



Department of Foreign Affairs
FOREIGN SERVICE INSTITUTE
Indicative Annual Procurement Plan for FY 2021

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	741,000.00	741,000.00	-	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	90,000.00	90,000.00	-	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	1,084,000.00	1,084,000.00	-	Procurement of international airline tickets for the participation of FSI Officers and Staff in various meetings, conferences, seminars, and scholarships abroad.
Training and Scholarship Expenses													
50202010 00	Lease of Venue (Inclusive of Meals, Accommodation, and Transportation)	CPRSD-CPS	No	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	448,999.75	448,999.75	-	FSOCC Batch XXIX
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	January	January	GoP	135,000.00	135,000.00	-	FSOCC Batch XXIX
50202010 00	Food and Beverage for the Participants & Resource Persons	CPRSD/QMS	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 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	129,000.00	129,000.00	-	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	120,000.00	120,000.00	-	For the use of 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	40,000.00	40,000.00	-	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	100,000.00	100,000.00	-	Capacity Building and Learning and Development for FSI Personnel.
50202010 00	ISO 9001:2015 Certification (1st Annual Surveillance)	QMS Team	No		N/A	N/A	N/A	N/A	GoP	36,960.00	36,960.00	-	FSI ISO 9001:2015 1st annual surveillance to be conducted by Socotec Certification International.
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	42,149.00	42,149.00	-	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	-	Notarization of legal documents.
Supplies and Materials Expenses													
50203010 00	Common-Use Supplies and Equipment (Part 1)	Various Units	No	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	1,000,000.00	1,000,000.00	-	Procurement of various common-use supplies and equipment available at the PS DBM.
50203010 00	Common-Use Supplies and Equipment (Part 2)	Various Units	No	Shopping	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	511,000.00	511,000.00	-	Procurement of supplies not available at the PS DBM.
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	2,000,000.00	2,000,000.00	-	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	120,000.00	120,000.00	-	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	400,000.00	400,000.00	-	Provision of PLDT direct line and PABX local telephone lines.
50205030 00	Internet Subscription (Fiber Optic)	AFSD-MISS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	1,338,000.00	1,338,000.00	-	Subscription to 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	25,000.00	25,000.00	-	Subscription to cable TV.
Confidential, Intelligence & Extraordinary Expenses													
50210030 00	Tokens	CIRSS-Publications Section	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	49,000.00	49,000.00	-	To be given to the resource persons/speakers/ lecturers of FSI as token of appreciation.
50210030 00	Loyalty Memorabilia	AFSD-HRMS	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	48,000.00	48,000.00	-	For loyalty awardees.
50210030 00	Food for Board meetings and briefings/ courtesy calls of visiting diplomats/ delegates	ODG-Proper	No	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	40,000.00	40,000.00	-	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 and Fellowship Night	AFSD	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	61,000.00	61,000.00	-	Annual celebration of FSI Anniversary and Fellowship Night.
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													
50211990 00	Professional Services	Various Units	No	NP-53.7 Highly Technical Consultants	N/A	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	2,563,000.00	2,563,000.00	-	Engagement of consultancy/professional services.
General Services													
50212020 00	Supply of One Year Janitorial Services	AFSD-GSS	Yes	Competitive Bidding	November 2020	November 2020	December 2020	December 2020	GoP	1,900,000.00	1,900,000.00	-	Provision for eight (8) janitorial personnel, janitorial supplies and equipment.


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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Repair and Maintenance													
50213050 01	Machinery	AFSD-GSS	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	20,000.00	20,000.00	-	Periodic/preventive maintenance.
50213050 02	Office Equipment	AFSD-GSS	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	100,000.00	100,000.00	-	Periodic/preventive maintenance.
50213050 03	ICT Equipment	AFSD-GSS	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	-	Periodic/preventive maintenance.
50213060 01	Motor Vehicles	AFSD-GSS	No	Direct Contracting	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	100,000.00	100,000.00	-	Periodic/preventive maintenance.
50213070 00	Furniture & Fixtures	AFSD-GSS	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	40,000.00	40,000.00	-	Periodic/preventive maintenance.
Other Maintenance and Operating Expenses													
50299010 00	Advertising Expenses	AFSD-PS	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	24,000.00	24,000.00	-	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, letterheads, envelopes.
50299020 00	Binding Services	AFSD & CPRSD LPS	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	NP-53.9 - Small Value Procurement	November 2020	N/A	December 2020	December 2020	GoP	890,000.00	890,000.00	-	For the use of FSI employees.
50299050 04	Rental of Photocopy Machine (January to December)	AFSD-GSS	No	NP-53.9 - Small Value Procurement	November 2020	N/A	December 2020	December 2020	GoP	310,000.00	310,000.00	-	For the use of FSI employees.
50299070 00	Anti-virus Subscription (January to December)	AFSD-MISS	No	Direct Contracting	N/A	N/A	November 2020	December 2020	GoP	65,000.00	65,000.00	-	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	November 2020	N/A	November 2020	December 2020	GoP	8,000.00	8,000.00	-	Internet hosting services for the FSI website.
50299070 00	Lex Libris CD ROM Subscription	ODG-CPR LIB.	No	Direct Contracting	N/A	N/A	August 2020	August 2020	GoP	36,692.00	36,692.00	-	For CPR Library collection development.
50299070 00	Local Newspapers Subscription (January to December)	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	November 2020	N/A	November 2020	December 2020	GoP	135,000.00	135,000.00	-	Daily supply of local newspapers.
50299070 00	Foreign Newspapers & Magazines Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	November 2020	N/A	November 2020	December 2020	GoP	67,500.00	67,500.00	-	Supply of foreign newspapers and magazines.
50299070 00	Foreign Professional Journals Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	November 2020	N/A	November 2020	December 2020	GoP	86,500.00	86,500.00	-	Supply of foreign professional journals for the use of the CPR Library and its clientele.
50299070 01	ICT Software Subscription	CPRSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	506,000.00	506,000.00	-	Procurement of technological tools for communication.
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	45,000.00	45,000.00	-	Representation Expenses
50299030 00	Snacks for the Mangrove Forum on International Relations	CIRSS	No	NP-53.9 - Small Value Procurement	Quarterly	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	Quarterly	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.
50299030 00	Snacks during the PASCN General Assembly	CIRSS	No	NP-53.9 - Small Value Procurement	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	15,000.00	15,000.00	-	PASCN General Assembly
50299030 00	Snack during NACT Working Group Meeting	CIRSS	No	NP-53.9 - Small Value Procurement	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	40,000.00	40,000.00	-	NACT Working Group Meeting

TOTAL Php 17,193,800.75 17,193,800.75 -

Consolidated By:

ZENAIDA C. BAUTISTA
 Member, BAC Secretariat

Certified Funds Available:

VERONICA C. MANIPIS
 Accountant III

Recommending Approval:
RHODORA M. JOAQUIN
 Vice-Chairperson, BAC

Approved By:

 For **CELESTE VINZON-BALATBAT**
 Chief of Mission II
 Officer-in-Charge (Director-General), FSI and
 Head of the Procuring Entity