## TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE (TAPI)

#### FY - 2021 Annual Procurement Plan - Non-CSE - Indicative as of 25 September 2020

Funding Source: GENERAL FUND

Schedule for Each Procurement Activity Estimated Budget (PhP) Code PMO/ Remarks Procurement Program/Project Mode of Procurement Source of Funds Advertisement/Posti Submission/ (PAP) End-User (brief description of Program/Activity/Project) Notice of Award Contract Signing Total MOOE со ng of IB/REI Opening of Bids COMMON-LISE OFFICE SUPPLIES & ( IMABLES INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) / IT ACCESSORIES/PERIPHERALS --ELECTRICAL/HARDWARE/VEHICLE SUPPLIES/ACC ODIES/DEDI Gasoline TIPD-ACU-i Direct Contracting 1st - 4th Quarter 1st - 4th Quarter 1st - 4th Quarter 1st - 4th Quarter GoP 11,000.00 Fuel, Oil and Lubricants PROPERTY Monthly Monthly Monthly Monthly GoP 400,000.00 Direct Contracting Expenses NP-53.9 - Small Value Procurement May May May May GoP OFFICE EQUIPMENT / OTHER EQUIPMENT Other Property Plant and PROPERTY NP-53.9 - Small Value Procurement Monthly Monthly Monthly Monthly GoP Equipment WARE APPLICATION / SUBS teleconferencing app (zoom) GAD Sept - Dec NP-53.9 - Small Value Procurement Sept - Dec Sept - Dec Sept - Dec GoP 4 000 00 cloud platform for video voice GAD NP-53.9 - Small Value Procurement Monthly Monthly Monthly Monthly GoP 120 000 00 content sharing, and chat explainer video/animation TIPD-ACU-i NP-53.9 - Small Value Procurement Monthly Monthly Monthly Monthly GoP 24,336.00 maker/creator (subscription) TIPD-ACU-i NP-53.9 - Small Value Procurement Monthly Monthly Monthly GoP 24.336.00 Monthly cartoon/ comic maker application (subscription) stock photos, videos, and audio TIPD-ACU-i Monthly Monthly Monthly Monthly GoP 40,560.00 (unlimited all-access) TIPD-ACU-i GoP 36,000.00 video editing NP-53.9 - Small Value Procurement Monthly Monthly Monthly Monthly tool/rendering/applications or software (subscription) TIPD-ACU-i Monthly Monthly Monthly GoP 120,000.00 NP-53.9 - Small Value Procurement Social Media Boosting (fb Monthly post(s)/page(s)) Social Media Boosting (IG TIPD-ACU-i NP-53.9 - Small Value Procurement Monthly Monthly Monthly Monthly GoP 36,000.00 post(s)/page(s)) cloud platform for video, voice, TIPD-ACU-i Monthly Monthly GoP 120,000.00 NP-53.9 - Small Value Procurement Monthly Monthly content sharing, and chat DIDTION SERVICES As the needs arise As the needs arise As the needs arise As the needs arise GoP 10,000.00 Online Law Library NP-53.9 - Small Value Procurement Receiving stamp (small, GAD NP-53.9 - Small Value Procurement 1st Quarter 1st Quarter 1st Quarter 1st Quarter GoP 1,400.00 customized) Certified True Copy stamp (small) GAD NP-53.9 - Small Value Procurement 1st Quarter 1st Quarter 1st Quarter 1st Quarter GoP 1,400.00 ON-COMMON SUPPLIES/ITEMS Tokens for Resource GAD NP-53.9 - Small Value Procurement As the needs arise As the needs arise As the needs arise As the needs arise GoP 50,000.00 Speaker/Prizes for Webinar TIPD-ACU-i NP-53.9 - Small Value Procurement GoP tokens/prizes (minigames on As the needs arise As the needs arise As the needs arise As the needs arise social media) NP-53.9 - Small Value Procurement 1st & 4th Quarter 1st & 4th Quarter 1st & 4th Quarter 1st & 4th Quarter GoP 40,000.00 Printing of brochures GAD Printing of magazine GAD NP-53.9 - Small Value Procurement 2nd & 4th Quarter 2nd & 4th Quarter 2nd & 4th Quarter 2nd & 4th Quarter GoP 200,000.00 TIPD-ACU-i NP-53.9 - Small Value Procurement As the needs arise As the needs arise As the needs arise As the needs arise GoP 500,000.00 printing and publication PROPERTY NP-53.9 - Small Value Procurement Monthly Monthly Gol Printing and Publication Monthly Monthly 350,000.00 Expenses 

