



Final Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	2024 NEP LEVEL			Remarks (brief description of Program/Activity/Project)
				Advertisemen t/Posting of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)												
	I. TRAINING AND SCHOLARSHIP											
5020201002	Training Expenses	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	267,900.00	267,900.00		Provision for training expenses of BTr Caraga Region personnel for trainings conducted by COA, PICPA, GACPA, CSC, GAD Related Activities, Year end Conference and other Seminars and conferences.
5020201002	Provision of Meals, Snacks, and Venue for the Participation in the 2024 Women's Summit on March 8, 2024	Caraga Region	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP/GAA	2,600.00	2,600.00		Meals, Snacks and Venue of BTr Caraga Participants in joining the 2024 Women's Summit on March 8, 2024.
5020201002	Provision of Meals, Snacks, and Venue for the conduct of CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities on April 4-6, 2024	Caraga Region	NP-53.10 Lease of Real Property and Venue	Mar-24	Mar-24	Mar-24	Mar-24	GoP/GAA	460,000.00	460,000.00		Procurements needed for the CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities is hosted by the BTr Caraga Region
5020201002	Procurement of Tokens and Planning Kits for the CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities	Caraga Region	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP/GAA	37,600.00	37,600.00		Procurements needed for the CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities is hosted by the BTr Caraga Region
5020201002	Procurement of Activity Tshirts CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities	Caraga Region	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP/GAA	37,600.00	37,600.00		Procurements needed for the CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities is hosted by the BTr Caraga Region
5020201002	Transportation Rental during the conduct of CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities on April 4-6, 2024.	Caraga Region	NP-53.9 - Small Value Procurement	Mar-24	Mar-24	Mar-24	Mar-24	GoP/GAA	17,000.00	17,000.00		Transportation for BTr Caraga Personnel for the CY 2024 Mindanao Cluster Planning Conference and Teambuilding Activities is hosted by the BTr Caraga Region
5020201002	Provision of Meals and Snacks for the eNGAS training on July 1-5, 2024	Caraga Region	NP-53.9 - Small Value Procurement	June-July 2024	June-July 2024	June-July 2024	June-July 2024	GoP/GAA	22,000.00	22,000.00		Meals and Snacks of BTr Caraga Participants during the eNGAS training on July 1-5, 2024.
5020201002	Provision of Meals and Snacks for GAD Related Activities and Year-end Conference	Caraga Region	NP-53.9 - Small Value Procurement	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	20,000.00	20,000.00		Procurement of Meals and Snacks of BTr Caraga Participants for GAD Related Activities and Year-end Conference
5020201002	Procurement of Plaque of Appreciation for Top Performing Provincial Offices for CY 2024	Caraga Region	NP-53.9 - Small Value Procurement	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	7,500.00	7,500.00		Procurement of Plaque of Appreciation for Top Performing Provincial Offices for CY 2024 during Year-end Conference
	TOTAL								872,200.00	872,200.00		
	II. OFFICE SUPPLIES											
5020301002	Office Supplies and Materials available at PS DBM	Caraga Region	NP-53.5 Agency-to-Agency	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	246,481.09	246,481.09		Supplies and Materials available at PS DBM to be used in the operation of the office.
5020301002	Office Supplies and Materials outside PS DBM	Caraga Region	Shopping	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	153,401.23	153,401.23		Supplies and Materials outside PS DBM to be used in the operation of the office.
	TOTAL								399,882.32	399,882.32		
	III. FUEL, OIL AND LUBRICANTS											



