

SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

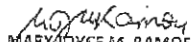
Office: c/o OFFICE FOR FINANCIAL AND ASSETS MANAGEMENT (OFAM)

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/Project)
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
	18th ACCSM ASEAN Heads of Civil Service meetings to be held on Nov. 14-17, 2016											Minister's Meeting for ACCSM.
	Hotel Accomodation (Food/Meals, Room and Venue)	CSI	Negotiated Procurement (NP) - Lease of Venue	June, 2016	June, 2016	July, 2016	July, 2016	*ICF-GF	3,306,400.00			
	Meals (before and during the conduct of ACCSM, tour and post evaluation activities of delegates, employees and officials involved, guests, speakers, drivers and performers)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 4th Week of November, 2016				*ICF-GF	519,830.00			
	Security Services (PNP and MMDA) and other Security Services related Activities (before and during the conduct of ACCSM and post evaluation activities; Honoraria)	OFAM	Direct Contracting	4th week of May to 4th Week of November, 2016				*ICF-GF	156,864.00			
	Communication Services (Telephone Calls and prepaid cards to be used before and during the conduct of ACCSM and post evaluation activities)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement; Shopping	4th week of May to 4th Week of November, 2016				*ICF-GF	45,700.00			
	Gasoline, Oil and Lubricants (before and during the conduct of ACCSM and post-evaluation activities)	OFAM/CSI/CSLO/PAIO	Shopping	4th week of May to 4th Week of November, 2016				*ICF-GF	175,000.00			
	Office Supplies and Materials (Papers, Tokens, Consumables Items, etc.)	OFAM/CSI/CSLO/PAIO	Shopping	4th week of May to 4th Week of November, 2016				*ICF-GF	1,022,320.00			

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/Project)
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
	Video and Photo Services	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	June, 2016	June, 2016	August, 2016	August, 2016	*ICF-GF	70,000.00			
	Services of CSC Drivers (Overtime)	OFAM/CSI/CSLO/PAIO	Direct Contracting	November, 2016	November, 2016	November, 2016	November, 2016	*ICF-GF	25,969.16			
	Courier Services (Mailing and Delivery)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 4th Week of November, 2016				*ICF-GF	20,000.00			
	Printing Services (Reproduction and printing)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 4th Week of November, 2016				*ICF-GF	9,800.00			
	Rental Services (Equipment, Car and Facilities)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	June, 2016	June, 2016	August, 2016	August, 2016	*ICF-GF	608,600.00			
	Services of LSP, Performers, Speakers (Professional Fees, Honoraria)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	June, 2016	June, 2016	August, 2016	August, 2016	*ICF-GF	630,000.00			
	Traveling and Transportation Services (before and during the conduct of ACCSM, tour and post evaluation activities of delegates, employees and officials involved, guests, speakers, drivers and performers for their airfare, parking fees and entrance fees)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 4th Week of November, 2016				*ICF-GF	165,585.00			
	Add: 10% Contingency	OFAM/CSI/CSLO/PAIO							675,808.82			
	TOTAL								7,433,896.98			

* ICF-GF = International Commitment Fund - General Fund

Prepared by:


 MARY JOYCE M. RAMOS
 Human Resource Specialist I - OFAM

Recommending approval:


 CECILIA C. DELA FUENTE
 Director IV - OFAM

Approved by:


 AZICIA dela ROSA
 Chairperson

Civil Service Commission - Central Office

SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: c/o OFFICE FOR FINANCIAL AND ASSETS MANAGEMENT (OFAM)

