

TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES
ANNUAL PROCUREMENT PLAN FOR CY 2018

| 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/Activity/Project) |
|------------|---|---------------|--|--|----------------------------|-----------------|------------------|-----------------|------------------------|-----------|----|--|
| | | | | Advertisement/ Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 84400 | Enterprise Risk Management (ERM) Consultant | RMO | NP-53.7 Highly Technical Consultants | N/A | N/A | February | February | GOP | 700,000 | 700,000 | | Hire a consultant to prepare the ERM of PhilEXIM |
| 78902 | Appraisal Services | LAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 573,000 | 573,000 | | Acquired/Mortgaged/Dacioned Assets (various dates) |
| 78902 | Publication | LAD | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 250,000 | 250,000 | | for Notice of Sale (various dates) |
| 78902 | Security Services | LAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 960,000 | 960,000 | | for Antipolo & Subic Properties (PhP20,000 x 2 guards x 2 sites) |
| 18902 | Hauling Transportation | LAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 240,000 | 240,000 | | To haul acquired assets |
| 78902 | Repairs & Maintenance | LAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 300,000 | 300,000 | | Acquired assets |
| 78902 | Relocation Survey Services | LAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 120,000 | 120,000 | | Other assets |
| 79902 | Boat Retrieval & Clearing Operations | LAD | Competitive Bidding | January | January | February | February | GOP | 3,100,000 | 3,100,000 | | To retrieve the Metrostar ferry boat sank in the Manila Bay area. |
| 78902 | Removal/Dismantling of Laundry Machinery & Equipment | LAD | NP-53.5 Negotiated Procurement-Emergency Cases | January | N/A | January | January | GOP | 2,000,000 | 2,000,000 | | Emergency procurement relative to the foreclosed chattels of Freshlex Philippines due to court's order to immediately vacate the warehouse |
| 78902 | Handling/Hauling of Laundry Machinery & Equipment | LAD | NP-53.5 Negotiated Procurement-Emergency Cases | January | January | February | February | GOP | 1,500,000 | 1,500,000 | | |
| 78902 | Storage Facility of Laundry Machinery & Equipment | LAD | NP-53.5 Negotiated Procurement-Emergency Cases | January | January | February | February | GOP | 5,220,000 | 5,220,000 | | |
| 78902 | Insurance Coverage | LAD | NP-53.5 Agency-to-Agency | N/A | N/A | January | January | GOP | 2,334,400 | 2,334,400 | | Acquired/Mortgaged/Dacioned Assets (GSIS Mandate-various dates) |
| 78701 | Appraisal Outsourcing | CMD | NP-53.9 - Small Value Procurement | July | N/A | July | July | GOP | 200,000 | 200,000 | | collateral appraisal of regular accounts |
| 77802 | Hiring of a Third-Party Consultant for Branding Project | CPCD | NP-53.7 Highly Technical Consultants | N/A | N/A | August | August | GOP | 1,000,000 | 1,000,000 | | Hire a consultant to assist Management in the conceptualization of branding activities, customer feedback mechanism, brand manual |
| 84400 | Web Developer | CPCD | NP-53.7 Highly Technical Consultants | N/A | N/A | February | February | GOP | 100,000 | 100,000 | | Design website of PhilEXIM |
| 77802 | Clients Night/Investment Forum/Launching of New Product | CPCD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | September | September | GOP | 400,000 | 400,000 | | Hold clients night forum/launch new program of PhilEXIM |
| 77802 | Advertising Consultancy | CPCD | NP-53.9 - Small Value Procurement | July | N/A | July | July | GOP | 600,000 | 600,000 | | Prepare Advertising Framework for PhilEXIM |
| 77802 | Branding Appreciation | CPCD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 100,000 | 100,000 | | Attire and Paraphernalia |
| 77802 | Business Giveaways | CPCD | NP-53.9 - Small Value Procurement | April | N/A | April | April | GOP | 300,000 | 300,000 | | Tokens for clients |
| 78201 | Annual Planning Sessions | CPCD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | October | October | GOP | 300,000 | 300,000 | | Conduct of annual planning sessions for CY 2018 |
| 77701 | Concept, Design and Layout of 2017 Annual Report | CPCD | NP-53.9 - Small Value Procurement | May | N/A | May | May | GOP | 350,000 | 350,000 | | Digital file |
| 77701 | Printing of Information Materials | CPCD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 200,000 | 200,000 | | Information materials for distribution to target market |
| 85000 | Dues and Subscription | CPCD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 35,000 | 35,000 | | Journals, Periodicals |
| 77802 | Procurement of Exhibit Paraphernalia | CPCD | NP-53.9 - Small Value Procurement | July | N/A | July | July | GOP | 20,000 | 20,000 | | stands, shelves, etc. |
| 77801 | Press Briefings | CPCD | NP-53.9 - Small Value Procurement | July | N/A | July | July | GOP | 80,000 | 80,000 | | Venue and food |
| 71931 | Procurement of Healthcare Services for CY 2018 - 2019 | HRAD | Competitive Bidding | January | January | February | February | GOP | 2,790,000 | 2,790,000 | | P31,000.00/pax for 90 employees |

