



POSTING CERTIFICATION

This is to certify that the NATIONAL TAX RESEARCH CENTER has posted its **Supplemental Annual Procurement Plan for CY 2023 – Non CSE as of December 2023** on its agency website and can be accessible through this link: ntrc.gov.ph/transparency.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 22nd day of January, 2024.


BRANDON JORJS V. HOLGADO
Chairperson, Bids and Awards Committee Secretariat

NATIONAL TAX RESEARCH CENTER
Supplemental Annual Procurement Plan for CY 2023 - NON CSE
As of December 2023

Code (PAP)	Procurement Program/Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Property, Plant, and Equipment													
5060405003	Laptop & Desktop Computers/ Software	5060405003	TRG/FIRB/FASG	Negotiated Procurement - Agency to Agency (Sec. 53.5)	WITHIN THE FY 2023				Government of the Philippines (current year's budget)	2,935,000.00	-	2,935,000.00	Additional / Replacement of defective ICT.
5060405003	DSLR Camera	5060405003	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023				Government of the Philippines (current year's budget)	80,000.00	-	80,000.00	Procurement of camera for official and documentation purposes.
5020321003	Printers	5020321003	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023				Government of the Philippines (current year's budget)	225,000.00	225,000.00	-	Additional / Replacement of defective ICT.
B. Supplies and Materials													
5020301000	Office Supplies/IT Supplies, Accessories & Peripherals	5020301000	TRG/FIRB/FASG	Negotiated Procurement - Agency to Agency (Sec. 53.5)	QUARTERLY/ AS NEEDED				Government of the Philippines (current year's budget)	787,000.00	787,000.00	-	Common office supplies for daily operation.
5020321003	Info. & Comms. Tech. Equipt.	5020321003	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	AS NEEDED				Government of the Philippines (current year's budget)	240,000.00	240,000.00	-	Procurement of various semi-expendables items not regularly purchase
5020321000	Other Machinery & Equipment	5020321000	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	AS NEEDED				Government of the Philippines (current year's budget)	1,211,000.00	1,211,000.00	-	Procurement of various semi-expendables items not regularly purchase.
5020308000	Medical and Dental Services	5020308000	TRG/FIRB/FASG	Shopping - Others	AS NEEDED				Government of the Philippines (current year's budget)	29,000.00	29,000.00	-	Over the counter basic medicines for employee's emergency/ urgent needs while on official duty.
5020309000	Gasoline, Oil and Lubricants	5020309000	FASG	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL)	AS NEEDED				Government of the Philippines (current year's budget)	282,000.00	282,000.00	-	Gasoline and oil for the use of NTRC vehicles.
5020399000	Other Supplies	5020399000	TRG/FIRB/FASG	Shopping - Others	AS NEEDED				Government of the Philippines (current year's budget)	180,000.00	180,000.00	-	Other office supplies & materials for regular operations - procure outside of the DBM Virtual store.
5020302000	Accountable Forms	5020302000	FASG	Negotiated Procurement - Agency to Agency (Sec. 53.5)	AS NEEDED				Government of the Philippines (current year's budget)	2,000.00	2,000.00	-	Forms needed and use by finance and accounting division.
C. Repairs and Maintenance													
5021306001	Motor Vehicle Repairs and Maintenance	5021306001	FASG	Direct Contracting (Sec. 50)	AS NEEDED				Government of the Philippines (current year's budget)	206,000.00	206,000.00	-	Cost of maintenance and repairs of NTRC vehicles.
5021305099	Other Mach. & Equipt./Other PPE Repairs and Maintenance	5021305099	TRG/FIRB/FASG	Shopping - Others	AS NEEDED				Government of the Philippines (current year's budget)	26,000.00	26,000.00	-	Cost of maintenance of NTRC Property, Plant, and Equipment.
D. Professional Services													
5021199000	Other Professional Services	5021199000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	AS NEEDED				Government of the Philippines (current year's budget)	1,948,000.00	1,948,000.00	-	Professional and consultancy services.
E. Printing, Binding, and Publication													
5029902000	Publications/ Booklets/ Flyers	5029902000	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023				Government of the Philippines (current year's budget)	125,000.00	125,000.00	-	Printing and publication services of NTRC Tax Journals, FIRB Imprint, and other newspaper publication.
F. Subscription Expenses													

