

**Philippine Institute for Development Studies
Indicative Annual Procurement Plan for FY 2019**

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	
Capital Outlay												
1000000000000000	Motor Vehicle	GASS	Competitive Bidding	June	June	July	July	Corporate Budget	2,000,000.00	-	2,000,000.00	-
2000000000000000	Desktop Computers	GASS, RES, RID, MIS	Competitive Bidding	January	January	February	February	Corporate Budget	2,700,000.00		2,700,000.00	
2000000000000000	Laptop/Notebook computers	GASS, RES, RID, MIS	Competitive Bidding	January	January	February	February	Corporate Budget	800,000.00		800,000.00	
2000000000000000	Printers	GASS, RES, RID, PSD	Competitive Bidding	January	January	February	February	Corporate Budget	1,000,000.00		1,000,000.00	
2000000000000000	Server, rack mounted	MIS	Competitive Bidding	March	March	April	April	Corporate Budget	350,000.00	-	350,000.00	-
2000000000000000	Server-grade UPS	MIS	Competitive Bidding	March	March	April	April	Corporate Budget	120,000.00	-	120,000.00	-
3000000000000000	Portable Tablets	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	Corporate Budget	300,000.00	-	300,000.00	-
1000000000000000	Document Scanner	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	April	Corporate Budget	50,000.00	-	50,000.00	-
2000000000000000	VoIP phones	GASS, RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	February	Corporate Budget	80,000.00		80,000.00	
2000000000000000	Wireless Router	MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	March	Corporate Budget	20,000.00	-	20,000.00	-
2000000000000000	Network Switch	MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	March	Corporate Budget	50,000.00	-	50,000.00	-
2000000000000000	External Storage	MIS	NP-53.9 - Small Value Procurement	March	N/A	N/A	March	Corporate Budget	80,000.00	-	80,000.00	-
2000000000000000	Teleconference System	MIS	NP-53.9 - Small Value Procurement	March	N/A	N/A	March	Corporate Budget	75,000.00	-	75,000.00	-
2000000000000000	KVM High Density Switch	MIS	NP-53.9 - Small Value Procurement	March	N/A	N/A	March	Corporate Budget	250,000.00	-	250,000.00	-
2000000000000000	Analog Telephone Adapter	MIS	NP-53.9 - Small Value Procurement	March	N/A	N/A	March	Corporate Budget	75,000.00	-	75,000.00	-
Supplies, Materials, and Semi-Expendable Equipment												
2000000000000000	Office Supplies	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	1,082,000.00	1,082,000.00		
			Shopping	N/A	N/A	N/A	Monthly					
2000000000000000	Semi-Expendable Equipment	PSD, MIS, RID, RES	Shopping	N/A	N/A	N/A	Monthly	Corporate Budget	348,000.00	348,000.00	-	

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	IT Hardware and Software Maintenance (IT-related software, maintenance support, etc)	MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	200,000.00	200,000.00	-	
2000000000000000	IT Equipment (software license)	PCD-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	January	Corporate Budget	50,000.00	50,000.00	-	-
1000000000000000	Major Events (Anniv/Parangal/Testimonial/Yearend)	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	1,054,000.00	1,054,000.00	-	-
1000000000000000	Athletic and Cultural Program	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	3rd Quarter	Corporate Budget	147,000.00	147,000.00	-	-
2000000000000000	Fuel, Oil and Lubricants	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	655,000.00	655,000.00	-	
Advertising												
1000000000000000	Advertising	GASS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	10,000.00	10,000.00	-	-
Communication												
2000000000000000	Telephone	GASS, AFD, RES, PASCN, PSD, RID, MIS	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	747,000.00	747,000.00	-	
2000000000000000	Postage and Courier Services	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	424,442.00	424,442.00	-	
Printing, Lay-outing and Binding												
2000000000000000	Printing and Publication	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	405,500.00	405,500.00	-	
2000000000000000	Policy Notes	PCD-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	225,000.00	225,000.00	-	-
2000000000000000	Development Research News	PCD-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	100,000.00	100,000.00	-	-
2000000000000000	Research Papers	PCD-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	160,000.00	160,000.00	-	-
2000000000000000	Philippine Journal of Development	PCD-RID	NP-53.9 - Small Value Procurement	Feb, Oct	N/A	N/A	Feb, Oct	Corporate Budget	180,000.00	180,000.00	-	-
2000000000000000	Books	PCD-RID	NP-53.9 - Small Value Procurement	Jun, Sep	N/A	N/A	Jun, Sep	Corporate Budget	250,000.00	250,000.00	-	-
2000000000000000	Economic Policy Monitor	PCD-RID	NP-53.9 - Small Value Procurement	July	N/A	N/A	July	Corporate Budget	120,000.00	120,000.00	-	-
2000000000000000	APPC Proceedings	PCD-RID	NP-53.9 - Small Value Procurement	August	N/A	N/A	August	Corporate Budget	200,000.00	200,000.00	-	-