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| 71930 | Supply and Delivery of Rice | HRAD | Competitive Bidding | January | January | February | February | GOP | 3,078,000 | 3,078,000 | | 50 kilos/month/employee (P55.00/kilo + P100 delivery fee for 90 employees) |
| 98904 | Publication | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 150,000 | 150,000 | | Vacant Positions in Portals and Newspapers (various dates) |
| 78201 | Venue - Teambuilding | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | April | April | GOP | 300,000 | 300,000 | | Lease a venue for Teambuilding of officers and staff of PhilEXIM |
| 84400 | Hiring of Consultant for Enhanced Competencies | HRAD | NP-53.7 Highly Technical Consultants | N/A | N/A | April | April | GOP | 1,000,000 | 1,000,000 | | Assist HR to come up with an enhanced competency framework |
| 84400 | Hiring of Consultant for TNA and Training Plan | HRAD | NP-53.7 Highly Technical Consultants | N/A | N/A | July | July | GOP | 1,000,000 | 1,000,000 | | Assist HR to conduct TNA and prepare training plan |
| 98900 | Venue - Seminar | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | February | February | GOP | 300,000 | 300,000 | | Hold various seminars in relation to the training plan on privately owned venue. |
| 98900 | Venue - Seminar | HRAD | NP-53.5 Agency-to-Agency | N/A | N/A | January | January | GOP | 200,000 | 200,000 | | Hold various seminars in relation to the training plan on government owned venue. |
| 98900 | Catering Services | HRAD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 200,000 | 200,000 | | various dates |
| 78201 | Venue - Christmas Party | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | November | November | GOP | 150,000 | 150,000 | | as part of employee-employer activities |
| 84500 | Manpower Services | HRAD | Competitive Bidding | May | May | June | June | GOP | 5,000,000 | 5,000,000 | | janitors, messenger, drivers and clerks |
| 84600 | Security Services for Makati Office | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 960,000 | 960,000 | | 3 security guards |
| 78601 | Cebu Office Lease | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | | | | 672,000 | 672,000 | | existing multi-year contract ending June 15, 2019 |
| 78601 | Lease of Offsite Storage | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | May | May | GOP | 240,000 | 240,000 | | for safekeeping of original credit documents |
| 20601 | Repairs and Maintenance for Cebu Office | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 50,000 | 50,000 | | various, as need arises |
| 80001 | Repairs and Maintenance for Pampanga Warehouse | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 50,000 | 50,000 | | various, as need arises |
| 80001 | Repairs and Maintenance of Makati Head Office Premises | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 150,000 | 150,000 | | various, as need arises |
| 80005 | Repairs and Maintenance of Equipment, Furniture and Fixtures for the Makati Head Office | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 150,000 | 150,000 | | various, as need arises |
| 80002 | Repairs and Maintenance of Vehicles for the Makati Head Office | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 400,000 | 400,000 | | various, as need arises |
| 98920 | Hauling Services of EFFs and files to Pampanga Warehouse | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 400,000 | 400,000 | | transfer of EFFs and files not needed to the new office (files, cabinets, etc.) |
| 85000 | Various Newspapers for Makati Head Office | HRAD | NP-53.9 - Small Value Procurement | May | N/A | May | May | GOP | 35,000 | 35,000 | | one year supply of 4 kinds of newspaper (2 of each kind) |
| 98920 | Pest Control Services | HRAD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 40,000 | 40,000 | | one year contract |
| 98920 | Refilling of Fire Extinguishers | HRAD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 20,000 | 20,000 | | for one year life span of pressure and chemical used |
| 76801 | Supply and Delivery of Purified Drinking Water | HRAD | NP-53.3 - Small Value Procurement | January | N/A | January | January | GOP | 72,000 | 72,000 | | one year supply |

