

**PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES**  
**Annual Procurement Plan for FY 2017**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>Capital Outlay</b>												
1-3000000000	Desktop computer	RES/PSD/MIS/RID/AFD	Competitive Bidding		Second Quarter			COB	3,000,000.00		3,000,000.00	
1-3000000000	Notebook computer	RES/PSD/MIS/RID/AFD	Competitive Bidding		Second Quarter			COB	1,600,000.00		1,600,000.00	
2000000000	Server rack mounted	MIS	Competitive Bidding		Second Quarter			COB	600,000.00		600,000.00	
2000000000	Server Grade UPS	MIS	Competitive Bidding		Second Quarter			COB	300,000.00		300,000.00	
2000000000	Firewall Appliance	MIS	Competitive Bidding		Second Quarter			COB	600,000.00		600,000.00	
2000000000	Wireless Router	MIS	Shopping		First Quarter			COB	160,000.00		160,000.00	
3000000000	Document Scanner	AFD	Shopping		First Quarter			COB	70,000.00		70,000.00	
3000000000	Audio-visual Equipment for Multimedia Presentation	AFD	Shopping		First Quarter			COB	1,000,000.00		1,000,000.00	
2-3000000000	VOIP Phone/PBX Handset	RES/MIS	Shopping		Second Quarter			COB	68,000.00		68,000.00	
2000000000	Analog Telephone Adapter	MIS	Shopping		Second Quarter			COB	225,000.00		225,000.00	
2000000000	Machine-assisted Transcription Equipment	RID	Shopping		Second Quarter			COB	30,000.00		30,000.00	
2000000000	Temperature Monitoring Tool	MIS	Shopping		Second Quarter			COB	70,000.00		70,000.00	
3000000000	Refrigerator	GASS	Shopping		Second Quarter			COB	35,000.00		35,000.00	
3000000000	Biometric Scanner	GASS	Shopping		Second Quarter			COB	20,000.00		20,000.00	
3000000000	Staff chair	GASS	Shopping		Second Quarter			COB	300,000.00		300,000.00	
3000000000	Lounge Furniture	GASS	Shopping		Second Quarter			COB	35,000.00		35,000.00	
3000000000	Leasehold Improvement	GASS	Small Value Procurement		January to December			COB	500,000.00		500,000.00	
<b>Supplies and Materials</b>												
1-3000000000	Common-Use Supplies available at Procurement Service	RES/PSD/RID/AFD	NP-Agency to Agency		January to December			COB	213,685.00	213,685.00		
1-3000000000	Supplies and materials not available at Procurement Service	RES/PSD/RID/AFD	Shopping		January to December			COB	375,815.00	375,815.00		
1-3000000000	Computer Toners/Supplies	RES/PSD/RID/AFD	Shopping		January to December			COB	485,000.00	485,000.00		
1-3000000000	Gasoline, Oil and Lubricants	RES/PSD/RID/AFD	Shopping		January to December			COB	438,000.00	438,000.00		
1-3000000000	Tires	RES/PSD/RID/AFD	NP-Small Value/Shopping		January to December			COB	60,000.00	60,000.00		
1-3000000000	Motor Vehicle Batteries	RES/PSD/RID/AFD	Shopping		January to December			COB	89,000.00	89,000.00		
1000000000	Electrical Supplies	GASS	Shopping		January to December			COB	20,000.00	20,000.00		
<b>Utilities</b>												
1000000000	Electricity Services	GASS	GPPB Res 019-2006		January to December			COB	3,600,000.00	3,600,000.00		
1000000000	Water Services	GASS	GPPB Res 019-2006		January to December			COB	355,155.00	355,155.00		
1000000000	Drinking Water	GASS	Shopping		January to December			COB	44,845.00	44,845.00		
<b>Communication</b>												
1-3000000000	Postage, Deliveries and Courier	RES/PSD/RID/AFD	NP-Agency to Agency/Small Value		January to December			COB	292,000.00	292,000.00		
1-3000000000	Telephone Lines	RES/PSD/RID/AFD	GPPB Res 019-2006		January to December			COB	636,000.00	636,000.00		
1-3000000000	Internet Connection	RES/PSD/RID/AFD	GPPB Res 019-2006		January to December			COB	800,000.00	800,000.00		
1-3000000000	Mobile Phones	RES/PSD/RID/AFD	Shopping		January to December			COB	72,000.00	72,000.00		
<b>Advertising</b>												
1000000000	Publication/Posting of Notices in Newspaper	GASS	NP-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services		January to December			COB	60,000.00	60,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>Printing, Lay-outing and Binding</b>												
2000000000	PIDS Publications											
2000000000	Policy Notes (PN)	RID	NP-Small Value	January to December				COB	250,000.00	250,000.00		
2000000000	Development Research News (DRN)	RID	NP-Small Value	January, April, July and December				COB	100,000.00	100,000.00		
2000000000	Research Papers	RID	NP-Small Value	January, February, May & November				COB	200,000.00	200,000.00		
2000000000	Philippine Journal of Development (PJD)	RID	NP-Small Value	Semi-annually				COB	160,000.00	160,000.00		
2000000000	Books	RID	NP-Small Value	February and October				COB	180,000.00	180,000.00		
2000000000	Economic Policy Monitor (EPM)	RID	NP-Small Value	August				COB	100,000.00	100,000.00		
2000000000	Economic Issue of the Day (EID)	RID	NP-Small Value	January, April, July and December				COB	20,000.00	20,000.00		
2000000000	Annual Report	RID	NP-Small Value	September				COB	100,000.00	100,000.00		
2000000000	PIDS Booklet	RID		September					50,000.00	50,000.00		
1-3000000000	Printing of PIDS envelopes, letterhead, memo pad, calling cards and other office supplies	GASS	NP-Small Value	As needed				COB	40,000.00	40,000.00		
1-3000000000	Reproduction of seminar materials and other documents, binding services, etc.	GASS	NP-Small Value	Monthly/As needed				COB	128,000.00	128,000.00		
<b>Training Expenses/Seminars and Workshops/Cost of Meetings</b>												
2000000000	Annual Public Policy	RID	NP-Small Value/Lease of Venue	September				COB	445,000.00	445,000.00		
2000000000	Pulong Saliksikan	RID	NP-Small Value Procurement	February/May/August/December				COB	45,000.00	45,000.00		
2000000000	PIDS-CPBRB Legislators' Forum Series	RID	NP-Small Value/Lease of Venue	Quarterly				COB	60,000.00	60,000.00		
2000000000	Network/Project Related Fora - Regular	RID	NP-Small Value/Lease of Venue	February to December				COB	480,000.00	480,000.00		
2000000000	Network/Project Related Fora - Regional	RID	NP-Small Value/Lease of Venue	February to December				COB	240,000.00	240,000.00		
2000000000	Press Conference-Regular	RID	NP-Small Value/Lease of Venue	Quarterly				COB	30,000.00	30,000.00		
2000000000	Press Conference-Regional	RID	NP-Small Value/Lease of Venue	September and October				COB	90,000.00	90,000.00		
2000000000	PIDS Corner	RID	NP-Small Value/Lease of Venue	September				COB	30,000.00	30,000.00		
3000000000	Various presentation of PIDS and Projects researches/Seminars	RES/Projects	NP-Small Value/Lease of Venue	As needed				COB/Projects Fund	400,000.00	400,000.00		
1000000000	Loyalty Awarding Ceremony, Year-end Assessment Program, Parangal at Pasasalamat Program, Testimonial and Welcome Dinner and Meetings of the Board of Trustees, etc.	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue/Agency to Agency	February to December				COB	500,000.00	500,000.00		