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| Code<br>(PAP)              | Procurement Program/Project   | PMO/<br>End-User              | Mode of Procurement  | Schedule for Each Procurement Activity |                                |                       |                         | Ι               | Estimated Budget (PhP) |      |    | Remarks   |
|----------------------------|---|-------------------------------|--|--|--------------------------------|-----------------------|-------------------------|-----------------|------------------------|------|----|---|
|                            |   |                               |  | Advertisement/Posti<br>ng of IB/REI    | Submission/<br>Opening of Bids | Notice of Award       | Contract Signing        | Source of Funds | Total                  | MOOE | со | (brief description of Program/Activity/Project)                       |
|                            | Honorarium for Speakers   | GAD                           | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 90,000.00              |      |    |   |
|                            | Other professional<br>expense/consultancy   | GAD                           | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | -                      | -    |    | -   |
| -                          | -<br>Appraisal Service  | LEGAL                         | -<br>NP-53.9 - Small Value Procurement                                 | 2nd & 3rd Quarter                      | 2nd & 3rd Quarter              | 2nd & 3rd Quarter     | 2nd & 3rd Quarter       | GoP             | 200,000.00             | -    | -  | -   |
|                            |   | LEGAL                         | -  | 1st Quarter                            | 1st Quarter                    | 1st Quarter           | 1st Quarter             | GoP             | 516,000.00             | -    |    | -   |
| _                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | honorarium for speakers   | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 180,000.00             |      |    |   |
|                            | Training  | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement                                      | 1st - 4th Quarter                      | 1st - 4th Quarter              | 1st - 4th Quarter     | 1st - 4th Quarter       | GoP             | 280,000.00             |      |    |   |
| -                          | -<br>Consultancy Services   | -<br>PROPERTY                 | -<br>NP-53.9 - Small Value Procurement                                 | -<br>1st - 2nd Qurter                  | 1st - 2nd Qurter               | -<br>1st - 2nd Qurter | 1st - 2nd Qurter        | -<br>GoP        | 400,000.00             | -    | *  | -   |
| -                          | Conduct of ISO 9001:2015  |                               | NP-53.9 - Small Value Procurement                                      | 1st - 2nd Quiter                       | 1st - 2nd Quiter               | 1st - 2nd Qurter      | 1st - 2nd Quiter        | GoP             | 100.000.00             |      |    |   |
| -                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Training  | TAP-<br>Commercializ<br>ation | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 200,000.00             |      |    |   |
|                            | Training  | TIDD                          | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 100,000.00             |      |    |   |
| -                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
| M) RENTA                   | /LEASE OF EQUIPMENT/VEHICLE   |                               |  |  |                                | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Film  | GAD                           | NP-53.9 - Small Value Procurement                                      | 4th Quarter                            | 1st Quarter                    | 2nd Quarter           | 3rd Quarter             | GoP             | 25,000.00              |      |    |   |
|                            | -<br>video production supplies and<br>equipment rental                            | -<br>TIPD-ACU-i               | -<br>NP-53.9 - Small Value Procurement                                 | As the needs arise                     | As the needs arise             | As the needs arise    | -<br>As the needs arise | GoP             | 150,000.00             | -    | -  | -   |
|                            | props rental  | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 50,000.00              |      |    |   |
| -                          | -<br>Dentel of Convine Machine  | -<br>PROPERTY                 | -<br>NP-53.9 - Small Value Procurement                                 | -<br>Monthly                           | -<br>Monthly                   | -<br>Monthly          | -<br>Monthly            | -<br>GoP        | - 50.000.00            | -    | -  | -   |
|                            | Rental of Copying Machine<br>Rent-Motor Vehicles                                  | PROPERTY                      | NP-53.9 - Small Value Procurement<br>NP-53.9 - Small Value Procurement | As the needs arise                     | As the needs arise             |                       | As the needs arise      | GoP             | 72,000.00              |      |    |   |
