

**Philippine Institute for Development Studies
Annual Procurement Plan for FY 2020**

as of May 18, 2020

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/Activity/ Project)
				Advertisemen t/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Capital Outlay												
2000000000000000	42 units Desktop computers	RES, RSD, RID, GASS	Competitive Bidding	Oct. 2019	Nov. 2019	January	January	Corporate Budget	2,991,000.00		2,991,000.00	
2000000000000000	15 units Notebook computer	RES, RSD, RID, GASS	Competitive Bidding	June	June	July	July	Corporate Budget	1,500,000.00		1,500,000.00	
2000000000000000	2 units Server, rack mounted	RSD-ICTSD	Competitive Bidding	June	June	July	July	Corporate Budget	900,000.00		900,000.00	
2000000000000000	1 Server Grade UPS	RSD-ICTSD	NP-53.9 - Small Value Procurement	March	March	April	May	Corporate Budget	120,000.00		120,000.00	
2000000000000000	10 Network Switch	RSD-ICTSD	NP-53.9 - Small Value Procurement	March	March	April	May	Corporate Budget	400,000.00		400,000.00	
2000000000000000	6 Document Scanner	RES, RID	NP-53.9 - Small Value Procurement		March	April	May	Corporate Budget	290,000.00		290,000.00	
2000000000000000	3 Network Laserjet Printer, small	RES, RID	Shopping	March	March	April	May	Corporate Budget	150,000.00		150,000.00	
2000000000000000	1 Network Laserjet Printer Enterprise, big	RES, RSD- ICTSD	NP-53.9 - Small Value Procurement	March	March	April	May	Corporate Budget	150,000.00		150,000.00	
2000000000000000	4 HDD Storage	RSD-ICTSD	Shopping	March	March	April	May	Corporate Budget	80,000.00		80,000.00	
2000000000000000	IP Phone Expansion	RSD-ICTSD	NP-53.9 - Small Value Procurement	March	March	April	May	Corporate Budget	30,000.00		30,000.00	
2000000000000000	9 VOIP Phone/PBX Headset	RES, RID, GASS	Shopping	March	March	April	May		180,000.00		180,000.00	
1000000000000000	Mobile Phones	GASS	Shopping	July	July	August	August		280,000.00		280,000.00	
1000000000000000	Leasehold Improvement & Others	GASS	NP-53.9 - Small Value Procurement	July	July	August	August	Corporate Budget	500,000.00		500,000.00	
1000000000000000	Construction of PIDS Bldg. (1st Year)	GASS	Agency-to-Agency	June	July	August	August	Corporate Budget	82,427,000.00		82,427,000.00	
									-			
								Subtotal (A)	89,998,000.00			

