

Government Procurement Policy Board-Technical Support Office Annual Procurement Plan for FY 2016

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 IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I General Appropriations Act 2016												
AFD1	Non Common-Use Supplies and Materials Available at Procurement Service	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	761,456.72	761,456.72		
AFD2	Utility Expenses											
AFD2.1	Water Expenses	AFD	WETI	Monthly	Monthly	Monthly	Monthly	GAA	74,500.00	74,500.00		
AFD2.2	Electricity Expenses	AFD	WETI	Monthly	Monthly	Monthly	Monthly	GAA	720,000.00	720,000.00		
AFD3	Traveling Expenses	AFD						GAA	405,000.00	405,000.00		
AFD4	Training and Scholarship Expenses	AFD						GAA	400,000.00	400,000.00		
AFD5	Communication Expenses											
AFD5.1	Postage and Deliveries	AFD	\$53.5 Neg. Proc. (A-to-A)	Monthly	Monthly	Monthly	Monthly	GAA	106,400.00	106,400.00		
AFD5.2	Telephone Expenses (Landline)	AFD	WETI	Monthly	Monthly	Monthly	Monthly	GAA	316,800.00	316,800.00		
AFD5.3	Other Communication Expenses	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	73,116.00	73,116.00		
AFD6	Professional Services	AFD		As Needed	As Needed	As Needed	As Needed	GAA	46,000.00	46,000.00		
AFD7	General Services											
	<i>Environmental/ Sanitary Services</i>											
AFD7.1	Pest Control	AFD	\$53.9 Neg. Proc. (SVP)	Monthly	Monthly	Monthly	Monthly	GAA	36,000.00	36,000.00		
AFD7.2	Janitorial Services	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	110,000.00	110,000.00		
AFD7.3	Other General Services	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	220,000.00	220,000.00		
AFD7.4	Aircon Maintenance	AFD	\$53.9 Neg. Proc. (SVP)	Quarterly	Quarterly	Quarterly	Quarterly	GAA	30,000.00	30,000.00		
AFD8	Repairs and Maintenance	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	330,000.00	330,000.00		
AFD9	Other Maintenance and Operating Expenses	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	1,473,002.00	1,473,002.00		
	<i>Representation Expenses</i>											
	Cultural and Athletic Activities including provisions for costumes and uniform	AFD	\$53.9 Neg. Proc. (SVP)	As Needed	As Needed	As Needed	As Needed	GAA	49,500.00	49,500.00		
	Capital Outlay											
AFD10.1	Office Equipment (Ink Jet Printer)	AFD	\$53.9 Neg. Proc. (SVP)	July	July	July	July	GAA	10,000.00		10,000.00	
AFD10.2	Information and Communication Technology Equipment											
AFD10.2.1	LAN Server	AFD	\$53.9 Neg. Proc. (SVP)	April	April	April	April	GAA	250,000.00		250,000.00	
AFD10.2.2	Laptop Computers	AFD	\$53.9 Neg. Proc. (SVP)	October	October	October	October	GAA	400,000.00		400,000.00	
AFD10.3	Intangible Assets Outlay	AFD	\$53.9 Neg. Proc. (SVP)	January	January	January	January	GAA	187,000.00		187,000.00	
	PROCUREMENT TRAINING											
CDD1	Batch I: Trainers from NGAs & GOCCs Central Offices											
CDD1.1	Lease of Venue, including Accommodation and Meals	CDD	\$53.10 Neg. Proc. (Lease)	February	February	February	February	GAA	306,600.00	306,600.00		
CDD1.2	Supplies/ Materials	CDD		February	February	February	February	GAA	12,015.73	12,015.73		
CDD1.3	Printing and Softbinding of Training Materials	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	13,804.00	13,804.00		
CDD1.4	Training Bags (5 batches)	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	26,000.00	26,000.00		
CDD2	Batch II: CTMs and SUC Trainers from NCR, Regions IV-A, IV-B & V											
CDD2.1	Lease of Venue, including Accommodation and Meals	CDD	\$53.10 Neg. Proc. (Lease)	February	February	February	February	GAA	540,000.00	540,000.00		
CDD2.2	Supplies/ Materials	CDD		February	February	February	February	GAA	7,690.56	7,690.56		
CDD2.3	Printing and Softbinding of Training Materials	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	13,804.00	13,804.00		