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1-300000000	Athletic and Cultural Activities	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue	February to December				COB	151,500.00	151,500.00		
1000000000	Staff training, team building and planning workshops, meetings, etc.	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue/Agency to Agency	As needed				COB	2,817,000.00	2,817,000.00		
<b>Representation Expenses</b>												
1-3000000000	Representation Expenses including tokens	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue	As needed				COB	1,420,000.00	1,420,000.00		
1000000000	Extraordinary and Miscellaneous Expenses	RES	Shopping/NP-Small Value Procurement	As needed				COB	180,000.00	180,000.00		
<b>Rent</b>												
	Office Space and Parking Slots	GASS	With existing contract until 2018	January to December				COB	29,914,000.00	29,914,000.00		
	Rental of venue for PIDS seminars/fora	GASS	NP-Lease of Venue	February to December				COB	1,300,000.00	1,300,000.00		
<b>Travelling</b>												
1-3000000000	Bus, Van, and Rent-a-Car Requirements	RES/PSD/MIS/RID/AFD/Projects	NP-Small Value	As needed				COB/Projects	300,000.00	300,000.00		
1-3000000000	Purchase of Plane Tickets	RES/PSD/MIS/RID/AFD/Projects	Shopping	As needed				COB/Projects	1,204,000.00	1,204,000.00		
1-3000000001	Accommodation and other incidental expenses	RES/PSD/MIS/RID/AFD/Projects	NP-Small Value/Lease of Venue/Agency to Agency	As needed				COB/Projects	1,350,000.00	1,350,000.00		
3000000000	Conduct of FGDs, Ktis, etc.	RES	NP-Small Value/Lease of Venue/Agency to Agency	As needed					1,170,000.00	1,170,000.00		
3000000000	Fleetwork Expenses, DSA, Travel tax, Pre-travel Expenses, etc.	RES/RID/PSD/Projects	NP-Lease of Venue/EO 248	As needed				COB/Projects	2,142,735.00	2,142,735.00		
<b>Subscription</b>												
1-3000000000	Newspapers and Magazines, e-books, etc.	RES/RID/GASS	Shopping/Direct Contracting	Annually				COB	100,000.00	100,000.00		
2000000000	Renewal of anti-virus, security and e-mail protection, purchase of secondary data and software	RES/PSD/RID/AFD	NP-Small Value	As needed				COB	2,281,000.00	2,281,000.00		
<b>Professional and Other Services</b>												
3000000000	Engagement of Technical Research Consultants/Conduct of Surveys various PIDS Projects											
	- Gender Equality in the Philippines: What Do Indicators on the Sustainable Development Goals Suggest?	RES	Negotiated Procurement-SVP	January to December				COB	450,000.00	450,000.00		
	- CARP after 30 years and forward options (Including Study 2)	RES	Negotiated Procurement-SVP	January to December				COB	450,000.00	450,000.00		
	- Assessment of the Regulation on Balance Housing Development	RES	Negotiated Procurement-SVP	January to December				COB	280,000.00	280,000.00		
	- Welfare Issues in price control on occasions of calamities, emergencies and like occurrences	RES	Negotiated Procurement-SVP	January to December				COB	350,000.00	350,000.00		
	- Management and Expansion of the APEC Policy Tools	RES	Negotiated Procurement-SVP	January to December				COB	490,000.00	490,000.00		
	- Impact of Fiscal Incentives on Productivity and Innovation	RES	Negotiated Procurement-SVP	January to December				COB	600,000.00	600,000.00		
	- Process Evaluation of Senior High School Implementation and Baseline	RES	Negotiated Procurement-SVP	January to December				COB	1,170,000.00	1,170,000.00		
	- Survey for the Process Evaluation of Senior High School Implementation and Baseline	RES	Public Bidding	January to December				COB	10,500,000.00	10,500,000.00		

