

**Philippine Institute for Development Studies
Indicative Annual Procurement Plan for FY 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/Activity/ Project)
					Advertisemen t/Posting of (B/RE)	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Capital Outlay													
2000000000000000	Desktop computer	RES, PSD, MIS, RID, AFD	Yes	Competitive Bidding	October 2019	December 2019	January 2020	January 2020	Corporate Budget	3,150,000.00		3,150,000.00	
2000000000000000	Notebook computer	RES, PSD, RID, AFD	Yes	Competitive Bidding	October 2019	December 2019	January 2020	January 2020	Corporate Budget	1,550,000.00		1,550,000.00	
2000000000000000	Server, rack mounted	MIS	Yes	Competitive Bidding	October 2019	December 2019	January 2020	January 2020	Corporate Budget	1,050,000.00		1,050,000.00	
2000000000000000	Server Grade UPS	MIS	No	Shopping	February	March	April	April	Corporate Budget	120,000.00		120,000.00	
2000000000000000	Network Switch	MIS	No	Shopping	February	March	April	April	Corporate Budget	500,000.00		500,000.00	
2000000000000000	Wireless Router	MIS	No	Shopping	February	March	April	April	Corporate Budget	25,000.00		25,000.00	
2000000000000000	Document Scanner	RES, RID	No	Shopping	February	March	April	April	Corporate Budget	300,000.00		300,000.00	
2000000000000000	Network Laserjet Printer, small	RID	No	Shopping	February	March	April	April	Corporate Budget	50,000.00		50,000.00	
2000000000000000	Network Laserjet Printer Enterprise, big	RES, MIS	No	Shopping	February	March	April	April	Corporate Budget	450,000.00		450,000.00	
2000000000000000	HDD Storage	MIS	No	Shopping	February	March	April	April	Corporate Budget	80,000.00		80,000.00	
2000000000000000	IP Phone Expansion	MIS	No	Shopping	February	March	April	April	Corporate Budget	30,000.00		30,000.00	
1000000000000000	Leasehold Improvement & Others	GASS	No	NP-53.9 - Small Value Procurement	April	May	June	June	Corporate Budget	500,000.00		500,000.00	
1000000000000000	Construction of PIDS Office Bldg.	GASS	No	Competitive Bidding	February	February	March	March	Corporate Budget	82,427,000.00		82,427,000.00	
Subtotal (A)										90,232,000.00			
B. Supplies, Materials, and Semi-Expendable Equipment													
2000000000000000	Office Supplies	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	monthly	Corporate Budget	615,500.00		615,500.00	
			No	Shopping	N/A	N/A	N/A	monthly	Corporate Budget	564,900.00		564,900.00	
2000000000000000	Semi-Expendable Equipment	AFD, MIS, RID, RES	No	Shopping	N/A	N/A	N/A	quarterly	Corporate Budget	392,200.00		392,200.00	
2000000000000000	Semi-Expendable books	RID	No	Shopping	N/A	N/A	N/A	quarterly	Corporate Budget	148,600.00		148,600.00	
2000000000000000	IT Hardware and Software (IT-related software, maintenance support, etc)	MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	quarterly	Corporate Budget	422,000.00		422,000.00	
2000000000000000	Fuel, Oil and Lubricants	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	monthly	Corporate Budget	528,880.00		528,880.00	
Subtotal (B)										2,672,080.00			

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					Advertisement/Posting of (B/E)	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
C. Printing, Lay-outing, Binding, & Publication													
2000000000000000	Policy Notes	PCD-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	400,000.00	400,000.00		
2000000000000000	Development Research News	PCD-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	201,600.00	201,600.00		
2000000000000000	Research Papers	PCD-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	156,000.00	156,000.00		
2000000000000000	Philippines Journal of Development	PCD-RID	No	NP-53.9 - Small Value Procurement	Feb, Oct	N/A	N/A	Jun, Dec	Corporate Budget	89,000.00	89,000.00		
2000000000000000	Books	PCD-RID	No	NP-53.9 - Small Value Procurement	Jun, Sep	N/A	N/A	Jun, Sep	Corporate Budget	130,000.00	130,000.00		
2000000000000000	Economic Policy Monitor	PCD-RID	No	NP-53.9 - Small Value Procurement	Jun	N/A	N/A	Jul	Corporate Budget	140,000.00	140,000.00		
2000000000000000	APPC Proceedings	PCD-RID	No	NP-53.9 - Small Value Procurement	Jun	N/A	N/A	Jul	Corporate Budget	160,000.00	160,000.00		
2000000000000000	Annual Report	PCD-RID	No	NP-53.9 - Small Value Procurement	May	N/A	N/A	Jul	Corporate Budget	148,000.00	148,000.00		
2000000000000000	Printing and Publication Expenses (DPRM banners)	RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Aug, Sep	Corporate Budget	30,000.00	30,000.00		
2000000000000000	Other Printing and Publications	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A		Corporate Budget	179,300.00	179,300.00		Procurement dates are subject to availability of materials for printing
Subtotal (C)										1,633,800.00			
D. Repairs and Maintenance													
2000000000000000	Building maintenance	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	515,000.00	515,000.00		as needed
2000000000000000	Motor Vehicles maintenance and repairs	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	817,400.00	817,400.00		as needed
2000000000000000	Other repairs and maintenance	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	278,800.00	278,800.00		as needed
Subtotal (D)										1,611,200.00			
E. Communication													
2000000000000000	Telephone	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	806,042.00	806,042.00		
2000000000000000	Postage and Courier Services	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	399,200.00	399,200.00		
2000000000000000	Internet	MIS	No	NP-53.9 - Small Value Procurement	August	N/A	N/A	Sep	Corporate Budget	572,000.00	572,000.00		Primary and Secondary Internet
Subtotal (E)										1,777,242.00			
F. Subscription													

