

ANNEX A

Government Procurement Policy Board - Technical Support Office (GPPB-TSO) Annual Procurement Plan for FY 2011
as of January 2011

Code (P/A/P)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)	
				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		Total	MOOE	CO		
782	Lease of Parking Space	AFU	Nego Proc (SVP) Sec.53.9														GAA	45,000.00	45,000.00		Parking space for 1 unit of vehicle for a period of 1 year
782	Rental of Photocopying Machine	AFU	Nego Proc (PA) Sec. 53.6														GAA	255,000.00	255,000.00		Rental of 1 unit of photocopying machine for a period of 1 year
781	Bookbinding for GPPB/IATWG Minutes, Resolutions, Circulars, Non-Policy and Policy Opinions	LSD	Nego Proc (SVP) Sec.53.9														GAA	2,000.00	2,000.00		Bookbinding of 2010 Issuances and Minutes (10 sets)
226	Supply, Delivery, Installation of Data Network Structured Cabling	IMD	Nego Proc (SVP) Sec.53.9														GAA	75,000.00		75,000.00	Supply/Delivery/Installation of Data Network Structured Cabling for the IT Equipment
226	Supply, Delivery, Installation of roller shades/blinds	AFU	Nego Proc (SVP) Sec.53.9														GAA	115,000.00		115,000.00	Roller shades for the conference room/pantry
226	Supply, Delivery, Installation of wiremesh for conference room (window glass)	AFU	Nego Proc (SVP) Sec.53.9														GAA	20,000.00		20,000.00	Wiremesh installation for the conference room window glass
221	Two (2) Hot and Cold Water Dispensers	AFU	Nego Proc (SVP) Sec.53.9														GAA	10,000.00		10,000.00	1 unit of Table-top and 1 unit of Freestanding hot and cold water dispenser
221	One (1) Paper Shredder	AFU	PS														GAA	8,500.00		8,500.00	
207	Four (4) PC Desktops	IMD	PS/SHP-Sec.52.1 (b)														GAA	225,000.00		225,000.00	
227	Law Books	LSD	SHP-Sec.52.1 (b)														GAA	18,500.00	18,500.00		
751	Supplies and Materials	AFU	PS/SHP-Sec.52.1 (b)														GAA	367,102.40	367,102.40		GPPB - TSO regular Office Supplies, including tokens for the GPPB and IATWG members in the amount of Php 50,000.00 and drinking water
774	Webhosting	IMD	Nego Proc (SVP) Sec.53.9														GAA	30,000.00	30,000.00		Webhosting for the GPPB website for 1 year
207	One (1) Video Camera	IMD	Nego Proc (SVP) Sec.53.9														GAA	41,500.00		41,500.00	

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				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		Total	MOOE	CO		
207	One (1) Notebook Computer	Monitoring	PS/SHP-Sec.52.1 (b)														GAA	40,000.00		40,000.00	1 unit of notebook computer (memory-2 GB)
226	Glass Board for Conf. Room	IMD	SHP-Sec.52.1 (b)														GAA	85,000.00		85,000.00	1 piece of 4x3 ft. Glass Board for the conference room
781	Printing Services for GPPB-TSO Office Documents	AFU	Nego Proc (SVP) Sec.53.9														GAA	18,000.00	18,000.00		Includes printing of TSO forms, letterheads, envelopes and other office documents
780	Publication of GPPB issuances	IMD	Nego Proc (SVP) Sec.53.9/ Nego Proc (A to A) Sec. 53.5														GAA	950,000.00	950,000.00		Publication of GPPB issuance in newspaper/OG/UP Law Center
782	Venue/Meals for Regular/Special GPPB, GRC and IATWG Meetings	AFU/LSD	Nego Proc (SVP) Sec.53.9/ Nego Proc (Lease of Venue) Sec.53.10														GAA	500,000.00	500,000.00		For GPPB,IATWG, GRC & misc. meetings
823	Repairs/Maintenance of IT/Office Equipment	AFU	Nego Proc (SVP) Sec.53.9														GAA	400,000.00	400,000.00		Repair and Maintenance of Various IT Equipment, Airconditioning System, Other Office Equipment and Motor Vehicles
767	Electricity Expense	AFU	DC - WETI Guidelines														GAA	300,000.00	300,000.00		Electricity expense for 1 year
766	Water Expense	AFU	DC - WETI Guidelines														GAA	100,000.00	100,000.00		Water Expense for 1 year
772	Telephone Expense	AFU	DC - WETI Guidelines														GAA	300,000.00	300,000.00		Telephone expense for 1 year, including cellphone load of ED and DCs
774	Internet Service Provider	AFU	DC - WETI Guidelines														GAA	120,000.00	120,000.00		ISP for 1 year
786	Subscription Expense (newspaper)	AFU	Nego Proc (SVP) Sec.53.9														GAA	20,000.00	20,000.00		Philippine Star, PDI, Newsweek, Reader's Digest subscription for 1 year
765	Other Supplies	AFU	PS/SHP-Sec.52.1 (b)/ Nego Proc (PA - DBM)														GAA	360,547.60	360,547.60		Includes gasoline for TSO vehicles
771	Courier Services	AFU	Nego Proc (A to A) Sec.53.5/ Nego Proc (SVP) Sec.53.9														GAA	30,000.00	30,000.00		Courier Services, including postage for GPPB-TSO reply letters