5029907099	Periodicals/ Magazines/Official Gazette/Adobe Creative License/ Microsoft Azue License/Zoom/ Cognito Forms/Anti Virus License/Firewall License	5029907099	FASG/PCU	Direct Contracting (Sec. 50)	DAILY/WEEKLY/MONTHLY/ANNUALY	Government of the Philippines (current year's budget)	1,898,228.00	1,898,228.00	-	New or renewal of subscription to maintain the punctuality of ICT equipments.
G. Utility Expenses										
5020401000	Water Expenses	5020401000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	765,000.00	765,000.00	-	Supply and delivery of drinking water - Maynilad and Water refilling Station.
5020402000	Electricity Expenses	5020402000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	1,536,000.00	1,536,000.00	-	Monthly Electric consumption - Meralco.
H. Communication Expenses										
5020501000	Postage & Courier Services	5020501000	TRG/FIRB/FASG	Shopping - Others	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	7,000.00	7,000.00	-	Provision of mailing service and other courier services.
5020502001	Mobile	5020502001	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	221,000.00	221,000.00	-	Allocation for the purchase of Prepaid load or communication allowance.
5020502002	Landline	5020502002	TRG/FIRB/FASG	Renewal - Water, Electricity, Telecommunications, and Internet Service Providers (WETI)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	360,000.00	360,000.00	-	Subscription for telephone connection - PLDT
5020503000	Internet Subscription Expenses	5020503000	TRG/FIRB/FASG	Renewal - Water, Electricity, Telecommunications, and Internet Service Providers (WETI)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	909,000.00	909,000.00	-	Renewal of existing Internet provider - Eastern Telecoms.
I. Rent/ Lease Expenses										
5029905000	Rent- Equipment/ Rent- Office Space/Parking	5029905000	TRG/FIRB/FASG	NP-53,10 Lease of Real Property and Venue	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	4,927,772.00	4,927,772.00	-	Monthly rental of office space, parking, and other venue.
J. General Services										
5021202000	Janitorial Services for National Tax Research Center from January 16, 2023 to December	5021202000	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	600,000.00	600,000.00	-	Provision of janitorial services for NTRC office.
5021203000	Security Services	5021203000	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	800,000.00	800,000.00	-	Security services for office security guards on site.
K. Taxes, Insurance Premiums, and Other Fees										
5021502000	Taxes, Duties & Licenses / Fidelity Bond Premiums	5021502000	TRG/FIRB/FASG	Negotiated Procurement - Agency to Agency (Sec. 53.5)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	152,000.00	152,000.00	-	Cost of Fidelity bond premiums for Agency's accountable officers/ SDO
5021503000	Insurance Expenses	5021503000	TRG/FIRB/FASG	Negotiated Procurement - Agency to Agency (Sec. 53.5)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	35,000.00	35,000.00	-	Additional and renewal of GSIS insurance coverage for properties of NTRC.
L. Travelling Expenses										
5020101000	Travelling Expenses - Local	5020101000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	519,000.00	519,000.00	-	Local and International official travel of NTRC Official and employees.
M. Training Expenses										
5020201002	Training Expenses	5020201002	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	779,000.00	779,000.00	-	Training and seminar's for NTRC official and employees.
N. Confidential, Intelligence, and Extra Ordinary Expenses										
5021003000	Extraordinary and Miscellaneous Expenses	5021003000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	136,000.00	136,000.00	-	-
O. Other Maintenance and Operating Expenses										
5029903000	Representation Expenses	5029903000	TRG/FIRB/FASG	Shopping - Others	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	88,000.00	88,000.00	-	Events and meeting expenses.

5029906000	Membership Dues and Contribution to Organization	5029906000	TRG/FIRB/FASG	Direct Contracting (Sec. 50)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	20,000.00	20,000.00	-	-
5029999099	Other MOOE - Supply, Delivery, and Installation of Acrylic and Metal Etched Signages	5029999099	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	80,000.00	80,000.00	-	Procurement of Acrylic and Metal Etched Signages for NTRC Office
5029999099	Other MOOE - Supply and Delivery of NTRC GAD Shirt	5029999099	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	115,000.00	115,000.00	-	Supply and Delivery of NTRC GAD Shirt for official use in GAD Activities
5029999099	Other MOOE - Annual Medical Exam	5029999099	TRG/FIRB/FASG	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	WITHIN THE FY 2023	Government of the Philippines (current year's budget)	343,000.00	343,000.00	-	Annual Medical Exam for NTRC staff.
							22,567,000.00	19,552,000.00	3,015,000.00	

PREPARED BY:


BRANDON JORIS V. HOLGADO
 Administrative Officer V
 Chairperson, Bids and Awards Committee Secretariat

RECOMMENDING APPROVAL:


VENCHITO P. SALVADOR
 Chief Administrative Officer
 Chairperson, Bids and Awards Committee

APPROVED BY:


MARLENE LUCERO - CALUBAG
 Executive Director