

# PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES

## Revised 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>												
1-300000000	Desktop computer	RES	Competitive Bidding		Second to Third Quarter			COB	2,775,000.00		2,775,000.00	
1-300000000	Notebook computer	RES	Competitive Bidding		Second to Third Quarter			COB	1,600,000.00		1,600,000.00	
1-300000000	Server rack mounted	RES	Competitive Bidding		Second to Third Quarter			COB	300,000.00		300,000.00	
1-300000000	Server Grade UPS	RES	Competitive Bidding		Second to Third Quarter			COB	100,000.00		100,000.00	
1-300000000	Firewall Appliance	RES	Competitive Bidding		Second to Third Quarter			COB	850,000.00		850,000.00	
1-300000000	Wireless Router	RES	Small Value Procurement		Second to Third Quarter			COB	180,000.00		180,000.00	
1-300000000	Document Scanner	RES	Small Value Procurement		Second to Third Quarter			COB	70,000.00		70,000.00	
1-300000000	Audio-visual Equipment for Multimedia Presentation	RES	Small Value Procurement		Second to Third Quarter			COB	750,000.00		750,000.00	
1-300000000	VOIP Phone/PBX Handset	RES	Small Value Procurement		Second to Third Quarter			COB	34,000.00		34,000.00	
1-300000000	Analog Telephone Adapter	RES	Small Value Procurement		Second to Third Quarter			COB	225,000.00		225,000.00	
1-300000000	Machine-assisted Transcription Equipment	RES	Small Value Procurement		Second to Third Quarter			COB	30,000.00		30,000.00	
1-300000000	Temperature Monitoring Tool	RES	Small Value Procurement		Second to Third Quarter			COB	70,000.00		70,000.00	
1-300000000	Refrigerator	RES	Small Value Procurement		Second to Third Quarter			COB	35,000.00		35,000.00	
1-300000000	Biometric Scanner	RES	Small Value Procurement		Second to Third Quarter			COB	20,000.00		20,000.00	
1-300000000	Email Protection Appliance	RES	Small Value Procurement		Second to Third Quarter			COB	560,000.00		560,000.00	
1-300000000	Barcode Scanner	RES	Small Value Procurement		Second to Third Quarter			COB	75,000.00		75,000.00	
1-300000000	External Storage	RES	Small Value Procurement		Second to Third Quarter			COB	60,000.00		60,000.00	
1-300000000	Staff chair	RES	Small Value Procurement		Second to Third Quarter			COB	225,000.00		225,000.00	
1-300000000	Reception Table	RES	Small Value Procurement		First Quarter			COB	42,500.00		42,500.00	
1-300000000	Lounge Furniture	RES	Small Value Procurement		First Quarter			COB	16,000.00		16,000.00	
1-300000000	Leasehold Improvement	RES	Small Value Procurement		January to December			COB	500,000.00		500,000.00	
<b>Supplies and Materials</b>												
1-300000000	Common-Use Supplies available at Procurement Service	RES/PSD/RID/AFD	NP-Agency to Agency		January to December			COB	258,625.00	258,625.00		
1-300000000	Supplies and materials not available at Procurement Service	RES/PSD/RID/AFD	Shopping		January to December			COB	357,075.00	357,075.00		
1-300000000	Computer Toners/Supplies	RES/PSD/RID/AFD	Shopping		January to December			COB	413,800.00	413,800.00		
1-300000000	Microwave Oven	GASS	Shopping		June			COB	5,000.00	5,000.00		
1-300000000	Gasoline, Oil and Lubricants	RES/PSD/RID/AFD	Shopping		January to December			COB	448,000.00	448,000.00		
1-300000000	Tires	RES/PSD/RID/AFD	NP-Small Value/Shopping		January to December			COB	60,000.00	60,000.00		
1-300000000	Motor Vehicle Batteries	RES/PSD/RID/AFD	Shopping		January to December			COB	87,000.00	87,000.00		
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	349,600.00	349,600.00		
1000000000	Drinking Water	GASS	Shopping		January to December			COB	50,400.00	50,400.00		
<b>Communication</b>												
1-300000000	Postage, Deliveries and Courier	RES/PSD/RID/AFD	NP-Agency to Agency/Small Value		January to December			COB	289,800.00	289,800.00		
1-300000000	Telephone Lines	RES/PSD/RID/AFD	GPPB Res 019-2006		January to December			COB	659,200.00	659,200.00		
1-300000000	Internet Connection	RES/PSD/RID/AFD	GPPB Res 019-2006		January to December			COB	520,000.00	520,000.00		
1-300000000	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	140,000.00	140,000.00		
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	223,200.00	223,200.00		
<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 Safiksikan	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		
1-3000000000	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	719,000.00	719,000.00		
1-3000000000	Athletic and Cultural Activities	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue	February to December				COB	153,000.00	153,000.00		
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	1,562,000.00	1,562,000.00		
<b>Representation Expenses</b>												
1-3000000000	Representation Expenses including tokens	RES/RID/PSD/AFD	NP-Small Value/Lease of Venue	As needed				COB	1,338,500.00	1,338,500.00		
1000000000	Extraordinary and Miscellaneous Expenses	RES	Shopping/NP-Small Value Procurement	As needed				COB	297,600.00	297,600.00		
<b>Rent</b>												
	Office Space and Parking Slots	GASS	With existing contract until 2018	January to December				COB	28,560,000.00	28,560,000.00		
	Rental of venue for PIDS seminars/fora	GASS	NP-Lease of Venue	February to December				COB	1,300,000.00	1,300,000.00		

