


Department of Foreign Affairs
FOREIGN SERVICE INSTITUTE
Indicative Annual Procurement Plan for FY 2022

Code (PAP)	Procurement 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	Airfare (local)	Various Units	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	as need arises	as need arises	GoP	438,000.00	438,000.00	-	Procurement of domestic airline tickets for the participation of FSI Officers and Staff in various seminars, meetings, conferences, and scholarships.
50201020 00	Rental of vehicle (local travels, tours)	Various Units	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	250,000.00	250,000.00	-	Transportation rentals for study tours (tour package) for selected face-to-face training programs.
50201010 00	Airfare (foreign)	Various Units	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	as need arises	as need arises	GoP	721,000.00	721,000.00	-	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	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	-	Second surveillance audit.
50202010 00	Virtual Server Hosting for One Year	CPRSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	250,000.00	250,000.00	-	Virtual server hosting of the existing Learning Management System for the conduct of Crisis Management and Assistance to Nationals (CMAN) e-Learning Course.
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	323,625.70	323,625.70	-	For FSOCC Batch 29
50202010 00	Provision of meals/snacks.	CPRSD & AFSD	No	NP-53.9 - Small Value Procurement	1st and 4th Qtr.	N/A	1st and 4th Qtr.	1st and 4th Qtr.	GoP	530,000.00	530,000.00	-	For the participants of various training programs
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	142,250.00	142,250.00	-	For the closing ceremony of various training programs.
50202010 00	Procurement of Biscuits, Juice, Tea, Coffee, Sugar, and Cream	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	47,830.00	47,830.00	-	For the use of the participants of various training programs.
50202010 00	Procurement of wooden stirrer, paper/plastic cups, and table napkins	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	8,976.00	8,976.00	-	For the use of the participants of various training programs.
50202010 00	ISO 9001:2015 Certification (2nd Annual Surveillance Audit)	QMS Team	No		N/A	N/A	N/A	N/A	GoP	36,960.00	36,960.00	-	FSI ISO 9001:2015 2nd annual 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	5,801.00	5,801.00	-	Drinking water for the training participants.
50202010 00	Tokens	CPRSD	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	10,000.00	10,000.00	-	Tokens for the resource persons.
50202010 00	Notarial Services	CPRSD	No				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	1,167,936.53	1,167,936.53	-	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	166,554.00	166,554.00	-	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	200,000.00	200,000.00	-	Procurement of supplies not available at the PS DBM.
50203090 00	Fuel, Oil and Lubricants	AFSD-GSS	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	as need arises	as need arises	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	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
Communication Expenses													
50205010 00	Postage and Courier Services	AFSD-GSS	No				as need arises	as need arises	GoP	15,000.00	15,000.00	-	For mailing/courier services of official documents.
50205020 01	Telephone Expenses (Mobile)	AFSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	100,000.00	100,000.00	-	Provision of mobile telephones for the use of the Director-General, Section and Division Heads of FSI.
50205020 02	Telephone Expenses (Landline)	AFSD	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	351,000.00	351,000.00	-	Provision of PLDT direct line and PABX local telephone lines.
50205030 00	Internet Subscription, 45Mbps (Fiber Optic)	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.
	Zoom Subscription	CPRSD & AFSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	40,000.00	40,000.00	-	Subscription to Zoom
50205040 00	Cable Subscription (2 accounts)	AFSD-GSS	No	NP-53.9 - Small Value Procurement	1st Qtr.	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 & CPR-LIB	No	NP-53.9 - Small Value Procurement	1st-4th Qtr.	N/A	1st-4th Qtr.	1st-4th Qtr.	GoP	64,000.00	64,000.00	-	Tokens for the resource persons.
50210030 00	Loyalty Memorabilia	AFSD-HRMS	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	65,000.00	65,000.00	-	Recognition of 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	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.
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	647,000.00	647,000.00	-	Engagement of consultancy/professional services.
General Services													
50212020 00	Supply of One Year Janitorial Services	AFSD-GSS	Yes	Competitive Bidding	October 2021	November 2021	December 2021	December 2021	GoP	2,100,000.00	2,100,000.00	-	Provision for eight (8) janitorial personnel, janitorial supplies and equipment.
Repair and Maintenance													

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					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	50,000.00	50,000.00	-	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	400,000.00	400,000.00	-	For printing of FSI Publications, letterheads, envelopes.
50299020 00	Binding Services	AFSD & CPRSD	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	-	For FSI use.
50299050 04	Rental of Computers (January to December)	AFSD-MISS	No	NP-53.9 - Small Value Procurement	November 2021	N/A	December 2021	December 2021	GoP	850,000.00	850,000.00	-	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 2021	N/A	December 2021	December 2021	GoP	300,000.00	300,000.00	-	For the use of FSI employees.
50299070 00	Anti-virus Subscription (January to December)	AFSD-MISS	No	NP-53.9 - Small Value Procurement	November 2021	N/A	November 2021	December 2021	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 2021	N/A	November 2021	December 2021	GoP	8,000.00	8,000.00	-	Web hosting services for the FSI website.
50299070 00	Lex Libris CD ROM Subscription, 1 Year	ODG-CPR LIB.	Yes	Direct Contracting	N/A	N/A	November 2021	December 2021	GoP	68,000.00	68,000.00	-	For CPR Library collection development.
50299070 04	Foreign Newspapers and Magazines Subscription	ODG-CPR LIB.	No	NP-53.9 - Small Value Procurement	4th Qtr.	N/A	4th Qtr.	4th Qtr.	GoP	97,000.00	97,000.00	-	Supply and delivery of foreign newspapers and magazines.
50299070 01	ICT Software Subscription	CPRSD	No	NP-53.9 - Small Value Procurement	1st Qtr.	N/A	1st Qtr.	1st Qtr.	GoP	160,000.00	160,000.00	-	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	50,400.00	50,400.00	-	Procurement of online evaluation software to facilitate the evaluation of various training programs
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.

TOTAL Php 13,677,333.23 13,677,333.23 -

Consolidated By:


ZENAIDA C. BAUTISTA
 Member, BAC Secretariat

Certified Correct:


HOPE B. TORNILLA
 Head, BAC Secretariat


Certified Funds Available:


VERONICA C. MANIPIS
 Accountant III

Recommending Approval:


CARMELITA S. MARASIGAN
 Chairperson, BAC

Approved By:


JOSE MARIA A. CARINO
 Director-General, FSI and