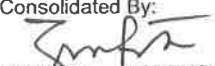




Department of Foreign Affairs  
**FOREIGN SERVICE INSTITUTE**  
**Annual Procurement Plan (Non-CSE) for FY 2021**

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	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>													
<b>Travelling Expenses</b>													
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	621,000.00	621,000.00	-	Procurement of domestic 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	210,000.00	210,000.00	-	Transportation rentals for study tours (tour package) for selected face-to-face training programs.
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.
<b>Training and Scholarship Expenses</b>													
50202010 00	Meals for the 3rd party auditors	QMS Team	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	2,000.00	2,000.00	-	First surveillance audit.
50202010 00	Virtual Server Hosting for One Year	CPRSD-FTPS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	250,000.00	250,000.00	-	For the conduct of Crisis Management and Assistance to Nationals (CMAN) e-Learning Course.
50202010 00	Procurement of Catering Services	CPRSD-DTPASS	No	NP-53.9 - Small Value Procurement	3rd Qtr.	N/A	3rd Qtr.	3rd Qtr.	GoP	7,500.00	7,500.00	-	For the closing ceremony of the Seminar-Workshop on the Cultural Diplomacy Awareness through Art Expression.
50202010 00	Procurement of Coffee, Sugar, and Cream	AFSD-HRMS & CPRSD-SCHPS	No	NP-53.9 - Small Value Procurement	1st Qtr.-4th Qtr.	N/A	1st Qtr.-4th Qtr.	1st Qtr.-4th Qtr.	GoP	10,360.00	10,360.00	-	For the participants of the Seminar-Workshop on the Cultural Diplomacy Awareness through Art Expression & Scholarships Roadshows.
50202010 00	Procurement of wooden stirrer, paper cups, and table napkins	AFSD-HRMS	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 learning and development programs.
50202010 00	Provision of meals/snacks	AFSD-HRMS, CPRSD-DTPASS, & CPRSD SCHPS	No	NP-53.9 - Small Value Procurement	1st and 3rd Qtr.	N/A	1st and 3rd Qtr.	1st and 3rd Qtr.	GoP	161,425.00	161,425.00	-	For the participants of the Seminar-Workshop on the Cultural Diplomacy Awareness through Art Expression and Scholarships Roadshows.
50202010 00	ISO 9001:2015 Certification (1st Surveillance Audit)	QMS Team	No		N/A	N/A	N/A	N/A	GoP	36,960.00	36,960.00	-	FSI ISO 9001:2015 1st surveillance audit 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	20,000.00	20,000.00	-	Drinking water for the training participants.
50202010 00	Tokens	CPRSD	No	NP-53.9 - Small Value Procurement	2nd-3rd Qtr.	N/A	2nd-3rd Qtr.	2nd-3rd Qtr.	GoP	60,000.00	60,000.00	-	Tokens for the resource persons.
50202010 00	Notarial Services	CPRSD	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	-	Notarization of legal documents.
<b>Supplies and Materials Expenses</b>													
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	1,021,214.10	1,021,214.10	-	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	187,833.51	187,833.51	-	Procurement of supplies not available at the PS DBM.
50203010 00	Common-Use Supplies and Equipment (Part 2)	Various Units	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	300,000.00	300,000.00	-	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.
<b>Utilities Expenses</b>													
50204010 00	Water	AFSD	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	500,000.00	500,000.00	-	Utilities
50204020 00	Electricity	AFSD	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	2,000,000.00	2,000,000.00	-	Utilities
<b>Communication Expenses</b>													
50205010 00	Postage and Courier Services	AFSD-GSS	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	-	For mailing/courier services of official documents.
50205020 01	Telephone Expenses (Mobile), 10 units	AFSD	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th 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), 45Mbps	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 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.
<b>Confidential, Intelligence &amp; Extraordinary Expenses</b>													
50210030 00	Tokens	CIRSS	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	50,000.00	50,000.00	-	Token of appreciation to resource persons/speakers of CIRSS events.
50210030 00	Loyalty Memorabilia	AFSD-HRMS	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	40,000.00	40,000.00	-	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	-	For Board Meetings and courtesy calls to the Office of the Director-General.
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	-	Provision of drinking water for FSI personnel.
<b>Professional Services</b>													
50211990 00	Professional/Consultancy 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.
<b>General Services</b>													
50212020 00	Provision for Janitorial Services for CY 2021	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.
<b>Repair and Maintenance</b>													
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.


