



ANNUAL PROCUREMENT PLAN for FY 2019

Fertilizer and Pesticide Authority

Revision No.: 03

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement				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	
Maintenance and Other Operating Expenses (MOOE)												
TRAINING EXPENSES												
Planning Conference												
1	Lease of Venue and Accommodation	PMID	NP Sec. 53.10		1st Quarter			GoP	240,000.00	240,000.00		
2	Van Rental	PMID	NP Sec. 53.9		1st Quarter			GoP	45,000.00	45,000.00		
Mid-Year Conference												
3	Lease of Venue and Accommodation	PMID	NP Sec. 53.9		3rd Quarter			GoP	260,000.00	260,000.00		
4	Van Rental	PMID	NP Sec. 53.9		3rd Quarter			GoP	30,000.00	30,000.00		
Year-End Conference												
5	Catering Services	PMID	NP Sec. 53.9		4th Quarter			GoP	365,000.00	365,000.00		
Training on Handling Conflicts												
6	Catering Services	FOCU	NP Sec. 53.9		2nd Quarter			GoP	368,000.00	368,000.00		
7	Service Fee for Training Provider	FOCU	NP Sec. 53.9		2nd Quarter			GoP	391,000.00	391,000.00		
8	Training Kit and T-Shirt	FOCU	NP Sec. 53.9		2nd Quarter			GoP	43,125.00	43,125.00		
Gender Harmonization Workshop and Team Building												
9	Catering Services	FAD	NP Sec. 53.10		2nd Quarter			GoP	270,000.00	270,000.00		
ISO Seminar-Training-Workshop												
10	Catering Services	FPA	NP Sec. 53.10		1st - 4th Quarter			GoP	200,000.00	200,000.00		
International Commitment												
11	Lease of Venue and Accommodation	PRD/OED	NP Sec. 53.10		4th Quarter			GoP	1,000,000.00	1,000,000.00		
OFFICE SUPPLIES EXPENSES												
12	Includes all expendable and semi-expendable Information Technology Supplies, accessories and peripherals available and not available at PS-DBM. Also include airline tickets.	FPA	NP Sec. 53.5/ SH 52.1.b		1st - 4th Quarter			GoP	3,045,000.00	3,045,000.00		Please see APP for Common-Use Supplies and Equipment (CSE) for FY 2019
13	Computer Inks	FPA	NP Sec. 53.9		1st - 4th Quarter			GoP	325,000.00	325,000.00		Other ink supplies not available in PS
14	Consumables for the ID Card Printer	PMID	NP Sec. 53.9		1st - 4th Quarter			GoP	120,000.00	120,000.00		Expense for the supplies for the ID Cards
15	Acrylic Wall Standoff Sign Holder - Insert	FAD	NP Sec. 53.9		2nd Quarter			GoP	55,000.00	55,000.00		Expense for the wall holder of citizen's charter
ACCOUNTABLE FORMS EXPENSES												
16	Official receipt, cash book and check book, Certificates for Product Registration, License and CAIP	FAD, FRD and PRD	NP Sec. 53.5	n/a	2nd Quarter			GoP	600,000.00	600,000.00		

