



Annual Procurement Plan for FY 2022

FINANCE AND ADMINISTRATIVE DIVISION

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/ Opening of Bids	Notice of Award		Contract Signing	Total	MOOE		CO
100010000	Planning and Budgeting											
	Cost of Venue & Meals	FAD	NP-53.10 Lease of Real Property and Venue		February and August		GoP	190,000.00	190,000.00			Conduct of assessment and evaluation and conduct of seminar workshop for planning & budgeting
	Supplies and Materials not available in PS - Balipen & wireless mouse	FAD	Shopping		February and August		GoP	2,000.00	2,000.00			
	Transportation Expenses	FAD	NP-53.9 - Small Value Procurement		February and August		GoP	40,000.00	40,000.00			
	Operationalization of NCDCA Clinic - Meals & Transportation Expenses, Supplies and materials	FAD	NP-53.9 - Small Value Procurement		January - December		GoP	150,000.00	150,000.00			
100010000	Recognition of Retirees											Conduct of Salamat Mabuhay for 1 retirees
	Supplies and Materials not available in PS - Balipen, tokens	FAD	Shopping		March		GoP	12,000.00	12,000.00			
	Plaques	FAD	NP-53.9 - Small Value Procurement		March		GoP	2,000.00	2,000.00			
	Cost of Meals	FAD	NP-53.9 - Small Value Procurement		March		GoP	70,000.00	70,000.00			
100010000	Security Services	FAD	Competitive Bidding	Nov-21	Dec-21	Jan-21	GoP	1,412,000.00	1,412,000.00			Early procurement

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
100010000	Repairs and Maintenance											
	R & M - Building	FAD	NP-53.9 - Small Value Procurement		Quarterly		GoP	500,000.00	500,000.00			
	R & M - Motor Vehicles including check-up and registration	FAD	NP-53.9 - Small Value Procurement		Quarterly		GoP	200,000.00	200,000.00			
	R & M - Office Equipment (Airconditioning Units & Elevator)	FAD	NP-53.9 - Small Value Procurement		Quarterly		GoP	200,000.00	200,000.00			
	Payment of insurance for building and motor vehicles and Fidelity Bond	FAD	NP-53.9 Agency-to-Agency		January		GoP	330,000.00	330,000.00			
	Provision of Fuel, Oil and Lubricants Expenses	FAD	Direct Contracting		January-December		GoP	325,000.00	325,000.00			
	Communication Expenses											
	Telephone Expenses - Mobile - Prepaid Cards	FAD	Shopping		January-December		GoP	280,000.00	280,000.00			
	Telephone Expenses - Landline - PLDT Subscription	FAD	Direct Contracting		January-December		GoP	200,000.00	200,000.00			
	Internet Subscription	FAD	Direct Contracting		January-December		GoP	270,000.00	270,000.00			
	Postage and Courier Services	FAD	NP-53.9 - Small Value Procurement		January-December		GoP	20,000.00	20,000.00			
	Utility Expenses - Water and Electricity	FAD	Direct Contracting		January-December		GoP	1,200,000.00	1,200,000.00			

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE		
	Travelling Expenses - Airline Tickets	FAD	NP-53.5 Agency-to-Agency		January-December			Gap	100,000.00	100,000.00		
	Common-Use Supplies & Materials available to PS	FAD	NP-53.5 Agency-to-Agency		Quarterly			Gap	300,000.00	300,000.00		
10001000	Provision of Driving and Utility Services (MOA)	FAD	Direct Contracting		January-December			Gap	750,000.00	750,000.00		
10001000	NCDA Board Meetings											
	Cost of Meals	FAD	NP-53.9 - Small Value Procurement		Quarterly			Gap	200,000.00	200,000.00		
	Supplies and Materials not available in PS - PVC Cover	FAD	Shopping		February			Gap	2,000.00	2,000.00		
	Advocacy Materials - Tokens	FAD	NP-53.9 - Small Value Procurement		October			Gap	84,000.00	84,000.00		
INFORMATION, EDUCATION AND COMMUNICATION DIVISION												
30101000000	Policy Formulation and Program Development											
	Cost of Meals	IECD	NP-53.9 - Small Value Procurement		Quarterly			Gap	90,000.00	90,000.00		Conduct of quarterly meetings of Sub - Committee on Advocacy & Education
	Professional Services - Sign Language	IECD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services		Quarterly			Gap	20,000.00	20,000.00		
301010000	Disability Rights Promotion Project											
	Communication Expenses	IECD	Shopping		April - November			Gap	20,000.00	20,000.00		Includes 3 activities: (a) Seminars on Accessible and Barrier-Free Tourism for Persons with Disabilities for Tourism Frontliners. (b) Seminars on Inclusive Education of Students with Disabilities

