

LAND TRANSPORTATION OFFICE REGION I Annual Procurement Plan for FY 2017

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/Project)
						Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. PERSONNEL SERVICES														
1. Budget														
	Salaries and Wages-Regular-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section		GF	37,023,000.00	37,023,000.00	-	Payment due to personnel concern
	Salaries and Wages-Casual/Contractual		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			270,000.00	270,000.00		Payment due to personnel concern
Total Salaries and Wages											<u>37,293,000.00</u>	<u>37,293,000.00</u>		
2. Other Compensation														
	Personnel Economic Relief Allowance-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			3,552,000.00	3,552,000.00		Payment due to personnel concern
	Representation Allowance		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			504,000.00	504,000.00		Payment due to personnel concern
	Transportation Allowance		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			504,000.00	504,000.00		Payment due to personnel concern
	Clothing/Uniform Allowance-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			740,000.00	740,000.00		Payment due to personnel concern
	Mid-Year Bonus-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			3,085,000.00	3,085,000.00		Payment due to personnel concern
	Year-End Bonus-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			3,085,000.00	3,085,000.00		Payment due to personnel concern
	Cash Gift Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			740,000.00	740,000.00		Payment due to personnel concern
	Other Bonuses and Allowance-PEI		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			740,000.00	740,000.00		Payment due to personnel concern
Total Other Compensation											<u>12,950,000.00</u>	<u>12,950,000.00</u>		
3. Personnel Benefit Contributions														
	Personnel Benefit Cont.-RLIP		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			4,443,000.00	4,443,000.00		Payment due to personnel concern
	Pag-ibig Contributions-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			178,000.00	178,000.00		Payment due to personnel concern
	Philhealth Contributions-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			395,000.00	395,000.00		Payment due to personnel concern
	Employees Comp. insurance Premiums-Civilian		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			178,000.00	178,000.00		Payment due to personnel concern
	Terminal Leave Benefits-Civilian													
	Other Personnel Benefits-Step increment-length of service		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section			93,000.00	93,000.00		Payment due to personnel concern
	Other Personnel Benefits-Step increment-meritorius performance		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section						
Total Fixed Personnel Expenditures											<u>5,287,000.00</u>	<u>5,287,000.00</u>		
TOTAL PERSONAL SERVICES											<u>55,530,000.00</u>	<u>55,530,000.00</u>		
II. MAINTENANCE AND OTHER OPERATING EXPENSE														
1. Travelling Expenses (local & foreign)														
			RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section		GF	2,470,000.00	2,470,000.00		incurred in the movement/transport of government officers and employees within and outside training related expenses
			RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting			Delegated to Accounting Section		GF	330,000.00	330,000.00		incurred during seminars/workshop including honoraria of lectures, cost of hand out and other training related expenses.
2. Training and Scholarship Expenses														
3. Supplies and Materials														
Office Supplies/Other Supplies														
	Procurement for Common-Use Supplies and Equipment available at procurement service store		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting/Negotiated Proc.-small value proc.			1st Quarter upto 4th Quarter		GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
	Procurement for Common-Use Supplies and Equipment available at procurement service store		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting/Negotiated Proc.-small value proc.			1st Quarter upto 4th Quarter		GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
	Procurement for Common-Use Supplies and Equipment available at procurement service store		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting/Negotiated Proc.-small value proc.			1st Quarter upto 4th Quarter		GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
	Procurement for Common-Use Supplies and Equipment available at procurement service store		RO/DO/EO/NRU/Lic. Center/ Kiosk		Direct Contracting/Negotiated Proc.-small value proc.			1st Quarter upto 4th Quarter		GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
Total											<u>3,508,000.00</u>	<u>3,508,000.00</u>		

