

Republic of the Philippines  
Department of Transportation  
Land Transportation Office, Region 7  
Natalio Bacalso Ave., Cebu City

Updated Annual Procurement Plan (No. 4) for CY 2018

19 JAN 18

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Code (PAP)	Procurement Program/Project	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/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>FUND 101</b>												
<b>TRAVELLING EXPENSES</b>												
100010000/ 30210000/ 302020000/ 302030000	Travelling Expenses	RO/DO/EO/N RU/MVIC/DL RO/TOPO/LI CENSING CENTER	NP-53.9- SVP / Direct Contracting		1ST Quarter - 4TH Quarter			GoP	1,429,000.00	1,429,000.00		Incurred in the movement/transport of government officers and employees within and outside the region.
<b>TRAINING EXPENSES</b>												
100010000	Training Expenses	RO/DO/EO/N RU/MVIC/DL RO/TOPO/LI CENSING CENTER	NP-53.9- SVP / Direct Contracting		1ST Quarter - 4TH Quarter			GoP	1,364,200.00	1,364,200.00		incurred during seminars/workshop including honoraria of lecturers, cost of hand outs and other training related expenses.
<b>SUPPLIES AND MATERIALS EXPENSES</b>												
100010000/ 30210000/ 302020000/ 302030000	Procurement of Common Office Supplies Available at Procurement Service (PS) Stores	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.5 Agency-to- Agency (PS)	Jan. to Dec., 2018	N/A	Jan. to Dec., 2018	Jan. to Dec., 2018	GoP	344,320.00	344,320.00		Office supplies and materials available at PS to ensure continuous daily transactions within the office including ARTA/GAD related projects.
100010000/ 30210000/ 302020000/ 302030000	Procurement of Office Supplies NOT Available at Procurement Service (PS) Stores but regularly purchased from other sources	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.9 - SVP	Jan. to Dec., 2018	N/A	Jan. to Dec., 2018	Jan. to Dec., 2018	GoP	105,000.00	105,000.00		Office supplies and materials not available at PS to ensure continuous daily transactions within the office including ARTA/GAD related projects.
302020000	Procurement of Five (5) pcs body cameras for law enforcement operations.	Operations Division	NP-53.9 - SVP	2nd qtr	2nd qtr	2nd qtr	2nd qtr	GoP	49,500.00	49,500.00		Supplies for enforcement operations that are not available at PS
302020000	Procurement of Five (5) pcs Dashboard Camera	Operations Division	NP-53.9 - SVP	2nd qtr	2nd qtr	2nd qtr	2nd qtr	GoP	46,200.00	46,200.00		For LTO Service Patrol Vehicles not available in PS

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100010000/ 30210000/ 302020000/ 302030000	Procurement of Drug Testing Kit	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	2nd qtr	2nd qtr	2nd qtr	2nd qtr	GoP	21,000.00	21,000.00		Drugtesting kits and other paraphernalia
302030000	Procurement of 10 Units Computer Monitor - 21.5 inch Display, Full HD 1920 X 1080 Resolution, VGA + HDMI, 200cd, 5 ms response time,75mm x 75mm wall mount support , TN Panel, simple stand, color: black	Licensing Offices other LTO 7 offices	NP-53.9 - SVP	2nd qtr	2nd qtr	2nd qtr	2nd qtr	GoP	79,980.00	79,980.00		For licensing centers as client viewing facility
100010000/ 30210000/ 302020000/ 302030000	Procurement of 10 units Safety Vaults	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	135,000.00	135,000.00		For safekeeping of collections by cashiers.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 1 Unit Bill Counter	Mandaue City District Office	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	9,500.00	9,500.00		For speed counting of bills/currencies of cashier.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 40 pcs of Gang Chairs	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	433,000.00	433,000.00		For waiting area of District Offices / Extension Offices /Licesing centers.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 25 Units of Printer Inkjet	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	125,000.00	125,000.00		For daily printing of office reports region wide.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 3 Units Multifunction Printer	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	44,400.00	44,400.00		For daily printing of office reports region wide.
100010000/ 30210000/ 302020000/ 302030000	Procurement of Accountable Forms	Regional Office	NP-53.9 - SVP	Jan. to Dec., 2018	N/A	Jan. to Dec., 2018	Jan. to Dec., 2018	GoP	20,000.00	20,000.00		Budget for this program chargeable to GAA CY 2018
100010000/ 302020000	Fuel, Oil and Lubricants Expenses - For Patrol, Service vehicles and motorcycles	RO, Dos & MVIC	NP-53.9 - SVP	Monthly				GoP	160,000.00	160,000.00		Gasoline, change oil and lubricants needed for LTO 7 mobile vehicles.