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/ Project)
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
	2016 EROPA Conference to be held on October 10-14, 2016			4th week of May to 2nd Week of October, 2016								
	Hotel Accomodation (Food/Meals, Room and Venue)	CSI	Negotiated Procurement (NP) - Lease of Venue	June, 2016	June, 2016	August, 2016	August, 2016	GF	3,998,800.00			
	Meals (before and during the conduct of EROPA Conference and the tour)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 2nd Week of October, 2016				GF	347,300.00			
	Communication Services (Telephone Calls and prepaid cards to be used before and during the conduct of EROPA Conference.)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement; Shopping	4th week of May to 2nd Week of October, 2016				GF	13,000.00			
	Gasoline, Oil and Lubricants (To be used for CSC Vehicles relative to the conduct of EROPA Conference)	OFAM/CSI/CSLO/PAIO	Shopping	4th week of May to 2nd Week of October, 2016				GF	35,500.00			
	Office Supplies and Materials (Papers, Tokens, Consumables Items, etc.)	OFAM/CSI/CSLO/PAIO	Shopping	4th week of May to 2nd Week of October, 2016				GF	8,111.50			
	Video and Photo Services	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	June, 2016	June, 2016	August, 2016	August, 2016	GF	20,000.00			
	Advertising Expense	OFAM/CSI/CSLO/PAIO	Direct Contracting	June, 2016	June, 2016	August, 2016	August, 2016	GF	189,000.00			
	Courier Services (Mailing and Delivery)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 2nd Week of October, 2016				GF	4,000.00			
	Printing Services (Reproduction and printing)	OFAM/CSI/CSLO/PAIO	N.P. - Small Value Procurement	4th week of May to 4th Week of November, 2016				GF	120,000.00			

CODE	GENERAL DESCRIPTION	QUANTITY /SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES												
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
	Rental Services (Equipment, Car and Facilities)	various quantities	463,500.00													
	Professional Services (Honoraria and Token to be given to cultural performers, agency partners and drivers)	various quantities	29,400.00													
	Traveling and Transportation Services (covers the parking fees and entrance fees before and during the conduct of EROPA and tour of employees and officials involved, guests, speakers, drivers and performers)	various quantities	12,500.00													
	add: 10% Contingency		602,826.15													
	GRAND TOTAL		5,843,937.65													

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:


 MARY JOYCE M. RAMOS
 Human Resource Specialist I - OFAM

Recommending Approval:

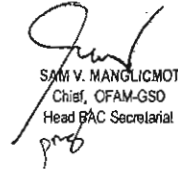

 CECILIA C. DE LA FUENTE
 Director - OFAM

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: c/e OFAM (for the Office of the Chairperson)

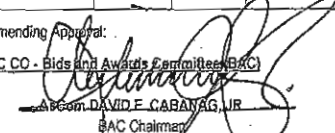
Code (PAP)	Procurement Program / Project	PMO / End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds		Estimated Budget (PhP)		
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing			Total	MOOE	Capital Outlay (CO)
										<u>Additional Budget:</u>		
OFAM-1	SUPPLEMENTAL / ADDITIONAL BUDGET for the "Supply and Delivery of One (1) Unit Service Vehicle for the CSC-Central Office (Office of the Chairperson) One (1) Unit MOTOR VEHICLE SPECIFICATIONS: 2017 Model, Brand-new, 2.5-3.5L AT (Diesel), Engine Type: 2.5-3.5L DOHC 16V, Tires: 215/70 Road, Wheels: 16-18" Alloy, Wheelbase: 3200mm; Brakes: (Front) Disc (Rear) Disc. Etc. FEATURES: 5 Speed Automatic Transmission, 10-seating capacity; Power steering, TR adjust steering wheel, Headlamps, Front fog lamps, Sliding doors (dual), Lift type tailgate, Rear spoiler with high mount stop lamp; Underview Mirror, Dual airbags (Driver and front passenger), Electronic Stability Program, Anti-lock braking system with EBD, Keyless entry, Back warning system, Overhead Console, Room lamp, Rear view mirror, Trip computer, Leather steering wheel, Central door locks, Power windows with Driver Auto Down-Safety, Power Side Mirrors with Electric Folding, 1-Din AM / FM / CD / WMA with AUX and USB Audio System, Manual Type (front) and Manual Type with Roof Side Vents (rear) Aircon: FREE ITEMS: Tint, Matting, Seat Cover (Fabric), Emergency Roadside Assistance (ERA), 10 Liters Fuel; WARRANTY: 100,000 kms. or 3 years whichever comes first; COLOR: Shade of Silver or White; INCLUSION: Three (3) Years LTO Registration and TPL Fee; DELIVERY PERIOD: Within 15 calendar days; DELIVERY PLACE: CSC Central Office, Quezon City (Note: Complete details are indicated in the Technical Specifications.)	OCH	Public Bidding	1st Week of January 2017	3rd Week of January 2017	4th Week of January 2017	4th Week of January 2017	GDP	General Fund	Php415,400.00	-	-
										Previous ABC: P1,800,000.00		
										Additional Budget: P415,400.00		
										Total ABC: P2,215,400.00		
	TOTAL											
												Php415,400.00