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	- CHED K-12 Adjustment Assistance Process Evaluation and Baseline	RES	Negotiated Procurement-SVP		January to December			COB	1,170,000.00	1,170,000.00		
	- The Passing of the Torch from the Makibaka Generation to Millennials: Lessons in Development Policy Research	RES	Negotiated Procurement-SVP		January to December			COB	900,000.00	900,000.00		
	- Estimation of the Philippine Macroeconometric model	RES	Negotiated Procurement-SVP		January to December			COB	1,012,500.00	1,012,500.00		
	- Regulatory measures affecting services trade and investment: Distribution, Multimodal Transport and Logistics Services	RES	Negotiated Procurement-SVP		January to December			COB	30,000.00	30,000.00		
	- The next wave of innovations and their strategic implications for social and economic policies: Phase 1 - key informants' analyses	RES	Negotiated Procurement-SVP		January to December			COB	900,000.00	900,000.00		
	- What works for decentralized healthcare delivery? A review of evidences	RES	Negotiated Procurement-SVP		January to December			COB	450,000.00	450,000.00		
1000000000	Auditing Services	GASS	NP-Agency to Agency		January to December			COB	3,781,008.00	3,781,008.00		
1000000000	Legal Services of OGCC	GASS	NP-Agency to Agency		January to December			COB	300,000.00	300,000.00		
1000000000	Consultant for Legal, Research and Administrative Matters	GASS	NP-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services		First Quarter			COB	360,000.00	360,000.00		
1000000000	ISO Certification	RES	NP-Small Value Procurement		Third Quarter			COB	1,000,000.00	1,000,000.00		
1000000000	Consultant for HRIS enhancement	GASS	NP-Small Value/tightly Technical		April			COB	300,000.00	300,000.00		
1000000000	Engagement of Services for Competency Assessment Program	GASS	NP-Small Value		April			COB	270,000.00	270,000.00		
2000000000	Consultant for MIS Services	MIS	NP-Small Value		March			COB	240,000.00	240,000.00		
2000000000	Consultant for Project Development and Monitoring Services	PSD	NP-Small Value		April			COB	100,000.00	100,000.00		
2000000000	Consultant for Publications and Circulation Matters	RID	NP-Small Value		February			COB	650,000.00	650,000.00		
2000000000	Reviewers, editors, etc. (for PIDS Publications)	RID	NP-Small Value		January to December			COB	200,000.00	200,000.00		
1000000000	Editorial Assistant for the Philippine Journal of Development	RES	NP-Small Value		First Quarter				720,000.00	720,000.00		
1-3000000000	Resource Persons, Discussants, Enumerators, etc.	GASS/PROJECTS	DBM Cir. 2007-1		As needed			COB	246,000.00	246,000.00		
1000000000	Janitorial Services	GASS	GPPB Res		July			COB	1,600,000.00	1,600,000.00		
1000000000	Security Services	GASS	GPPB Res		July			COB	1,200,000.00	1,200,000.00		
1000000000	Other General Services (plumbing, electrician, etc)	GASS	NP-Small Value		As needed			COB	450,000.00	450,000.00		
1000000000	Conduct of Annual Physical Examination	GASS	NP-Small Value		Second Quarter			COB	90,000.00	90,000.00		