Procurement for Common-Use Supplies and Equipment outside procurement service store	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting/Negotiated Proc.-small value proc.	1st Quarter upto 4th Quarter			GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
Procurement for Common-Use Supplies and Equipment outside procurement service store	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting/Negotiated Proc.-small value proc.	1st Quarter upto 4th Quarter			GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
Procurement for Common-Use Supplies and Equipment outside procurement service store	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting/Negotiated Proc.-small value proc.	1st Quarter upto 4th Quarter			GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
Procurement for Common-Use Supplies and Equipment outside procurement service store	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting/Negotiated Proc.-small value proc.	1st Quarter upto 4th Quarter			GF			-	To ensure continous daily transaction within the office and ARTA/GAD related projects.
Fuel, Oil & Lubricants	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	1st Quarter upto 4th Quarter			GF	890,000.00	890,000.00		gasoline & change oil needed for LTOR1 mobile patrol vehicles, service vehicles and generator set
Total Supplies and Materials							4,398,000.00	4,398,000.00		
4. Utility Expenses										
Water	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	1st Quarter upto 4th Quarter			GF	175,000.00	175,000.00		Annual Water Consumed for Calendar Year 2017-2018
Electricity	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	1st Quarter upto 4th Quarter			GF	5,200,000.00	5,200,000.00		Annual Electric Bill for Calendar Year 2017-2018
Total Utility Expenses							5,375,000.00	5,375,000.00		
5. Communication Expenses										
Postage	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	1st Quarter upto 4th Quarter			GF	110,000.00	110,000.00		Used for delivery/transmission of official messages thru mails, documents, records and the like
Mobile	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Accounting Section			GF	355,000.00	355,000.00		Used for delivery/transmission of official messages thru mobile phones
Landline	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Accounting Section			GF	480,000.00	480,000.00		Used for delivery/transmission of official messages thru telephone
Internet	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Accounting Section			GF	20,000.00	20,000.00		Used for delivery/transmission of official messages thru e-mail
Total Communication Expense							965,000.00	965,000.00		
6. Awards/Rewards and Prizes-Awards Expenses										
7. Confidential Expenses										
8. Extraordinary & Miscellaneous Expenses										
	Regional Office	Direct Contracting	Delegated to Accounting Section			GF	117,000.00	117,000.00		
9. Professional Services										
Auditing	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Administrative Services			GF	305,000.00	305,000.00		Expenses occurred during RIAS and COA's Audit
Other Professional Services	- RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting				GF				To ensure durability and long lasting of the procured equipment
Refilling of Fire Extinguishers	-									
Aircon repair, parts and maintenance	-									
-Biometric repair, parts and maintenance	-									
-Speedgun repair, parts and maintenance	-		Delegated to Administrative Services				140,000.00	140,000.00		
-Generator repair, parts and maintenance	-									
Photocopier repair, parts and maintenance	-									
Laundry Service/Carwash	-									
IT Equipment repair, parts and maintenance	-									
Total Professional Services							445,000.00	445,000.00		
10. General Services										
Janitorial Services	RO/DO/EO/NRU/Lic. Center/ Kiosk	Job Order	Delegated to Accounting Section				150,000.00	150,000.00		Procurement of Janitorial Services for Calendar Year 2017-2018
Security Services	RO/DO/EO/NRU/Lic. Center/ Kiosk	Public Bidding	Phil-GEPS/1st week of October 2017	Phil-GEPS/3rd week of October 2017	Phil-GEPS/2nd week of November 2017	Phil-GEPS/3rd week of November 2017	8,120,000.00	8,120,000.00		Procurement of Security Services for the period January 01, 2018 to December 31, 2018.
Other General Services	RO/DO/EO/NRU/Lic. Center/ Kiosk	Job Order	Delegated to Accounting Section				6,330,000.00	6,330,000.00		Procurement of Job Orders for Calendar Year 2017-2018.
Total General Services							14,600,000.00	14,600,000.00		
11. Repair & Maintenance										
Power Supply System	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter			GF	12,000.00	12,000.00		To insure the continuity of the power supply
Building & Structures	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter			GF	4,156,000.00	4,156,000.00		for the improvement/rehabilitation and repair of LTOR1 building and structures
Office Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter			GF	120,000.00	120,000.00		Repair,maintenance and parts of aircon, electric fans, copier, calibration and repair of breath analyzers, speed gun
Other Machinery & Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter			GF	127,000.00	127,000.00		repair amd maintenance of various machinery and equipment needed by the office