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>UTILITY EXPENSES</b>								<b>9,230,300.00</b>	<b>9,230,300.00</b>		
100010000	Water	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	686,500.00	686,500.00		Regionwide annual water consumption for CY 2018
100010000/ 30210000/ 302020000/ 302030000	Electricity	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	8,543,800.00	8,543,800.00		Regionwide annual electric consumption for CY 2018. Common Usage Service Area of Cebu City Mega Licensing Center at SM Seaside, Cebu City District Office at Robinsons Galleria, Tagbilaran City Licensing Center at Alturas Mall.
	<b>COMMUNICATION EXPENSES</b>								<b>3,018,600.00</b>	<b>3,018,600.00</b>		
100010000	Postage and Courier Services	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	119,000.00	119,000.00		Used for delivery/transmission of official messages thru mails, documents, records and the like.
100010000	Telephone Expenses- Mobile	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	975,000.00	975,000.00		Used for delivery/transmission of official messages thru mobile phones.
100010000/ 30210000/ 302020000/ 302030000	Telephone Expenses- Landline	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	511,800.00	511,800.00		Used for delivery/transmission of official messages thru landline phones.
100010000	Internet Subscription Expenses	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		Monthly			GoP	1,412,800.00	1,412,800.00		Used for delivery/transmission of official messages thru e-mails and for licensing centers as client viewing facility
	<b>EXTRAORDINARY and MISCELLANEOUS EXPENSES</b>								<b>98,000.00</b>	<b>98,000.00</b>		
100010000	Extraordinary and Miscellaneous Expenses	RO	Direct Contracting		Monthly			GoP	98,000.00	98,000.00		Used for extraordinary and miscellaneous expenses of the region.
	<b>PROFESSIONAL SERVICES</b>								<b>82,145.00</b>	<b>82,145.00</b>		
100010000	Legal Services	RO, DOs, EO's, LCs, DLROs, MVIC	Direct Contracting		April to Dec., 2018			GoP	50,000.00	50,000.00		Expenses incurred by solicitor general.

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100010000	Auditing Services	RO, DOs, EOs, LCs, DLRCs, MVIC	Direct Contracting	January to Dec., 2018				GoP	17,145.00	17,145.00		Expenses incurred by coa auditors.
100010000	Other Professional Services	RO, DOs, EOs, LCs, DLRCs, MVIC	Direct Contracting	April to Dec., 2018				GoP	15,000.00	15,000.00		Expenses incurred during the survey of donated lots.
	<b>GENERAL SERVICES</b>							<b>25,998,000.00</b>	<b>25,998,000.00</b>			
100010000	Janitorial Services	RO, DOs, EOs, LCs, DLROs, MVIC	Direct Contracting	1st Quarter				GoP	2,585,000.00	2,585,000.00		Janitorial Services for Calendar Year 2018.
100010000	Security Services	RO, DOs, EOs, LCs, DLROs, MVIC	Public Bidding	1st Quarter				GoP	12,294,000.00	12,294,000.00		Procurement of Security Services for Calendar Year 2018.
100010000	Other General Services	RO, DOs, EOs, LCs, DLROs, MVIC	Direct Contracting	1st Quarter				GoP	11,119,000.00	11,119,000.00		Contract of Service / Job Order Services for Calendar Year 2018.
	<b>REPAIR AND MAINTENANCE</b>							<b>94,000.00</b>	<b>94,000.00</b>			
	<b>Buildings and Structures</b>											
100010000/ 30210000/ 302020000/ 302030000	Minor Repair of Office Building	RO	NP-SVP	April, 2018	N/A	April, 2018	April, 2018	GoP	11,000.00	11,000.00		Repair and maintenance of office buildings.
	<b>Office Equipment</b>	RO										
100010000	- Repair and maintenance of Airconditioning units, photocopiers, duplicators and typewriters	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	Quarterly				GoP	20,000.00	20,000.00		Preventive maintenance of office equipments in LTO-7 offices region wide.
	<b>ICT Equipment</b>											
100010000	Labor and materials for repair and maintenance of Laptops, PCs , desk top computers, cctv cameras, laptop computers, printers, scanners and other related equipments.	RO and MVIC	NP-53.9 - SVP	Quarterly				GoP	8,000.00	8,000.00		Preventive maintenance of Machinery equipments in LTO-7 Motor Vehicle Inspection Center.
	<b>Motor Vehicles</b>	RO										
302020000	Labor and materials for repair and maintenance of LTO- 7 patrol cars, service vehicles and motorcycles.		NP-53.9 - SVP	Semestral				GoP	55,000.00	55,000.00		Preventive maintenance of LTO-7 patrol cars, service vehicles and motorcycles.
	<b>TAXES, FIDELITY BOND &amp; INSURANCES</b>								<b>831,855.00</b>	<b>831,855.00</b>		
100010000	TAXES, DUTIES & LICENSES	RO, DOs, EOs, LCs, DLRCs, MVIC	NP-53.9 - SVP	1st Quarter				GoP	43,000.00	43,000.00		Payment due to regulatory services.

