

Philippine Institute for Development Studies Indicative Annual Procurement Plan for FY 2022

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/RE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CAPITAL OUTLAY													
	Notebook PC	RES	NO	Small value procurement	June	June	July	July	COB	400,000.00		400,000.00	
	Network Attached Storage (NAS) Server	RSD-ITCSD	NO	Small value procurement	May	N/A	June	June	COB	500,000.00		500,000.00	
	Server-grade UPS	RSD-ITCSD	NO	Small value procurement	May	N/A	June	June	COB	120,000.00		120,000.00	
	HDD Storage	RSD-ITCSD	NO	Small value procurement	May	N/A	June	June	COB	60,000.00		60,000.00	
	Leasehold Improvement	GASS	NO	Small value procurement	N/A	N/A	Oct	Oct	COB	500,000.00		500,000.00	
	Subtotal (CO):											1,580,000.00	
	MOOE									-			
	Advertising	GASS	NO	Small value procurement	N/A	N/A	N/A	N/A	COB	10,000.00	10,000.00		as needed
	Auditing Services	GASS	NO	Agency-to-Agency	N/A	N/A	N/A	N/A	COB	3,717,000.00	3,717,000.00		as needed
	Legal Services	GASS	NO	Small value procurement	N/A	N/A	N/A	N/A	COB	300,000.00	300,000.00		as needed
	Electricity	GASS	NO	GPPB Resolution 19-2006	N/A	N/A	N/A	N/A	COB	2,719,000.00	2,719,000.00		monthly
	Internet	RSD-ITCSD	NO	Small value procurement	Sep	Sep	Oct	Oct	COB	572,000.00	572,000.00		
	Water	GASS	NO	GPPB Resolution 19-2006	N/A	N/A	N/A	N/A	COB	247,000.00	247,000.00		monthly
	Janitorial Services	GASS	NO	Public Bidding	June	June	July	July	COB	1,129,000.00	1,129,000.00		bidding or renewal
	Security Services	GASS	NO	Public Bidding	June	June	July	July	COB	3,077,000.00	3,077,000.00		bidding or renewal
	Rent of Office Space	GASS	NO		N/A	N/A	N/A	N/A	COB	34,100,000.00	34,100,000.00		existing under 3-year contract

Bank Charges/Mgmt Fee - SDA placement/Loss from Forex	GASS	NO	Agency-to-agency	N/A	N/A	N/A	N/A	COB	400,000.00	400,000.00		as needed
Insurance	GASS	NO		N/A	N/A	N/A	N/A	COB	655,000.00	655,000.00		
Fidelity Bond of the Institute's Officers	GASS	NO	Agency-to-agency	N/A	N/A	N/A	N/A	COB	120,000.00	120,000.00		
Taxes, Duties and Licenses (dst, mv registration)	GASS	NO	Agency-to-agency	N/A	N/A	N/A	N/A	COB	165,000.00	165,000.00		
Office Supplies	AFD, GASS, RID, RES, RSD, PASCN	NO	Agency-to-agency/Shopping	quarterly	N/A	quarterly	quarterly	COB	1,239,140.00	1,239,140.00		
Semi-Expendable Books	RES, RID	NO	Shopping	June	N/A	July	July	COB	151,460.00	151,460.00		
Semi-Expendable Equipment	RSD, RES, AFD	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	COB	379,870.00	379,870.00		
Subscription to various IT softwares, licenses, newspapers, magazines, online journal	AFD, RES, RIS, RSD	NO	NP-53.9 - Small Value Procurement/ Direct Contracting	quarterly	N/A	quarterly	quarterly	COB	5,960,993.00	5,960,993.00		
Printing Services												
Policy Notes	RID-Pub	NO		N/A	N/A				450,000.00	450,000.00		
Development Research News	RID-Pub	NO		N/A	N/A				208,000.00	208,000.00		
Research Papers	RID-Pub	NO		N/A	N/A				298,800.00	298,800.00		
Philippine Journal of Development	RID-Pub	NO			N/A				110,500.00	110,500.00		
Books	RID-Pub	NO		N/A	N/A				141,600.00	141,600.00		
Economic Policy Monitor	RID-Pub	NO			N/A				198,000.00	198,000.00		
APPC Proceedings	RID-Pub	NO		N/A	N/A				220,000.00	220,000.00		
Annual Report	RID-Pub	NO							234,000.00	234,000.00		
PIDS Publications flyer	RID-Pub	NO							18,000.00	18,000.00		
Other printing & publication expenses	RID, RSD, AFD, RES, PASCN	NO	Small value procurement	quarterly	N/A	quarterly	quarterly	COB	554,890.00	554,890.00		