| _                          |   |                               |  | As the needs anse                      | As the needs anse              | As the needs anse     | As the needs anse       | -               | 72,000.00              |      |    | _   |
| <mark>N) LEASE</mark><br>- | DF VENUE / HOTEL ACCOMMODATION  | -                             | -  |  | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
| O) INFRAS                  | TRUCTURE PROJECTS   |                               |  |  | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Repair and Maintenance (LU<br>Storage Area)                                       | LEGAL                         | NP-53.9 - Small Value Procurement                                      | 3rd Quarter                            | 3rd Quarter                    | 3rd Quarter           | 3rd Quarter             | GoP             | 100,000.00             |      |    |   |
|                            | Construction of Legal Unit<br>Storage Area Cabinet                                | LEGAL                         | NP-53.9 - Small Value Procurement                                      | 1st Quarter                            | 1st Quarter                    | 1st Quarter           | 1st Quarter             | GoP             | 50,000.00              |      |    |   |
| -                          | -<br>Repair and Maintenance -<br>Buildings  | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 409,000.00             |      |    | -   |
| -                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
| P) PROCU                   | REMENT OF VEHICLES  |                               |  |  | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | -<br>AL SUPPORT SERVICES  | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Janitorial Services   | PROPERTY                      | Competitive Bidding  | EPA                                    | EPA                            | EPA                   | EPA                     | GoP             | 1,300,000.00           |      |    | Competitive Bidding to be facilitated by DOST-CO /<br>Amount adjusted |
|                            | Security Services   | PROPERTY                      | Competitive Bidding  | EPA                                    | EPA                            | EPA                   | EPA                     | GoP             | 1,375,000.00           |      |    | Competitive Bidding to be facilitated by DOST-CO /<br>Amount adjusted |
|                            | -<br>/ MAINTENANCE SERVICES FOR EQUIPME   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Repair and Maintenance  | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement                                      | As the needs arise                     | As the needs arise             | As the needs arise    | As the needs arise      | GoP             | 150,000.00             |      | -  |   |
| -                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
|                            | Repair and Maintenance - Office<br>Equipment                                      | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 175,000.00             |      |    |   |
|                            | Repair and Maintenance -<br>Information and Communication<br>Technology Equipment | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 350,000.00             |      |    |   |
|                            | Repair and Maintenance - Motor<br>Vehicles  | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 400,000.00             |      |    |   |
|                            | Repair and Maintenance -<br>Furniture and Fixtures                                | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 100,000.00             |      |    |   |
|                            | Other Property Plant and<br>Equipment   | PROPERTY                      | NP-53.9 - Small Value Procurement                                      | Monthly                                | Monthly                        | Monthly               | Monthly                 | GoP             | 25,000.00              |      |    |   |
| -                          | -   | -                             | -  | -                                      | -                              | -                     | -                       | -               | -                      | -    | -  | -   |
| S) TELECO                  | MMUNICATION EXPENSES<br>Call Card. Globe  | LEGAL                         | SDO/Reimbursement  | N/A                                    | <br>N/A                        | -<br>N/A              | -<br>N/A                | -<br>GoP        | 13.200.00              | -    | -  |   |
| -                          | -   | -                             | -  | N/A<br>-                               | IN/A<br>-                      | N/A<br>-              | - IN/A                  | GOP<br>-        | 13,200.00              | -    | -  | -   |