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B. Supplies, Materials, and Semi-Expendable Equipment												
2000000000000000	Office Supplies	GASS, RES, PASCN, RSD, RID	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	monthly	Corporate Budget	1,104,400.00	1,104,400.00		
			Shopping	N/A	N/A	N/A	monthly	Corporate Budget				
2000000000000000	Semi-Expendable Equipment	GASS, RES, PASCN, RSD, RID	Shopping	N/A	N/A	N/A	quarterly	Corporate Budget	441,700.00	441,700.00		
2000000000000000	Semi-Expendable books	RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	quarterly	Corporate Budget	135,740.00	135,740.00		
2000000000000000	IT Hardware and Software (IT-related software, maintenance support, etc)	RSD-ICTSD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	quarterly	Corporate Budget	495,000.00	495,000.00		
2000000000000000	Fuel, Oil and Lubricants	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	monthly	Corporate Budget	524,700.00	524,700.00		
Subtotal (B)									2,701,540.00			
C. Printing, Lay-outing, Binding, & Publication												
2000000000000000	Printing, Lay-outing, Binding, & Publication	RID-PCD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	1,648,000.00	1,648,000.00		
	Policy Notes	RID-PCD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget				
	Development Research News	RID-PCD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget				
	Research Papers	RID-PCD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget				
	Philippine Journal of Books	RID-PCD	NP-53.9 - Small Value Procurement	Feb, Oct	N/A	N/A	Jun, Dec	Corporate Budget				
	Economic Policy Monitor	RID-PCD	NP-53.9 - Small Value Procurement	Jun, Sep	N/A	N/A	Jun, Sep	Corporate Budget				
	APPCC Proceedings	RID-PCD	NP-53.9 - Small Value Procurement	July	N/A	N/A	Jun	Corporate Budget				
	Annual Report	RID-PCD	NP-53.9 - Small Value Procurement	August	N/A	N/A	Apr	Corporate Budget				
	DPRM banners	RID	NP-53.9 - Small Value Procurement	July	N/A	N/A	May	Corporate Budget				
	Other Printing and Publications	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Aug, Sep	Corporate Budget	287,457.00	287,457.00		
Subtotal (C)									1,935,457.00			
D. Repairs and Maintenance												
2000000000000000	Building maintenance	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	500,000.00	500,000.00		as needed
2000000000000000	Motor Vehicles maintenance and repairs	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	800,000.00	800,000.00		as needed
2000000000000000	Other repairs and maintenance	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	274,000.00	274,000.00		as needed
Subtotal (D)									1,574,000.00			
E. Communication												
2000000000000000	Telephone	GASS, RES, PASCN, RSD, RID	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	793,042.00	793,042.00		
2000000000000000	Postage and Courier Services	GASS, RES, PASCN, RSD, RID	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	436,200.00	436,200.00		

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/Activity/ Project)
				Advertisemen t/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Internet	RSD-ICTSD	NP-53.9 - Small Value Procurement	August	N/A	N/A	August	Corporate Budget	520,000.00	520,000.00		Primary and Secondary Internet
Subtotal (E)									1,749,242.00			
F. Subscription												
2000000000000000	Subscription (ICT Software, OS Licenses, etc)	RSD-ICTSD	NP-53.9 - Small Value Procurement	Feb - Oct	N/A	N/A	Feb - Oct	Corporate Budget	1,900,000.00	1,900,000.00		
2000000000000000	Subscriptions (magazines, newspapers, plagiarism software, online journals, desktop publishing	RID	NP-53.9 - Small Value Procurement / Direct Contracting	Jun, Oct	N/A	N/A	Jun, Oct	Corporate Budget	1,060,000.00	1,060,000.00		
3000000000000000	Other Subscriptions	RES, AFD, RID, RSD	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	Corporate Budget	1,185,023.00	1,185,023.00		
Subtotal (F)									4,145,023.00			
G. Utilities												
1000000000000000	Water	GASS	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	240,000.00	240,000.00		
1000000000000000	Electricity	GASS	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	2,640,000.00	2,640,000.00		
Subtotal (G)									2,880,000.00			

