

NATIONAL TAX RESEARCH CENTER - INDICATIVE ANNUAL PROCUREMENT PLAN NON-CSE FY 2025

Code (PAP)	Procurement Project	PMO/ 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	
FOR EARLY PROCUREMENT ACTIVITIES													
1	Provision of Janitorial Services in the NTRC FY 2025	GSD	YES	NP-53.5 Agency-to-Agency	N/A	N/A	January 2025	January 2025	GoP	700,000.00	700,000.00	-	Engaging the services of a service agency to provide and maintain sanitation, cleaning and other janitorial works for NTRC.
2	Internet Access Subscription 1	MISD	YES	Competitive Bidding	October 2024	November 2024	January 2025	January 2025	GoP	1,200,000.00	1,200,000.00	-	To procure internet bandwidth for official use of the NTRC.
3	Supply and Delivery of Brand New Motor Vehicles for the National Tax Research Center	GSD	YES	Competitive Bidding	November 2024	December 2024	January 2025	January 2025	GoP	5,669,000.00	-	5,669,000.00	For the official use of the agency in carrying out its mandate and functions.
4	Provision of Security Services in the NTRC FY 2025	GSD	YES	Competitive Bidding	November 2024	December 2024	January 2025	January 2025	GoP	1,100,000.00	1,100,000.00	-	Engaging the services of a security agency for a period of one year.
5	Renewal of the Subscription of NTRC Cloud Service	MISD	YES	Competitive Bidding	December 2024	December 2024	January 2025	January 2025	GoP	3,000,000.00	3,000,000.00	-	To renew the NTRC cloud service subscription which hosts the Fiscal Incentives Registration and Monitoring System of the FIRB and other external systems of the agency.
SUBSCRIPTIONS													
6	Newspaper Subscription	NTRC	No	Direct Contracting	N/A	N/A	1st Quarter	1st Quarter	GoP	40,000.00	40,000.00	-	Subscription to selected newspapers.
7	E-Scra Online Subscription	LG	No	Direct Contracting	N/A	N/A	January 2025	January 2025	GoP	8,000.00	8,000.00	-	Procurement of E-SCRA for the Legal Management Division. E-SCRA is an online library in which Supreme Court Decisions are stored from 1901 to present.
8	Cognito Forms Enterprise Subscription	MISD	No	Direct Contracting	N/A	N/A	January 2025	January 2025	GoP	80,000.00	80,000.00	-	To renew the form builder application utilized in the FIRMS for a period of one year.
9	CD-Asia Online Subscription	NTRC	No	Direct Contracting	N/A	N/A	February 2025	February 2025	GoP	550,000.00	550,000.00	-	To be used by the Legal Group as the most comprehensive Philippine Legal Online Database.
10	Virtual Meeting Software License Subscription	LRCD	No	NP-53.9 - Small Value Procurement	April 2025	N/A	May 2025	May 2025	GoP	90,000.00	90,000.00	-	To renew the current subscription of the NTRC for a period of one year.
11	Creative Cloud Suite Photo and Video Editing Software	LRCD	No	NP-53.9 - Small Value Procurement	May 2025	N/A	May 2025	May 2025	GoP	120,000.00	120,000.00	-	To renew the current subscription for the Legal Research and Communications Division of the FIRB which will be used primarily for the design and release of official publications of the FIRB.
12	Professional PDF Editor Software	PCU	No	NP-53.5 Agency-to-Agency	May 2025	N/A	May 2025	May 2025	GoP	50,000.00	50,000.00	-	To procure a professional pdf editor software for use on official publications of the agency.
13	Anti-Virus Software with Endpoint Security for Business	NTRC	No	NP-53.5 Agency-to-Agency	N/A	N/A	June 2025	June 2025	GoP	200,000.00	200,000.00	-	To renew the current endpoint anti virus software for NTRC workstations for a period of one year.
14	Office Productivity Software	NTRC	No	NP-53.5 Agency-to-Agency	N/A	N/A	June 2025	June 2025	GoP	1,490,000.00	1,490,000.00	-	To procure a productivity subscription to allow scalable and manageable office software suite with built-in cloud storage for each user license. For one whole year subscription.
15	Business Intelligence Subscription Software	FIRB	No	NP-53.5 Agency-to-Agency	N/A	N/A	August 2025	August 2025	GoP	50,000.00	50,000.00	-	To procure a Business Intelligence and Analytics Software which will be primarily integrated in the FIRMS for dashboard and reporting use. An SSL certificate is a bit of code on web server that provides security for online communications.
16	Firewall License Renewal	MISD	No	NP-53.9 - Small Value Procurement	September 2025	N/A	October 2025	October 2025	GoP	220,000.00	220,000.00	-	To renew NTRC's in-house firewall appliance for a period of one year.