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<b>Travelling</b>												
1-300000000	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		
1-300000000	Purchase of Plane Tickets	RES/PSD/MIS/RID/AFD/Projects	Shopping		As needed			COB/Projects	1,204,000.00	1,204,000.00		
1-300000001	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		
300000000	Conduct of FGDs, KIIs, etc.	RES	NP-Small Value/Lease of Venue/Agency to Agency		As needed				1,170,000.00	1,170,000.00		
300000000	Fieldwork Expenses, DSA, Travel tax, Pre-travel Expenses, etc.	RES/RID/PSD/Projects	NP-Lease of Venue/EO 248		As needed			COB/Projects	6,312,275.00	6,312,275.00		
<b>Subscription</b>												
1-300000000	Newspapers and Magazines, e-books, etc.	RES/RID/GASS	Shopping/Direct Contracting		Annually			COB	230,000.00	230,000.00		
300000000	Statistics Data, Survey Data, etc.	RES	Shopping/Direct Contracting		As needed			COB	1,443,000.00	1,443,000.00		
200000000	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	1,450,000.00	1,450,000.00		
<b>Professional and Other Services</b>												
300000000	Engagement of Technical Research Consultants/Conduct of Surveys various PIDS Projects	RES	Negotiated Procurement-SVP		January to August			COB	1,392,500.00	1,392,500.00		
300000000	Assessment of Planning and Programming for Capital Projects at the National and Agency Levels	RES	Negotiated Procurement-SVP		February to May			COB	400,000.00	400,000.00		
300000000	Gender Equality in the Philippines: What Do Indicators on the Sustainable Development Goals Suggest?	RES	Negotiated Procurement-SVP		January to June			COB	450,000.00	450,000.00		
300000000	CARP after 30 years and forward options (including Study 2)	RES	Negotiated Procurement-SVP		March to May			COB	280,000.00	280,000.00		
300000000	Assessment of the Regulation on Balance Housing Development	RES	Negotiated Procurement-SVP		March to June			COB	280,000.00	280,000.00		
300000000	Welfare issues in price control on occasions of calamities, emergencies and like occurrences	RES	Negotiated Procurement-SVP		May to July			COB	280,000.00	280,000.00		
300000000	CHED K-12 Adjustment Assistance Process Evaluation and Baseline	RES	Negotiated Procurement-SVP		May to July			COB	2,392,500.00	2,392,500.00		
300000000	The Passing of the Torch from the Makibaka Generation to Millennials: Lessons in Development Policy Research	RES	Negotiated Procurement-SVP		March to June			COB	210,000.00	210,000.00		
300000000	Estimation of the Philippine Macroeconometric model	RES	Negotiated Procurement-SVP		February to June			COB	1,080,000.00	1,080,000.00		
300000000	Philippine Journal of Development EIC	RES	Negotiated Procurement-SVP		February to May			COB	720,000.00	720,000.00		
300000000	Regulatory measures affecting services trade and investment: Distribution, Multimodal Transport and Logistics Services	RES	Negotiated Procurement-SVP		June to August			COB	30,000.00	30,000.00		
300000000	The next wave of innovations and their strategic implications for social and economic policies: Phase 1 - key informants' analyses	RES	Negotiated Procurement-SVP		April to June			COB	450,000.00	450,000.00		
300000000	Baseline Data Collection for the PIDS-3ie Impact Evaluation of the Sustainable Livelihood Program	RES	Public Bidding		May to June			3ie	5,400,000.00	5,400,000.00		
300000000	ASEAN SME Policy Index 2018	RES	Negotiated Procurement-SVP		May to August			ERIA	135,000.00	135,000.00		
300000000	PASCN Research Grant	RES	Negotiated Procurement-SVP		January to December			COB	700,000.00	700,000.00		
300000000	PASCN Thesis and Dissertation Assistance Program	RES	Negotiated Procurement-SVP		January to December			COB	150,000.00	150,000.00		

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1000000000	Auditing Services	GASS	NP-Agency to Agency	January to December				COB	3,781,006.00	3,781,006.00		
3000000000	Legal Services of OGCC	RES	NP-Agency to Agency	January to December				COB	300,000.00	300,000.00		
1000000000	Consultant for Legal, Research, and Administrative Matters	RES	NP-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	First Quarter				COB	150,000.00	150,000.00		
3000000000	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/Highly Technical	April				COB	300,000.00	300,000.00		
1000000000	Consultant for Pre-Construction Design	GASS		Third Quarter				COB	250,000.00	250,000.00		
1000000000	Engagement of Services for Competency Assessment Program	GASS	NP-Small Value	April				COB	255,000.00	255,000.00		
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		
1-3000000000	Resource Persons, Discussants, Enumerators, etc.	GASS/PROJECTS	DBM Cir. 2007-1	As needed				COB	594,090.00	594,090.00		
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		
<b>Repairs and Maintenance</b>												
1-3000000000	Repairs and Maintenance of Motor Vehicles	RES/PSD/RID/AFD	NP-Small Value	As needed				COB	420,000.00	420,000.00		
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	901,800.00	901,800.00		
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	13,500.00	13,500.00		
<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	65,000.00	65,000.00		
1000000000	Insurance of PIDS Properties (CGL, Fire, etc)	GASS	NP-Agency to Agency	January, February, July, November, December				COB	700,000.00	700,000.00		
								<b>94,600,971.00</b>	<b>86,103,471.00</b>	<b>8,497,500.00</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:



MA. DANA E. PATUAR  
OIC-Procurement Management Division

Recommending Approval:



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

Approved by:



GILBERTO M. LLANTO  
President



SONNY N. DOMINGO  
BAC Chair-Consulting Services