

**Office of Transportation Cooperatives (OTC) Indicative Annual Procurement Plan for FY 2024.**

Code (PAP)	Procurement Program/Project	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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Regular Budget.</b>											
	<b>CAPITAL OUTLAY (CO)</b>											
1	IT Infrastructure Project, Upgrading of Network, Firewall, etc.	OTC	Competitive Bidding	Year Round	Year Round	Year Round	Year Round	GoP	Php6,255,000.00		Php6,255,000.00	ICT Equipment, Communication Equipment, Printing Equipment, ICT Software, etc.
	<b>MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)</b>											
	<b>Travelling Expenses</b>											
2	Transport Airfare.	OD	NP-53.14 - Direct Retail Purchase of Airline Tickets.	Year Round	Year Round	Year Round	Year Round	GoP	546,000.00	546,000.00		Capacity Building Activity (Fleet Management, Coop Management and Good Governance, Financial Management, Other Trainings, CETOS, Promotional Activities).
	<b>Training and Scholarship Expenses</b>											
3	BAC, TWG, Secretariat Training/ Seminar on R.A. 9184.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	3,750.00	3,750.00		GPPB-TSO Accredited Training Service Providers.
4	Internal Control System for Property and Supply Management Seminar.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	6,000.00	6,000.00		CoA Accredited Training Service Providers.
5	Accounting Policies, Guidelines and Procedures for NGA.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	7,500.00	7,500.00		CoA Accredited Training Service Providers.
6	HR Analytics.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	9,600.00	9,600.00		CSC Accredited Training Service Providers.
7	Developmental Conversation for Leaders.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	4,800.00	4,800.00		CSC Accredited Training Service Providers.
8	Learning and Development Planning.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	3,200.00	3,200.00		CSC Accredited Training Service Providers.
9	Competency-Based HR.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	4,800.00	4,800.00		CSC Accredited Training Service Providers.
10	Ethical Leadership.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	2,600.00	2,600.00		CSC Accredited Training Service Providers.
11	Honing Optimism and Potentials of Employees: New Employees Course.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	2,600.00	2,600.00		CSC Accredited Training Service Providers.
12	Supervisory Development Program (SDP) Track 2 & 3.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	31,200.00	31,200.00		CSC Accredited Training Service Providers.
13	Supervisory Development Program (SDP) Track 1.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	31,200.00	31,200.00		CSC Accredited Training Service Providers.
14	Supervisory Development Program (SDP) Module 4 Empowering and Engaging People.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	26,000.00	26,000.00		CSC Accredited Training Service Providers.
15	Supervisory Development Program (SDP) Module 3 Developing Organization and People.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	26,000.00	26,000.00		CSC Accredited Training Service Providers.
16	On Line Course on Leave Administration Course For Effectiveness.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	3,500.00	3,500.00		CSC Accredited Training Service Providers.
17	Coping with Stress Wellness Matter.	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	37,250.00	37,250.00		CSC Accredited Training Service Providers.
	<b>ICT Training Expenses</b>											
18	ICT Training Expenses	AFD-HR	Direct Contracting/Negotiated Procurement.	Year Round	Year Round	Year Round	Year Round	GoP	200,000.00	200,000.00		DICT Accredited Training Service Providers.
	<b>Supplies and Materials Expenses.</b>											
19	Office Supplies and Materials Available in DBM-PS.	OTC	NP-53.5-Agency-to-Agency/Thru DBM-PS	Year Round	Year Round	Year Round	Year Round	GoP	599,999.24	599,999.24		Supply and Delivery.
20	Fuel, Oil and Lubricants.	OTC	NP-53.14 - Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products	Year Round	Year Round	Year Round	Year Round	GoP	300,000.00	300,000.00		Supply and Delivery.
	<b>ICT Office Supplies Expenses.</b>											
21	ICT Office Supplies Expenses.	OTC	NP-53.5-Agency-to-Agency/Thru DBM-PS	Year Round	Year Round	Year Round	Year Round	GoP	160,000.00	160,000.00		Supply and Delivery.
	<b>Utility Expenses.</b>											
22	General Utility Services (Water, Electricity, Telecommunications).	AFD	NP-50.0-Direct Contracting/GPPB Resolution No. 03-2011/Appendix 21	Year Round	Year Round	Year Round	Year Round	GoP	455,000.00	455,000.00		Provision of water, electricity, etc.
	<b>Communication Expenses.</b>											
23	Postal Service including LBC.	OTC	NP-50.0-Direct Contracting	Year Round	Year Round	Year Round	Year Round	GoP	72,000.00	72,000.00		Mailing of correspondences to the bidders, government agencies, transport cooperatives, etc.
24	Mobile.	OTC	NP-50.0-Direct Contracting	Year Round	Year Round	Year Round	Year Round	GoP	150,000.00	150,000.00		
25	Landline.	OTC	NP-50.0-Direct Contracting	Year Round	Year Round	Year Round	Year Round	GoP	100,000.00	100,000.00		
	<b>Extraordinary and Miscellaneous Expenses.</b>											
26	For the Office of the Chairperson.	OC	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	46,000.00	46,000.00		
27	Various Internal and External Meetings.	OTC	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	64,000.00	64,000.00		Sec. 44. Meetings, seminars and conferences; office equipment and supplies. General Provisions.
	<b>General Services.</b>											
28	Security Services for CY 2024.	AFD-HR	NP-53.9 - Small Value Procurement	1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter	GoP	382,000.00	382,000.00		