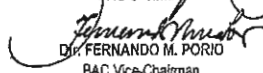
Prepared by:

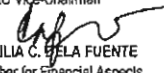

SAM V. MANGLICMOT
 Chief, CFAM-GSO
 Head BAC Secretariat

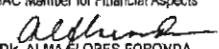
Recommending Approval:

The CSC CO - Bids and Awards Committee (BAC)

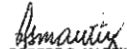

Abdon DAVID F. CABANAG, JR.
 BAC Chairman


Dir. FERNANDO M. PORIO
 BAC Vice-Chairman


 Dir. CECILIA C. DELA FUENTE
 BAC Member for Financial Aspects


 Dir. ALMA FLORES-FORONDA
 BAC Member for Legal Aspects

Approved by:


 Hon. ROBERT S. MARTINEZ
 CSC Commissioner

Civil Service Commission - Central Office

2016 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (SAPP)

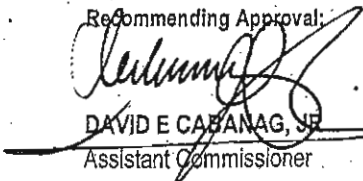
Office: Office of the Assistant Commissioner for Special Concerns (OACSC)

Code (PAP)	Procurement Program/Project	PNM/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program/Project)
				Ade/Post of Invitation to Bid (Bidding Request of Expression of Interest (RE))	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
A	1st Follow-Up Audit of CSC QMS in lieu of Pre-Surveillance Audit (meals)	OACSC	NP-SVP/ shopping					Gov't of the Philis. General Fund	21,000.00			Maintenance of CSC Quality Management System (QMS) certified to ISO 9001:2008, and for the CSC QMS Standards Certification for ISO Compliant Regional Offices (CSC ISO)
	2nd Follow-Up Audit of CSC QMS in lieu of Pre-Surveillance Audit (meals)	OACSC	NP-SVP/ shopping						15,750.00			
	1st Surveillance Audit of CSC QMS (meals)	OACSC	NP-SVP/ shopping						30,000.00			
	2nd Semester Internal Audit	OACSC	NP-SVP/ shopping						20,000.00			
	CCAPA after the 2nd Internal Audit (meals)	OACSC	NP-SVP/ shopping						12,250.00			
	Airfare ticket to CSCRO XII re other CSC ISO related activities	OACSC	NP-SVP/ shopping						25,887.00			
	Gasoline, toll fees, and per diem re travel to CSC ROII for ISO, QMS, CSC QMS, and CSC ISO Orientation ; and establishment of CSC RO II QMS	OACSC	NP-SVP/ shopping						7,600.00			
Sub-total								132,467.00				
B	Annual Management Planning and 2nd Semester Management Review (accommodation, venue, meals, materials)	OACSC	NP-SVP/ shopping						210,000.00			
TOTAL									342,467.00			


Prepared:


JEANNETTE D. ALDABA
 Supervising HR Specialist

Recommending Approval:


DAVID E. CABANAG, JR.
 Assistant Commissioner

Approved:


ALICIA dela ROSA-BALA
 Chairperson

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE (CSI)