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MEDICAL, DENTAL AND LABORATORY SUPPLIES												
17	Laboratory Chemicals	LSD	NP Sec. 53.9	4th Quarter, 2018				GoP	205,900.00	205,900.00		
18	Instrument Grade Gases (Refill)	LSD	NP Sec. 53.9	1st - 4th Quarter				GoP	60,910.00	60,910.00		Supply of instrument grade gases as the need arises
19	Laboratory Supplies	LSD	NP Sec. 53.9	4th Quarter, 2018				GoP	249,357.00	249,357.00		
FUEL, OIL AND LUBRICANTS EXPENSES												
20	Fuel Requirement	OED	NP Sec. 53.1	4th Quarter, 2018				GoP	4,326,000.00	4,326,000.00		
OTHER SUPPLIES AND MATERIALS EXPENSES												
21	Vehicle Tires and Battery	FPA	NP Sec. 53.9	1st - 4th Quarter				GoP	343,000.00	343,000.00		
WATER EXPENSES												
22	Drinking Water	FAD	NP Sec. 53.9	1st Quarter				GoP	200,000.00	200,000.00		
23	Non-drinking water	FAD	DC Sec. 50 (WETI Guidelines)	n/a	1st Quarter			GoP	1,215,000.00	1,215,000.00		Renewed services following WETI guidelines
ELECTRICITY EXPENSES												
24	Electricity	FPA	DC Sec. 50 (WETI Guidelines)	n/a	1st Quarter			GoP	5,432,000.00	5,432,000.00		Renewed services following WETI guidelines
TELEPHONE EXPENSES												
25	Landline Telephone	FPA CO	DC Sec. 50 (WETI Guidelines)	n/a	1st Quarter			GoP	288,000.00	288,000.00		Renewed services following WETI guidelines
26	Mobile/ Cellular Phone	FPA	DC Sec. 50 (WETI Guidelines)	n/a	1st Quarter			GoP	1,239,640.00	1,239,640.00		Renewed services following WETI guidelines
INTERNET SUBSCRIPTION EXPENSES												
27	Internet Subscription	FPA	DC Sec. 50 (WETI Guidelines)	n/a	1st Quarter			GoP	502,000.00	502,000.00		Renewed services following WETI guidelines
OTHER PROFESSIONAL SERVICES												
JANITORIAL SERVICES												
28	Janitorial Services	FAD	Competitive Bidding	4th Quarter, 2018				GoP	660,000.00	660,000.00		
SECURITY SERVICES												
29	Security Services	FAD	Competitive Bidding	4th Quarter, 2018				GoP	960,000.00	960,000.00		
OTHER GENERAL SERVICES												
30	Other General Services	FAD	NP Sec. 53.9	1st - 4th Quarter				GoP	40,000.00	40,000.00		Expense for other general services as the need arises
BUILDINGS AND OTHER STRUCTURES												
31	Repairs and maintenance of office building and other structures	FPA	NP Sec. 53.9	1st - 4th Quarter				GoP	200,000.00	200,000.00		Expense for the repair and maintenance of office building and other structures as the need arises
32	Retiling of the Office of the Executive Director	OED	NP Sec. 53.9	2nd Quarter				GoP	130,000.00	130,000.00		Expense for the repair of office of the executive
MACHINERY AND EQUIPMENT												
33	Repairs and maintenance of machinery and equipment	FPA	NP Sec. 53.9	1st - 4th Quarter				GoP	250,000.00	250,000.00		Expense for the repair and maintenance of machinery and equipment as the need arises

