

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

as of November 29, 2018

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)
				Advertisement/ 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	NP-53.9 - Small Value Procurement	January	January	February	February	Corporate Budget	800,000.00		800,000.00	
1000000000000000	Laserjet printer	RID, GASS, RES	NP-53.9 - Small Value Procurement	March	March	April	April	Corporate Budget	450,000.00	-	450,000.00	-
2000000000000000	Laserjet printer, colored	PCD-RID	NP-53.9 - Small Value Procurement	May	May	June	June	Corporate Budget	300,000.00	-	300,000.00	-
3000000000000000	Network Laserjet Printer	RES, PSD	NP-53.9 - Small Value Procurement	January	N/A	N/A	January	Corporate Budget	200,000.00	-	200,000.00	-
2000000000000000	Server, rack mounted	MIS	NP-53.9 - Small Value Procurement	March	March	April	April	Corporate Budget	335,000.00	-	335,000.00	-
2000000000000000	Server-grade UPS	MIS	NP-53.9 - Small Value Procurement	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	-

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				Advertisement/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	-
2000000000000000	Others	GASS, RES, RID, PSD	NP-53.9 - Small Value Procurement	April	N/A	N/A	June	Corporate Budget	65,000.00		65,000.00	
Supplies, Materials, and Semi-Expendable Equipment												
2000000000000000	Office Supplies	GASS, AFD, RES, PASCN, PSD, RID, MIS	NP-53.5 Agency-to-Agency Shopping	N/A	N/A	N/A	Monthly	Corporate Budget	1,082,000.00	1,082,000.00		
2000000000000000	Semi-Expendable Equipment	PSD, MIS, RID, RES	Shopping	N/A	N/A	N/A	Monthly	Corporate Budget	348,000.00	348,000.00	-	
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	-	

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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	-	
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

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				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	-	-
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	-	-

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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	April Quarterly	May N/A	June N/A	June Quarterly	Corporate Budget	44,654,649.44	44,654,649.44	-	
3000000000000000	Research Assistant for the Extent of ICT Adoption by Farmers: The Case of Online Agricultural Marketing	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	March	Corporate Budget	240,000.00	240,000.00	-	
3000000000000000	Research Associate for the Extent of ICT Adoption by Farmers: The Case of Online Agricultural Marketing	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	March	Corporate Budget	420,000.00	420,000.00	-	
3000000000000000	Answering Critical Questions on Mining in the Philippines: Phase 2	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	March	Corporate Budget	420,000.00	420,000.00	-	
3000000000000000	Co-Principal Investigator for The Efficiency and Effectiveness of E-titling in Land Administration and Management in the Philippines	RES	NP-53.9 - Small Value Procurement	January	N/A	N/A	March	Corporate Budget	630,000.00	630,000.00	-	
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.)	FCD-RID	NP-53.9 - Small Value Procurement	October	N/A	N/A	October	Corporate Budget	160,000.00	160,000.00	-	
2000000000000000	Other Professional Fees	AFD,PASCN,G ASS,RES, PASCN	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Monthly	Corporate Budget	1,236,000.00	1,236,000.00	-	

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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	-	-
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	June	June	July	July	Corporate Budget	1,000,000.00	1,000,000.00	-	-
1000000000000000	Security Services	GASS	Competitive Bidding	June	June	July	July	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

Prepared by:

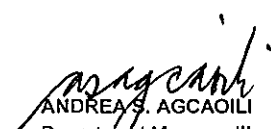
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