

ANNUAL PROCUREMENT PLAN for FY 2019 Fertilizer and Pesticide Authority

Revision No. 01

Code (PAP)	Procurement Program/Project	PMO/ End-User	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												
Planning Conference												
1	Lease of Venue and Accommodation	PMID	NP Sec. 53.10		1st Quarter			GoP	260,000.00	260,000.00		
2	Van Rental	PMID	NP Sec. 53.9		1st Quarter			GoP	32,000.00	32,000.00		
Mid-Year Conference												
3	Catering Services	PMID	NP Sec. 53.9		2nd Quarter			GoP	78,400.00	78,400.00		
Year-End Conference												
4	Catering Services	PMID	NP Sec. 53.9		4th Quarter			GoP	400,000.00	400,000.00		
Training on Handling Conflicts												
5	Catering Services	FOCU	NP Sec. 53.9		1st Quarter			GoP	368,000.00	368,000.00		
6	Service Fee for Training Provider	FOCU	NP Sec. 53.9		1st Quarter			GoP	391,000.00	391,000.00		
7	Training Kit and T-Shirt	FOCU	NP Sec. 53.9		1st Quarter			GoP	43,125.00	43,125.00		
Gender Harmonization Workshop and Team Building												
8	Lease of Venue including food and accommodation	FAD	NP Sec. 53.10		2nd Quarter			GoP	270,000.00	270,000.00		
OFFICE SUPPLIES EXPENSES												
9	Includes all expendable and semi-expendable Information Technology Supplies, accessories and peripherals available and not available at PS-DBM. Also include airline tickets.	FPA	DBM-PS					GoP	3,545,000.00	3,545,000.00		Please see APP for Common-Use Supplies and Equipment (CSE) for FY 2019
ACCOUNTABLE FORMS EXPENSES												
10	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		
MEDICAL, DENTAL AND LABORATORY SUPPLIES												
11	Laboratory Chemicals	LSD	NP Sec. 53.9		4th Quarter, 2018			GoP	205,900.00	205,900.00		
12	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
13	Laboratory Supplies	LSD	NP Sec. 53.9		4th Quarter, 2018			GoP	249,357.00	249,357.00		
FUEL, OIL AND LUBRICANTS EXPENSES												
14	Fuel Requirement	OED	NP Sec. 53.1		4th Quarter, 2018			GoP	4,326,000.00	4,326,000.00		

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OTHER SUPPLIES AND MATERIALS EXPENSES												
15	Vehicle Tires and Battery	FPA	NP Sec. 53.9	1st - 4th Quarter				GoP	343,000.00	343,000.00		
WATER EXPENSES												
16	Drinking Water	FAD	NP Sec. 53.9	1st Quarter				GoP	200,000.00	200,000.00		
17	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												
18	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												
19	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
20	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												
21	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												
22	Janitorial Services	FAD	Competitive Bidding	4th Quarter, 2018				GoP	660,000.00	660,000.00		
SECURITY SERVICES												
23	Security Services	FAD	Competitive Bidding	4th Quarter, 2018				GoP	960,000.00	960,000.00		
OTHER GENERAL SERVICES												
24	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												
25	Repairs and maintenance of office building and other structures	FPA	NP Sec. 53.9	1st - 4th Quarter				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	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
27	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
28	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
29	Calibration Services	LSD	NP Sec. 53.5	3rd Quarter				GoP	52,233.00	52,233.00		
TRANSPORTATION EQUIPMENT												
30	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

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FURNITURE AND FIXTURES												
31	Repair and maintenance of office furniture and fixtures	FAD	NP Sec. 53.9	1st - 4th Quarter				GoP	100,000.00	100,000.00		Expense for the repair and maintenance of office furniture and fixtures as the need arises
ADVERTISING EXPENSES												
32	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
33	Newspaper subscription	FAD	NP Sec. 53.9	n/a	1st Quarter			GoP	40,000.00	40,000.00		
PRINTING AND PUBLICATION EXPENSES												
34	IEC Materials, ASD Manual etc.	PMID and FAD	NP Sec. 53.9	1st Quarter				GoP	500,000.00	500,000.00		
RENT/ LEASE EXPENSES												
Buildings and Structures												
35	Lease of Office Space	FU I	NP Sec. 53.10	n/a	1st Quarter			GoP	180,000.00	180,000.00		
36		FU CAR			3rd Quarter				120,000.00	120,000.00		
37		FU II			2nd Quarter				120,000.00	120,000.00		
38		FU VIII			2nd Quarter				144,000.00	144,000.00		
39		FU IX			3rd Quarter				162,000.00	162,000.00		
40		FU X			2nd Quarter				300,000.00	300,000.00		
41		FU XI			3rd Quarter				378,000.00	378,000.00		
42		FU XII			1st Quarter				360,000.00	360,000.00		
43		FU CARAGA			1st Quarter				120,000.00	120,000.00		
Equipment												
44	Photocopying Services	FPA CO	NP Sec. 53.9	1st Quarter				GoP	250,000.00	250,000.00		
								Total (PhP)	27,015,165.00	27,015,165.00	-	

DEFINITION

- 1. PROGRAM (BESF)** – A homogeneous group of activities necessary for the performance of a major
- 2. PROJECT (BESF)** – Special agency undertakings which are to be carried out within a definite time
- 3. PMO/End User** - Unit as proponent of program or project
- 4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding,
- 5. Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting);
- 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

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


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