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5020309000	Fuel, Oil and Lubricants	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	106,000.00	106,000.00		Fuel Expenses for Official Motor Vehicle and Generator Sets
	TOTAL								106,000.00	106,000.00		
	IV. COMMUNICATION SERVICES											
5020501000	Postage and Courier Services	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	45,000.00	45,000.00		Postage and Courier Services and transportation and delivery needs of the Regional and Provincial Offices
5020503000	Procurement of 2nd Internet Subscription for SDN Provincial Office of BTr Caraga	SDN PO	NP-53.9 - Small Value Procurement	Jan-24	Jan-24	Jan-24	Jan-24	GoP/GAA	36,000.00	36,000.00		Subscription of Secondary Internet Provider for SDN PO CY 2024
5020503000	Procurement of 2nd Internet Subscription for SDS Provincial Office of BTr Caraga	SDS PO	NP-53.9 - Small Value Procurement	Jan-24	Jan-24	Jan-24	Jan-24	GoP/GAA	36,000.00	36,000.00		Subscription of Secondary Internet Provider for SDS PO CY 2024
5020503000	Procurement of 2nd Internet Subscription for BTr Caraga Regional Office	Caraga Region	NP-53.9 - Small Value Procurement	Jun-Dec 2024	Jun-Dec 2024	Jun-Dec 2024	Jun-Dec 2024	GoP/GAA	19,600.00	19,600.00		Subscription of Secondary Internet Provider for Caraga Regional Office CY 2024
5020503000	Procurement of 2nd Internet Subscription for ADS Provincial Office of BTr Caraga	ADS PO	NP-53.9 - Small Value Procurement	Jun-Dec 2024	Jun-Dec 2024	Jun-Dec 2024	Jun-Dec 2024	GoP/GAA	28,000.00	28,000.00		Subscription of Secondary Internet Provider for ADS PO CY 2024
	TOTAL								164,600.00	164,600.00		
	V. UTILITY SERVICES											
5020401000	Water Expenses for Purified Drinking Water	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	29,000.00	29,000.00		Water expenses for drinking water of Caraga Region and Provincial Offices
	TOTAL								29,000.00	29,000.00		
	VI. PROFESSIONAL & NON PROFESSIONAL SERVICES											
5021203000	General Services - Security	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	591,950.00	591,950.00		Security Services for the Calendar Year 2024
5021199000	Other Professional Services	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	50,000.00	50,000.00		Annual Medical & Physical Exam and Vaccination Program to regular employees of BTr Caraga Regional Office CY 2024
	TOTAL								641,950.00	641,950.00		
	VII. REPAIRS AND MAINTENANCE											
5021304001	Leak Repair and Pipe Line laying of Water Supply System at BTr Caraga Regional Office	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	41,000.00	41,000.00		For the repair of leakage and pipe line laying of water supply system at BTr Caraga Regional Office.
5021304001	Corrective Maintenance and Wiring Installation of Electrical System of BTr Caraga Regional Office	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	100,000.00	100,000.00		Wiring installation and corrective maintenance for the Three (3) Units of 3-Tonner Floor Mounted 4.0HP Air Conditioning Units and the overall Electrical System of the Bureau of the Treasury (BTr) Caraga Regional Office
5021305002	RM - Office Equipment	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	50,500.00	50,500.00		For various repairs of Office Equipment of BTr Caraga Regional/Provincial Offices
5021305002	Preventive Maintenance Service of GenSet of the Caraga Regional Office	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	43,500.00	43,500.00		For preventive maintenance service and repair of the Generator Set 60KVA of the Bureau of the Treasury Caraga Region



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5021306001	RM - Transportation MV	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	42,500.00	42,500.00		For various repairs of Office Motor Vehicle of BTr Caraga Region.
	TOTAL								277,500.00	277,500.00		
	VIII. TAXES DUTIES AND OTHER FEES											
5029905001	Rent - Buildings and Structures	Caraga Region	Lease of Privately-Owned Real Estate	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	773,000.00	773,000.00		Rental Expenses of BTr Caraga Provincial Offices.
	TOTAL								773,000.00	773,000.00		
	IX. SEMI-EXPENDABLE MACHINERY AND EQUIPMENT - OFFICE EQUIPMENT											
5020321002	Delivery, Installation, Testing and Electrical Supply of One (1) Unit 1.5 HP Air Conditioning Unit	Caraga Region	NP-53.9 - Small Value Procurement	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	GoP/GAA	45,000.00	45,000.00		Procurement of One (1) Unit 1.5 HP Air Conditioning Unit for BTr Caraga's COA Room
5020321002	Supply, Delivery, Installation and Testing of 55" Inches SMART TV	Caraga Region	NP-53.9 - Small Value Procurement	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	Nov-Dec 2024	GoP/GAA	45,000.00	45,000.00		Procurement of One (1) Unit 55 " Inches SMART TV for Surigao del Norte Provincial Office
									90,000.00	90,000.00		
	X. CAPITAL OUTLAY											
5060405002	Supply, Delivery and Installation of Airconditioning Units	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	510,194.00	-	510,194.00	Procurement of Nine (9) units of Air Condition for the Regional and Provincial Offices of BTr Caraga namely: Agusan del Sur PO, Surigao del Norte PO.
5060405002	Supply, Delivery and Installation of Widescreen Television Set	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	112,806.00		112,806.00	Procurement of Two (2) units of Television Set for Regional Office of BTr Caraga
5060405003	Supply, Delivery of Printer	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	70,000.00	-	70,000.00	Procurement of One (1) unit of Heavy Duty multi-Function Laser Printer for Regional Office of BTr Caraga
5060405003	Supply and Delivery of DSLR Camera	Caraga Region	NP-53.9 - Small Value Procurement	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	Jan-Dec 2024	GoP/GAA	60,000.00	-	60,000.00	Procurement of One (1) unit of DSLR Camera for Regional Office of BTr Caraga
	TOTAL								753,000.00	-	753,000.00	
								GRAND TOTAL	4,107,132.32	3,354,132.32	753,000.00	

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