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/ Project)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)		
CSI-1	DEVELOPMENT OF COMPETENCY MODEL AND COMPETENCY-BASED HR SYSTEM FOR THE HOME GUARANTY CORPORATION												
	Development Fee (with 20% mark-up on SME's Fees)	CSI	Negotiated Procurement (Highly Technical Consultants)	4th Wk of Oct 2016	2nd Wk of Nov. 2016	3rd Wk 2016	4th Wk 2016	Govt. of the Phils. (GOP)	CSC Training Fund	Php780,000.00	—	—	For the Competency-Based HR System Program
	Development of Competency Model and Competency-Based HR System with the following Outputs:												
	1) Inception Report												
	2) Competency Framework												
	3) Competency Dictionary/Model												
	4) Competency-Based Job Description												
	5) Competency Profile												
	6) Position Profile												
	7) Competency Gap Assessment (1st 50-70 critical positions to meet 100 target mission critical positions)												
	8) Competency Gap Assessment (2nd or remaining 50-30 critical positions)												
	9) Terminal Report												
	LESS: Expenses												
	- Development Fee to be paid to SME									Php650,000.00			
	PROJECTED NET RECEIPTS									Php130,000.00			
	TOTAL									Php780,000.00			

Prepared by:

[Signature]
SAM V. MANSICMOT
 Chief, OFAM-GSD
 Head BAC Secretariat

Noted by:

[Signature]
CECILIA E. DELA FUENTE
 Director IV, OFAM
 Regular BAC Member

Recommending Approval:

[Signature]
DAVID E. CABANAG, JR.
 Assistant Commissioner
 CSC-BAC Chairman

Approved by:

[Signature]
ALICIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: PUBLIC ASSISTANCE AND INFORMATION OFFICE

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 /Project)
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
	Display easel											
PAIO-IMCP		PAIO	NP					PAIO MOOE	Php5,000.00	---	---	To serve as prompter during production of video messages

	TOTAL								Php5,000.00			

Prepared by:

Ethel T. Montemayor
 ETHEL T. MONTEMAYOR
 Chief HRS

Recommending Approval:

Maria Luisa Salonga Agamata
 MARIA LUISA SALONGA-AGAMATA
 Director IV / Head of Office

Approved by:

Alicia dela Rosa Bala
 ALICIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: PAIO (CONTACT CENTER NG BAYAN)

Code	Title of Program / Activity / Project (PAP)	PMO/ End-User	Procurement Method	Procurement Timeline (Schedule for Each Procurement Activity)										Estimated Budget (in PhP)	Source of Funds	REMARKS (Description of the Program/Project)			
				Pre- Procure- ment Confere- nce	Advertise- ment/ Posting of IB/ RFEL/ RFQ	Pre-Bid Confere- nce	Submission/ Opening of Bid/ Quotations	Bid Evaluat- ion	Post- Qualifi- cation	Notice of Award	Contract	Notice to Proceed/ Purchase Order	Delivery/ Completi- on			Acceptance/ Turnover	Contract Out (CONTY) Implement by Admin (ADM) / Consignment (CONS)	Type of Contract	Objective Contract
	<i>CCB Staff Labor and Wages</i>																		
	(2) Assistant Team Leaders	PAIO	DC												Php241,500.00				Services
	(8) CCB Agents	PAIO	DC												Php756,000.00				Services
	(25) Additional Holiday Pay	PAIO	OC												Php233,793.10				Services
	10% Night Differential	PAIO	DC												Php59,807.76				Services
	<i>Supplies</i>																		
	Coffee and Creamer	PAIO	Shopping												Php9,000.00				Goods
	Paper Cups	PAIO	Shopping												Php5,250.00				Goods
	Gasoline	PAIO	Shopping												Php23,500.00				Goods
GRAND TOTAL:												Php1,328,850.86							

Prepared by:

Recommending Approval:

Approved by:

FIABERNA J. SALUMBIDES
FIABERNA J. SALUMBIDES
 Chief, PASPD

MARIA LUISA SALONGA-AGAMATA
MARIA LUISA SALONGA-AGAMATA
 Director IV

ALICIA dela ROSA-BALA
ALICIA dela ROSA-BALA
 Chairperson

Supplemental 2016 Project Procurement Management Plan (PPMP)

Name of Project Management Office (PMO): PAIO - (CCB Operations)