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Meals	IECD	NP-53.9 - Small Value Procurement		April - November			Gap	50,000.00	50,000.00		c) Seminars on How to Assist Persons with Disabilities in the Bank Industry d) Orientation of Parents on How to Teach their Children with Disabilities become Independent
	Professional Services - Resource Person & Sign Language	IECD	NP-53.9 - Small Value Procurement		April - November			Gap	30,000.00	30,000.00		It includes the following activities: a) Women with Disabilities Day b) National Disability Prevention and Rehabilitation (NDPR) Week Celebration c) Cerebral Palsy Awareness and Protection (CPAP) Week Celebration d) International Day of Persons with Disabilities
301010000	Disability Rights Awareness Raising Project											
	Travelling Expenses - Airfare Tickets	IECD	NP-53.5 Agency-to-Agency		April, May and September			Gap	120,000.00	120,000.00		a) Women with Disabilities Day
	Professional Services - Sign Language Interpreter and Others	IECD	NP-53.8 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services		May and October			Gap	150,000.00	150,000.00		b) National Disability Prevention and Rehabilitation (NDPR) Week Celebration
	Advocacy T-shirts / bagstrugs (Tokens)	IECD	NP-53.9 - Small Value Procurement		February			Gap	250,000.00	250,000.00		c) Cerebral Palsy Awareness and Protection (CPAP) Week Celebration
	Streamers	IECD	NP-53.9 - Small Value Procurement		February, March, June, August, November and December			Gap	25,000.00	25,000.00		d) International Day of Persons with Disabilities
	Supplies and Materials not available in PS - Plastic kits, Certificate Holder, Plaques, Laid/Board Paper, Illustration Board/Ink Cartridge, Brother, Cloth Tape, Special Paper, Special Board Paper & Balpen, etc.	IECD	Shopping		Quarterly			Gap	80,000.00	80,000.00		e) White Cane Safety Day
	Telephone Expense - Prepaid Cards	IECD	Shopping		First Quarter			Gap	100,000.00	100,000.00		f) NCDA AVP Thrusts and Direction
	Cost of Meals	IECD	NP-53.9 - Small Value Procurement		Quarterly			Gap	415,000.00	415,000.00		g) NCDA Website Enhancement
	Online Broadcasting	IECD	NP-53.9 - Small Value Procurement		January - December			Gap	100,000.00	100,000.00		h) Digitalization of IEC Materials

NCDA Annual Procurement Plan for FY 2022

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
301010000	Policy Programs Plan Formulation and Development											
	Cost of Meals	TCD	NP-53.9 - Small Value Procurement		Quarterly		Gap	80,000.00	80,000.00		Activities (1): Support to Sub-Committee Meetings on Development Cooperation	
	Supplies and Materials not available in PS - Ballpen, Batteries, Ink, Pencil, Paper, Envelope, Sign Pen	TCD	Shopping		Quarterly		Gap	5,000.00	5,000.00		Activities (2): Support to Sub-Committee Meetings on ICT	
	Telephone Expense - Prepaid Cards	TCD	Shopping		Quarterly		Gap	15,000.00	15,000.00		Activities (3): Support to Task Force Data Collection	
301010000	Information Technology Development Project											
	Web Hosting; NCGA Website management- Disability Data Page	TCD	NP-53.9 - Small Value Procurement		January		Gap	100,000.00	100,000.00		Activities: 1. Website Hosting and Maintenance	
	Subscription Zoom for meetings and webinars	TCD	Direct Contracting		January - December		Gap	100,000.00	100,000.00		2. National Online IT Bootcamp for Youth with Disabilities 2022	
	Supplies and Materials not available in PS - Extension cord, flagjels, Medals, sticker paper, Toner,3ea.	TCD	Shopping		February		Gap	70,000.00	70,000.00		3. Global IT Challenge for Youth with Disabilities 2022	
	Powerbank	TCD	Shopping		April		Gap	50,000.00	50,000.00			
	Rewards for the Winners	TCD	NP-53.9 - Small Value Procurement		December			50,000.00	50,000.00			
	Professional Services - Sign Language Interpreter, Coaches and Others	TCD	Direct Contracting		June - November		Gap	150,000.00	150,000.00			
	Cost of Meals during Meetings and Trainings	TCD	NP-53.9 - Small Value Procurement		June		Gap	280,000.00	280,000.00			

