




Department of Foreign Affairs  
**FOREIGN SERVICE INSTITUTE**  
**Annual Procurement Plan**  
**Under FY 2019 Reenacted Budget**

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	
50201020 00	Local Travels (Rental of Vehicle)	Various Units	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	30,000.00	30,000.00	-	Transportation rentals for study tours, teambuilding, courtesy call, etc.
50202010 00	Lease of Venue (FSOCC Batch XXVI)	CPRSD-CPS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	January	January	GoP	376,258.04	376,258.04	-	For the conduct of the Module on Esprit de Corps.
50202010 00	Conduct of Arts and Management Training for Foreign Service Personnel	CPRSD-CPS	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GoP	100,000.00	100,000.00	-	FSOCC Batch XXVI
50202010 00	Food and Beverage for the Participants & Resource Persons	CPRSD	NP-53.9 - Small Value Procurement	N/A	N/A	1st Qtr.	1st Qtr.	GoP	30,000.00	30,000.00	-	For the participants of various training programs and resource persons
50202010 00	Catering Services	CPRSD	NP-53.9 - Small Value Procurement	N/A	N/A	1st Qtr.	1st Qtr.	GoP	40,000.00	40,000.00	-	For the opening and closing ceremony of various training programs
50202010 00	Purified Drinking Water	CPRSD	NP-53.9 - Small Value Procurement	N/A	N/A	1st Qtr.	1st Qtr.	GoP	6,000.00	6,000.00	-	For consumptions of training participants
50202010 00	Notarial Services	CPRSD	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	950.00	950.00	-	Notarization of legal documents
50203010 00	Common-Use Supplies and Equipment (APP-CSE Part I)	Various Units	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	57,210.28	57,210.28	-	As per approved FSI APP-CSE 2019, Part I (Exclusive of Airline Tickets - see Travelling Expenses)
50203010 00	Common-Use Supplies and Equipment (APP-CSE Part II)	Various Units	NP-53.9 - Small Value Procurement	N/A	N/A	1st Qtr.	1st Qtr.	GoP	33,960.00	33,960.00	-	As per approved FSI APP-CSE 2019, Part II
50203090 00	Fuel, Oil and Lubricants	AFSD-GSS	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	40,000.00	40,000.00	-	Provision of gasoline, oil, and lubricants for the three (3) FSI service vehicles
50205010 00	Postage and Courier Services	AFSD-GSS	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	3,500.00	3,500.00	-	For mailing/courier services of documents
50205020 01	Telephone Expenses (Mobile)	AFSD	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	15,600.00	15,600.00	-	Provision of mobile telephones for the use of the Director-General, Deputy Director-General, Section and Division Heads of FSI
50205030 00	Internet Subscription	AFSD-MISS	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	300,000.00	300,000.00	-	Subscription to 30Mbps Dedicated Fiber Optic Internet Connection
50210030 00	Purified Drinking Water	Various Units	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	8,000.00	8,000.00	-	For the consumption of FSI personnel.
50211990 00	Other Professional Services	Various Units	NP-53.7 Highly Technical Consultants	N/A	N/A	1st Qtr.	1st Qtr.	GoP	200,000.00	200,000.00	-	Engagement of professional services
50212020 00	Janitorial Services	AFSD-GSS	Competitive Bidding	October	October	December	December	GoP	1,800,000.00	1,800,000.00	-	Provision for eight (8) janitorial personnel, janitorial supplies and equipment.
50299050 04	Rental of Computers	AFSD-MISS	NP-53.9 - Small Value Procurement	March	March	April	April	GoP	272,200.00	272,200.00	-	For the use of FSI employees.
50299050 04	Rental of Photocopy Machine	AFSD-GSS	NP-53.9 - Small Value Procurement	2nd Qtr	N/A	2nd Qtr	2nd Qtr.	GoP	127,500.00	127,500.00	-	For the use of FSI employees.
50299070 00	Local Newspapers Subscription	ODG-CPR LIB	NP-53.9 - Small Value Procurement	December	N/A	January	January	GoP	38,038.50	38,038.50	-	Daily supply of local newspapers.


TOTAL 3,479,216.82 3,479,216.82 -

Consolidated By:  
  
**ZENAIDA C. BAUTISTA**  
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 Officer-in-Charge, FSI and  
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