Code ¹	Title of Program / Activity / Project (PAP) ²	Contract Out (COU) ³ / Implement by Admin (ADM) / Consignment (CONS) ³	Type of Contract ⁴	Objective of Contract ⁴	Procurement Method ⁴	Procurement Timeline (Pre-Procurement Conference to Delivery) ⁵											Estimated Budget (in PHP)	Source of Funds
						Pre-Procurement Conference	Advertisement / Posting of IB / RFB / RFQ	Pre-Bids Conference	Submission / Opening of Bids / Quotations	Bids Evaluation	Post-Qualification	Notice of Award	Contract	Notice to Proceed / Purchase Order	Delivery / Completion	Acceptance / Turnover		
CCB Staff Labor and Wages																		
	(2) Assistant Team Leaders		Services		DC												PHP241,500.00	
	(8) CCB Agents		Services		DC												PHP766,000.00	
	(25) Additional Holiday Pay		Services		DC												PHP283,793.10	
	10% Night Differential		Services		DC												PHP69,807.76	
Supplies																		
	Cofes and Creamer		Goods		NP-SVP												PHP9,000.00	
	Paper Cups																PHP5,250.00	
	Gasoline		Goods		Shopping												PHP28,500.00	
GRAND TOTAL																	PHP1,328,850.86	

Prepared by:

[Signature]
FIABERNA V. SALUMBIDES
 Chief, PASPD

[Signature]
MARIA LUISA SALONGA-AGAMATA
 Director IV

Note: PPMPs are consolidated into an Annual Procurement Plan (APP), recommended by BAC for approval, and approved by the Head of the Procuring Entity. Common-Use Supplies and Equipment should be listed in the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) submitted to and consolidated by the Property Division, for approval by the Secretary. Consolidated APP-CSE shall be reflected in the PPMP of the Property Division.

Type of Procurement	Total (PHP)	Mode of Procurement	Total (PHP)
Goods		International Competitive Bidding (ICB)	
Services (under Goods)		National Competitive Bidding (NCB)	
Infrastructure		Alternative Methods of Procurement (AMP):	
Consulting Services		Limited Source Bidding (LSB)	
GRAND TOTAL		Direct Contracting (DC)	

Mode of Procurement	Total (PHP)
Repeat Order (RO)	
Shopping (S)	
Negotiated Procurement	
Take-Over of Contracts (NP-TOC)	
Assignment of Contracts (NP-AsC)	

Mode of Procurement	Total (PHP)
Agency-to-Agency (NP-AA)	
Highly Technical Consultants (NP-HTC)	
Small Value Procurement (NP-SVP)	
Lease of Real Property (NP-LRP)	
GRAND TOTAL	

¹ This Code will be utilized for project-specific procurement, e.g. for Financial Resource Management Division's first entry, the code is FRMD-001 or Building and Grounds Maintenance Division - BGMD-001;

² The title of the PAP should be specific, e.g. Supply and Delivery of Laptop Computers

³ COU: The Bids and Awards Committee (BAC) of the Civil Service Commission - Central Office will take charge of the procurement; ADM: refers to the procedure by which the implementation of an infrastructure project is carried out under the administration and supervision of the contracting agency through its own personnel (Appendix I, IRR); CONS: refers to an arrangement where the following requisites are present: (a) delivery of goods by their owner (consignor), without title, to a government agency (consignee); (b) consignee must be to sell the goods and remit the price of the said goods to the consignor; (c) consignee accepts without any liability except for failure to reasonably protect them from damage; (d) no disbursement of government funds is involved; and (e) at least not disadvantageous to the GOP (Section 7.3.2, IRR)

⁴ Type of Contract refers to any of the following: Goods & Services, Infrastructure or Consulting Services

⁵ Objective is defined as "an end that can be reasonably achieved within an expected timeframe and with available resources"

⁶ Please refer to the box below the PPMP form for the list of procurement methods used by the CSC; common-used office supplies intended for training programs should be included in the PPMP-CSE.

⁷ Timeline refers to the schedule of procurement activities from the pre-procurement conference until the acceptance/turn-over of goods or services; specific dates may be indicated.

