

ANNEX A

BUREAU OF THE TREASURY, REGION IV-A CALABARZON
FINAL ANNUAL PROCUREMENT PLAN FOR CY 2025

Code (PAP)	Procurement Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posti ng of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. TRAININGS													
100010001	Venue, Meals and Snacks for Regional Management Committee Meeting for CY 2025 Planning Conference	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.10 Lease of Real Property and Venue	Jan 2025	N/A	N/A	Jan 2025	GoP	21,000.00	21,000.00	0	
100010001	Meals and Snacks for Women's Month Celebration	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.9 - Small Value Procurement	Feb 2025	March 2025	March 2025	March 2025	GoP	20,000.00	20,000.00	0	
100010001	Venue for Women's Month Celebration	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.10 Lease of Real Property and Venue	Feb 2025	March 2025	March 2025	March 2025	GoP	50,000.00	50,000.00	0	
100010001	Meals and Snacks for Regional Management Committee 2nd Quarterly Meeting for CY 2025	50202010 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00	0	
100010001	Meals and Snacks for Regional Management Committee 3rd Quarterly Meeting, Semestral Assessment and Planning Conference	50202010 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
100010001	Meals and Snacks for Regional Management Committee 4th Quarterly Meeting	50202010 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
100010001	Meals and Snacks for VAWC Week Celebration	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.9 - Small Value Procurement	November 2025	December 2025	December 2025	December 2025	GoP	20,000.00	20,000.00	0	
100010001	Venue forr VAWC Week Celebration	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.10 Lease of Real Property and Venue	November 2025	December 2025	December 2025	December 2025	GoP	50,000.00	50,000.00	0	
100010001	Meals and Snacks for Regional Year-end Assessment and Conference	50202010 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
100010001	Venue for Regional Year-end Assessment and Conference	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0	
100010001	Meals and Snacks for GAD Annual Assessment and Planning Conference of Regional GFPS-TWG	50202010 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
100010001	Training and Capacity Building programs for BTr Region 4A Employees	50202010 02	Regional Office IV-A and Provincial Offices	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	70,000.00	70,000.00	0	
II. OFFICE SUPPLIES AND SEMI-EXPENDABLES													
100010001	Procurement of common-used supplies equipment available at PS-DBM	50203010 02	Regional Office IV-A and Provincial Offices	NP-53.5 Agency-to-Agency	January - December 2025	January - December 2025	January - December 2025	January - December 2025	GoP	190,672.23	190,672.23	0	
100010001	Procurement of common-used supplies equipment not available at PS-DBM	50203010 02	Regional Office IV-A and Provincial Offices	Shopping	January - December 2025	January - December 2025	January - December 2025	January - December 2025	GoP	201,327.77	201,327.77	0	
100010001	Supply and Delivery of Three (3) Heavy Duty Document- Shredder to the Bureau of the Treasury - Regional Office IV-A	50203210 02	Batangas, Cavite and Rizal Provincial Offices	NP-53.9 - Small Value Procurement	February 2025	March 2025	March 2025	March 2025	GoP	90,000.00	90,000.00	0	
100010001	Supply and Delivery of One (1) Portable Speaker with Microphone	50203210 02	Regional Office IV-A	NP-53.9 - Small Value Procurement	February 2025	March 2025	March 2025	March 2025	GoP	20,000.00	20,000.00	0	
III. FUEL, OILS AND LUBRICANTS													
100010001	Procurement of supplies for petroleum, oil and lubricants	50203090 00	Regional Office IV-A	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscription	N/A	N/A	N/A	N/A	GoP	114,000.00	114,000.00	0	
IV. UTILITIES													
100010001	Water Expenses	50204010 00	Regional Office IV-A and Provincial Offices	Direct Contracting	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	0	
100010001	Electricity Expenses	50204020 00	Regional Office IV-A and Provincial Offices	Direct Contracting	N/A	N/A	N/A	N/A	GoP	850,000.00	850,000.00	0	
100010001	Telephone - Mobile	50205020 01	Regional Office IV-A and Provincial Offices	Direct Contracting	N/A	N/A	N/A	N/A	GoP	198,000.00	198,000.00	0	INCLUSIVE OF SAA SUBSIDY
100010001	Telephone - Landline	50205020 02	Regional Office IV-A and Provincial Offices	Direct Contracting	N/A	N/A	N/A	N/A	GoP	216,000.00	216,000.00	0	
100010001	Internet Subscription Expenses	50205030 00	Regional Office IV-A and Provincial Offices	Direct Contracting	N/A	N/A	N/A	N/A	GoP	198,000.00	198,000.00	0	INCLUSIVE OF SAA SUBSIDY
V. COMMUNICATION													
100010001	Postage and Courier Services	50205010 00	Regional Office IV-A and Provincial Offices	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	35,000.00	35,000.00	0	
VI. SUBSCRIPTION													
100010001	Adobe Creative Cloud Software	50299070 99	Regional Office IV-A	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscription	N/A	N/A	N/A	N/A	GoP	17,940.00	17,940.00	0	
100010001	Cable Subscription	50299070 99	Regional Office IV-A	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscription	N/A	N/A	N/A	N/A	GoP	13,060.00	13,060.00	0	
100010001	Google One Subscription	50299070 99	Regional Office IV-A	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscription	N/A	N/A	N/A	N/A	GoP	1,000.00	1,000.00	0	