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				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		Total	MOOE	CO			
	SUB-TOTAL																	4,436,150.00	3,816,150.00	620,000.00		
767	Hiring of a Training Consultant for the Development of a Recruitment Plan	CBD	Nego Proc (SVP) Sec.53.9															GAA	400,000.00	400,000.00		Hiring of a Training Consultant for the Development of a Recruitment Plan
767	Venue and Meals for the Trainer's Training	CBD	Nego Proc (Lease of Venue) Sec.53.10															GAA	1,600,000.00	1,600,000.00		Venue and Meals for the Additional Trainers 54pax
767	Venue and Meals for the Continuing Capacity Building for the GPPB-TSO recognized Trainers	CBD	Nego Proc (Lease of Venue) Sec.53.10															GAA	3,000,000.00	3,000,000.00		Venue and Meals for the Continuing Capacity Building for the GPPB-TSO recognized Trainers
751	Supplies & Materials for Trainer's Training	CBD	PS/SHP- Sec.52.1 (b)															GAA	118,850.00	118,850.00		Supplies and Materials to be Used During the Trainer's Training
	SUB-TOTAL																		5,118,850.00	5,118,850.00		
M11-01JSDF	Venue and Meals for the Validation Workshop	CBD	Shopping - World Bank Guidelines															JSDF	50,000.00	50,000.00		Venue and Meals for the Validation Workshop for the Key Messenger (10 pax)
M11-02JSDF	Venue and Meals for the CSO and Trainers Training under the JSDF Project	CBD	Shopping - World Bank Guidelines															JSDF	528,000.00	528,000.00		Venue and Meals for the Trainer's Training on the CSO Manual and Local Government Procurement Manual
M11-04JSDF	Hiring of Training Specialist	CBD	World Bank Guidelines															JSDF	200,000.00	200,000.00		Hiring of Training Adviser for the conduct of Trainers' Training under the JSDF project
M11-04JSDF	Hiring of Training Consultant	CBD	Sole Source Selection - World Bank Guidelines															JSDF	200,000.00	200,000.00		Hiring of Training Consultant for the conduct of Trainers' Training under the JSDF project
	SUB-TOTAL																		3,770,000.00	3,770,000.00		
	Add: Contingency (20%)																		2,665,000.00	2,541,000.00	124,000.00	
	TOTAL																		15,990,000.00	15,246,000.00	744,000.00	

DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
8. **Remarks** - brief description of program or project

Legend:

- AFU** - Administrative and Finance Unit
CBD - Capacity Building Division
LSD - Legal and Secretariat Division
IMD - Information and Management Division


Prepared by:


BAC Secretariat

Recommended for Approval by:


BAC Chairperson

APPROVED:


Secretary/Head of the Procuring Entity