ICT Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter	GF	226,000.00	226,000.00	installation and replacement of parts of computer workstation/installation of gadgets
Motor Vehicle	RO/LES	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter	GF/SB	135,000.00	135,000.00	repair and maintenance and parts for MV Patrol Cars
Furniture & Fixtures	RO/DO/EO/NRU/Lic. Center/ Kiosk	Negotiated Contract/ Small Value Procurement/Direct Contracting	1st Quarter upto 4th Quarter	GF	12,000.00	12,000.00	repair amd maintenance of various furniture and fixtures needed by the office
Total Repair & Maintenance						4,788,000.00	4,788,000.00
12. Taxes, Fidelity Bond Premiums							
Taxes, Duties and Licenses	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Administrative Services	GF	40,000.00	40,000.00	Payment due to regulatory agencies
Fidelity Bond Premium	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Administrative Services	GF	220,000.00	220,000.00	Payment required for the accountable officers
Insurance Expense	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Administrative Services	GF	310,000.00	310,000.00	Payment paid by the agency for the insurance risks of government properties
Total Repair & Maintenance						570,000.00	570,000.00
13. Other Maintenance & Other Operating Expenses							
Advertising Expense	RO	Negotiated Contract/ Small Value Procurement/Direct Contracting	As need arises	GF	15,000.00	15,000.00	Newspaper publication for the procurement of security services and selling of LTO unserviceable/for disposal MV and equipment
Printing & Publication	RO	Negotiated Contract/ Small Value Procurement/Direct Contracting	Delegated to Accounting Section	GF	106,000.00	106,000.00	Printing of Transporter, billboard, signages, tarpaulin, and printing of T-shirts
Representation Expense	RO	Direct Contracting	Delegated to Accounting Section		645,000.00	645,000.00	Dues for official meetings, conferences and entertainment
Transportation & Delivery Expense	RO	Direct Contracting	Delegated to Accounting Section	GF	36,000.00	36,000.00	Courier services for mailing of reports and other communications
Total Other Maintenance & Other Operating Expenses						802,000.00	802,000.00
14. Membership Dues and Contributions							
Subscription Expenses	RO/DO/EO/NRU/Lic. Center/ Kiosk	Direct Contracting	Delegated to Accounting Section	GF	13,000.00	13,000.00	Membership fees/dues/contributions to recognized/authorized professional oranzations
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES						34,873,000.00	34,873,000.00
TOTAL CURRENT OPERATING EXPENSES						90,403,000.00	90,403,000.00
III. CAPITAL OUTLAY							
1. Machinery and Equipment Outlay							
Office Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Public Bidding/Negotiated Proc.-small value proc.	1st Quarter up to 4th Quarter	GF	1,510,000.00	1,510,000.00	Office Equipment needed by the office
Communication Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Public Bidding/Negotiated Proc.-small value proc.	1st Quarter up to 4th Quarter	GF	900,000.00	900,000.00	Communication Equipment needed by the office
Other Machinery & Equipment	RO/DO/EO/NRU/Lic. Center/ Kiosk	Public Bidding/Negotiated Proc.-small value proc.	1st Quarter up to 4th Quarter	GF	20,000.00	20,000.00	Other Machinery and Equipment needed by the office
Total Machinery and Equipment Outlay						2,430,000.00	2,430,000.00
2. Transportation and Equipment Outlay							
3. Furnitures, fixtures & Books Outlay (furniture & fixtures only)							
	RO/DO/EO/NRU/Lic. Center/ Kiosk	Public Bidding/Negotiated Proc.-small value proc.	1st Quarter up to 4th Quarter		800,000.00	800,000.00	Furniture, fixtures & books needed by the office
4. Other Property Plant & Equipment Outlay							
Total Capital Outlay						3,230,000.00	3,230,000.00
TOTAL REGULAR RELEASES						93,633,000.00	93,633,000.00

Prepared by:


Memory C. Leonzon
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


Lorna C. Sotelo
 Accountant III

Approved:


Teofilo E. Guadiz III
 Atty. Teofilo E. Guadiz III, CESO V
 Head of Office/Agency