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100010000	FIDELITY BOND PREMIUM	RO, DOs, EOs, LCs, DLRCs, MVIC	NP-53.9 - SVP	1st Quarter				GoP	581,000.00	581,000.00		Payment for accountable officers fidelity bond premiums.
100010000	INSURANCE EXPENSES	RO, DOs, EOs, LCs, DLRCs, MVIC	NP-53.9 - SVP	1st Quarter				GoP	207,855.00	207,855.00		Payment for agency insurance risks of government properties.
	<b>OTHER MAINTENANCE AND OTHER OPERATING EXPENSES</b>								<b>6,585,000.00</b>	<b>6,585,000.00</b>		
100010000	Advertising Expenses	RO	NP-53.9 - SVP	Semestral				GoP	35,000.00	35,000.00	-	Local and national tri-media (newspapers, TV networks and radio stations) posting of Bids and LTO 7 updates, issues and concerns.
100010000	Printing and Publication Expenses	RO	NP-53.9 - SVP	Quarterly				GoP	112,000.00	112,000.00		Printing of Tarpaulins , flyers and other related expenses in relation to ARTA / GAD and other committees..
	<b>Representation Expenses</b>											
100010000	- Meetings and Conferences	RO	NP-53.9 - SVP	Monthly					205,000.00	205,000.00		Official meetings and conferences to be attended by LTO personnels
	Cultural and Athletic Activities (Purchase of costumes and athletics uniforms and other related expenses in celebration for the LTO Foundation Day)	RO	NP-53.9 - SVP	2nd Quarter					60,000.00	60,000.00		For LTO personnel participants to LTO Foundation Day
100010000	Transportation and Delivery Expenses	RO	NP-53.9 - SVP	Monthly					4,000.00	4,000.00		Moving of LTO properties from one station to another
	<b>Rent Expense - Building</b>											
100010000	- Rental of Office Building	MCLC & MCDO	NP-53.9 - SVP	January to April, 2018					1,066,000.00	1,066,000.00		Office building rental for MCDO and MCLC
	<b>Rent Expense - Land</b>											
100010000	- Rental of Land for Impounding and Storage Area in Cebu Province	RO, DOs, EOs, LCs, DLROs, MVIC	Public Bidding	1st Quarter					5,103,000.00	5,103,000.00		Budget for this program chargeable to GAA CY 2018
	<b>TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES</b>								<b>50,304,000.00</b>	<b>50,304,000.00</b>	-	-
	<b>CAPITAL OUTLAY</b>											