100010001	Canva Pro	50299070 99	Regional Office IV-A	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscription	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00	0	
VII. GENERAL SERVICES													
100010001	Janitorial Sevices	50212020 00	Regional Office, Laguna Provincial Office and Cavite Provincial Office	NP-53.9 - Small Value Procurement	January - March 2025	January - March 2025	January - March 2025	January - March 2025	GoP	424,000.00	424,000.00	0	Contract for RO / Laguna Janitorial is until June 2025
100010001	Other General Services	50212990 99	Regional Office and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	51,000.00	51,000.00	0	
VIII. REPAIRS AND MAINTENANCE													
100010001	Supply of Aircon Cleaning Services	50213050 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	42,000.00	42,000.00	0	
100010001	Supply of Airconditioning Unit Spareparts and Labor Cost	50213050 02	Regional Office IV-A and Provincial Offices	Shopping	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	0	
100010001	Preventive Maintenance Service (Change Oil and Tune- Up)	50213060 01	Regional Office IV-A	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	35,000.00	35,000.00	0	
100010001	Exterior Detailing, Repainting, Dent Removal	50213060 01	Regional Office IV-A	Shopping	N/A	N/A	N/A	N/A	GoP	46,000.00	46,000.00	0	
100010001	Tint and Seat Cover Replacement	50213060 01	Regional Office IV-A	Shopping	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
IX. TAXES, DUTIES AND LICENSES													
100010001	Annual LTO registration of the service vehicle maintained by BTr-Region IV-A Calabarzon	50215010 01	Regional Office IV-A	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
X. INSURANCE EXPENSES													
100010001	Renewal of Service Vehicle and Property Insurance	50215030 00	Regional Office IV-A	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	42,000.00	42,000.00	0	
XI. RENTS - BUILDING AND STRUCTURE													
100010001	Lease of Office Space in Calamba City, Laguna (Regional Office and Laguna Provincial Office)	50299050 01	Regional Office IV-A and Laguna Provincial Office	NP-53.10 Lease of Real Property and Venue	November 2024	N/A	N/A	January 2025	GoP	1,412,258.27	1,412,258.27	0	EPA
100010001	Lease of Office Space in Trece Martires City, Cavite (Cavite Provincial Office)	50299050 01	Cavite Provincial Office	NP-53.10 Lease of Real Property and Venue	November 2024	N/A	N/A	January 2025	GoP	594,387.00	594,387.00	0	EPA
100010001	Lease of Office Space in Batangas City (Batangas Provincial Office)	50299050 01	Batangas Provincial Office	NP-53.10 Lease of Real Property and Venue	November 2024	N/A	N/A	January 2025	GoP	850,640.41	850,640.41	0	EPA
100010001	Lease of Office Space in Antipolo City, Rizal (Rizal Provincial Office)	50299050 01	Rizal Provincial Office	NP-53.10 Lease of Real Property and Venue	November 2024	N/A	N/A	January 2025	GoP	733,780.76	733,780.76	0	EPA
100010001	Lease of Office Space Lucena City, Quezon (Quezon Provincial Office)	50299050 01	Quezon Provincial Office	NP-53.10 Lease of Real Property and Venue	November 2024	N/A	N/A	January 2025	GoP	451,933.56	451,933.56	0	EPA
XII. CAPITAL OUTLAY													
100010001	Supply and Delivery of one (1) unit conference table for the Bureau of the Treasury Region IV-A	50604070 01	Rizal Provincial Office	NP-53.9 - Small Value Procurement	April 2025	May 2025	May 2025	May 2025	GoP	55,000.00	- 55,000.00		
					GRAND TOTAL					7,310,000.00	7,255,000.00	55,000.00	

Prepared By:

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BAC Secretariat

Submitted By:

RAA BIDS AND AWARDS COMMITTEE

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CERTIFIED CORRECT:

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