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				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
H. Training & Travelling, Seminars and Workshops, Meetings												
2000000000000000	Travel costs (air, land travel, and hotel accomodation) for PIDS staff attending regional events	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	4,211,265.00	4,211,265.00		Airfares, transportations, and others
			NP-53.10 Lease of Real Property and Venue									
2000000000000000	Training expenses	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	702,500.00	702,500.00		
			NP-53.10 Lease of Real Property and Venue									
	Annual Public Policy	RID-PA							-			
2000000000000000	7MBPS internet connection	RID-PA	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	17,500.00	17,500.00		
2000000000000000	Office supplies/kits (IDs, handouts, envelopes, and printing of conference	RID-PA	Shopping/SVP	N/A	N/A	N/A	3rd Quarter	Corporate Budget	20,000.00	20,000.00		
2000000000000000	Promotional videos, on-the-day video coverage, and post-AVP	RID-PA	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	100,000.00	100,000.00		
2000000000000000	Rapporteurial services for APPC proceedings	RID-PA	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	40,000.00	40,000.00		
2000000000000000	PIDS Public Seminars	RID-PA	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	4th quarter	Corporate Budget	42,000.00	42,000.00		
2000000000000000	Travelling Expenses (team bldg)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	2nd Quarter	Corporate Budget	700,000.00	700,000.00		
2000000000000000	Training/Seminar Expenses (team bldg)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	2nd Quarter	Corporate Budget	600,000.00	600,000.00		
1000000000000000	Major Events (Anniv/Parangal/Testimonial/Yearend)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	1,362,000.00	1,362,000.00		
Subtotal (H)									7,795,265.00			
I. General Services												
1000000000000000	Janitorial Services	GASS	Competitive Bidding	June	June	July	July	Corporate Budget	1,096,000.00	1,096,000.00		
1000000000000000	Security Services	GASS	Competitive Bidding	June	June	July	July	Corporate Budget	2,987,000.00	2,987,000.00		
Subtotal (I)									4,083,000.00			
J. Rent												
1000000000000000	Rental/Lease of Lot	GASS	Agency-to-Agency	N/A	N/A	N/A	February	Corporate Budget	72,576,000.00	72,576,000.00		
1000000000000000	Rental/Lease of Office Space	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	June	Corporate Budget	32,000,000.00	32,000,000.00		Existing contract
Subtotal (J)									104,576,000.00			
K. Other Expenses												

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				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Representation Expenses	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	2,448,650.00	2,448,650.00		as needed
1000000000000000	Athletic and Cultural Program	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	162,000.00	162,000.00		
2000000000000000	Miscellaneous (including extraordinary expenses)	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	519,025.00	519,025.00		as needed
1000000000000000	Advertising	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	10,000.00	10,000.00		
1000000000000000	Fidelity Bond Premium	GASS	Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	120,000.00	120,000.00		
1000000000000000	Insurance	GASS	Agency-to-Agency	N/A	N/A	N/A	N/A	Corporate Budget	655,000.00	655,000.00		as needed
1000000000000000	Taxes, Duties and Licenses (vehicle registration & DST)	GASS	Agency-to-Agency	N/A	N/A	N/A	N/A	Corporate Budget	2,342,000.00	2,342,000.00		as needed
Subtotal (K)									6,266,675.00			
L. Professional/Consulting Services (COB)												
1000000000000000	Legal Services	GASS	NP-53.5 Agency-to-Agency	March	March	April	April	Corporate Budget	300,000.00	300,000.00		
1000000000000000	Auditing Services	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	3,379,000.00	3,379,000.00		
2000000000000000	Consultancy Services (including Reviewers, Editors, etc.)	RES	Competitive Bidding/ NP-53.9 - Small Value Procurement/ Agency-to-Agency				Mar-Sep		6,043,800.00	6,043,800.00		
2000000000000000	Consultancy for the Assessment of the Implementation of the Tertiary Education Subsidy under the Universal Access to Quality Tertiary Education Act	RES	Small Value Procurement	Feb	Feb	Mar	Mar	Corporate Budget	557,500.00	557,500.00		
2000000000000000	Survey of Local Government Water Service Delivery in the Philippines for the in-house study on "The Philippine Local Government Water System"	RES	Small Value Procurement	May	May	Jun	Jun	Corporate Budget	600,000.00	600,000.00		
2000000000000000	Co- Investigator for the Impact Evaluation of the Implementation of the Performance-Based Bonus	RES	Small Value Procurement	May	May	Jun	Jun	Corporate Budget	600,000.00	600,000.00		
2000000000000000	Consultant for Cross-Border Regulatory Issues with Digital Platforms and E-commerce	RES	Small Value Procurement	May	May	Jun	Jun	Corporate Budget	600,000.00	600,000.00		
2000000000000000	Research/TDAP grants	PASCN	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	800,000.00	800,000.00		
1000000000000000	Consultant for Property Inventory System	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	June	Corporate Budget	1,000,000.00	1,000,000.00		

