

PITC PHARMA, INC.
 REVISED ANNUAL PROCUREMENT PLAN FOR CY 2013
 NON-TRADE ITEMS
 Source of Funds: PPI

	PARTICULARS	PMO-END USER											TOTAL ABC	MODE OF PROCUREMENT	PROC SCHED		
		OP/CEO	IA	FINANCE	IT	LEGAL	ADMIN	SALES	DISTRIBUTION	PROCUREMENT	CORP.	BAC				BOARD	
A.	IT EQUIPMENT																
	Laptop		30,000					150,000									180,000
	Inkjet Colored Printer						7,000	7,000			10,000						24,000
	EPSON LQ (Dot Matrix)										10,000						10,000
	EPSON LQ (Dot Matrix)			40,000													40,000
	Sub-total	-	30,000	40,000	-	-	7,000	157,000	10,000	-	10,000	-	-	-	-	-	254,000
B.	OFFICE EQUIPMENT																
	Upright Chiller								20,000								20,000
	Fax Machine								5,000								5,000
	Vaccum Cleaner				10,000												10,000
	LCD Projector										25,000						25,000
	Document Camera / Reader											25,000					25,000
	Sub-total	-	-	-	10,000	-	-	-	25,000	-	25,000	25,000	-	-	-	-	85,000
C.	IT SOFTWARE AND PERIPHERALS																
	Accounting Software			65,000													65,000
	UTM Firewall Appliance				200,000												200,000
	MS Office (Updated Version) 2010 FPP				26,000												26,000
	Coreswitches 24 port				20,000												20,000
	Wireless Router				28,000												28,000
	Sub-total	-	-	65,000	274,000	-	-	-	-	-	-	-	-	-	-	-	339,000
D.	FURNITURE AND FIXTURES																
	Fire Extinguisher (New and refilling)										45,000						45,000
	Sub-total	-	-	-	-	-	-	-	-	-	45,000	-	-	-	-	-	45,000
E.	LEASE IMPROVEMENTS																
	Repainting of PPI office						100,000										100,000
	Construction of New BNB-owned								145,500								145,500
	Sub-total	-	-	-	-	-	100,000	-	145,500	-	-	-	-	-	-	-	245,500
F.	COMMUNICATION EQUIPMENT																
	add'l phone units for company run BNB										1,500						1,500
	Sub-total	-	-	-	-	-	-	-	-	-	1,500	-	-	-	-	-	1,500
G.	CONSULTANCY SERVICES																
	Office of the CEO	666,667															666,667
	Website Development				120,000												120,000
	Pyscho test administration & evaluation						95,500										95,500
	Sub-total	666,667	-	-	120,000	-	95,500	-	-	-	-	-	-	-	-	-	882,167
H.	SUBSCRIPTION/BOOKS																
	Newspaper/Dailies	9,072						6,000									24,372
	Internet Subscription					9,300											239,000
	Domain Name Subscription										6,300						6,300
	Books		4,000														4,000
	Sub-total	9,072	4,000	-	-	9,300	-	6,000	-	-	245,300	-	-	-	-	-	273,672

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I.	MOTOR VEHICLES Corporate Use Sales Force						900,000								900,000 1,800,000	Public Bidding	Q4
	Sub-total					-	900,000	1,800,000	-	-	-	-	-	-	2,700,000		
J.	ADVERTISEMENTS Office of the President Manpower hiring BAC	100,000					55,500								100,000 55,500 305,611	Shopping / Small Value Procurement	Q1
	Sub-total	100,000	-	-	-	-	55,500	-	-	-	-	305,611	-	-	461,111		
K.	EMPLOYEE BENEFITS CORPORATE UNIFORM HEALTHCARE SERVICES GROUP LIFE INSURANCE	15,000 58,000 10,000	10,000 38,000 5,000	60,000 200,000 25,000	5,000 36,000 4,000	15,000 56,000 7,000	20,000 74,000 9,000	85,000 314,000 40,000	30,000 110,000 13,000	30,000 110,000 13,000			10,000	280,000 996,000 126,000	Shopping / Small Value Public Bidding Small Value Procurement	Q3 / Q4	
	Sub-total	83,000	53,000	285,000	45,000	78,000	103,000	439,000	153,000	153,000	-	-	10,000	1,402,000			
L.	PHOTOCOPYING SERVICES										240,000			240,000	Small Value Procurement	Q1	
M.	JANITORIAL AND ALLIED SERVICES										1,271,160			1,271,160	Public Bidding	Q1	
N.	SECURITY SERVICES										957,000			957,000	Public Bidding	Q1	
O.	PRINTING OF LETTERHEAD										25,000			25,000	Shopping / Small Value	Q1	
P.	ACCOUNTABLE FORMS			76,557			6,750		13,200	7,200				103,707	Small Value Procurement	Q1 / Q3	
Q.	BOTTLED WATER										43,200			43,200	Shopping / Small Value	Q1	
R.	SUPPLIES AND MATERIALS	18,467	29,939	55,200	3,253	13,101	36,042	19,151	26,005	24,211	105,260	27,155	55,200	412,984	Shopping / Negotiated Procurement DBM PS	Q1	
S.	OTHERS Training and Personnel Development 1. Leadership Training 2. Training the Trainors 3. Fundamentals of Purchasing 4. Accounting Training / Tax updates 5. Regulatory Training 6. Selling Skills 7. Distribution and Materials Management 8. Pollution Control Training 9. Warehousing Operations and Inventory Management 10. AGIA / Audit Seminar 11. IT Training 12. MCLE 13. RA9184 14. Effective Business Writing										60,000 55,000 20,000 110,000 10,000 90,000 20,000 10,000 30,000 30,000 10,000 20,000 45,000 25,000			570,000	Negotiated Procurement / Shopping / Small Value Procurement	Q2 / Q3	

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15. 5S of Good Housekeeping																	
16. HR Mandatory Benefits Seminar																	
Gender and Development (GAD)																	
1. Basic Gender Sensitivity Training																	
2. Stress Management																	
3. Proper Diet & Physical Fitness																	
4. Time Management																	
5. Image Management / Personality Devt																	
6. Nurturing Inner Confidence for Better Work Performance																	
7. Anti-Sexual Harassment / Violence against women																	
8. Vaccination / Cervical Cancer																	
9. Team Building																	
Sportsfest																	
Company outing																	
Corporate Give-aways																	
Catering services for anniversary & christmas party																	
Repairs & maintenance of Motor Vehicles																	
Repairs & maintenance of Office Equipmt	5,100	2,400	43,800	11,400	3,900	132,400	24,100	10,800	40,000	77,200							
Waste Disposal of Expired Medicines								30,000									
Vehicle Rental										60,000							
Sub-Total	5,100	2,400	43,800	11,400	3,900	132,400	24,100	40,800	40,000	1,886,200	-	-					2,190,100
GRAND TOTAL	882,306	119,339	565,557	463,653	104,301	1,436,192	2,445,251	413,505	224,411	4,854,620	357,766	65,200					11,932,101

PREPARED BY:

(SGD)
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 HEAD, BAC SECRETARIAT

RECOMMENDING APPROVAL:

(SGD)
 JACQUELINE C. MENDOZA
 BAC CHAIR

APPROVED BY:

(SGD)
 BIENVENIDO S. BAUTISTA, FICD
 PRESIDENT AND CHIEF EXECUTIVE OFFICER