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				Advertisement /Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Annual Report	PCD-RID	NP-53.9 - Small Value Procurement	July	N/A	N/A	July	Corporate Budget	180,000.00	180,000.00	-	-
2000000000000000	PIDS Flyer	PCD-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	February	Corporate Budget	20,000.00	20,000.00	-	-
Repairs and Maintenance												
2000000000000000	Repairs & Maintenance - Motor Vehicle, IT and Office equipment, & others	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	1,958,000.00	1,958,000.00	-	as needed
Representation Expenses												
2000000000000000	Representation Expenses	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	3,323,500.00	3,323,500.00	-	as needed
2000000000000000	Miscellaneous	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	439,000.00	439,000.00	-	as needed
Rent												
1000000000000000	Rent of Office Space	GASS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	June	Corporate Budget	31,000,000.00	31,000,000.00	-	Existing contract
Subscription												
2000000000000000	Subscriptions	AFD	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	10,000.00	10,000.00	-	-
3000000000000000	Subscription Expenses	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	Corporate Budget	1,283,000.00	1,283,000.00	-	-
2000000000000000	Subscription (ICT Software, OS Licenses, etc)	MIS	NP-53.9 - Small Value Procurement	Feb - Oct	N/A	N/A	Feb - Oct	Corporate Budget	1,600,000.00	1,600,000.00	-	Feb. to Oct.
2000000000000000	Subscriptions (magazines, newspapers, semi-expendable books)	PCD-RID	NP-53.9 - Small Value Procurement	Jun, Oct	N/A	N/A	Jun, Oct	Corporate Budget	170,000.00	170,000.00	-	June & October
Training Expenses/Seminars and Workshops/Cost of Meetings												
2000000000000000	Annual Public Policy Conference	PA-RID	NP-53.9 - Small Value Procurement	June	N/A	N/A	June	Corporate Budget	1,230,000.00	1,230,000.00	-	-
2000000000000000	PIDS Seminar Series	PA-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Feb - March	Corporate Budget	96,000.00	96,000.00	-	-
2000000000000000	PIDS-CPBRB Legislators Forum Series & PIDS -SEPO	PA-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	March - June	Corporate Budget	60,000.00	60,000.00	-	-
2000000000000000	PIDS-MinDA Policy Forum	PA-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	September	Corporate Budget	40,000.00	40,000.00	-	-

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				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Regional seminars with press conferences	PA-RID	NP-53.9 - Small Value Procurement	September	N/A	N/A	September	Corporate Budget	126,000.00	126,000.00	-	-
2000000000000000	Press Conferences (kickoff)	PA-RID	NP-53.9 - Small Value Procurement	September	N/A	N/A	September	Corporate Budget	75,000.00	75,000.00	-	-
2000000000000000	Media guesting	PA-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	August	Corporate Budget	15,000.00	15,000.00	-	-
2000000000000000	PIDS Corner	PA-RID	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	October	Corporate Budget	24,500.00	24,500.00	-	-
2000000000000000	Training, Staff development, Skills enhancement	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	1,105,500.00	1,105,500.00	-	-
Travelling												
2000000000000000	Travel costs (air, land travel, and hotel accommodation) for PIDS staff attending regional events	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.9 - Small Value Procurement NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	Monthly	Corporate Budget	9,428,883.00	9,428,883.00	-	-
Professional Services												
3000000000000000	Consultancy Services	RES	Competitive Bidding NP-53.9 - Small Value Procurement	January Quarterly	January N/A	February N/A	February Quarterly	Corporate Budget	46,364,649.44	46,364,649.44	-	-
2000000000000000	Consultancy Services	PSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	Corporate Budget	100,000.00	100,000.00	-	-
1000000000000000	Legal Services	GASS	NP-53.5 Agency-to-Agency	March	March	April	April	Corporate Budget	660,000.00	660,000.00	-	-
1000000000000000	Auditing Services	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	3,213,000.00	3,213,000.00	-	-
2000000000000000	Professional fees (Reviewers, Editors, etc.)	PCD-RID	NP-53.9 - Small Value Procurement	October	N/A	N/A	October	Corporate Budget	160,000.00	160,000.00	-	-
2000000000000000	Consultancy Services (Research/TDAP grants)*	PASCN	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Quarterly	Corporate Budget	400,000.00	400,000.00	-	-
2000000000000000	Other Professional Fees	AFD,PASCN,G ASS,RES	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	836,000.00	836,000.00	-	-
Utilities												
1000000000000000	Water	GASS	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	500,000.00	500,000.00	-	-
1000000000000000	Electricity	GASS	GPPB Resolution 19-2006	N/A	N/A	N/A	Monthly	Corporate Budget	2,800,000.00	2,800,000.00	-	-

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				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2000000000000000	Internet	MIS	NP-53.9 - Small Value Procurement	August	N/A	August	August	Corporate Budget	572,000.00	572,000.00	-	Primary and Secondary Internet
Other General Services												
1000000000000000	Janitorial Services	GASS	Competitive Bidding	43,468.00	43,489.00	43,491.00	43,492.00	Corporate Budget	1,000,000.00	1,000,000.00	-	-
1000000000000000	Security Services	GASS	Competitive Bidding	January	January	February	February	Corporate Budget	1,700,000.00	1,700,000.00	-	-
Taxes, Premiums and Other Fees												
1000000000000000	Fidelity Bond of the Institute's Officers	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	90,000.00	90,000.00	-	-
1000000000000000	Insurance	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	835,000.00	835,000.00	-	-
1000000000000000	Taxes, Duties and Licenses (vehicle registration, doc. stamp)	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	15,000.00	15,000.00	-	-
1000000000000000	Bank Charges/Mgmt Fee - SDA placement/Loss from Forex	GASS	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	Monthly	Corporate Budget	50,000.00	50,000.00	-	-
Grand Total									125,787,974.44	117,837,974.44	7,950,000.00	

Definition:

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

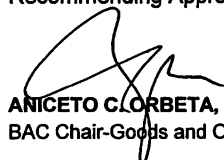
RES - Research Department
 MIS - Management Information Staff
 PASCN - Philippine APEC Study Center Network

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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