Repairs & Maintenance - Motor Vehicle	AFD, RES, RSD, RID	NO	Small value procurement	quarterly	N/A	quarterly	quarterly	COB	846,600.00	846,600.00		as needed
Repairs & Maintenance - IT Equipment	AFD, RES, RSD, RID	NO	Small value procurement	quarterly	N/A	quarterly	quarterly	COB	530,100.00	530,100.00		as needed
Repairs & Maintenance - Office Equipment, Others	GASS, AFD, RSD	NO	Small value procurement	June	June	July	July	COB	287,000.00	287,000.00		as needed
Repairs and Maintenance - Other Leasehold Improvements	GASS	NO	Small value procurement	June	June	July	July	COB	515,000.00	515,000.00		as needed
Fuel, Oil and Lubricants	AFD, RES, RSD, RID	NO	NP-53.14 Direct Retail Purchase	monthly	N/A	monthly	monthly	COB	567,870.00	567,870.00		
Postage & Courier Services	AFD, RES, RID, RSD	NO	NP-53.5 Agency to-Agency	monthly	N/A	monthly	monthly	COB	442,760.00	442,760.00		
Telephone/ Communication expenses	RES, RIS, RSD, AFD, GASS	NO	GPPB Resolution 19-2006	monthly	N/A	monthly	monthly	COB	856,402.00	856,402.00		
Training and Seminar	RES, RIS, RSD, AFD, GASS, PASCN	NO	SVP/Agency-to-Agency	quarterly	N/A	quarterly	quarterly	COB	2,384,500.00	2,462,000.00		
Annual Public Policy Conference (Seminar)	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	2,078,500.00	2,078,500.00		
DPRM activities	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	81,125.00	81,125.00		
Press conference (kick-off) and media briefing	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	97,000.00	97,000.00		
Regional Seminar with press conference	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	277,800.00	277,800.00		
PIDS Public Seminar	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	144,000.00	144,000.00		
PIDS-CPBRB Legislators Forum Series & PIDS-SEPO	RID-PA	NO	Small value procurement	July	July	Aug	Aug	COB	60,000.00	60,000.00		
PIDS-MinDA Policy Forum	RID-PA	NO		July	July	Aug	Aug	COB	73,000.00	73,000.00		
Inauguration of PIDS Corner	RID-PA	NO	Small value procurement	Aug	Aug	Sep	Sep	COB	53,500.00	53,500.00		

Major Events (Anniv/Parangal/Testimonial/Yearend)	GASS	NO	Small value procurement/S hopping	Aug	Aug	Sep	Sep	COB	1,184,000.00	1,184,000.00		
Athletic and Cultural Program	GASS	NO	Small value procurement	Aug	Aug	Sep	Sep	COB	162,000.00	162,000.00		
Traveling Expenses	RES, RIS, RSD, AFD, GASS, PASCN	NO	SVP/Direct Purchase	quarterly	N/A	quarterly	quarterly	COB	27,299,020.00	27,299,020.00		as needed
Miscellaneous	RES, RSD, GASS, RID, AFD	NO	Small value procurement/ Shopping	N/A	N/A	N/A	as needed	COB	615,290.00	615,290.00		as needed
Representation (meetings, consultations)	RES, RIS, RSD, AFD, GASS, PASCN	NO	Small value procurement	quarterly	N/A	quarterly	quarterly	COB	11,438,185.00	11,438,185.00		as needed
Consultancy Services	RES	NO	Small value procurements	Mar-Sep	N/A	Mar-Sep	Mar-Sep	COB	43,641,000.00	43,641,000.00		
Other Consultancy & Professional Services	RES, GASS, AFD, RID, RSD, PASCN	NO	Small value procurement	Mar-Sep	N/A	Mar-Sep	Mar-Sep	COB	2,175,532.00	2,222,532.00		
Consultancy Services (Grants/TDAP)	PASCN	NO	Grants/TDAP	N/A	N/A	N/A	N/A	COB	1,100,000.00	1,100,000.00		
Subtotal (MOOE):										154,410,937.00		-
TOTAL APP										155,866,437.00	154,410,937.00	1,580,000.00

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Recommending Approval:


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