CDD3	Batch III: CTMs and SUC Trainers from CAR, Regions I, II, & III											
CDD3.1	Lease of Venue, including Accommodation and Meals	CDD	\$53.10 Neg. Proc. (Lease)	February	February	February	February	GAA	397,500.00	397,500.00		
CDD3.2	Transportation Service Rental	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	25,000.00	25,000.00		
CDD3.3	Supplies/ Materials	CDD		February	February	February	February	GAA	7,690.56	7,690.56		
CDD3.4	Printing and Softbinding of Training Materials	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	10,234.00	10,234.00		
CDD4	Batch IV: CTMs and SUC Trainers from Regions IX, X, XI, XII, & XIII											
CDD4.1	Lease of Venue, including Accommodation and Meals	CDD	\$53.10 Neg. Proc. (Lease)	February	February	February	February	GAA	487,500.00	487,500.00		
CDD4.2	Transportation Expenses (Roundtrip Airfare/Terminal Fee)	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	78,000.00	78,000.00		
CDD4.3	Supplies/ Materials	CDD		February	February	February	February	GAA	7,690.56	7,690.56		
CDD4.4	Printing and Softbinding of Training Materials	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	13,090.00	13,090.00		
CDD5	Batch V: CTMs and SUC Trainers from Regions VI, VII, & VIII											
CDD5.1	Lease of Venue, including Accommodation and Meals	CDD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	375,000.00	375,000.00		
CDD5.2	Transportation Expenses (Roundtrip Airfare/Terminal Fee)	CDD	\$53.9 Neg. Proc. (SVP)	March	March	March	March	GAA	78,000.00	78,000.00		
CDD5.3	Supplies/ Materials	CDD		February	February	February	February	GAA	7,690.56	7,690.56		
CDD5.4	Printing and Softbinding of Training Materials	CDD	\$53.9 Neg. Proc. (SVP)	March	March	March	March	GAA	9,520.00	9,520.00		
IMD1	Webhosting	IMD	\$53.9 Neg. Proc. (SVP)	June	June	June	June	GAA	150,000.00	150,000.00		
IMD2	Internet Service Provider	IMD	Public Bidding	February	February	February	February	GAA	500,000.00	500,000.00		
IMD3	Publication (Resolution, Circular, and other GPPB issuances)	IMD	\$53.9 Neg. Proc. (SVP)	Monthly	Monthly	Monthly	Monthly	GAA	500,000.00	500,000.00		
IMD4	Printing (Quarterly Bulletin)	IMD	\$53.9 Neg. Proc. (SVP)	Quarterly	Quarterly	Quarterly	Quarterly	GAA	300,000.00	300,000.00		
IMD5	Repair and Maintenance (IT Equipment)	IMD	\$53.9 Neg. Proc. (SVP)	Monthly	Monthly	Monthly	Monthly	GAA	55,000.00	55,000.00		
IMD6	Training	IMD	\$53.9 Neg. Proc. (SVP)	June/December	June/December	June/December	June/December	GAA	110,000.00	110,000.00		
LRD1	Lex Libris Subscription	LRD	\$50 Direct Contracting	March	March	March	March	GAA	30,000.00	30,000.00		
PMD1	Digitization of all PMD Records	PMD										
PMD2	Implementation of OMES/ APCPI											
	<i>Consultancy Services</i>											
PMD2.1	Hiring of a Reports Analyst/ Statistician	PMD	\$53.9 Neg. Proc. (SVP)	August	August	August	August	GAA	300,000.00	300,000.00		
PMD2.2	Hiring of a Procurement Writer	PMD	\$53.9 Neg. Proc. (SVP)	August	August	August	August	GAA				
PMD2.3	Content Editing, Design/Lay-out, and Printing of APCPI Users and Confirmators' Guide, OPPCIS Manual, and APCPI 2012-2016 Report	PMD	\$53.9 Neg. Proc. (SVP)	August	August	August	August	GAA	110,000.00	110,000.00		
	<i>Other PMD Supplies</i>											
PMD2.4	Customized Training Case/Bag with GPPB Logo (All Events)	PMD	\$53.9 Neg. Proc. (SVP)	March	March	March	March	GAA	65,000.00	65,000.00		
PMD3	PMD Capacity-Building Activities											
PMD3.1	Project A. OPPCIS System Roll-out Training											
PMD3.1.1	Lease of Venue											
PMD3.1.1.1	Batch 1 - Introduction	PMD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	360,000.00	360,000.00		
PMD3.1.1.2	Batch 2 - PPMP Creation	PMD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	360,000.00	360,000.00		
PMD3.1.1.3	Batch 3 - APP Creation & Approval	PMD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	420,000.00	420,000.00		