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	
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.
<b>Other Maintenance and Operating Expenses</b>													
50299010 00	Advertising Expenses	AFSD-HRMS	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	CIRSS-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	Various Units	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	834,000.00	834,000.00	-	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	246,000.00	246,000.00	-	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	60,000.00	60,000.00	-	Provision for an anti-virus and antispyware software package for protection from internet and email threats.
50295040 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	-	Web hosting services for the FSI website.
50299070 00	Lex Libris CD ROM Subscription	ODG-CPR LIB.	No	Direct Contracting	N/A	N/A	November 2020	December 2020	GoP	69,048.00	69,048.00	-	For CPR Library collection development.
50299070 00	Local Newspapers Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	3rd Qtr.	N/A	3rd Qtr.	3rd Qtr.	GoP	40,000.00	40,000.00	-	Supply of local newspapers.
50299070 00	Foreign Newspapers & Magazines Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	134,000.00	134,000.00	-	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	115,000.00	115,000.00	-	Supply of foreign professional journals for the use of the CPR-Library and its clientele.
50299070 01	ICT Software Subscription for one year	CPRSD-FTPS	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	396,000.00	396,000.00	-	Procurement of technological tools for communication.
50299070 01	Online Survey Subscription	ODG-ES	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	49,000.00	49,000.00	-	Procurement of online evaluation software to facilitate the evaluation of various training programs.
50299030 00	Snacks (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
<b>Total - GAA FY 2021 Php</b>										<b>15,357,340.61</b>	<b>15,357,340.61</b>	<b>-</b>	
<b>Congress Initiative and Introduced Increase in Appropriations</b>													
50203010 00	Procurement of print and electronic books	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	3rd Qtr.	N/A	3rd Qtr.	3rd Qtr.	GoP	200,000.00	200,000.00	-	For library collection update - CI 2021 fund
50211990 00	Consultancy services for the Library Management System	ODG-CPR LIB.	No	NP-53.7 Highly Technical Consultants	N/A	N/A	1st Qtr.	1st Qtr.	GoP	95,000.00	95,000.00	-	For the library modernization program - CI 2021 fund
50299070 00	Subscription to Foreign Professional Journals and Databases	ODG-CPR LIB.	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	3,350,000.00	3,350,000.00	-	Online Subscription to ProQuest, Cambridge Journals Online, and PressReader - CI 2020 fund
50299070 00	Subscription to Foreign Newspapers & Magazines	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	250,000.00	250,000.00	-	Supply of foreign newspapers and magazines. - CI 2021 fund
50604050 03	Procurement of IT equipment (tablet)	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	2nd Qtr.	N/A	2nd Qtr.	2nd Qtr.	GoP	120,000.00	-	120,000.00	For the library modernization program - CI 2021 fund
50201020 00	Local Travels (Rental of Vehicle)	CPRSD-LPS	No	NP-53.9 - Small Value Procurement	2nd-3rd Qtr.	N/A	2nd-3rd Qtr.	2nd-3rd Qtr.	GoP	105,000.00	105,000.00	-	Cultural Appreciation Program - CI 2020 fund
50201020 00	Local Travels (Rental of Vehicle)	CPRSD-LPS	No	NP-53.9 - Small Value Procurement	2nd-4th Qtr.	N/A	2nd-4th Qtr.	2nd-4th Qtr.	GoP	165,000.00	165,000.00	-	Cultural Appreciation Program - CI 2021 fund
50202010 00	Notarial Services	CPRSD-SCHPS	No	Direct Contracting	2nd-3rd Qtr.	N/A	2nd-3rd Qtr.	2nd-3rd Qtr.	GoP	1,200.00	1,200.00	-	Notarization of scholarship contracts and other legal documents.
50299070 00	Subscription to Foreign Professional Journals and Databases	ODG-CPR LIB.	No	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	4,965,000.00	4,965,000.00	-	Online Subscription to ProQuest, Cambridge Journals Online, PressReader, and The Economist - CI 2021 fund
<b>Total - CI Budget Php</b>										<b>9,251,200.00</b>	<b>9,131,200.00</b>	<b>120,000.00</b>	

Consolidated By:  
  
**ZENAIDA C. BAUTISTA**  
 Member, BAC Secretariat

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**HOPE B. TORNILLA**  
 Head, BAC Secretariat

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**VERONICA C. MANIPAY**  
 Accountant III

Recommending Approval:  
  
**CARMELITA S. MARASIGAN**  
 Chairperson, BAC

Approved By:  
  
**JOSE MARIA A. CARIÑO**  
 Director-General, FSI and  
 Head of the Procuring Entity