17	Internet Access Subscription 2	MISD	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	December 2025	GoP	70,000.00	70,000.00	-	Appendix 37 of 2016 revised IRR of RA No. 9184 Renewal of Contract of Regular and Recurring Services
UTILITIES AND COMMUNICATION EXPENSES													
18	Water Expenses	GSD	No	Direct Contracting	N/A	N/A	January 2025	January 2025	GoP	1,632,000.00	1,632,000.00	-	Section 50 Direct Contracting under WETI Guidelines
19	Electricity Expenses	GSD	No	Direct Contracting	N/A	N/A	January 2025	January 2025	GoP	2,951,000.00	2,951,000.00	-	Section 50 Direct Contracting under WETI Guidelines
20	Telephone Expenses	GSD	No	Direct Contracting	N/A	N/A	January 2025	January 2025	GoP	273,000.00	273,000.00	-	Section 50 Direct Contracting under WETI Guidelines
GENERAL SERVICES													
21	Provision of Professional Driver Services in the NTRC FY 2025	GSD	No	NP-53.5 Agency-to-Agency	N/A	N/A	January 2025	January 2025	GoP	552,000.00	552,000.00	-	Engaging the services of a service agency to provide professional driver services.
REPAIRS AND MAINTENANCE													
22	Repairs and Maintenance - Motor Vehicles	GSD	No	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	921,000.00	921,000.00	-	Section 50 Direct Contracting under WETI Guidelines
23	Repairs and Maintenance - Other PPE	GSD	No	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	26,000.00	26,000.00	-	Provision of comprehensive range of automotive maintenance service for the motor vehicles of NTRC.
OTHER OPERATING EXPENSES													
24	Rental of Photocopying Machine FY 2025	GSD	No	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	120,000.00	120,000.00	-	Rental of photocopying machine for official use of the NTRC.
25	Supply and Delivery of Purified Drinking Water	GSD	No	NP-53.9 - Small Value Procurement	January 2025	N/A	January 2025	January 2025	GoP	117,000.00	117,000.00	-	Supply and delivery of purified drinking water for NTRC Personnel.
26	Annual Medical Examination FY 2025	HRMDD	No	NP-53.9 - Small Value Procurement	May 2025	N/A	June 2025	June 2025	GoP	240,000.00	240,000.00	-	Procurement of Annual Medical Examination for NTRC Personnel.
27	Parking Space	GSD	No	NP-53.5 Agency-to-Agency	N/A	N/A	Monthly	Monthly	GoP	156,000.00	156,000.00	-	Provision for parking space for the official use of the NTRC.
28	Accountable Forms	GSD	No	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	2,000.00	2,000.00	-	Procurement of accountable forms that are not available in PS, as well as those not included in the PS catalogue.
29	Medical, Dental, and Laboratory Supplies	GSD	No	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	25,000.00	25,000.00	-	Procurement of medical, dental, and laboratory supplies that are not available in PS, as well as those not included in the PS catalogue.
30	Fuel, Oil, and Lubricant Expenses	GSD	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products	N/A	N/A	As the need arises	As the need arises	GoP	500,000.00	500,000.00	-	Procurement of Petroleum, Oil, and Lubricant Products for NTRC Motor Vehicles.
31	Postage and Courier Expenses	GSD	No	NP-53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	7,000.00	7,000.00	-	Provision of mailing services, postage, and courier by Philpost and other couriers.
32	Advertising, Printing, and Publication	Various Divisi	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Serv	N/A	N/A	As the need arises	As the need arises	GoP	185,000.00	185,000.00	-	To fund the costs of printing and publication of tax journals, guides, brochures, newsletters, and other tax and incentives information materials.
CAPITAL OUTLAY													
33	Rack Mountable UPS	MISD	No	NP-53.9 - Small Value Procurement	March 2025	N/A	March 2025	March 2025	GoP	130,000.00	-	130,000.00	To supplement back up power for NTRC's mission critical servers.
34	Development of the Fiscal Incentives Registration and Monitoring System - Phase II	FIRB	No	Competitive Bidding	February 2025	February 2025	March 2025	March 2025	GoP	10,000,000.00	-	10,000,000.00	Enhancement of online registration and incentives application portal for investors or enterprises to submit and monitor applications for incentives in any of the investment promotion agencies (IPAs) - Phase II
35	NTRC Website Enhancement	MISD	No	Competitive Bidding	January 2025	January 2025	February 2025	February 2025	GoP	2,000,000.00	-	2,000,000.00	To enhance, modernize and update the NTRC website and improve its security.
TOTAL										34,474,000.00	16,675,000.00	17,799,000.00	

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