PMD3.1.1.4	Batch 4 - PMR and CPMR Creation	PMD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	420,000.00	420,000.00		
PMD3.1.1.5	Batch 5 - APCPI/Confirmation	PMD	\$53.10 Neg. Proc. (Lease)	March	March	March	March	GAA	420,000.00	420,000.00		
	<i>Other Training Expenses (Project A)</i>											
PMD3.1.2	Printing & Softbinding of Materials (All Clusters)	PMD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	GAA	17,000.00	17,000.00		
PMD3.2	Project B. Training on the Use od APCPI/ OPPCIS System											
PMD3.2.1	Lease of Venue											
PMD3.2.1.1	Cluster 1 - N. Luzon	PMD	\$53.10 Neg. Proc. (Lease)	May Week 3	May Week 3	May Week 3	May Week 3	GAA	300,000.00	300,000.00		
PMD3.2.1.2	Cluster 2- S. Luzon/ NCR	PMD	\$53.10 Neg. Proc. (Lease)	May Week 3	May Week 3	May Week 3	May Week 3	GAA	300,000.00	300,000.00		
PMD3.2.1.3	Cluster 3 - Visayas	PMD	\$53.10 Neg. Proc. (Lease)	May Week 3	May Week 3	May Week 3	May Week 3	GAA	300,000.00	300,000.00		
PMD3.2.1.4	Cluster 4 - Mindanao	PMD	\$53.10 Neg. Proc. (Lease)	May Week 3	May Week 3	May Week 3	May Week 3	GAA	300,000.00	300,000.00		
PMD3.2.2	<i>Other Training Expenses (Project B)</i>											
PMD3.2.2.1	Printing & Softbinding of Materials (All Clusters)	PMD	\$53.9 Neg. Proc. (SVP)	April Week 2	April Week 2	April Week 2	April Week 2	GAA	17,000.00	17,000.00		
PMD3.2.2.2	Transportation (Van Rental)	PMD	\$53.9 Neg. Proc. (SVP)	April Week 2	April Week 2	April Week 2	April Week 2	GAA	35,000.00	35,000.00		
PMD3.2.2.3	Airfare (Cluster 3 & 4)	PMD	\$53.9 Neg. Proc. (SVP)	April Week 2	April Week 2	April Week 2	April Week 2	GAA	70,000.00	70,000.00		
PMD3.3	Project C. APCPI Confirmation Exercises											
PMD3.3.1	Lease of Venue											
PMD3.3.1.1	Cluster 1 - Luzon	PMD	\$53.10 Neg. Proc. (Lease)	July	July	July	July	GAA	200,000.00	200,000.00		
PMD3.3.1.2	Cluster 2- Visayas	PMD	\$53.10 Neg. Proc. (Lease)	July	July	July	July	GAA	200,000.00	200,000.00		
PMD3.3.1.3	Cluster 3 - Mindanao	PMD	\$53.10 Neg. Proc. (Lease)	July	July	July	July	GAA	200,000.00	200,000.00		
PMD3.3.2	<i>Other Training Expenses (Project C)</i>											
PMD3.3.2.1	Printing & Softbinding of Materials (All Clusters)	PMD	\$53.9 Neg. Proc. (SVP)	June	June	June	June	GAA	17,000.00	17,000.00		
PMD3.3.2.2	Transportation (Van Rental)	PMD	\$53.9 Neg. Proc. (SVP)	June	June	June	June	GAA	35,000.00	35,000.00		
PMD3.3.2.3	Airfare (Cluster 3 & 4)	PMD	\$53.9 Neg. Proc. (SVP)	June	June	June	June	GAA	70,000.00	70,000.00		
	Other PMD Expenses											
PMD4	Postage Expenses	PMD	\$53.5 Neg. Proc. (A-to-A)/ \$53.9 Neg. Proc. (SVP)	Quarterly	Quarterly	Quarterly	Quarterly	GAA	46,080.00	46,080.00		
SD1	Bookbinding (GPPB/IATWG Minutes/Resolutions, Circulars, and Non-Policy Matter Opinions)	SD	\$53.9 Neg. Proc. (SVP)	June	June	June	June	GAA	2,500.00	2,500.00		
SD2	Corporate Folders	SD	\$53.9 Neg. Proc. (SVP)	March	March	March	March	GAA	70,000.00	70,000.00		
SD3	Venue/Meals											
SD3.1	Meals (Regular/Special Meetings)	SD	\$53.9 Neg. Proc. (SVP)	Monthly	Monthly	Monthly	Monthly	GAA	448,400.00	448,400.00		
SD3.2	Venue (Year-End)	SD	\$53.9 Neg. Proc. (SVP)	November	November	November	November	GAA	90,000.00	90,000.00		
SD4	Tokens	SD	\$53.9 Neg. Proc. (SVP)	November	November	November	November	GAA	75,000.00	75,000.00		
								Subtotal	15,308,584.69	14,461,584.69	847,000.00	
	Common-Use Supplies and Equipment							GAA	821,389.90	821,389.90		
								Total GAA	16,129,974.59	15,282,974.59	847,000.00	

Training Fund											
CDD6	Lease of Venue, including Meals (February - November)	CDD	\$53.10 Neg. Proc. (Lease)	February	February	February	February	TF	1,404,000.00	1,404,000.00	
CDD7	Supplies and Materials	CDD		February	February	February	February	TF	89,710.00	89,710.00	
CDD8	Printing and Softbinding of Materials	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	TF	121,530.00	121,530.00	
CDD9	Training Bags	CDD	\$53.9 Neg. Proc. (SVP)	February	February	February	February	TF	71,000.00	71,000.00	
Total TF									1,688,240.00	1,688,240.00	
Total (GAA+TF)									17,318,214.59	16,969,214.59	847,000.00
Contingency (10%)									1,781,621.46	1,686,921.46	84,700.00
TOTAL (GAA+TF+Contingency)									19,597,836.05	18,666,136.05	931,700.00

DEFINITION

- 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 staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 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.
- PMO/End User - Unit as proponent of program or project
- Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget - Agency approved estimate of project/program costs
- Remarks - brief description of program or project

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