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/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Subscription (ICT Software, OS Licenses, etc)	MIS	No	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, ITenticals, online journals)	RID	No	NP-53.9 - Small Value Procurement / Direct Contracting	Jun, Oct	N/A	N/A	Jun, Oct	Corporate Budget	1,578,000.00	1,578,000.00		
3000000000000000	Other Subscriptions	RES, AFD, RID, PSD	No	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	Corporate Budget	225,000.00	225,000.00		
Subtotal (F)										3,703,000.00			
G. Utilities													
1000000000000000	Water	GASS	No	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	412,000.00	412,000.00		
1000000000000000	Electricity	GASS	No	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	2,266,000.00	2,266,000.00		
Subtotal (G)										2,678,000.00			
H. Training & Travelling, Seminars and Workshops, Meetings													
2000000000000000	Travel costs (air, land travel, and hotel accommodation) for PIDS staff attending regional events	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	4,881,876.00	4,881,876.00		Airfares, transportations, and others
			No	NP-53.10 Lease of Real Property and Venue									
2000000000000000	Training expenses	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	5,065,950.00	5,065,950.00		Training schedule is on a case-a-case basis
			No	NP-53.10 Lease of Real Property and Venue									
2000000000000000	Travelling Expenses (team bldg)	GASS	No	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	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	2nd Quarter	Corporate Budget	700,000.00	700,000.00		
2000000000000000	Annual Public Policy Conference	PA-RID	No	NP-53.10 Lease of Real Property and Venue	April	N/A	N/A	3rd Quarter	Corporate Budget	1,677,500.00	1,677,500.00		Venue
			No	NP-53.9 - Small Value Procurement									
2000000000000000	DPRM activities	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	70,000.00	70,000.00		
2000000000000000	PIDS Public Seminars	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	monthly	Corporate Budget	144,000.00	144,000.00		
2000000000000000	Traveling	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	233,000.00	233,000.00		
2000000000000000	PIDS-CPBRB Legislators Forum Series & PIDS -SEPO	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Mar-Nov	Corporate Budget	30,000.00	30,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	PIDS-MinDA Policy Forum	PA-RID	No	NP-53.9 - Small Value Procurement	September	N/A	N/A	3rd Quarter	Corporate Budget	127,200.00	127,200.00		
2000000000000000	Metro Manila forum	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	734,500.00	734,500.00		
2000000000000000	Regional seminar with press conference	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	185,000.00	185,000.00		
2000000000000000	Press Conferences (kickoff)	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	68,000.00	68,000.00		
2000000000000000	Inauguration of PIDS Corner	PA-RID	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	89,500.00	89,500.00		
2000000000000000	Staff development/Skills enhancement		No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	May-Dec	Corporate Budget	80,000.00	80,000.00		
1000000000000000	Major Events (Anniv/Parangal/Testimonial/Yearend)	GASS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	1,229,000.00	1,229,000.00		
Subtotal (H)										16,015,526.00			
I. General Services													
1000000000000000	Janitorial Services	GASS	No	Competitive Bidding	June	June	July	July	Corporate Budget	1,071,200.00	1,071,200.00		Existing contract (3-year starting 2019)
1000000000000000	Security Services	GASS	No	Competitive Bidding	June	June	July	July	Corporate Budget	1,863,270.00	1,863,270.00		Existing contract (3-year starting 2019)
Subtotal (I)										2,934,470.00			
J. Rent													
1000000000000000	Rent of Office Space	GASS	No	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
1000000000000000	Lease of UP Lot for PIDS Office Space	GASS	Yes	Agency-to-Agency	N/A	N/A	N/A	Jan	Corporate Budget	72,576,000.00	72,576,000.00		
Subtotal (J)										104,576,000.00			
K. Other Expenses													
2000000000000000	Representation Expenses	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	3,363,410.00	3,363,410.00		as needed
1000000000000000	Athletic and Cultural Program	GASS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	150,000.00	150,000.00		
2000000000000000	Miscellaneous	GASS, AFD, RES, PASCN, PSD, RID, MIS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	231,100.00	231,100.00		as needed
1000000000000000	Advertising	GASS	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	10,000.00	10,000.00		
Subtotal (K)										3,754,510.00			
L. Professional/Consulting Services (COB)													
1000000000000000	Legal Services	GASS	No	NP-53.5 Agency-to-Agency	March	March	April	April	Corporate Budget	300,000.00	300,000.00		

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					Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10000000000000	Auditing Services	GASS	No	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	3,400,000.00	3,400,000.00		
	Research Consultants	RES	No	Competitive Bidding/ NP-53.9 - Small Value Procurement				April-Sep	Corporate Budget	26,694,000.00	26,694,000.00		
20000000000000	Other Professional Fees	AFD,PASCN, GASS,RES, PASCN	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	917,600.00	917,600.00		
	Consultant for Property Inventory System	AFD	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	June	Corporate Budget	460,000.00	460,000.00		
20000000000000	Consultancy Services (Research/IDAP grants)*	PASCN	No	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	800,000.00	800,000.00		
30000000000000	Other Consultancy Services, Professional fees (Reviewers, Editors, etc.)	PSD, AFD, PASCN, RID	No	NP-53.9 - Small Value Procurement	Quarterly	N/A	N/A	Quarterly	Corporate Budget	3,147,222.00	3,147,222.00		
Subtotal (L)										35,718,822.00			
Grand Total										267,306,750.00	177,074,750.00	90,232,000.00	

Definition:

GASS - General Administrative and Support Services
 AFD - Administrative and Finance Department
 PSD - Project 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

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