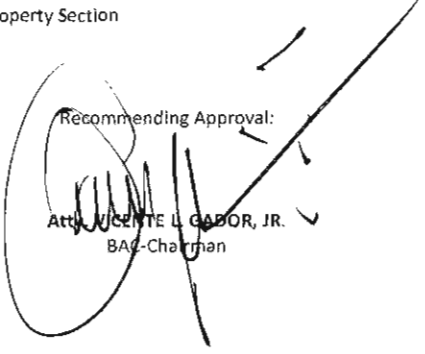
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	<b>REHABILITATION AND REPAIR OF OFFICE BUILDINGS</b>								<b>6,000,000.00</b>		<b>6,000,000.00</b>	
100010000	1. Rehabilitation and repair of office building of Bais City District Office	Bais City DO	Public Bidding		2nd Quarter				1,500,000.00	-	1,500,000.00	Budget for this program chargeable to GAA CY 2016
100010000	2. Rehabilitation and repair of office building of Jagna District Office	Jagna DO	NP-53.9 - SVP		2nd Quarter				1,500,000.00	-	1,500,000.00	Budget for this program chargeable to GAA CY 2016
100010000	3. Rehabilitation and repair of office building of Toledo City District Office	Toledo City DO	NP-53.9 - SVP		2nd Quarter				3,000,000.00	-	3,000,000.00	Budget for this program chargeable to GAA CY 2016
	<b>MACHINERY and EQUIPMENT</b>											
	<b>Office Equipment</b>								500,000.00	-	500,000.00	
	Aircon Five (5) units Floor Mounted 3 TR Specifications: (Split Type, Single Phase, 40,000 kj/hr cooling capacity, Remote Control)	DO's and LCs	NP-53.9 - SVP		2nd Quarter				500,000.00		500,000.00	Budget for this program chargeable to GAA CY 2018
	<b>TOTAL CAPITAL OUTLAY</b>								<b>6,500,000.00</b>	<b>-</b>	<b>6,500,000.00</b>	
	<b>Total Fund 101</b>								<b>56,804,000.00</b>	<b>50,304,000.00</b>	<b>6,500,000.00</b>	
	<b>SEATBELT FUND</b>											
	<b>SUPPLIES AND MATERIALS EXPENSES</b>								<b>500,000.00</b>	<b>500,000.00</b>		
100010000	Procurement of Common Office Supplies Available at Procurement Service (PS) Stores	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.5 Agency-to-Agency (PS)	Jan. to Dec., 2018	N/A	Jan. to Dec., 2018	Jan. to Dec., 2018	GoP	237,000.00	237,000.00		Office supplies and materials available at PS to ensure continuous daily transactions within the office and promote Seatbelt Act related projects.
100010000	Procurement of Office Supplies NOT Available at Procurement Service (PS) Stores but regularly purchased from other sources	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.9 - SVP	Jan. to Dec., 2018	N/A	Jan. to Dec., 2018	Jan. to Dec., 2018	GoP	263,000.00	263,000.00		Office supplies and materials available at PS to ensure continuous daily transactions within the office and promote Seatbelt Act related projects.
	<b>GENERAL SERVICES</b>								<b>3,000,000.00</b>	<b>3,000,000.00</b>		
100010000	Other General Services	RO, DOs, EO, LCs, DLROs,	Direct Contracting		August to December 2018			GoP	3,000,000.00	3,000,000.00		Contract of Service / Job Order Services for Calendar Year 2018

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	<b>REPRESENTATION EXPENSES</b>								<b>500,000.00</b>	<b>500,000.00</b>		
100010000	- Conduct of consultative meetings, conferences, entertainments and other activities in relations to the program of the office.	Opns. Division	Opns. Division	October to December 2018				GoP	500,000.00	500,000.00		
	<b>TOTAL - Seat Belt Fund</b>								<b>4,000,000.00</b>	<b>4,000,000.00</b>		
	<b>Overall Total Fund 101 and Seat Belt Fund</b>								<b>60,804,000.00</b>	<b>54,304,000.00</b>	<b>6,500,000</b>	

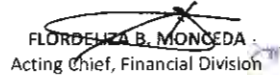
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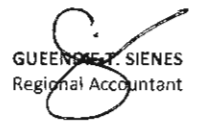
**ROSALIE B. AQUINO**  
BAC -Secretariat/Acting Chief, Property Section

Recommending Approval:  
  
**ATTY. VICENTE L. GABOR, JR.**  
 BAC-Chairman

Certified Funds Available:



**FLORDELIZA B. MONCEDA**  
Acting Chief, Financial Division



**GUENDEL T. SIENES**  
Regional Accountant

Approved by:



**VICTOR EMMANUEL C. CAINDEC**  
Regional Director