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1000000000000000	ISO/QMS Audit	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	61,600.00	61,600.00		with existing contract
2000000000000000	Other Professional Fees	GASS, RES, PASCN, RSD, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	887,600.00	887,600.00		
	DPRM-related activities								140,000.00	140,000.00		
Subtotal (L)									14,989,500.00			
M. Subscription (External Fund)												
2000000000000000	Subscription to webinar platform	RES	NP-53.9 - Small Value Procurement	May	May	May	May	LGSF-AM (DILG)	195,000.00	195,000.00		
N. Professional/Consulting Services (External Fund)												
	Assessment of the Credit Demand of Small Farmers and Fisherfolk	RES	NP-53.9 - Small Value Procurement	Jan	Jan	Feb	Feb	ACPC	450,000.00	450,000.00		
	Technical Assistance to the Process Evaluation of the Responsible Parenthood and Reproductive Health (RPRH) Law Implementation	RES	NP-53.9 - Small Value Procurement	Jan	Jan	Feb	Feb	DOH	262,500.00	262,500.00		
	Research Assistance to the Process Evaluation of Selected Programs of the Department of Health (DOH): RPRH Law Implementation	RES	NP-53.9 - Small Value Procurement	Jan	Jan	Feb	Feb	DOH	150,000.00	150,000.00		
	Evaluation of the Education and Communications Key Results Area of the Responsible Parenthood and Reproductive Health (RPRH) Law	RES	NP-53.9 - Small Value Procurement	Jan	Jan	Feb	Feb	DOH	375,000.00	375,000.00		
	Data Collection and Management for the Evaluation of Governance and Financing of Reproductive Health Law and National Immunization Program	RES	Competitive Bidding	Jan	Jan	Feb	Feb	DOH	240,000.00	240,000.00		
	Technical Assistance to the Process Evaluation of the Local Service Delivery Component of the Responsible Parenthood and Reproductive Health (RPRH) Law	RES	NP-53.9 - Small Value Procurement	Jan	Jan	Feb	Feb	DOH	210,000.00	210,000.00		
	Technical Assistance to the Public Expenditure Review for Nutrition for Addressing the Determinants of Stunting in the First 1000 Days	RES	NP-53.9 - Small Value Procurement	May	May	May	June	UNICEF	392,000.00	392,000.00		
	Research Assistance to the Study: Addressing the Determinants of Stunting in the First 1000 Days	RES	NP-53.9 - Small Value Procurement	May	May	May	June	UNICEF	240,000.00	240,000.00		
	Consultant for Philippine Plan of Action for Nutrition (PPAN) Review for the Study: Addressing the Determinants of Stunting in the First 1000 Days	RES	NP-53.9 - Small Value Procurement	May	May	May	June	UNICEF	392,000.00	392,000.00		

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	Consultant for the Local Service Delivery Review of Nutrition Programs for the Study: Addressing the Determinants of Stunting in the First 1000 Days	RES	NP-53.9 - Small Value Procurement	May	May	May	June	UNICEF	392,000.00	392,000.00		
Subtotal (A - L: COB)									242,663,702.00	152,665,702.00	89,998,000.00	
Subtotal (M - N: External Funds)									3,298,500.00	3,298,500.00	-	
Grand Total									245,962,202.00	155,964,202.00	89,998,000.00	

Definition:

GASS - General Administrative and Support Services
 AFD - Administrative and Finance Department
 RSD - Research Services Department

RES - Research Department
 MIS - Management Information Staff
 PASCN - Philippine APEC Study Center Network

RID - Research Information Department
 PA - Public Affairs
 PCD - Publications and Circulation Division
 SERP-P - Socio Economic Research Portal of the Philippines

Prepared by:

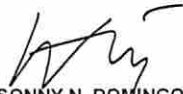



S B MAGALLONES / NORLITO ATIENZA
 Procurement Management Division

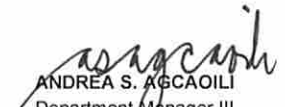
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