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<b>Repairs and Maintenance</b>												
1-3000000000	Repairs and Maintenance of Motor Vehicles	RES/PSD/RID/AFD	NP-Small Value		As needed			COB	428,000.00	428,000.00		
1-3000000000	Repairs and Maintenance of Office Equipment	RES/PSD/RID/AFD	NP-Small Value		As needed			COB	35,000.00	35,000.00		
1-3000000000	IT Software and Hardware Maintenance	RES/PSD/RID/AFD	NP-Small Value		As needed			COB	902,000.00	902,000.00		
1-3000000000	Repairs and Maintenance of Furniture and Fixtures	RES/PSD/RID/AFD	NP-Small Value		As needed			COB	40,000.00	40,000.00		
1000000000	Repairs and Maintenance of Leased Area	GASS	NP-Small Value		As needed			COB	500,000.00	500,000.00		
1-3000000000	Other Repairs and Maintenance	RES/PSD/RID/AFD	NP-Small Value		As needed			COB	15,000.00	15,000.00		
<b>Taxes, Premiums and Other Fees</b>												
1000000000	Directors and Officers Liability Insurance and Group Accident Insurance	GASS	NP-Agency to Agency		May and as needed			COB	325,000.00	325,000.00		
1000000000	Fidelity Bond	GASS	NP-Agency to Agency		January, March, May, June			COB	110,000.00	110,000.00		
1000000000	Registration and Insurance of motor vehicles	GASS	NP-Agency to Agency		January, February, July			COB	74,500.00	74,500.00		
1000000000	Insurance of PIDS Properties (CGL, Fire, etc)	GASS	NP-Agency to Agency		January, February, July, November, December			COB	690,500.00	690,500.00		
									<b>97,510,241.00</b>	<b>88,897,241.00</b>	<b>8,613,000.00</b>	

**Definition:**

- AFD - Administrative and Finance Department
- COB - Corporate Operating Budget
- GASS - General Administrative and Support Services
- NP - Negotiated Procurement
- PSD - Project Services Department
- RES - Research Department
- RIS - Research Information Staff
- SVP - Small Value Procurement

Prepared by:

  
**NORLITO S. ATIENZA**  
 BAC Secretariat-Good and Other Services

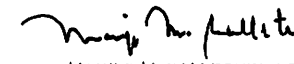
  
**JAN MICHAEL M. OSEO**  
 BAC Secretariat-Consulting Services

Recommending Approval:

  
**ANICETO G. ORBETA, JR.**  
 BAC Chair-Goods and Other Services

Approved by:

  
**SONNY N. DOMINGO**  
 BAC Chair-Consulting Services

  
**MARIFE M. BALLESTEROS**  
 Officer-in-Charge