

NATIONAL TOBACCO ADMINISTRATION
Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Program/Project	PMO/ User	End-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 IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CAPITAL OUTLAY													
	Motor vehicle, Commuter Van, 15 seater	CO	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,962,400.00			1,962,400.00
	Motor vehicle, Manual, 7 seater	CO	No	Competitive Bidding	3rd Qtr	N/A	N/A	N/A	Corporate Budget	1,387,000.00			1,387,000.00
	Pick-up Truck Camper Shell	CO	No	Competitive Bidding	3rd Qtr	N/A	N/A	N/A	Corporate Budget	250,000.00			250,000.00
	Office Tables and Chairs	CO	No	Competitive Bidding	4th Qtr	N/A	N/A	N/A	Corporate Budget	614,700.00			614,700.00
	Land Development of the NTA Cagayan Branch Office (Phase II)	Cagayan	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,578,000.00			1,578,000.00
	Repair and restoration of NTA Candon Branch Building	Candon	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,466,000.00			1,466,000.00
	Construction of New Building for NTA Vigan Branch Office	Vigan	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,743,200.00			1,743,200.00
	Restoration of Kadiwa ni Ani at Kita Fence and Offices (Phase II)	Kadiwa	No	Competitive Bidding	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,998,700.00			1,998,700.00
SUPPLIES, EQUIPMENTS AND MACHINERIES													
	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	400,000.00	400,000.00		20 units at Php 20,000.00
REPAIRS AND MAINTENANCE													
	Repair and maintenance of Motor Vehicles	CO & Branch Offices	No	Small Value Procurement	2nd Qtr	N/A	N/A	N/A	Corporate Budget	1,500,000.00	1,500,000.00		
SUBSCRIPTION EXPENSES													
	IT Connectivity Services (Internet Subscription and upgrades, Domain/website hosting)-CO	CO	No	Direct Contracting	4th Qtr	N/A	N/A	N/A	Corporate Budget	1,500,000.00	1,500,000.00		
PRINTING SERVICES													
	Official Receipts	Finance	No	Agency to Agency	4th Qtr	N/A	N/A	N/A	Corporate Budget	75,000.00	75,000.00		500 booklets
	Certificate of Purchase	Regulation	No	Agency to Agency	1st Qtr	N/A	N/A	N/A	Corporate Budget	250,000.00	250,000.00		1000 booklets
	License and Authority to Buy (NTA-RD-F-033)	Regulation	No	Agency to Agency	1st Qtr	N/A	N/A	N/A	Corporate Budget	37,500.00	37,500.00		500 pcs
	Permit and Authority to Purchase (NTA-RD-F-034)	Regulation	No	Agency to Agency	1st Qtr	N/A	N/A	N/A	Corporate Budget	37,500.00	37,500.00		500 pcs
	Permit and Authority to Redry (NTA-RD-F-035)	Regulation	No	Agency to Agency	1st Qtr	N/A	N/A	N/A	Corporate Budget	37,500.00	37,500.00		500 pcs
	Calibration Sticker	Regulation	No	Agency to Agency	1st Qtr	N/A	N/A	N/A	Corporate Budget	70,000.00	70,000.00		500 sets
	Philippine Tobacco News	PR	No	Small Value Procurement	Quarterly	N/A	N/A	N/A	Corporate Budget	320,000.00	320,000.00		1000 copies per issue
	Tobacco Production Manual 2025 - 2026	PR	No	Small Value Procurement	Quarterly	N/A	N/A	N/A	Corporate Budget	240,000.00	240,000.00		5000 copies
	Techno - Calendar and Techno Desk Calendar 2026	PR	No	Small Value Procurement	1st Qtr	N/A	N/A	N/A	Corporate Budget	505,000.00	505,000.00		1000 copies Techno Calendar; 300 copies Techno Desk Calendar
UTILITY EXPENSES													
	Water	CO & Branch Offices	No	Direct Contracting	Monthly	N/A	N/A	N/A	Corporate Budget	1,170,000.00	1,170,000.00		
	Electricity	CO & Branch Offices	No	Direct Contracting	Monthly	N/A	N/A	N/A	Corporate Budget	10,210,000.00	10,210,000.00		

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	MOE	CO	
TRAINING, SEMINAR AND OTHER EVENTS														
	Trainings and Seminars	CO & Branch Offices	No	No	Small Value Procurement	As need arises	N/A	N/A	N/A	Corporate Budget	7,730,000.00	7,730,000.00		
	Radio Program - "Oras ni Mannelon ti Tabako"	PR	No	No	Small Value Procurement	1st Qtr	1st Qtr	1st Qtr	1st Qtr	Corporate Budget	864,000.00	864,000.00		108 episodes
OTHER EXPENSES														
	Rental of Office Space	CO	No	No	Direct Contracting	4th Qtr	N/A	N/A	N/A	Corporate Budget	22,727,000.00	22,727,000.00		11118th Floor, Upper Class
	Security Sevices	CO & Branch Offices	No	No	Direct Contracting	4th Qtr	N/A	N/A	N/A	Corporate Budget	19,499,000.00	19,499,000.00		
	Firewall and Various IT Accessories	MIS	No	No	Small Value Procurement / Direct Contracting	1st Qtr	N/A	N/A	N/A	Corporate Budget	1,000,000.00	1,000,000.00		
	TOTAL										79,172,500.00	68,172,500.00	11,000,000.00	

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