



**MARITIME INDUSTRY AUTHORITY**  
Regional Office XII

**MEMORANDUM**

**FOR** : The Administrator

**THRU** : The Chief  
Information and Publication Division (IPD)  
MISS

**FROM** : The Officer-In-Charge  
MARINA R.O. XII

**SUBJECT** : FOR POSTING TO TRANSPARENCY SEAL WEBPAGE OF  
MARINA WEBSITE - MRO XII FY 2023 ANNUAL  
PROCUREMENT PLAN (APP) NON-CSE

**DATE** : 31 January 2023

In the interest of the service, MARINA ROXII would like to request for posting to transparency seal webpage of MARINA website the duly signed 2023 Annual Procurement Plan (APP) NON-CSE in pdf and excel file.

For your information and reference.

Thank you

  
**FARIDA B. GUARIÑO**  
OIC- Regional Director

Department of Transportation  
MARITIME INDUSTRY AUTHORITY ROXII - Annual Procurement Plan for FY 2023

| Code (PAP) | Procurement Project  | PMO/ End-User | Is this an Early Procurement Activity? (Yes/No) | Mode of Procurement               | Schedule for Each Procurement Activity |                            |                 |                  | Source of Funds | Estimated Budget (Php) |            |    | Remarks (brief description of Project) |
|------------|--|---------------|---|-----------------------------------|--|----------------------------|-----------------|------------------|-----------------|------------------------|------------|----|--|
|            |  |               |   |                                   | Advertisement/Posting of IB/REI        | Submission/Opening of Bids | Notice of Award | Contract Signing |                 | Total                  | MOOE       | CO |  |
| 1          | Conduct of Regular Staff Conference                                | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 24,000.00              | 24,000.00  |    |  |
| 2          | New Years Call   | MRO12         | YES   | Shopping                          | Q1                                     |                            |                 |                  | Gap             | 5,000.00               | 5,000.00   |    |  |
| 3          | National Womens' Month   | MRO12         | YES   | Shopping                          | Q1                                     |                            |                 |                  | Gap             | 40,000.00              | 40,000.00  |    |  |
| 4          | Ceremony/Honor for Retiree   | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1                                     |                            |                 |                  | Gap             | 10,000.00              | 10,000.00  |    |  |
| 5          | Various Trainings for MARINA12 Personnel (Registration Fees)       | MRO12         | YES   | NP-53.5 Agency-to-Agency          | Q1-Q4                                  |                            |                 |                  | Gap             | 70,000.00              | 70,000.00  |    |  |
| 6          | Meals provision for various training of MRO12 personnel            | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 30,000.00              | 30,000.00  |    |  |
| 7          | Inter-Agency Meeting   | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 20,000.00              | 20,000.00  |    |  |
| 8          | GAD Plans & Program-Organizational focused (Midyear)               | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q2                                     |                            |                 |                  | Gap             | 85,000.00              | 85,000.00  |    |  |
| 9          | GAD Plans & Program-Organizational focused (Year-End)              | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q4                                     |                            |                 |                  | Gap             | 85,000.00              | 85,000.00  |    |  |
| 10         | GAD Plans & Program-Client focused (Midyear)                       | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q2                                     |                            |                 |                  | Gap             | 30,000.00              | 30,000.00  |    |  |
| 11         | GAD Plans & Program-Client focused (Year-End)                      | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q4                                     |                            |                 |                  | Gap             | 30,000.00              | 30,000.00  |    |  |
| 12         | Multi-Sectoral Advisory Board Meeting (MSAB)                       | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1-Q4                                  |                            |                 |                  | Gap             | 30,000.00              | 30,000.00  |    |  |
| 13         | Conduct of Mid-Year Office Performance Assessment & Target Setting | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q2                                     |                            |                 |                  | Gap             | 85,000.00              | 85,000.00  |    |  |
| 14         | Conduct of Year-End Office Performance Assessment & Target Setting | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q4                                     |                            |                 |                  | Gap             | 40,000.00              | 40,000.00  |    |  |
| 15         | MARINA Anniversary (June 01)                                       | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q2                                     |                            |                 |                  | Gap             | 50,000.00              | 50,000.00  |    |  |
| 16         | MARINA 12 Founding Anniversary (November 16)                       | MRO12         | YES   | Shopping                          | Q4                                     |                            |                 |                  | Gap             | 40,000.00              | 40,000.00  |    |  |
| 17         | Seafarer's Day (June 29)   | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q2                                     |                            |                 |                  | Gap             | 100,000.00             | 100,000.00 |    |  |
| 18         | National Maritime Week (September)                                 | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q3                                     |                            |                 |                  | Gap             | 50,000.00              | 50,000.00  |    |  |
| 19         | Violence Against Women and Children (VAWC) Month                   | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q4                                     |                            |                 |                  | Gap             | 25,000.00              | 25,000.00  |    |  |