NCRDA Annual Procurement Plan for FY 2022

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/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Implementation of ISSP 2022											
	Office Productivity: Desktop Computers/Laptops with Microsoft Office	TCD	NP-53.5 Agency-to-Agency		April		GoP	1,152,000.00		1,152,000.00		Laptop / Desktop with OS and Microsoft Office
	Internet Subscription	TCD	Shopping		April		GoP	400,000.00	400,000.00			
	PRP/ND System-Workstation with MS Office for LGUs and Anti-Virus - Desktop	TCD	Competitive Bidding		April		GoP	20,290,000.00	1,080,000.00	19,210,000.00		
	Consultant	TCD	NP-53.9 - Small Value Procurement		April		GoP	210,000.00	210,000.00			
	Repair and Maintenance (ICT Equipment & System)	TCD	NP-53.9 - Small Value Procurement		January - December		GoP	400,000.00	400,000.00			
30101000000	Promotion of Disability Rights Local and International Based on various Treaty Agenda such as CRPD, CEDAW and CRC											Activities (1): Gender and Development (GAD) Women with Disabilities
	Cost of Meals	TCD	NP-53.9 - Small Value Procurement		April		GoP	100,000.00	100,000.00			
	Supplies and Materials not available in PS - Ballpen, Board Paper,	TCD	Shopping		March		GoP	15,000.00	15,000.00			
	AVP (Outsource)	TCD	NP-53.9 - Small Value Procurement		April		GoP	200,000.00	200,000.00			
	Common Use Supplies and Materials available to PS for all TCDs' Projects and Activities	TCD	NP-53.5 Agency-to-Agency		April		GoP	50,000.00	50,000.00			
	Consultant	TCD	NP-53.9 - Small Value Procurement		January		GoP	135,000.00	135,000.00			

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				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
301010000	ASEAN Enabling Master Plan											
	Cost of Meetings	TCD	NP-53.9 - Small Value Procurement	March			GoP	50,000.00	50,000.00			
	AVP (Outsource) and Launching	TCD	NP-53.9 - Small Value Procurement	January - December			GoP	200,000.00	200,000.00			
OFFICE OF THE DIRECTOR-REGIONAL PROGRAMS COORDINATOR												
301010000	Regional Development Cooperation											
	Telephone Expense - Prepaid Cards	OED - RPC	Shopping	Quarterly			GoP	80,000.00	80,000.00			a) Disability Data Collection/Profiling
	Supplies and Materials	OED - RPC	NP-53.9 - Small Value Procurement	March			GoP	68,000.00	68,000.00			b) Consultation Meetings through RCDA
	Cost of Meals	OED - RPC	NP-53.9 - Small Value Procurement	March / June / September / December			GoP	50,000.00	50,000.00			1. To build the capacity of PDAO Heads/Focal Persons in the development of health program for persons with disabilities
301010000	Capacity Building activities to PDAO Heads and Focal Persons											2) Technical Assistance to National Federations of PWD Organizations
	Professional Services - Resource Person & Sign Language	OED - RPC	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	July - December			GoP	150,000.00	150,000.00			
	Supplies and Materials	OED - RPC	NP-53.9 - Small Value Procurement	January - December			GoP	20,000.00	20,000.00			
	Cost of Meals	OED - RPC	NP-53.9 - Small Value Procurement	March / May / July / September			GoP	110,000.00	110,000.00			3. To advocate for the establishment of PDAO and or provide technical assistance
301010000	PRPWD Data Base Development											
	Travel Expenses or Delivery Expenses	OED - RPC	NP-53.9 - Small Value Procurement	February - December			GoP	800,000.00	800,000.00			Deployment of Desktop Computers to LGUs

