

**National Book Development Board Annual Procurement Plan for FY 2020**

Code (PAP)	Procurement Program/Project	PMO/End-User/In-charge	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	
<b>Human Resource Development Training and other related activities</b>												
1000000000000000	Training/registration fees, airfare, accommodation, food etc.	A&F	Small Value Procurement	as need arises				GoP	166,760.00	166,760.00		For various seminar to be attended by NBDB management and staff
1000000000000000	Professional services for webinar on Mental Health Awareness and Managing Common Workplace Issues in the New Normal	A&F	Small Value Procurement	Dec 2020				GoP	16,940.00	16,940.00		Webinar on Mental Health Awareness and Managing Common Workplace Issues in the New Normal
1000000000000000	certificate holders for the certificate of appreciation and other supplies and materials	A&F	Small Value Procurement	Dec 2020				GoP	1,200.00	1,200.00		Webinar on Mental Health Awareness and Managing Common Workplace Issues in the New Normal
1000000000000000	Professional services for Basic Photography Workshop	A&F	Small Value Procurement	Nov-Dec 2020				GoP	23,100.00	23,100.00		Basic Photography Workshop
1000000000000000	Special paper for training certificates and other related expenses	A&F	Small Value Procurement	Nov-Dec 2020				GoP	500.00	500.00		Basic Photography Workshop
1000000000000000	Notarization of contract of service	A&F	Small Value Procurement	Nov-Dec 2020				GoP	500.00	500.00		Basic Photography Workshop
<b>Assessment &amp; Planning Activities</b>												
1000000000000000	2D1N Food, accommodation, teambuilding facilities and facilitator, food during travel, prizes, etc.	A&F	Small Value Procurement	Jun-Jul 2020				GoP	128,000.00	128,000.00		Mid-year Assessment 2020 & Team Building
1000000000000000	Transport service (bus)	A&F	Small Value Procurement	Jun-Jul 2020				GoP	35,000.00	35,000.00		Mid-year Assessment 2020 & Team Building
1000000000000000	3D2N (overnight), food & accommodation, prizes, food during travel, etc.	A&F	Small Value Procurement	Nov-Dec 2020				GoP	192,000.00	192,000.00		2020 Year-end Assessment, Employees' Night & Annual Planning 2021
1000000000000000	Transport service (bus)	A&F	Small Value Procurement	Nov-Dec 2020				GoP	35,000.00	35,000.00		2020 Year-end Assessment, Employees' Night & Annual Planning 2021
<b>Board Meetings</b>												
1000000000000000	Food and venue and accommodation for Regular and Other Special Board Meetings	OGB	Small Value Procurement	Jan-Dec 2020				GoP	324,000.00	324,000.00		
1000000000000000	Notarial Fee for Secretary's Certificate	OGB	Direct Contracting	Jan-Dec 2020				GoP	5,000.00	5,000.00		
1000000000000000	Airfare and other travelling expenses	OGB	Direct Contracting	Jan-Dec 2020				GoP	180,000.00	180,000.00		

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<b>Other Office Functions</b>									
1000000000000000	Booking services for round trip airfare Manila-Davao-Manila	OED	Small Value Procurement	Monthly	GoP	144,000.00	144,000.00		for the Home Visit Privilege of the Executive Director
1000000000000000	Airfare, accommodation and other traveling expenses	OED	Small Value Procurement	as the need arises	GoP	60,000.00	60,000.00		for the Other Office Functions of the agency
1000000000000000	Food and venue	OED	Small Value Procurement	as the need arises	GoP	100,000.00	100,000.00		for the various meetings
1000000000000000	Food, priest's stipend, flowers, candles, fruit basket for mass offering, anniversary token, prizes, etc.	A&F	Small Value Procurement	May-Jun 2020	GoP	55,000.00	55,000.00		for Anniversary celebration, etc.
<b>Brigada Eskwela</b>									
1000000000000000	supplies and assorted cleaning materials	A&F	Small Value Procurement	Sep-Oct 2020	GoP	15,000.00	15,000.00		for the participation in Brigada Eskwela under Department of Education
<b>ISO-related activities</b>									
1000000000000000	Certification: Stage 1 Initial Audit and Reporting; Stage 2 Certification Audit and Reporting	A&F	Small Value Procurement	Feb 2020	GoP	120,000.00	120,000.00		for the ISO-related activities
1000000000000000	Meals for NBDB representatives and auditors/service providers during 5-day audit activities for certification for 10 pax (NBDB staff and auditors)	A&F	Small Value Procurement	Feb 2020	GoP	13,000.00	13,000.00		for the ISO-related activities
1000000000000000	Training: Full Awareness Course and Internal Audit Training on ISO 9001:2015	A&F	Small Value Procurement	Aug 2020	GoP	146,000.00	146,000.00		for the ISO-related activities
1000000000000000	Meals for NBDB representatives and trainers/service providers during 4 whole-day training for 25 pax (NBDB staff and trainers)	A&F	Small Value Procurement	Jul-Aug 2020	GoP	26,000.00	26,000.00		for the ISO-related activities
1000000000000000	Notarial Service	A&F	Small Value Procurement	Feb 2020	GoP	1,000.00	1,000.00		for the ISO-related activities
1000000000000000	Printing and reproduction of handouts, supplies and materials for training and certification	A&F	Small Value Procurement	Jul 2020	GoP	3,000.00	3,000.00		for the ISO-related activities
<b>Communication Expenses</b>									
1000000000000000	Postage and Courier Services	A&F	Small Value Procurement	as the need arises	GoP	30,000.00	30,000.00		
1000000000000000	1-year subscription of postpaid plan	OED	Renewal		GoP	30,000.00	30,000.00		for Executive Director
1000000000000000	purchase of prepaid call cards for the 2nd Quarter	A&F	Small Value Procurement	Jan-Feb 2020	GoP	34,200.00	34,200.00		for NBDB employees
1000000000000000	purchase of prepaid call cards for the 2nd Quarter	A&F	Small Value Procurement	Mar 2020	GoP	44,700.00	44,700.00		for NBDB employees
1000000000000000	purchase of prepaid call cards for the June 2020	A&F	Small Value Procurement	Jun 2020	GoP	17,500.00	17,500.00		for NBDB employees