

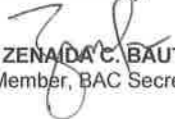
Department of Foreign Affairs
FOREIGN SERVICE INSTITUTE
Indicative Annual Procurement Plan for FY 2020

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
MAINTENANCE AND OTHER OPERATING EXPENSES													
Travelling Expenses													
50201020 00	Local Travels (Plane Ticket)	Various Units	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	301,000.00	301,000.00	-	Procurement of airline tickets for the participation of FSI Officers and Staff in various seminars, meetings, conferences, and scholarships.
50201020 00	Local Travels (Rental of Vehicle)	Various Units	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	155,000.00	155,000.00	-	Transportation rentals for study tours, teambuilding, courtesy call, etc.
50201010 00	Foreign Travels (Plane Tickets)	Various Units	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	1,260,000.00	1,260,000.00	-	Procurement of international airline tickets for the participation of FSI Officers and Staff in various meetings, conferences, seminars, and scholarships.
Training and Scholarship Expenses													
50202010 00	Lease of Venue (FSOCC Batch XXVIII)	CPRSD-CPS	No	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	525,000.00	525,000.00	-	For the conduct of the FSOCC Batch XXVIII Module on Esprit de Corps.
50202010 00	Conduct of Arts and Management Training for Foreign Service Personnel	CPRSD-CPS	No	NP-53.5 Agency-to-Agency	N/A	N/A	July	July	GoP	135,000.00	135,000.00	-	FSOCC Batch XXVIII
50202010 00	Food and Beverage for the Participants & Resource Persons	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	200,000.00	200,000.00	-	For the participants of various training programs and resource persons
50202010 00	Procurement of Catering Services	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	236,000.00	236,000.00	-	For the opening and closing ceremony of various training programs
50202010 00	Procurement of Coffee, Sugar, and Cream	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	100,000.00	100,000.00	-	For the participants of various training programs
50202010 00	Procurement of wooden stirrer, paper cups, and table napkins	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	36,194.50	36,194.50	-	For the use of the participants of various training programs
50202010 00	Snacks for the Conduct of Learning and Development Programs	AFSD-PS	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	80,000.00	80,000.00	-	Capacity Building and Learning and Development for FSI Personnel
50202010 00	ISO 9001:2015 Certification	AFSD-PS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	350,000.00	350,000.00	-	ISO Certification of FSI
50202010 00	Tokens for Speakers	CPRSD	No	NP-53.9 - Small Value Procurement	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	10,000.00	10,000.00	-	To be given to resource persons/speakers/lecturers as token of appreciation
50202010 00	Purified Drinking Water	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	36,144.00	36,144.00	-	For consumptions of training participants
50202010 00	Notarial Services	CPRSD	No	Direct Contracting	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	2,000.00	2,000.00	-	Nolarization of legal documents
Supplies and Materials Expenses													
50203010 00	Common-Use Supplies and Equipment	Various Units	No	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	1,220,000.00	1,220,000.00	-	Procurement of various common-use supplies and equipment
50203090 00	Fuel, Oil and Lubricants	AFSD-GSS	No	Direct Contracting	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	300,000.00	300,000.00	-	Provision of gasoline, oil, and lubricants for the three (3) FSI service vehicles
Utilities Expenses													
50204010 00	Water	AFSD	No	Direct Contracting	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	500,000.00	500,000.00	-	Utilities
50204020 00	Electricity	AFSD	No	Direct Contracting	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	2,100,000.00	2,100,000.00	-	Utilities
Communication Expenses													
50205010 00	Postage and Courier Services	AFSD-GSS	No	Direct Contracting	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	15,000.00	15,000.00	-	For mailing/courier services of documents
50205020 01	Telephone Expenses (Mobile)	AFSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	130,000.00	130,000.00	-	Provision of mobile telephones for the use of the Director-General, Deputy Director-General, Section and Division Heads of FSI
50205020 02	Telephone Expenses (Landline)	AFSD	No	Direct Contracting	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	255,000.00	255,000.00	-	Provision of PLDT direct line and PABX local telephone lines
50205030 00	Internet Subscription	AFSD-MISS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	600,000.00	600,000.00	-	Subscription to 40Mbps Dedicated Fiber Optic Internet Connection
50205040 00	Cable Subscription (2 accounts)	AFSD-GSS	No	Direct Contracting	N/A	N/A	1st Qtr.	1st Qtr.	GoP	24,000.00	24,000.00	-	Subscription to cable TV
Confidential, Intelligence & Extraordinary Expenses													
50210030 00	Tokens	ODG	No	NP-53.9 - Small Value Procurement	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	22,000.00	22,000.00	-	To be given to the resource persons/speakers/ lecturers of CIRSS and ODG CPR Library as token of appreciation.
50210030 00	Cultural & Athletics Activities	AFSD-PS	No	NP-53.9 - Small Value Procurement	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	110,000.00	110,000.00	-	For the purchase of uniforms or costumes and other related expenses in the conduct of cultural and athletics activities in FSI.
50210030 00	Loyalty Memorabilia	AFSD-PS	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	50,500.00	50,500.00	-	For loyalty awardees.
50210030 00	Food for Board meetings and briefings/ courtesy calls of visiting diplomats/ delegates	ODG-Propor	No	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	45,000.00	45,000.00	-	Meals/Snacks served during Board Meetings and courtesy calls to the Office of the Director-General.
50210030 00	Catering Services for the FSI Anniversary Celebration	AFSD	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	30,000.00	30,000.00	-	Annual celebration of FSI Anniversary
50210030 00	Catering Services for the FSI Christmas Party/Fellowship	AFSD	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	50,000.00	50,000.00	-	Annual celebration of FSI Christmas Party/Fellowship
50210030 00	Purified Drinking Water	Various Units	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	50,000.00	50,000.00	-	For the consumption of FSI personnel.
Professional Services													