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE (CSI)

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 /Project)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)		
CSI	<u>Conduct of Learning and Development Summit</u>												
	Supplies and Materials	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GDP)	Training Fund	11,190.25	---	---	HRM Program
	Meals - Breakfast, AM/PM Snacks & Lunch	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GDP)	Training Fund	33,000.00	---	---	HRM Program
	Accommodation (CSC/COA Dorm)	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GDP)	Training Fund	12,800.00	---	---	HRM Program
	Communication (Prepaid Card)	CSI	Shopping					Govt. of the Phils. (GDP)	Training Fund	300.00	---	---	HRM Program
	Transportation (Gasoline)	CSI	Shopping					Govt. of the Phils. (GDP)	Training Fund	5,000.00	---	---	HRM Program
	Utilities/Miscellaneous Items (Light & Water)	CSI	Shopping					Govt. of the Phils. (GDP)	Training Fund	800.00	---	---	HRM Program
	Contingency, 5%									3,154.51			
	* * *												
	TOTAL									Php66,244.76			

Prepared by:

Imelda B. Samala
IMELDA B. SAMALA
 HRS III/CSI

Recommending Approval:

Arthur Luis P. Florentin
ARTHUR LUIS P. FLORENTIN
 Executive Director IV, CSI

Approved by:

Alizia dela Rosa - Bala
ALIZIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE (CSI)

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 /Project)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)		
CSI	Conduct of In-House Training Programs for the Department of Health												
	HRM Program- consists of 3 HRM Courses @ 3-days each												
	Batch 1-Luzon Group - Strategic HR	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	79,720.20	---	---	HRM Program
	Batches 2 & 3 - Recruitment Selection & Placement and Workplace Learning & Development Program	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	152,195.40	---	---	HRM Program
	Batch 2 - Visayas-Mindanao Group - Strategic HR	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	77,200.20	---	---	HRM Program
	Batches 2 & 3 - Recruitment Selection & Placement and Workplace Learning & Development Program	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	149,075.40	---	---	L & D Program
	L & D Program - consists of 4 L & D Courses @2-days each												
	1st Course - Learning Measurement & Evaluation	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	61,860.20	---	---	L & D Program
	2nd - 4th Courses - Learning & Development Planning, Prog./Course Design & Development, Prog./Course Delivery & Administration	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP)	Training Fund	177,893.10	---	---	L & D Program
	* * *												
	TOTAL									Php698,344.50			

Prepared by:

Imelda B. Samala
IMELDA B. SAMALA
 HRS //CSI

Recommending Approval:

Arthur Luis P. Florentin
ARTHUR LUIS P. FLORENTIN
 Executive Director IV, CSI

Approved by:

Alicia dela Rosa - Bala
ALICIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE (CSI)

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 /Project)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)		
CSI	Design of HRM Program												
	Honorarium of SME for the Design of HRM Program @P3,000.00/hr. X 8 hrs. X 3 days	CSI	N.P. (Small Value Procurement)					CSI	N.P. (Small Value Procurement)	72,000.00	—	—	HRM Program
	Contingency, 5%	CSI						CSI		3,600.00	—	—	HRM Program
	* * *												
	TOTAL									Php75,600.00			

Prepared by:

B. Samala
IMELDA B. SAMALA
 HRS II/CSI

Recommending Approval:

afp
ARTHUR LUIS P. FLORENTIN
 Executive Director IV, CSI

Approved by:

A. dela Rosa
ALICIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

CIVIL SERVICE COMMISSION - Central Office

SUPPLEMENTAL 2016 APPROVED BUDGET FOR THE CONTRACT (ABC)

Office: CIVIL SERVICE INSTITUTE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET VALUE	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS SUPPLY, INFLATION, VALUATION ADJUST.		TOTAL COST	UNIT COST
								%	Value		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								(9) x (9)		(11)	(12)
	Design of HRM Program									(HOPE)(11)	(195)
1	Honorarium of SME for the Design of HRM Program @P3,000.00/hr. X 8 hrs. X 3 days	1	design	72,000.00				5%	3,600.00	75,600.00	
	TOTAL								TOTAL	75,600.00	

Prepared by:

Recommending Approval:

Approved by:

Imelda B. Samala
IMELDA B. SAMALA

HRS I/CSI

Arthur Luis P. Florentin
ARTHUR LOUIS P. FLORENTIN

Executive Director IV, CSI

Alicia dela Rosa - Bala
ALICIA dela ROSA - BALA

CSC Chairperson
Head of the Procuring Entity (HOPE)