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| 86000 | Petroleum for vehicles in the Makati Head Office | HRAD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 840,000 | 840,000 | | one year consumption |
| 75100 | Common Office Supplies and Office Equipment | HRAD | NP-53.5 Agency-to-Agency | N/A | N/A | January | January | GOP | 200,000 | 200,000 | | to be procured from DBM-PS |
| 75301 | Other Office Supplies | HRAD | Shopping | January | N/A | January | January | GOP | 200,000 | 200,000 | | for supplies not available from DBM-PS |
| 75100 | Other Office Supplies (Toner for Fuji Xerox) | HRAD | Direct Contracting | N/A | N/A | January | January | GOP | 400,000 | 400,000 | | consumables of existing printer can be obtained from an exclusive distributor only |
| 20601 | New Office - Site Preparation | HRAD | Competitive Bidding | January | January | February | February | GOP | 15,000,000 | | 15,000,000 | (Renovation for civil, electrical, etc.) with Permits (Bldg /Renovation Permit to Occupancy Permit and Public Address System) |
| 20601 | Architectural Design and Project Management | HRAD | Competitive Bidding | January | January | February | February | GOP | 2,000,000 | | 2,000,000 | for the new office |
| 77500 | Main Internet Connection (100 mbps) | TSD | Competitive Bidding | January | January | February | February | GOP | 420,000 | 420,000 | | Internet connection for the office |
| 77500 | Back-up Internet | TSD | Competitive Bidding | January | January | February | February | GOP | 210,000 | 210,000 | | Back up internet connection for the office |
| 80006 | FIS Oracle DB and AS | TSD | Direct Contracting | N/A | N/A | May | May | GOP | 330,000 | 330,000 | | Licenses required to run the corporate system |
| 80006 | FIS Maintenance and Support | TSD | Direct Contracting | N/A | N/A | January | January | GOP | 900,000 | 900,000 | | Licenses required to run the corporate system |
| 80004 | Repairs and Maintenance (consumables) | TSD | Direct Contracting | N/A | N/A | January | January | GOP | 200,000 | 200,000 | | Consumable parts for printers and IT requirements |
| 80004 | Repairs and Maintenance (consumables) | TSD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 100,000 | 100,000 | | Consumable parts for printers and IT requirements |
| 80006 | Anti-Virus | TSD | NP-53.9 - Small Value Procurement | May | N/A | May | May | GOP | 80,000 | 80,000 | | Licenses required to run the corporate system |
| 80006 | Red Hat Linux | TSD | NP-53.9 - Small Value Procurement | November | N/A | November | November | GOP | 150,000 | 150,000 | | Licenses required to run the corporate system |
| 80006 | VMware - Site Recovery Mgt. (SRM) | TSD | NP-53.9 - Small Value Procurement | April | N/A | April | April | GOP | 250,000 | 250,000 | | Licenses required to run the corporate system |
| 80006 | Google Application Subscription | TSD | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 200,000 | 200,000 | | Licenses required to run the corporate system |
| 80006 | Offsite Recovery System - Disaster Recovery as a Service | TSD | Competitive Bidding | January | January | February | February | GOP | 2,500,000 | 2,500,000 | | Back-up through co-location |
| 20702 | Laserjet Printer | TSD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 40,000 | | 40,000 | Replacement of the EOL printer |
| 20702 | Supply and Installation of Structured Cabling | TSD | Competitive Bidding | January | January | February | February | GOP | 3,500,000 | | 3,500,000 | IT infra installation |
| 20702 | Additional Hard Disk for the SAN | TSD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 200,000 | | 200,000 | As additional storage of data |
| 20702 | Desktop/Virtual Desktop | TSD | NP-53.9 - Small Value Procurement | April | N/A | April | April | GOP | 1,700,000 | | 1,700,000 | Replacement for outdated PCs |
| 20702 | Wireless Access Point (WAP) | TSD | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 100,000 | | 100,000 | for WIFI connections for intranet and internet |
| 20702 | Router | TSD | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 1,200,000 | | 1,200,000 | for WIFI connections for intranet and internet |
| 20702 | Biometric Attendance with Door Access Equipment | TSD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 350,000 | | 350,000 | Time and attendance to be installed in the new office |
| 21401 | Procurement of three (3) new company vehicles | HRAD | Competitive Bidding | February | February | March | March | GOP | 5,000,000 | | 5,000,000 | Service vehicle |

