




**NATIONAL TELECOMMUNICATIONS COMMISSION  
ANNUAL PROCUREMENT PLAN - CY 2018**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity											Source of Funds	Estimated Budget (PHP)			Remarks		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-Bid Conference	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO			
A.1	Supplies and Materials																				
-do-	Office Supplies	NTC RO1	Shopping		28-Feb			9-Mar			14-Mar			16-Mar		GOP	230,000	230,000		1st to 4th qtr requirement	
-do-	ICT Supplies	NTC RO1	Shopping		30-May			9-Jun			14-Jun			16-Jun		GOP	125,000	125,000			
-do-	Other Supplies & Materials	NTC RO1	SVP		31-Aug			9-Sep			14-Sep			16-Sep		GOP	125,000	125,000			
-do-	Fuel, Oil & Other Lubricants	NTC RO1			30-Nov			9-Dec			14-Dec			16-Dec			192,000	192,000			
	Utility Services																			Continuation of existing contract	
-do-	Water	NTC RO1	Direct Contracting w/ previous contract													GOP	60,000	60,000		Continuation of Contract-Lone provider of services.	
-c-	Electricity	NTC RO1														GOP	534,000	534,000			
	Communication Services																				
	Postage/Messengerials	NTC RO1														GOP	34,000	34,000			
-do-	Telephone-Landline	NTC RO1														GOP	265,600	265,600			
-do-	TelephoneMobile	NTC RO1														GOP	14,400	14,400			
	General Services																				
-do-	Janitorial Services	NTC RO1														GOP	-	-		Year round-JO	
-do-	Security Services	NTC RO1	SVP														390,000	390,000		1 yr contract	
-do-	Other Gen Services-Prof'l Svc	NTC RO1	Direct Contracting													GOP	182,000	182,000		Year round	
	Repairs and Maintenance																				
-do-	Building and Other Structures	NTC RO1	Negotiated(SVP)		28-Feb			9-Mar			14-Mar			16-Mar		GOP	75,000	75,000		Quarterly Requirement	
-do-	Machinery.Office Equipment	NTC RO1	Negotiated(SVP)		30-May			9-Jun			14-Jun			16-Jun		GOP	25,000	25,000			
-do-	Transport Equipment	NTC RO1	Negotiated(SVP)		31-Aug			9-Sep			14-Sep			16-Sep		GOP	100,000	100,000			
-do-	Furnitures and Fixtures	NTC RO1	Negotiated(SVP)		30-Nov			9-Dec			14-Dec			6-Jan		GOP	25,000	25,000			
	Office Equipment (ICT & Other supplies Account)																				
-do-	Multi Function Printer (3 in 1)	NTC RO1	SVP		28-Feb			9-Mar			14-Mar			16-Mar		GOP	-	-		For Admin. Use and Licensing use.	
-do-	Scanners (Duplex-2 sided)	NTC RO1	SVP		30-May			9-Jun			14-Jun			16-Jun		GOP	-	-			
-do-	Dot Matrix Printer	NTC RO1	Shopping		31-Aug			9-Sep			14-Sep			16-Sep		GOP	-	-			
-do-	CCTV	NTC RO1	SVP		30-Nov			9-Dec			14-Dec			16-Dec		GOP	-	-			
	Facsimile Machine	NTC RO1	Shopping													GOP	-	-			
	ID Laminator	NTC RO1	SVP													GOP	-	-			
	Filing Cabinets (Steel)	NTC RO1	Shopping													GOP	-	-			
	Capital Outlay																				
-oo-	Information & Comm. Tech. Equipment		Public Bidding/Philgeps		28-Feb			9-Mar			14-Mar			16-Mar		GOP	16,000,000		16,000,000	For monitoring purposes	
																	18,377,000	2,377,000	16,000,000		

Prepared by:   
 ATTY. WYNDEL P. ALBANO  
 BAC Secretariat/Attorney III

Recommended by:   
 ROLANDO J. SAVALANO  
 Engineer V/BAC Chairman

Approved By:   
 DANILO O. CUENCA, PECE, REE  
 Regional Director/HOPE

NATIONAL TELECOMMUNICATIONS COMMISSION  
Regional Office No. 1, San Fernando City, La Union

**PROJECT PROCUREMENT MANAGEMENT PLAN**

CY 2018


User: GENERAL SERVICES UNIT

General Description	Information	Mode of Procurement	Extent of Contract	Time Schedule	Estimated Budget Contract (Pesos)
Repair and maintenance of Motor Vehicles to include: Change oil, replace tires. replace batteries, tune up, aircon cleaning, replace timing belts, etc.	Contracted Out (Small Value Procurement/SVP)	Direct Contracting		As need arises	75,000.00
Repair & Maintenance of:					
Building and other structures	Implemented by Administration	Direct Contracting		As need arises	65,000.00
Office machineries & equipment to include aircon maintenance	Contracted Out (SVP)	Direct Contracting		As need arises	25,000.00
IT Equipment	Contracted Out (SVP)	Direct Contracting		As need arises	25,000.00
Furnitures and Fixtures	Contracted Out (SVP)	Direct Contracting		As need arises	10,000.00
Genreal Services					
Janitorial Services	Contracted Out	Public Bidding	one (1) year		172,000.00
Security Services	Contracted Out	Public Bidding	one (1) year		450,000.00
Utilites and other services:					
Water	Contracted out	} continuation of existing contract/ lone provider of services			80,000.00
Electricity	Contracted out				420,000.00
Fuel, oil and other lubricants	Contracted out				116,000.00
Communication services to include: land line/internet connection, mobile services, postage and courier deliveries	Contracted out				338,000.00

Prepared and Submitted by:

  
ELIZABETH O. NIPAL  
Chief Administrative Officer

Approved by:

  
DANILO O. CUENCA, PECE, REE  
Regional Director