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301010000	Augmentation Support Services to Persons with Disabilities											Provision of augmentation resource and financial support to persons with disabilities and families, DPOs, GOS and NGOs
	Assistive devices, laptops/tablets/pocket wifi for online education, financial assistance for medicines, health services, and employment, including Teletherapy Sessions	OED - RPC	NP-53.9 - Small Value Procurement	January - December			Gap	1,606,000.00	1,606,000.00			Including Delivery Expenses, Transportation Expenses and other expenses needed to distribute the assistive devices
	Training and Livelihood Assistance	OED - RPC	NP-53.9 - Small Value Procurement	January - December			Others	720,000.00	720,000.00			
	Supplies and Materials	OED - RPC	NP-53.5 Agency-to-Agency	January - December			Gap	50,000.00	50,000.00			
301010000	Operationalization of Disability Resource and Development Center (DRDC)											
	Semi-Expendable - ICT, Printing Equipment, Furniture and Fixtures, Books & other reading materials for the Library	OED - RPC	NP-53.9 - Small Value Procurement	March - November			Gap	600,000.00	600,000.00			
	Utility Expenses - Water and Electricity	OED - RPC	Direct Contracting	January - December			Gap	1,250,000.00	1,250,000.00			
	Provision of Security Services	OED - RPC	Competitive Bidding	November 2021			Gap	1,412,000.00	1,412,000.00			Early Procurement Activity

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PROGRAMS MANAGEMENT DIVISION											
301010000	Policy Plan Formulation and Program Development										
	Cost of Meals	PMD	NP-53.9 - Small Value Procurement		Quarterly		GoP	250,000.00	250,000.00		Support to Sub-Committee on : Accessibility on Built Environment and Transportation, Training Employment and Livelihood, Access to Justice and Anti-Discrimination.
	Telephone Expenses - Prepaid Cards	PMD	Shopping		January - December		GoP	17,000.00	17,000.00		Policy Development and Legislation, Auxiliary Social Services for Persons with Disabilities, Sub-Committee on Children with Disabilities and Subcommittee on Health
	Supplies and Materials not available in PS - Ink, laid paper, wireless presenter, wood paper cutter, ballpen	PMD	Shopping		Quarterly		GoP	70,000.00	70,000.00		
301010000	Promotion of Disability Inclusive Cities and Municipalities										
	PRPWD Training										
	Supplies and Materials not available in PS - Ballpen, ID Jacket, Certificate holder	PMD	NP-53.9 - Small Value Procurement		January - December		GoP	50,000.00	50,000.00		Including issuance of PWD ID to walk-in clients
	Travel Expenses - Local and Per Diem	PMD	NP-53.5 Agency-to-Agency		February - December		GoP	289,000.00	289,000.00		
	Cost of Venue and Meals	PMD	NP-53.10 Lease of Real Property and Venue		January - December		GoP	750,000.00	750,000.00		
	Honorarium / Tokens for Speakers	PMD	NP-53.9 - Small Value Procurement		January - December		GoP	50,000.00	50,000.00		

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301010000	Capacity Building Activities											Activities includes: a) Capacity Development of Local Government Units on Disability Inclusive Local Governance (Luzon, Visayas, Mindanao)
	Supplies and Materials not available in PS - Certificate holder, Notebook, photo paper, ID Holder, Ballpen, Measuring Tape, Crayons, Pencil, Blind folds, Candies, Balloons, Number Cards, Colored pens	PMID	Shopping		September, October, November		Gap	35,000.00	35,000.00			b) Orientation on Basic Legal Processes
	Cost of Meals	PMID	Shopping		September, October, November		Gap	50,000.00	50,000.00			
301010000	Development of Disability Policy Framework (Outsource)											
	Consultant	PMID	NP-53.9 - Small Value Procurement		April		Gap	200,000.00	200,000.00			
301010000	Disability Related Researches/Studies											Activities includes: a) Development of Disability Inclusive Form on DRRM Collection System b) Disability Inclusive Gender Responsive Form Focused on abused boys and girls with disabilities c) Validate the Gaps on the Availment of Philhealth Coverage d) Consultation on the Effect of Covid-19
	Supplies and Materials	PMID	NP-53.9 - Small Value Procurement		April		Gap	50,000.00	50,000.00			
	Common Use Supplies and Materials	PMID	NP-53.5 Agency-to-Agency		April		Gap	20,000.00	20,000.00			
	Traveling Expense - Airline Tickets	PMID	NP-53.5 Agency-to-Agency		April		Gap	50,000.00	50,000.00			
	Professional Services - Sign Language Interpreter, Coaches and Others	PMID	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services		April		Gap	260,000.00	260,000.00			

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	Cost of Meals	PMD	NP-53.9 - Small Value Procurement		April			GoP	170,000.00	170,000.00		
TOTAL									44,543,000.00	24,181,000.00	20,362,000.00	


Prepared by:


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