

NATIONAL TOBACCO ADMINISTRATION Indicative Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Program/Project	PMO/ User	End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
						Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Regular Capital Outlay														
INTERNATIONAL BRAND DESKTOP COMPUTERS														
	a. Midrange Desktop with MS Office	CO & Branch Offices	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	3,995,000.00			3,995,000.00	
	b. High specs desktop for multimedia editing with MS Office	PR	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,650,000.00			1,650,000.00	
	c. High Storage desktop with MS Office	Administrative	No	Small Value Procurement	2nd Qtr	N/A	N/A	N/A	Corporate Budget	110,000.00			110,000.00	
INTERNATIONAL BRAND LAPTOP COMPUTERS														
	a. International Brand Laptop Computers	FTSD Balac	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	855,000.00			855,000.00	Certified Payables 2023
	b. Midrange Laptop with MS Office	CO & Branch Offices	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	3,750,000.00			3,750,000.00	
	c. 65" Interactive Display	Branch Offices	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	2,250,000.00			2,250,000.00	
	d. Tablets for EWs and MISD	CPD & Branch Offices	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,411,000.00			1,411,000.00	
INTERNATIONAL BRAND PRINTERS/SCANNERS														
	a. Printers (Continuous Ink)	CO & Branch Offices	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	600,000.00			600,000.00	
	b. Dot Matrix Printers	Branch Offices	No	Small Value Procurement	2nd Qtr	N/A	N/A	N/A	Corporate Budget	160,000.00			160,000.00	
	c. Monochrome Printers	Pangasinan	No	Small Value Procurement	2nd Qtr	N/A	N/A	N/A	Corporate Budget	30,000.00			30,000.00	
	d. A3 Printer	Abra	No	Small Value Procurement	2nd Qtr	N/A	N/A	N/A	Corporate Budget	65,000.00			65,000.00	
SOFTWARE														
	a. TEAMVIEWER Single User Business License/Annual	Corporate Planning	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	60,000.00	60,000.00			Certified Payables 2023
	b. Adobe Creative Cloud Subscription	CO & BO's	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	165,000.00			165,000.00	Certified Payables 2023
	c. Agisoft Metashape Pro Subscription	CO & BO's	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	720,000.00			720,000.00	Certified Payables 2023
	d. Microsoft 365 Business Standard	CO & BO's	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	240,000.00	240,000.00			Certified Payables 2023
	e. MS Office 365 Business Standard Renewal	CPD	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	352,000.00	352,000.00			Renewal for CY 2025
	f. Adobe Creative Cloud	PR	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	180,000.00	180,000.00			Renewal for CY 2025
	g. TEAMVIEWER Single User Business License	FTSD	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	225,000.00	225,000.00			Renewal for CY 2025
	h. ArcGIS Online Mobile Worker	FTSD	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	150,000.00	150,000.00			3-year subscription
	i. ArcGIS Online Creator Name User Term License	FTSD	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	85,000.00	85,000.00			
	j. ArcGIS Online Service Credits; Block of 1,000	FTSD	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	32,000.00	32,000.00			
	k. Adobe Acrobat	IAD, MISD & BAC	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	139,200.00	139,200.00			For editing PDF Files
	l. ZOOM (Business)	OAD, Administrative & DAOP	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	27,000.00	27,000.00			For editing PDF Files

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						Advertisement/Posting of IB/RE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
COMMUNICATION EXPENSES														
	Connectivity Services		CO	No	Direct Contracting	4th Qtr	N/A	N/A	N/A	Corporate Budget	2,500,000.00	2,500,000.00		Internet Subscription and upgrades, Domain/website hosting -CO
PUBLICATION														
	2024 Techno Calendar		PR	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	320,000.00	320,000.00		For CY 2024
	Philippine Tobacco News		PR	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	60,000.00	60,000.00		July to September 2023 Issue
	Philippine Tobacco News		PR	No	Small Value Procurement	4th Qtr	N/A	N/A	N/A	Corporate Budget	60,000.00	60,000.00		October to December 2023 Issue
	TOTAL										20,191,200.00	4,430,200.00	15,761,000.00	

Prepared By:



ENGR. ABRAHAM C. DELA PEÑA

Supply Officer IV / OIC GSPD

Available/Certified Appropriate Funds Available:



REYNALDO R. AQUINO

OIC, Finance Department

Approved:



BELINDA S. SANCHEZ

Administrator and CEO

Certified Correct by:



ZENDAIDA T. ARDUJO

Manager, Administrative Department