| 20         | Conduct of MARINA-PCG Forum  | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 5,000.00               | 5,000.00   |    |  |
| 21         | Provision of Meals during 38 Convention                            | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 3,000.00               | 3,000.00   |    |  |
| 22         | Exit/Entrance Conference with COA Auditors                         | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 9,000.00               | 9,000.00   |    |  |
| 23         | Zoom Account Subscription  | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 730,000.00             | 730,000.00 |    |  |
| 24         | Office Building Rental   | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1-Q4                                  |                            |                 |                  | Gap             | 430,000.00             | 430,000.00 |    |  |
| 25         | Procurement of various office supplies                             | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 40,320.00              | 40,320.00  |    |  |
| 26         | Security Services  | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 50,000.00              | 50,000.00  |    |  |
| 27         | Repair & Maintenance of Motor Vehicle (Honda Mobilio/Mitsubishi)   | MRO12         | YES   | Direct Contracting                | Q1-Q4                                  |                            |                 |                  | Gap             | 9,000.00               | 9,000.00   |    |  |
| 28         | General Cleaning of Airconditioning Unit (13 units)                | MRO12         | YES   | Direct Contracting                | Q1-Q4                                  |                            |                 |                  | Gap             | 3,000.00               | 3,000.00   |    |  |
| 29         | Repair of Laptops/Desktops   | MRO12         | YES   | Direct Contracting                | Q1-Q4                                  |                            |                 |                  | Gap             | 120,000.00             | 120,000.00 |    |  |
| 30         | Fuel including lubricants for Motor Vehicle (Honda/Mitsubishi)     | MRO12         | YES   | NP-53.5 Agency-to-Agency          | Q2                                     |                            |                 |                  | Gap             | 15,000.00              | 15,000.00  |    |  |
| 31         | Insurance premium of Motor Vehicle (Honda Mobilio & Mitsubishi)    | MRO12         | YES   | NP-53.5 Agency-to-Agency          | Q1                                     |                            |                 |                  | Gap             | 15,000.00              | 15,000.00  |    |  |
| 32         | Insurance of Property, Plant & Equipment                           | MRO12         | YES   | NP-53.5 Agency-to-Agency          | Q1-Q4                                  |                            |                 |                  | Gap             | 22,500.00              | 22,500.00  |    |  |
| 33         | Fidelity Bond Renewal (3 Personnel)                                | MRO12         | YES   | NP-53.5 Agency-to-Agency          | Q3                                     |                            |                 |                  | Gap             | 10,000.00              | 10,000.00  |    |  |
| 34         | Purchase of Accountable Form No.51-C (Official Receipt)            | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1-Q4                                  |                            |                 |                  | Gap             | 45,000.00              | 45,000.00  |    |  |
| 35         | Purchase of IT Supplies (Ink/Toner)                                | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1-Q4                                  |                            |                 |                  | Gap             | 15,000.00              | 15,000.00  |    |  |
| 36         | Risograph of MARINA Forms (Newsprint & Labou)                      | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 20,500.00              | 20,500.00  |    |  |
| 37         | Postage & Courier  | MRO12         | YES   | Shopping                          | Q1-Q4                                  |                            |                 |                  | Gap             | 15,000.00              | 15,000.00  |    |  |
| 38         | Plumbing works of comfort rooms with accessories (9)               | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q4                                     |                            |                 |                  | Gap             | 50,000.00              | 50,000.00  |    |  |
| 39         | Purchase of office tables & chairs                                 | MRO12         | YES   | NP-53.9 - Small Value Procurement | Q1-Q4                                  |                            |                 |                  | Gap             | 50,000.00              | 50,000.00  |    |  |
| 40         | Purchase of medicine & medical supplies (facemask/vitamin/alcohol) | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 21,000.00              | 21,000.00  |    |  |
| 41         | Procurement of drinking water supply                               | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 52,000.00              | 52,000.00  |    |  |
| 42         | Electricity and water consumption                                  | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 199,104.00             | 199,104.00 |    |  |
| 43         | Internet subscription (lines)                                      | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 6,000.00               | 6,000.00   |    |  |
| 44         | Cable subscription   | MRO12         | YES   | Direct Contracting                | Monthly                                |                            |                 |                  | Gap             | 20,000.00              | 20,000.00  |    |  |
| 45         | Photocopy of MRO12 documents                                       | MRO12         | YES   | Shopping                          | Monthly                                |                            |                 |                  | Gap             |                        |            |    |  |

TOTAL APP: 2,889,424.00  
 TOTAL MOOE: 2,889,424.00  
 TOTAL CO: 0

Recommended by:

*Cecilia G. Jarabelo*  
 CECILIA G. JARABELO  
 BAC Chairman

Approved by:

*Ferdinand B. Sarmiento*  
 FERDINAND B. SARMIENTO  
 OIC-Regional Director