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE (CSI)

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 /Project)
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	Capital Outlay (CO)	
CSI	Conduct of 7 Habits of Highly Effective People Training of Facilitators											
	5-Day Certification Course - Meals (2 Snacks & Lunch) P375.00/Pax x 32 Pax x 5 Days)	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP) Training Fund	Php83,000.00	---	---	L&D Program
	2-Day Coaching in Facilitating the 7 Habits - Meals (2 Snacks & Lunch at P375.00/Pax x 32 Pax x 2 Days)	CSI	N.P. (Small Value Procurement)					Govt. of the Phils. (GOP) Training Fund	Php25,200.00	---	---	L&D Program
	* * *											
	TOTAL								Php88,200.00			

Prepared by:

B Samala
IMELDA B. SAMALA
 HRS III/CSI

Recommending Approval:

Aff
ARTHUR LUIS P. FLORENTIN
 Executive Director IV, CSI

Approved by:

A. dela Rosa
ALICIA dela ROSA - BALA
 CSC Chairperson
 Head of Procuring Entity (HOPE)

CIVIL SERVICE COMMISSION - Central Office
Quezon City

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP)
FY 2016

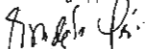
Office for Human Resource Management and Development (OHRMD)

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement					Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	CSC Choral: Purchase of the CSC Keyboard	CSC-CO	Shopping						30,000.00			charge against Fiscal Autonomy Trust Receipts-Non Examination related fees
	TOTAL								30,000.00			

Prepared by


ARLENE MAE V. ANG
Administrative Officer V, OHRMD

Recommending Approval:


EDITHA M. DELA PEÑA
Director IV, OHRMD

Approved by:


ALICIA DELA ROSA-BALA
Chairperson

1. PROGRAM (BESF)– A homogeneous group of activities necessary
2. PROJECT (BESF)– Special agency undertakings which are to be
3. PMO/End User - Unit as proponent of program or project
4. Mode of Procurement - Competitive Bidding and Alternative
5. Schedule for Each Procurement Activity - Major procurement
6. Source of Funds - Whether GoP, Foreign Assisted or Special
7. Estimated Budget - Agency approved estimate of project/program
8. Remarks - brief description of program or project

Civil Service Commission - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office: CIVIL SERVICE INSTITUTE - LEADERSHIP AND FOUNDATION PROGRAMS

Code (PAP)	Procurement Program / Project	PMO / End-User	Mode of Procurement	Schedule for Each Procurement Activity					Estimated Budget (PhP)		
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	
	PSVP CUM TEAM AND CULTURE BUILDING										
1	PREPARATORY MEETING: MEALS FOR 5 PAX @ 200/PAX	CSI	Shopping	-	-	3rd wk, July	4th wk, July	Govt. of the Phils. (GDP)	Training Fund	Php1,000.00	
2	HIRING OF LEARNING SERVICE PROVIDER FOR DAY 2 TEAM BUILDING	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	4th wk, July	4th wk, July	Govt. of the Phils. (GDP)	Training Fund	Php300,000.00	
3	HIRING OF SMES (DAY 1 PSVP FACILITATORS X 7)	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	3rd wk, July	3rd wk, July	Govt. of the Phils. (GDP)	Training Fund	Php84,000.00	
4	TRAINING SUPPLIES/COLLATERALS FOR 300 PAX										
	CSI BAG, CUSTOMIZED	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	1st wk, August	4th wk, July	Govt. of the Phils. (GDP)	Training Fund	Php54,000.00	
	CSI PEN, CUSTOMIZED	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	1st wk, August	4th wk, July	Govt. of the Phils. (GDP)	Training Fund	Php15,000.00	
	CERTIFICATE WITH HOLDER	CSI	Shopping	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php12,000.00	
	PHOTO	CSI	Shopping	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php3,612.00	
	ID	CSI	Shopping	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php3,600.00	
	3-RING BINDER	CSI	Shopping	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php360.00	
	VALUES JOURNALS, CUSTOMIZED	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	1st wk, August		Govt. of the Phils. (GDP)	Training Fund	Php45,000.00	
	WORKSHOP MATERIALS	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php30,000.00	
	WORKSHOP REWARDS, CUSTOMIZED	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	3rd wk, July		Govt. of the Phils. (GDP)	Training Fund	Php2,450.00	
5	PRINTING AND PUBLICATION SERVICES										
	PRINTING OF TARPULIN	CSI	Negotiated Procurement-Small Value Proc (NP-SVP)	-	-	1st wk, August		Govt. of the Phils. (GDP)	Training Fund	Php2,750.00	

