



Republic of the Philippines  
 Department of Transportation  
**LAND TRANSPORTATION OFFICE**  
 Region VII  
 Natalio Bacalso Ave., Cebu City



**Annual Procurement Plan (No. 3) for CY 2019**

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)
				Advertisem ent / Posting of IB/ REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>FUND 101</b>											
	<b>TRAVELLING EXPENSES</b>								<b>1,520,258.06</b>	<b>1,520,258.06</b>		
100010000/ 302010000/ 302020000/ 302030000	Travelling Expenses	RO/DO/EO/NRU/M VIC/DLRO/TOPO/LIC ENSING CENTER	NP-53.9-SVP / Direct Contracting	1ST Quarter - 4TH Quarter				GoP	1,520,258.06	1,520,258.06		For the incurrence on the transportation of government officers and employees within and outside the region.
	<b>TRAINING EXPENSES</b>								<b>690,200.00</b>	<b>690,200.00</b>		
100010000/ 302020000	Training Expenses	RO/DO/EO/NRU/M VIC/DLRO/TOPO/LIC ENSING CENTER	NP-53.9-SVP / Direct Contracting	1ST Quarter - 4TH Quarter				GoP	690,200.00	690,200.00		For the incurrence on the seminars/workshop including honoraria of lecturers, cost of hand outs and other training related expenses.
	<b>SUPPLIES AND MATERIALS EXPENSES</b>								<b>1,443,917.85</b>	<b>1,443,917.85</b>		
100010000/ 302010000/ 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., 2019	N/A	Jan. to Dec., 2019	Jan. to Dec., 2019	GoP	632,744.36	632,744.36		Office supplies and materials available at PS to ensure continuous daily transactions within the office including ARTA/GAD related projects.
100010000/ 302010000/ 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., 2019	N/A	Jan. to Dec., 2019	Jan. to Dec., 2019	GoP	197,400.00	197,400.00		Office supplies and materials not available at PS to ensure continuous daily transactions within the office including ARTA/GAD related projects.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 10 pcs of Gang Chairs	RO, DOs, EO, LCs, DLROs, MVIC	Repeat Order	Apr-19	Apr-19	Apr-19	Apr-19	GoP	102,600.00	102,600.00		For waiting area of District Offices / Extension Offices /Licensing centers.

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100010000/ 30210000/ 302020000/ 302030000	Procurement of 8 Units Bill Counter	Cebu City DO, DLRC-SM Cebu, Lapu-Lapu Licensing Center, Tagbilaran DO, Jagna DO, Operations Div., Danao DO, Bantayan Island EO	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	76,000.00	76,000.00		For speed counting of bills/currencies of cashiers assigned at Cebu City DO, DLRC-SM Cebu, Lapu-Lapu Licensing Center, Tagbilaran DO, Jagna DO, Operations Div., Danao DO, Bantayan Island EO
100010000/ 30210000/ 302020000/ 302030000	Procurement of 4 pcs Retractable Belt Stanchion - Stainless Post, with four (4) way RED Tape, 3 inches	RO, DOs, EOs, LCs, DLROs, MVIC	NP-53.9 - SVP	2nd qtr	2nd qtr	2nd qtr	2nd qtr	GoP	18,000.00	18,000.00		For crowd control and waiting lines
100010000/ 30210000/ 302020000/ 302030000	Procurement of 14 units of Money Verifier	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		For verify genuine money.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 3 units Safety Vaults	Lapu Lapu City and La Libertad District Office	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	39,750.00	39,750.00		For safekeeping of collections by cashiers.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 1 pc LTO Dry Seal	Office of Regional Director, Administrative Division, Operations Division	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	4,000.00	4,000.00		For authentication of documents.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 2 units Paper Shredder	Office of Regional Director/ Property & Supply Section	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	12,000.00	12,000.00		For destroying sensitive documents.
100010000/ 30210000/ 302020000/ 302030000	Procurement of 1 unit Diaper Changing Station	Regional Office	NP-53.9 - SVP	3rd qtr	3rd qtr	3rd qtr	3rd qtr	GoP	20,000.00	20,000.00		For diaper changing station
100010000/ 30210000/ 302020000/ 302030000	Procurement of 2 units Paper Binder/Paper Binding Machine	Office of Regional Director & Administrative Division	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	10,000.00	10,000.00		For organizing and holding of papers.