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|---------------|--|-------------------------------|-----------------------------------|--|--------------------------------|--------------------|--------------------|-----------------|------------------------|------|----|---|
|               |  |                               |                                   | Advertisement/Posti<br>ng of IB/REI    | Submission/<br>Opening of Bids | Notice of Award    | Contract Signing   | Source of Funds | Total                  | MOOE | со | Remarks (brief description of Program/Activity/Project) |
|               |  |                               |                                   |  |                                |                    |                    |                 |                        |      |    |   |
|               | Mobile cellcards/subscription<br>(200)                                       | TIPD-ACU-i                    | SDO/Reimbursement                 | N/A                                    | N/A                            | N/A                | N/A                | GoP             | 4,800.00               |      |    |   |
|               | Mobile cellcards/subscription<br>(300)                                       | TIPD-ACU-i                    | SDO/Reimbursement                 | N/A                                    | N/A                            | N/A                | N/A                | GoP             | 3,600.00               |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | Mobile CallCard (MAM@300)  | RECORDS                       | SDO/Reimbursement                 | Monthly                                | Monthly                        | Monthly            | Monthly            | GoP             | 3,600.00               |      |    |   |
|               | Mobile CallCard (NDG@100)  | RECORDS                       | SDO/Reimbursement                 | Monthly                                | Monthly                        | Monthly            | Monthly            | GoP             | 1,200.00               |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
| ) TRAVEL      | / AIRFARE EXPENSES   |                               |                                   |  | -                              | -                  | -                  | -               | -                      |      |    | -   |
|               | Airfare  | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 300,000.00             |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | Travel (Foreign)   | TAPI                          | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 100,000.00             |      |    |   |
|               | Travel (Local)   | TAP-<br>Commercializ<br>ation | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 750,000.00             |      |    |   |
|               | Travel (Local)   | TIDD                          | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 250,000,00             |      |    |   |
|               | Travel (Foreign)   | TAP-<br>Commercializ<br>ation | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 100,000.00             |      |    |   |
|               | Travel (Foreign)   | TIDD                          | NP-53.9 - Small Value Procurement | AS the needs arise                     | AS the needs arise             | AS the needs arise | AS the needs arise | GoP             | 50,000.00              |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | NG SERVICES / FOOD   |                               |                                   |  |                                |                    |                    |                 |                        |      |    | _   |
| ,             | Food (organization-focused activities)                                       | GAD                           | NP-53.9 - Small Value Procurement | 1st & 4th Quarter                      | 1st & 4th Quarter              | 1st & 4th Quarter  | 1st & 4th Quarter  | GoP             | 133,350.00             |      |    |   |
|               | Food   | TIPD-ACU-i                    | NP-53.9 - Small Value Procurement | As the needs arise                     | As the needs arise             | As the needs arise | As the needs arise | GoP             | 100,000.00             |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
| /) OTHER      | SERVICES   |                               |                                   |  | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | Mailing / Delivery of tokens/prizes  | TIPD-ACU-i                    | Direct Contracting                | Quarterly                              | Quarterly                      | Quarterly          | Quarterly          | GoP             | 100,000.00             |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | TAPI Pest Control Services for CY<br>2021 against Termite                    | PROPERTY                      | NP-53.9 - Small Value Procurement | Quarterly                              | Quarterly                      | Quarterly          | Quarterly          | GoP             | 50,000.00              |      |    |   |
|               | TAPI Pest Control Services for CY<br>2021 against Rodents                    | PROPERTY                      | NP-53.9 - Small Value Procurement | Quarterly                              | Quarterly                      | Quarterly          | Quarterly          | GoP             | 30,000.00              |      |    |   |
|               | Advertising Expenses   | PROPERTY                      | NP-53.9 - Small Value Procurement | Monthly                                | Monthly                        | Monthly            | Monthly            | GoP             | 400,000.00             |      |    |   |
|               | Landscaping Services   | PROPERTY                      | NP-53.9 - Small Value Procurement | 1st Quarter                            | 1st Quarter                    | 1st Quarter        | 1st Quarter        | GoP             | 300,000.00             |      |    |   |
|               | Office Sanitation and Disinfection<br>Services against virus and<br>bacteria | PROPERTY                      | NP-53.2 Emergency Cases           | Quarterly                              | Quarterly                      | Quarterly          | Quarterly          | GoP             | 66,000.00              |      |    |   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | -               | -                      | -    | -  | -   |
|               | -  | -                             | -                                 | -                                      | -                              | -                  | -                  | TOTAL           | 11,691,782.00          |      |    |   |

Prepared and Consolidated by:

Nuch.

MARICRES A. DASALLA Head, BAC Secretariat

Concurred by BAC Members:

MR. ROMEO M. JAVATE Vice-Chairperson, BAC

MS. EILEEN S. FERNANDO Member, BAC

MS. TERESITA R. ALARCON Member, BAC

MR. JOYCEL N AGUILAR

MR. JOYCEL N AGUILAR Member, BAC

Wasarta MS. MARISSA A. MELOSANTOS Member, BAC

Recemmended by ATTY. ISRAEL JACOB R. ZARAGOZA Chairperson, BAC

Approved by:

ENGR. EDGAR I. GARCIA Director / HOPE