

ANNUAL PROCUREMENT PLAN (APP) for FY 2020
Fertilizer and Pesticide Authority

APP Code: FPA-APP-2020-Rev01

Date: January 6, 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/ Project)
					Ads/ Post of ITB or RFQ	Sub/ Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TRAINING EXPENSES													
1	Catering Services	PMID, FOCU, FAD	Yes	Competitive Bidding	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	1,376,000.00	1,376,000.00			
2	Lease/ Accommodation (Planning Conference)	PMID	Yes	NP Sec. 53.5	n/a		1st Quarter, 2020	GoP	50,000.00	50,000.00			
3	Lease/ Accommodation (Midyear Conference)	PMID	No	NP Sec. 53.5	n/a		2nd Quarter, 2020	GoP	50,000.00	50,000.00			
4	Lease/ Accommodation (Yearend Conference)	PMID, FAD	No	NP Sec. 53.5	n/a		3rd Quarter, 2020	GoP	250,000.00	250,000.00			
5	Airfare	PMID, FOCU, FAD	Yes	NP Sec. 53.14	n/a		1st Quarter, 2020	GoP	165,000.00	165,000.00			
6	Airfare	PMID, FOCU, FAD	No	NP Sec. 53.14	n/a		2nd-4th Quarter, 2020	GoP	1,335,000.00	1,335,000.00			
OFFICE SUPPLIES EXPENSES													
7	Includes all expendable and semi-expendable Information Technology Supplies, accessories and peripherals available and not available at PS-DBM.	FPA	Yes	NP Sec. 53.5	n/a		1st Quarter, 2020	GoP	132,000.00	132,000.00			Please see APP for Common-Use Supplies and Equipment (CSE) for FY 2020
8	Includes all expendable and semi-expendable Information Technology Supplies, accessories and peripherals available and not available at PS-DBM.	FPA	No	NP Sec. 53.5	n/a		2nd-4th Quarter, 2020	GoP	703,000.00	703,000.00			Please see APP for Common-Use Supplies and Equipment (CSE) for FY 2020
9	Common-use supplies and equipment not available in PS	FPA	No	SH 52.1b	1st-4th Quarter 2020	n/a	1st-4th Quarter 2020	GoP	760,000.00	760,000.00			
ACCOUNTABLE FORMS EXPENSES													
10	Official receipt, cash book and check book, Certificates for Product Registration, License and CAIP	FAD, FOCU, FRD and PRD	No	NP Sec. 53.5	n/a		2nd-4th Quarter, 2020	GoP	900,000.00	900,000.00			Per inventory, the current stock will last until 2nd Quarter of 2020
NONACCOUNTABLE FORMS EXPENSES													
11	Nonaccountable Forms	FAD, FRD and PRD	No	NP Sec. 53.9	2nd-4th Quarter, 2020	n/a	2nd-4th Quarter, 2020	GoP	300,000.00	300,000.00			Per inventory, the current stock will last until 2nd Quarter of 2020
MEDICAL, DENTAL AND LABORATORY SUPPLIES													
12	Laboratory Chemicals	LSD	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	300,000.00	300,000.00			
13	Laboratory Supplies	LSD	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	300,000.00	300,000.00			
FUEL, OIL AND LUBRICANTS EXPENSES													
14	Fuel Requirement	FPA	Yes	NP Sec. 53.1	1st Quarter, 2020	n/a	1st Quarter, 2020	GoP	4,500,000.00	4,500,000.00			
OTHER SUPPLIES AND MATERIALS EXPENSES													
15	Vehicle Tires and Battery	FPA	No	NP Sec. 53.9	1st - 4th Quarter, 2020	n/a	1st - 4th Quarter, 2020	GoP	635,000.00	635,000.00			
WATER EXPENSES													
16	Drinking Water	FPA	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	206,000.00	206,000.00			
17	Non-drinking water	FPA	No		n/a		monthly	GoP	1,400,000.00	1,400,000.00			