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100010000/ 30210000/ 302020000/ 302030000	Procurement of MV Batteries	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.9 - SVP	4th qtr	4th qtr	4th qtr	4th qtr	GoP	40,000.00	40,000.00		For maintenance of motor vehicle.
100010000	Medical, Dental & Laboratory Supplies	Regional Office	NP-53.9 - SVP	Jan. to Dec., 2019	N/A	Jan. to Dec., 2019	Jan. to Dec., 2019	GoP	10,000.00	10,000.00		Procurement of medical and drug test supplies
100010000/ 302010000/ 302030000	Fuel, Oil and Lubricants Expenses - For Patrol, Service vehicles and motorcycles	RO, Dos & MVIC	NP-53.9 - SVP	Monthly				GoP	260,423.49	260,423.49		For Fuel, change oil and lubricants needed for LTO 7 mobile vehicles.
	<b>UTILITY EXPENSES</b>								<b>10,179,282.19</b>	<b>10,179,282.19</b>		
100010000	Water	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	481,446.44	481,446.44		Regionwide annual water consumption for CY 2019
100010000/ 302010000/ 302030000	Electricity	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	9,697,835.75	9,697,835.75		Regionwide annual electricity consumption for CY 2019. Common Usage Service Area of Cebu City Mega Licensing Center at SM Seaside, Cebu City District Office at Robinsons Galleria, Mandaue City District Office at J Center Mall and Tagbilaran City Licensing Center at Alturas Mall.
	<b>COMMUNICATION EXPENSES</b>								<b>2,732,858.19</b>	<b>2,732,858.19</b>		
100010000	Postage and Courier Services	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	96,855.82	96,855.82		For the use on the delivery/transmission of official messages thru mails, documents, records and the like.
100010000/ 302010000	Telephone Expenses- Mobile	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	929,207.70	929,207.70		For the use on the delivery/transmission of official messages thru mobile phones.
100010000	Telephone Expenses- Landline	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	525,372.57	525,372.57		For the use on the delivery/transmission of official messages thru landline phones.

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100010000	Internet Subscription Expenses	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	Monthly				GoP	1,181,422.10	1,181,422.10	-	For the use on the delivery/transmission of official messages thru e-mails and for licensing centers as client viewing facility
	<b>EXTRAORDINARY and MISCELLANEOUS EXPENSES</b>							<b>98,010.60</b>	<b>98,010.60</b>			
100010000	Extraordinary and Miscellaneous Expenses	RO	Direct Contracting	Monthly				GoP	98,010.60	98,010.60	-	For the use on the extraordinary and miscellaneous expenses of the region.
	<b>PROFESSIONAL SERVICES</b>							<b>54,000.00</b>	<b>54,000.00</b>			
100010000	Legal Services	RO, DOs, EO, LCs, DLRCs, MVIC	Direct Contracting	January to Dec., 2019				GoP	20,000.00	20,000.00		For the use on the expenses to be incurred by the solicitor general.
100010000	Auditing Services	RO, DOs, EO, LCs, DLRCs, MVIC	Direct Contracting	January to Dec., 2019				GoP	20,000.00	20,000.00		For the use on the expenses to be incurred by coa auditors.
100010000	Consultancy Services	RO, DOs, EO, LCs, DLRCs, MVIC	Direct Contracting	January to Dec., 2019				GoP	5,000.00	5,000.00		For the use on the expenses to be incurred by consultants.
100010000	Other Professional Services	RO, DOs, EO, LCs, DLRCs, MVIC	Direct Contracting	January to Dec., 2019				GoP	9,000.00	9,000.00		For the use on the expenses to be incurred during the survey of donated lots and other professional services
	<b>GENERAL SERVICES</b>							<b>31,286,710.31</b>	<b>31,286,710.31</b>			
100010000/ 302010000	Janitorial Services	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	January to Dec., 2019				GoP	3,069,340.57	3,069,340.57		Janitorial Services for Calendar Year 2019
100010000/ 302010000	Security Services	RO, DOs, EO, LCs, DLROs, MVIC	Public Bidding	1st Quarter				GoP	12,110,000.00	12,110,000.00		Procurement of Security Services for Calendar Year 2019
100010000/ 302010000/ 302020000	Other General Services	RO, DOs, EO, LCs, DLROs, MVIC	Direct Contracting	January to Dec., 2019				GoP	16,107,369.74	16,107,369.74		Contract of Service / Job Order Services for Calendar Year 2019
	<b>REPAIR AND MAINTENANCE</b>							<b>1,612,000.00</b>	<b>1,612,000.00</b>			
	<b>Buildings and Structures</b>											
100010000	Repair of Office Building & Structures	RO	NP-SVP	April, 2019	N/A	April, 2019	April, 2019	GoP	1,564,000.00	1,564,000.00		For the Improvement / repair and maintenance of 2nd floor training room, COA Office and Regional Office.
	<b>Office Equipment</b>	RO										