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| 23102 | Arnsing Technologies | TSD | NP-53.9 - Small Value Procurement | January | N/A | January | January | GOP | 1,500,000 | | 1,500,000 | For new technologies and licenses on anticipated upgrades |
| 23102 | Firewall for Head Office | TSD | Competitive Bidding | February | February | March | March | GOP | 1,700,000 | | 1,700,000 | |
| 23102 | Core & Distribution Switches | TSD | Competitive Bidding | February | February | March | March | GOP | 2,800,000 | | 2,800,000 | |
| 22601 | Supply and Installation of Airconditioning Units (32 units) | HRAD | Competitive Bidding | February | February | March | March | GOP | 3,200,000 | | 3,200,000 | for the new office |
| 22601 | Transfer of Office Cubicles | HRAD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 400,000 | | 400,000 | dismantling, transportation and assembly of old office cubicles |
| 22601 | Supply and Installation of Telephone Requirements (voice) (cabling) | HRAD | Competitive Bidding | March | March | April | April | GOP | 1,500,000 | | 1,500,000 | for the new office |
| 98920 | Hauling Services | HRAD | NP-53.9 - Small Value Procurement | April | N/A | April | April | GOP | 200,000 | 200,000 | | transfer of EFFs to the new office (file cabinets, etc.) |
| 78601 | Lease of Office Space with 3 mos. advance and 3 mos. deposit | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | May | May | GOP | 13,500,000 | 13,500,000 | | for the new Office Space with 3 mos. advance and 3 mos. deposit |
| 78601 | Lease of Parking Space | HRAD | NP-53.10 Lease of Real Property and Venue | N/A | N/A | May | May | GOP | 864,000 | 864,000 | | (12 slots) with 3 mos. advance and 3 mos. deposit |
| 78100 | Insurance Premium | HRAD | NP-53.5 Agency-to-Agency | N/A | N/A | May | May | GOP | 200,000 | 200,000 | | for office equipment, furniture and fixtures (EFF) - GSIS Mandate |
| 84400 | Hiring of ISO Certifying Body | CGO | NP-53.7 Highly Technical Consultants | N/A | N/A | July | July | GOP | 500,000 | 500,000 | | Hire an ISO certifying body to certify PhilEXIM to ISO 9001:2015 |
| 84400 | Hiring of ISO Consultant - ISO 9001 2015 | CGO | NP-53.7 Highly Technical Consultants | N/A | N/A | July | July | GOP | 610,000 | 610,000 | | Hire an ISO consultant to assist PhilEXIM in the documentation and preparation for ISO 9001:2015 |
| 23102 | Financial Information System | FSD | Competitive Bidding | October | October | November | November | GOP | 5,000,000 | | 5,000,000 | Reprogramming of existing FIS to incorporate the revised chart of accounts required by COA |
| 98920 | PhilEXIM Official Receipts | TOD | NP-53.5 Agency-to-Agency | N/A | N/A | March | March | GOP | 17,000 | 17,000 | | replenishment of inventory of ORs |
| 75101 | 16 Digits Desktop Electronic Calculator | TOD | NP-53.9 - Small Value Procurement | March | N/A | March | March | GOP | 15,000 | 15,000 | | 2 units for TOD |
| 75100 | Pointer Laser Pen | RC1 | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 1,200 | 1,200 | | for presentation purposes |
| 20701 | Electric Typewriter | HRAD | NP-53.9 - Small Value Procurement | February | N/A | February | February | GOP | 19,500 | | 19,500 | replacement of unit |
| TOTAL | | | | | | | | | 106,486,100 | 61,276,600 | 45,209,500 | |



Evaluated by:


MARILOU A. MEDINA
 Chief Financial Officer

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| Recommending Approval: | | | | BIDS AND AWARDS COMMITTEE | | | | | | | | |
|  MILAGROS M. BAET Member | | | |  ESTRELLITA N. TESORO Member | | | |  MARIA SANDRA S. SALVADOR Member | | | | |
|  EVANGELINE MAURA Q. GOTANGCO Vice Chairperson | | | |  DYNAH G. NEPOMUCENO-BAYOT Chairperson | | | | | | | | |
| Approved by:  ISABELO G. GUMARU Officer-In-Charge | | | | | | | | | | | | |