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ELECTRICITY EXPENSES													
18	Electricity	FPA	No			n/a	monthly	GoP	4,948,000.00	4,948,000.00			
TELEPHONE EXPENSES													
19	Landline Telephone	FPA	No			n/a	monthly	GoP	472,000.00	472,000.00			
20	Mobile/ Cellular Phone	FPA	No			n/a	monthly	GoP	1,134,000.00	1,134,000.00			
INTERNET SUBSCRIPTION EXPENSES													
21	Internet Subscription	FPA	No			n/a	monthly	GoP	465,000.00	465,000.00			
OTHER PROFESSIONAL SERVICES													
JANITORIAL SERVICES													
22	Janitorial Services	FAD	Yes	Competitive Bidding			4th Quarter, 2019	GoP	950,000.00	950,000.00			
SECURITY SERVICES													
23	Security Services	FAD	Yes	Competitive Bidding			4th Quarter, 2019	GoP	1,000,000.00	1,000,000.00			
SURVEILLANCE AUDIT FOR ISO 9001:2015 CERTIFICATION													
24	Surveillance Audit for ISO 9001:2015 Certification	OED	No	NP Sec. 53.9	2nd Quarter, 2020	n/a	2nd Quarter, 2020	GoP	40,000.00	40,000.00			
BUILDINGS AND OTHER STRUCTURES													
25	Repairs and maintenance of office building and other structures	FPA	No	NP Sec. 53.9	1st - 4th Quarter, 2020	n/a	1st - 4th Quarter, 2020	GoP	350,000.00	350,000.00		Expense for the repair and maintenance of office building and other structures as the need arises	
MACHINERY AND EQUIPMENT													
26	Repairs and maintenance of machinery and equipment	FPA	No	NP Sec. 53.9	1st - 4th Quarter, 2020	n/a	1st - 4th Quarter, 2020	GoP	765,000.00	765,000.00		Expense for the repair and maintenance of machinery and equipment as the need arises	
27	Preventive Maintenance of Laboratory Instrument and Equipment	LSD	No	NP Sec. 53.9	4th Quarter, 2019, 3rd Quarter, 2020	n/a	4th Quarter, 2019, 3rd Quarter, 2020	GoP	250,000.00	250,000.00			
28	Calibration Services	LSD	No	NP Sec. 53.5		n/a	2nd Quarter, 2020	GoP	50,000.00	50,000.00			
29	Semi-expendable machinery and equipment	FAD	No	NP Sec. 53.9	2nd Quarter, 2020	n/a	2nd Quarter, 2020	GoP	200,000.00	200,000.00			
TRANSPORTATION EQUIPMENT													
30	Repair and maintenance of service vehicle and/or motorcycle	FPA	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	1,050,000.00	1,050,000.00		Expense for the repair and maintenance of service vehicle and/or motorcycle as the need arises	
FURNITURE AND FIXTURES													
31	Repair and maintenance of office furniture and fixtures	FAD	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	50,000.00	50,000.00			
32	Semi-expendable furniture and fixtures	FAD	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	175,000.00	175,000.00			
ADVERTISING EXPENSES													
33	Newspaper advertisement	FAD	No	NP Sec. 53.9	1st - 4th Quarter, 2020	n/a	1st - 4th Quarter, 2020	GoP	11,000.00	11,000.00		Expense for newspaper advertisement as the need arises	
34	Subscription expenses	FAD	No	NP Sec. 53.9	1st Quarter, 2020	n/a	1st Quarter, 2020	GoP	40,000.00	40,000.00			
PRINTING AND PUBLICATION EXPENSES													
35	IBC Materials, ASD Manual, Printing of Annual Report, etc.	PMID	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	500,000.00	500,000.00			

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RENT / LEASE EXPENSES													
Buildings and Structures													
36	Lease of Office Space	FU CAR	Yes	NP Sec. 53.10	n/a	n/a	1st Quarter, 2020	GoP	100,000.00	100,000.00			
37		FU II	No	NP Sec. 53.10	n/a	n/a	4th Quarter, 2020	GoP	100,000.00	100,000.00			
38		FU VIII	No	NP Sec. 53.10	n/a	n/a	3rd Quarter, 2020	GoP	120,000.00	120,000.00			
39		FU IX	Yes	NP Sec. 53.10	n/a	n/a	1st Quarter, 2020	GoP	120,000.00	120,000.00			
40		FU X	No	NP Sec. 53.10	n/a	n/a	3rd Quarter, 2020	GoP	220,000.00	220,000.00			
41		FU XI	Yes	NP Sec. 53.10	n/a	n/a	1st Quarter, 2020	GoP	140,000.00	140,000.00			
42		FU XII	No	NP Sec. 53.10	n/a	n/a	2nd Quarter, 2020	GoP	250,000.00	250,000.00			
43		FU CARAGA	No	NP Sec. 53.10	n/a	n/a	2nd Quarter, 2020	GoP	100,000.00	100,000.00			
Equipment													
44	Photocopying Services	FAD	No	NP Sec. 53.9	4th Quarter, 2019	n/a	4th Quarter, 2019	GoP	253,000.00	253,000.00			
CAPITAL OUTLAY													
45	IT Equipment (Printer and Scanner)	PMID	Yes	Competitive Bidding	4th Quarter, 2019			GoP	1,070,000.00		1,070,000.00		
46	Computer Software (Microsoft Office and Antivirus)	PMID	Yes	NP Sec. 53.5	n/a		1st Quarter, 2020	GoP	1,000,000.00		1,000,000.00		
47	Computer Software (Microsoft Office and Antivirus)	PMID	No	NP Sec. 53.5	n/a		3rd Quarter, 2020	GoP	2,221,000.00		2,221,000.00		
FPA Management System Project													
48	Computer Hardware	PMID	No	Competitive Bidding	2nd to 3rd Quarter, 2020			GoP	4,520,000.00		4,520,000.00	pending request for realignment from hardware to software to the Department of Information and Communications Technology (DICT) to comply with the provisions of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, in the computerization of systems or processes	
									36,026,000.00	27,215,000.00	8,811,000.00		

DEFINITION

- PROGRAM (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BESF)** - Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

REMARKS


Programs and projects should be aligned with budget documents, and especially those posted at the Phil-GEPS.

Breakdown into MOOE and CO for tracking purposes; aligned with budget documents
Any remark that will help GPPB track programs and projects

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