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General Services													
50212020 00	One Year Janitorial Services	AFSD-GSS	Yes	Competitive Bidding	October 2019	November 2019	December 2019	December 2019	GoP	1,800,000.00	1,800,000.00	-	Provision for eight (8) janitorial personnel, janitorial supplies and equipment.
Repair and Maintenance													
50213050 01	Machinery	AFSD-GSS	No	NP-53.9 - Small Value Procurement	As needed	N/A	As needed	As needed	GoP	20,000.00	20,000.00	-	Periodic/preventive maintenance
50213050 02	Office Equipment	AFSD-GSS	No	NP-53.9 - Small Value Procurement	As needed	N/A	As needed	As needed	GoP	100,000.00	100,000.00	-	Periodic/preventive maintenance
50213050 03	ICT Equipment	AFSD-GSS	No	NP-53.9 - Small Value Procurement	As needed	N/A	As needed	As needed	GoP	50,000.00	50,000.00	-	Periodic/preventive maintenance
50213060 01	Motor Vehicles	AFSD-GSS	No	Direct Contracting	As needed	N/A	As needed	As needed	GoP	165,000.00	185,000.00	-	Periodic/preventive maintenance
50213070 00	Furniture & Fixtures	AFSD-GSS	No	NP-53.9 - Small Value Procurement	As needed	N/A	As needed	As needed	GoP	20,000.00	20,000.00	-	Periodic/preventive maintenance
Other Maintenance and Operating Expenses													
50299010 00	Advertising Expenses	AFSD-PS	No	NP-53.9 - Small Value Procurement	As needed	N/A	As needed	As needed	GoP	10,000.00	10,000.00	-	For publication of job vacancies
50299020 00	Printing Services	ODG-Publications	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	350,000.00	350,000.00	-	For printing of FSI Publications
50299020 00	Binding Services	AFSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	60,000.00	60,000.00	-	For FSI use
50299050 04	Rental of Computers (January to December)	AFSD-MISS	No	Competitive Bidding	October 2019	November 2019	December 2019	December 2019	GoP	816,600.00	816,600.00	-	For the use of FSI employees
50299050 04	Rental of Photocopy Machine (January to December)	AFSD-GSS	No	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	GoP	306,000.00	306,000.00	-	For the use of FSI employees
50299070 00	Anti-virus Subscription (January to December)	AFSD-MISS	No	Direct Contracting	N/A	N/A	December 2019	December 2019	GoP	99,600.00	99,600.00	-	Provision for an anti-virus and antispyware software package for protection from internet and email threats.
50205040 00	Web Hosting Services (January to December)	AFSD-MISS	No	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	GoP	8,000.00	8,000.00	-	Internet hosting services for the FSI website
50202010 00	Learning Management Systems Hosting	CPRSD-IPELS	No	NP-53.9 - Small Value Procurement	3rd Qtr.	N/A	3rd Qtr.	3rd Qtr.	GoP	360,250.00	360,250.00	-	For Human Capacity Development: Digital Diplomacy & E-Learning Program
50299070 00	Lex Libris CD ROM Subscription	ODG-CPR LIB.	No	Direct Contracting	N/A	N/A	August	August	GoP	32,900.00	32,900.00	-	For CPR Library collection development
50299070 00	Local Newspapers Subscription (January to December)	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	December 2019	N/A	December 2019	December 2019	GoP	77,400.00	77,400.00	-	Daily supply of local newspapers.
50299070 00	Foreign Newspapers & Magazines Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	October 2019	N/A	October 2019	October 2019	GoP	110,700.00	110,700.00	-	Supply of foreign newspapers and magazines.
50299070 00	Foreign Journals Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	October 2019	N/A	October 2019	October 2019	GoP	29,000.00	29,000.00	-	Supply of foreign professional journals for the use of the CPR Library and its clientele.
50299030 00	Snacks served during meetings with other Agencies	ODG	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	31,000.00	31,000.00	-	Representation Expenses
50299030 00	Snacks for the Mangrove Forum on International Relations	CIRSS	No	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	60,000.00	60,000.00	-	The Mangrove Forum is the FSI's premier platform for discussion of issues and problems in foreign policy, diplomacy, and international relations.
50299030 00	Snacks for the Mabini Dialogue Series	CIRSS	No	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	GoP	60,000.00	60,000.00	-	The Mabini Dialogue Series is a venue where specialist, experts, and practitioners could engage in discussions with the Department of Foreign Affairs on National, Regional, and Global issues that have political, economic, and sociocultural impact on the Philippines.
Capital Outlay													
50604050 03	ICT Equipment	AFSD-MISS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	675,000.00	-	675,000.00	Procurement of IT Equipment

TOTAL 17,100,288.50 16,425,288.50 675,000.00

Consolidated By:


ZENAIDA C. BAUTISTA
Member, BAC Secretariat

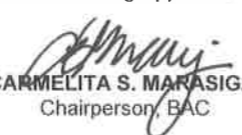
Certified Correct:


HOPE B. TORNILLA
Head, BAC Secretariat

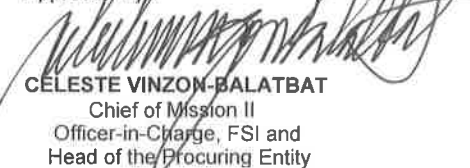
Certified Funds Available:


MARY ANN M. FAIGAO
Officer-in-Charge, Financial Management Section

Recommending Approval:


CARMELITA S. MARASIGAN
Chairperson, BAC

Approved By:


CELESTE VINZON-BALABAT
Chief of Mission II
Officer-in-Charge, FSI and
Head of the Procuring Entity