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100010000	Repair and maintenance of Airconditioning units, photocopiers, duplicators and typewriters	RO, DOs, EO, LCs, DLROs, MVIC	NP-53.9 - SVP	Quarterly				GoP	28,000.00	28,000.00		Preventive maintenance of office equipments in LTO-7 offices region wide.
	<b>Motor Vehicles</b>	RO										
100010000	Labor and materials for repair and maintenance of LTO- 7 patrol cars, service vehicles and motorcycles.		NP-53.9 - SVP	Semestral				GoP	20,000.00	20,000.00		Preventive maintenance of LTO- 7 patrol cars, service vehicles and motorcycles.
	<b>TAXES, FIDELITY BOND &amp; INSURANCES</b>								<b>1,292,742.62</b>	<b>1,292,742.62</b>		
100010000	Taxes, Duties and Licenses	RO, DOs, EO, LCs, DLRCs, MVIC	NP-53.9 - SVP	January to Dec., 2019				GoP	35,525.28	35,525.28		Payment due to regulatory services.
100010000	Fidelity Bond Premium	RO, DOs, EO, LCs, DLRCs, MVIC	NP-53.9 - SVP	January to Dec., 2019				GoP	780,276.65	780,276.65		Payment for accountable officers fidelity bond premiums.
100010000	Insurance Expenses	RO, DOs, EO, LCs, DLRCs, MVIC	NP-53.9 - SVP	January to Dec., 2019				GoP	476,940.69	476,940.69		Payment for agency insurance premium of government properties.
	<b>OTHER MAINTENANCE AND OTHER OPERATING EXPENSES</b>								<b>1,196,989.00</b>	<b>1,196,989.00</b>		
100010000	Advertising Expenses	Regional Office	NP-53.9 - SVP	Semestral				GoP	74,000.00	74,000.00		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	Regional Office	NP-53.9 - SVP	Quarterly				GoP	189,989.00	189,989.00		Printing of Tarpaulins , flyers and other printable materials in relation to ARTA, GAD and other committee activities..
	<b>REPRESENTATION EXPENSES</b>											
100010000	Venue and Meal Accommodation during meetings and conferences	RO	NP-53.9 - SVP	1st Quarter - 4th Quarter					300,000.00	300,000.00		Official meetings and conferences to be attended other concerned officials and personnel
100010000	Team Building Activities / Year End Assessment	RO	NP-53.9 - SVP	2nd Quarter and 4th Quarter					50,000.00	50,000.00		For LTO personnel team building activities / year end assessment activities

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100010000	Other General Services	RO, DOs, EOs, TOPOs, LCs, DLROs, MVIC	Direct Contracting	October to December 2019				GoP	1,200,000.00	1,200,000.00		Contract of Service / Job Order Services for Calendar Year 2019 chargeable to Seatbelt Fund
	<b>REPRESENTATION EXPENSES</b>											
100010000	Conduct of consultative meetings, conferences, entertainments and other activities in relation to the program/s of the office	Operations Division, RO, DOs, EOs, TOPOs, LCs, DLROs, MVIC	NP-53.9-SVP / Direct Contracting	October to December 2019				GoP	200,000.00	200,000.00		
100010000/ 302010000/ 302020000/ 302030000	Travelling Expenses	Operations Division, RO, DOs, EOs, TOPOs, LCs, DLROs, MVIC	NP-53.9-SVP / Direct Contracting	October to December 2019				GoP	100,000.00	100,000.00		For the incurrence on the transportation of government officers and employees within and outside the region.
	<b>TOTAL SEATBELT FUND</b>							<b>2,000,000.00</b>	<b>2,000,000.00</b>		<b>-</b>	
	<b>TOTAL FUND 101 &amp; SEATBELT FUND</b>							<b>60,131,570.82</b>	<b>54,106,968.82</b>	<b>6,024,602.00</b>		

Prepared by:

Certified Funds Available:

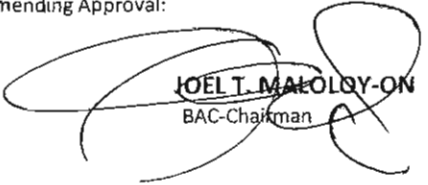
  
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 BAC -Secretariat/Acting Chief, Property Section

  
**MYLA ELLEN M. TABAR**  
 Acting Chief, Financial Division

  
**GUENCIEL T. SIENES**  
 Regional Accountant

Recommending Approval:

Approved by:

  
**JOEL T. MALOLOY-ON**  
 BAC-Chairman

  
**VICTOR EMMANUEL C. CAINDEC**  
 Regional Director