybersecurity and other related functions
		Project-related Expenses											
23		Professional Services	PTA and Institutes	NP-53.7 Highly Technical Consultants	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	1,927,996.36	1,927,996.36	0.00	Budget for Highly Technical Consultants for other services
		Other Maintenance and Other Operating Expenses											
24		Printing and Publication Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	36,363.64	36,363.64	0.00	Includes Printing of official documents/Publication of notices and advertisements/ Production of informational materials
25		Transportation and Delivery Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	1,363,636.36	1,363,636.36	0.00	Refers to freight and shipping costs/Courier services/Vehicle rental and fuel costs
26		Other Maintenance & Other Operating Expenses	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	413,636.36	413,636.36	0.00	
27		Capital Outlays											
28		Information and Communication Technology	PTA and Institutes	Competitive Bidding	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	24,945,454.55	0.00	24,945,454.55	Budget for the procurement and maintenance of ICT Equipment and Assets
29		Furnitures and Fixtures	PTA and Institutes	NP-53.9 - Small Value Procurement	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	163,636.36	0.00	163,636.36	Allocated for the purchase of additional Furnitures and Fixtures for new employees/personnel
30		Transportation Outlay*	PTA and Institutes	NP-53.5 Agency-to-Agency	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	3,636,363.64	0.00	3,636,363.64	Budget modifications for four units motor vehicle acquisition for PTA and Institutes

31		Conceptual Development Plan for PTA Office and Training Facilities in the New Clark City	PTA and Institutes	NP-53.5 Agency-to-Agency	Q1 2025	N/A	Q1 2025	Q1 2025	GoP	29,090,909.09	0.00	29,090,909.09	
A. TOTAL										120,713,360.00	62,876,996.36	57,836,363.64	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)										12,071,336.00			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)										0.00			
D. GRAND TOTAL (A + B + C)										132,784,696.00			

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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