PRINTER INK	CSI	Shopping	-	-	3rd wk. July	Govt. of the Phils. (GOP)	Training Fund	Php4,000.00
6 COMMUNICATION, CELL CARDS	CSI	Shopping	-	-	3rd wk. July	Govt. of the Phils. (GOP)	Training Fund	Php300.00
7 TRANSPORTATION, GASOLINE AND TOLL FEES	CSI	Shopping	-	-	10-Aug	Govt. of the Phils. (GOP)	Training Fund	Php5,000.00
8 ACCOMMODATION, HOTEL WITH BREAKFAST MEALS	CSI	Negotiated Procurement Small Value Proc (NP-SVP)	-	-	9-Aug	Govt. of the Phils. (GOP)	Training Fund	Php28,000.00
9 MEALS	CSI	Shopping	-	-	August 8-11	Govt. of the Phils. (GOP)	Training Fund	Php4,200.00
10 PER DIEM, CSC FACILITATORS, COURSE ADMIN, DRIVER	CSI	Direct Contracting	-	-	4th wk. July	Govt. of the Phils. (GOP)	Training Fund	Php7,120.00
11 NOTARIZATION	CSI	Shopping	-	-	4th wk. July	Govt. of the Phils. (GOP)	Training Fund	Php400.00
TOTAL								Php602,792.00
CONTINGENCY, 5%								Php30,139.60
GRAND TOTAL								Php632,931.60

Prepared by:

afmalit
MARK ANTHONY G. MALITAN
 Senior Human Resource Specialist, CSI

Recommending Approval:

AF
ARTHUR LUIS P. FLORENTIN
 Executive Director IV, CSI

Approved by:


Ayza
ALICIA dela ROSA - BA
 CSC Chairperson
 Head of Procuring Entity (H)

CIVIL SERVICE COMMISSION - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

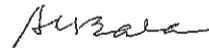
Office : Examination, Recruitment and Placement Office

Code (PAP)	Item & Specifications	PMO / End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds		Estimated Budget (P)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing			Total	MOOE
	Shredding Machine	CSCRO 4	Shopping					Gov't of the Phil. (GOP)	Trust Receipt	Php484,000.00	
	3.9mm x 40mm CD, Brand New										
	(Technical Specifications attached)										
	TOTAL									Php484,000.00	

Recommending Approval:


FERNANDO M. PORIO
 Director IV, ERPO

Approved by:


ALICIA dela ROSA-BAL
 CHAIRPERSON
 Head of Procuring Entity



CIVIL SERVICE COMMISSION - Central Office
SUPPLEMENTAL 2016 ANNUAL PROCUREMENT PLAN (APP)

Office : Examination, Recruitment and Placement Office

Code (PAP)	Item & Specifications	PMO / End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds		Estimated Budget (P)	
				Ads / Post of Invitation to Bid (IB) / Request of Expression of Interest (REI)	Sub / Opening of Bids	Notice of Award	Contract Signing			Total	MOOE
	Shredding Machine	CSCRO 4	Shopping					Gov't of the Phil. (GOP)	Trust Receipt	Php484,000.00	
	3.9mm x 40mm CD, Brand New										
	(Technical Specifications attached)										
	TOTAL									Php484,000.00	

Recommending Approval:

Fernando M. Porio
FERNANDO M. PORIO
 Director IV, ERPO

Approved by:

Alicia dela Rosa-Bal
ALICIA dela ROSA-BAL
 CHAIRPERSON
 Head of Procuring Entity

Chua