

Regional Tripartite Wages and Productivity Board-NCR

ANNUAL PROCUREMENT PLAN FOR FY 2025

INDICATIVE
 FINAL
 UPDATED [Version No. ____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Video Conferencing Meeting	RTWPB-NCR	Service	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	NA	Jan-25	Jan-26	GAA 2025	10,000.00	Canvass	Annual Subscription
Graphic Design Platform	RTWPB-NCR	Service	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	NA	Jan-25	Dec-25	GAA 2025	3,000.00	Canvass	Annual Subscription
Video Creation and Presentation	RTWPB-NCR	Service	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	NA	Jan-25	Dec-25	GAA 2025	5,000.00	Canvass	Annual Subscription
Adobe Acrobat Reader/PDF Editor	RTWPB-NCR	Service	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	NA	Jan-25	Dec-25	GAA 2025	3,000.00	Canvass	for the period of January to December 2025 (2 Licenses)
Grammar Assistant	RTWPB-NCR	Service	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	No	NA	Jan-25	Dec-25	GAA 2025	7,000.00	Canvass	Annual Subscription
Single-Wall Regular Corrugated Box	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Feb-25	Feb-25	GAA 2025	6,000.00	Canvass	For Office Transfer
Full Professional Packaging Services	RTWPB-NCR	Service	NP-53.9 - Small Value Procurement	No	NA	Feb-25	Feb-25	GAA 2025	25, 000	Canvass	For Office Transfer

Full Professional Door to Door Services	RTWPB-NCR	Service	NP-53.9 - Small Value Procurement	No	NA	Feb-25	Feb-25	GAA 2025	35,000.00	Canvass	For Office Transfer
Internet Service Provider	RTWPB-NCR	Service	NP-53.9 - Small Value Procurement	No	NA	Feb-25	Feb-25	GAA 2025	27,000.00	Canvass	RTWPB-NCR Office New Building with One-Time Installation Charge
Polo shirts with Print (Women's Month Advocacy Logo)	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Mar-25	Mar-25	GAA 2025	5,000.00	Canvass	2025 National Women's Month Celebration
Meals for Training	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Apr-25	Apr-25	GAA 2025	24,000.00	Canvass	Service Quality and Productivity-Based Incentive Scheme training
Publication of Notice of Public Hearing on Minimum Wage Adjustment in the National Capital Region (NCR)	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	May-25	May-25	GAA 2025	21,000.00	Canvass	
Catering Package	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Jun-25	Jun-25	GAA 2025	27,000.00	Canvass	Board Meeting / Wage Deliberation
Trophy	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Jul-25	Jul-25	GAA 2025	9,000.00	Canvass	2025 Productivity Olympics Winners
Publication of Wage Order No. NCR-26	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Jul-25	Jul-25	GAA 2025	31,000.00	Canvass	
Catering Package	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Jul-25	Jul-25	GAA 2025	37,000.00	Canvass	Awarding of 2025 Productivity Olympics Regional Winners
Food and Accommodation	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Sep-25	Sep-25	GAA 2025	45,000.00	Canvass	RTWPB-NCR Gender and Development Program
One One (1) Unit Brother MFC-T930DW 4-IN-1 Printer	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	20,000.00	Canvass	
Procurement of 2025 IEC Materials/Giveaways	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	21,000.00	Canvass	
Giveaways	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	15,000.00	Canvass	for the members of Metro Manila Persons with Disability Vendors Associations, Inc.
Procurement of 2025 IEC Materials (Tent Calendars)	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Jan-26	GAA 2025	16,000.00	Canvass	
Procurement of Corporate Jackets for Board Members and Secretariat	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Jan-26	GAA 2025	33,000.00	Canvass	
Publication of Notice of Public Hearing on Minimum Wage Determination for Domestic Workers in the National Capital Region (NCR)	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	11,000.00	Canvass	
Meals	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	49,500.00	Canvass	General Assembly and Board Meeting
Meals	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	48,000.00	Canvass	Year-End Performance Assessment (YEPA) and Board Meeting
Meals	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Dec-25	GAA 2025	15,000.00	Canvass	Kasambahay Wage Review and Board Meeting

Video Conferencing	RTWPB-NCR	Service	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Jan-26	GAA 2025	15,000.00	Canvass	
Clear Acrylic Wall Mounted 30W x 44H inches (with bolts)	RTWPB-NCR	Goods	NP-53.9 - Small Value Procurement	No	NA	Dec-25	Jan-26	GAA 2025	5,000.00	Canvass	GAD Corner
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Office Supplies	RTWPB-NCR	Goods	Agency to Agency	No	NA	Jan-Dec-25	Jan-Dec 25	GAA 2025	145,377.49		

Note: Insert additional rows as necessary

Total Amount of CSEs to be purchased from PS-DBM: 145,377.49
Total Amount of Estimated Budget: 543,500

Prepared by:


 EMLY Y. EGOS

Signature over Printed Name

Position/Designation

Bids and Awards Committee Secretariat

Date : _____

Recommended by:


 ATTY. EDWIN O. ORATE

Signature over Printed Name

Position/Designation

Bids and Awards Committee Chairperson

Date : _____

Approved by:


 JEROME P. YANSON

Signature over Printed Name

Position/Designation

Head of the Procuring Entity

Date : _____