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34	Preventive Maintenance of Laboratory Instrument and Equipment	LSD	DC Sec. 50	1st - 4th Quarter				GoP	115,000.00	115,000.00		Expense for the preventive maintenance of various laboratory instrument from exclusive distributor
35	Preventive Maintenance of Laboratory Instrument and Equipment	LSD	NP Sec. 53.9	1st - 4th Quarter				GoP	336,600.00	336,600.00		Expense for the preventive maintenance of various laboratory instrument
36	Calibration Services	LSD	NP Sec. 53.5	3rd Quarter				GoP	52,233.00	52,233.00		
TRANSPORTATION EQUIPMENT												
37	Repair and maintenance of service vehicle and/or motorcycle	FPA	NP Sec. 53.9	1st - 4th Quarter				GoP	1,368,000.00	1,368,000.00		Expense for the repair and maintenance of service vehicle and/ or motorcycle as the need arises
FURNITURE AND FIXTURES												
38	Repair and maintenance of office furniture and fixtures	FAD	NP Sec. 53.9	1st - 4th Quarter				GoP	120,000.00	120,000.00		Combi blinds (linen) at the office of the Executive Director
ADVERTISING EXPENSES												
39	Newspaper advertisement	FAD	NP Sec. 53.9	1st - 4th Quarter				GoP	60,000.00	60,000.00		Expense for newspaper advertisement as the need arises
40	Newspaper subscription	FAD	NP Sec. 53.9	n/a	1st Quarter			GoP	40,000.00	40,000.00		
PRINTING AND PUBLICATION EXPENSES												
41	IEC Materials, ASD Manual etc.	PMID and FAD	NP Sec. 53.9	1st Quarter				GoP	500,000.00	500,000.00		
RENT/ LEASE EXPENSES												
<i>Buildings and Structures</i>												
42	Lease of Office Space	FU I	NP Sec. 53.10	n/a	1st Quarter			GoP	180,000.00	180,000.00		
43		FU CAR			1st Quarter				120,000.00	120,000.00		
44		FU II			1st Quarter				120,000.00	120,000.00		
45		FU VIII			1st Quarter				144,000.00	144,000.00		
46		FU IX			2nd Quarter				162,000.00	162,000.00		
47		FU X			2nd Quarter				300,000.00	300,000.00		
48		FU XI			2nd Quarter				378,000.00	378,000.00		
49		FU XII			1st Quarter				360,000.00	360,000.00		
50		FU CARAGA			1st Quarter				120,000.00	120,000.00		
Equipment												
51	Photocopying Services	FPA CO	NP Sec. 53.9	1st Quarter				GoP	250,000.00	250,000.00		
Capital Outlay (CO)												
52	Office Furniture and Fixtures	FAD	Competitive Bidding	1st Quarter				GoP	525,500.00		525,500.00	
53	Airconditioning Units	FAD	Competitive Bidding	2nd Quarter				GoP	556,000.00		556,000.00	
54	Sound System	FAD	Competitive Bidding	2nd Quarter				GoP	360,000.00		360,000.00	
55	ICT Equipment - Heavy Duty UPS and Projector, Anti-Virus and Fortinet Subscription	PMID	Competitive Bidding	2nd Quarter				GoP	1,500,000.00		1,500,000.00	
56	ICT Equipment - Printer, UPS and Hardware	PMID	Competitive Bidding	3rd Quarter				GoP	1,650,000.00		1,650,000.00	
57	Desktop Computers	PMID	Competitive Bidding	3rd Quarter				GoP	1,440,000.00		1,440,000.00	
58	Laptop	PMID	NP Sec. 53.5	3rd Quarter				GoP	920,000.00		920,000.00	
59	Projector	PMID	NP Sec. 53.5	3rd Quarter				GoP	400,000.00		400,000.00	
60	Microsoft Office	PMID	NP Sec. 53.5	3rd Quarter				GoP	866,000.00		866,000.00	

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61	Computer Softwares	PMID	NP Sec. 53.9	4th Quarter				GoP	500,000.00		500,000.00	
62	Cables, Wires and other IT accessories	PMID	NP Sec. 53.9	4th Quarter				GoP	200,000.00		200,000.00	
63	Laptop Batch 2	PMID	NP Sec. 53.9	3rd to 4th Quarter				GoP	2,200,000.00		2,200,000.00	savings coming from public bidding of ICT Equipment
64	Desktop Monitor	PMID	NP Sec. 53.9	4th Quarter				GoP	50,000.00		50,000.00	savings coming from public bidding of ICT Equipment
								38,750,140.00	27,582,640.00	11,167,500.00		

DEFINITION

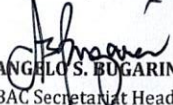
1. **PROGRAM (BESF)** – A homogeneous group of activities necessary for the performance
2. **PROJECT (BESF)** – Special agency undertakings which are to be carried out within a
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including:
5. **Schedule for Each Procurement Activity** - Major procurement activities
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

REMARKS

Programs and projects should be aligned with budget documents, and especially those

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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