

Department of Foreign Affairs  
FOREIGN SERVICE INSTITUTE  
Annual Procurement Plan for FY 2015

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity										Source of Funds	PS	MOOE	CO
				Pre-Proc Conf.	Advert of I&EB	Pre-Bid Conf.	Elig. Check	Sub/Open Bids	Bid Eval.	Post Qual	Notice of Award	Contract Signing	Notice to Proceed				
A. MOOE																	
	Travelling	AFSD, OD, CIRSS, CPRSD	Direct Contracting														
	Plane tickets for the participation of FSI personnel in various training programs			with Philippine Airlines or Cebu Pacific										GOP		501,318.00	
<b>Training and Scholarship</b>																	
	Catering services for the closing ceremonies of FSI training courses (e.g. Language Programs, FSO Cadetship Course, Course on Philippine Culture and Values, Pre-Departure Orientation Seminar)	CPRSD	NP-SVP														GOP
	Provision of transportation, food and accommodation for the Team Building Activity of FSO Cadetship Course	CPRSD	NP-SVP														GOP
	Provision of transportation, food and accommodation for the FSI Team Building Activity	CPRSD	NP-SVP														GOP
	Provision of transportation, food and accommodation for the FSI planning sessions (per division)	CPRSD, CIRSS, AFSD, & OD	NP-SVP								12/16						GOP
	Purchase of purified water for the participants of various FSI training courses	CPRSD	NP-SVP														GOP
	Purchase of snacks/ refreshments for the participants of various FSI training courses (biscuits, powder juice, tea)	CPRSD	Shopping														GOP
	Purchase of coffee, sugar and cream for the participants of various FSI training courses	CPRSD	Shopping								3/27						GOP
	Purchase of training materials (plastic/paper cups, ID holder, stiker, table napkins)	CPRSD, CIRSS, AFSD, & OD	Shopping														GOP
	Provision for hotel accommodation for FSI Personnel for their participation in various training programs	CPRSD, CIRSS, AFSD, & OD	NP-SVP														GOP
	Supplies and Materials																
	Purchase of Common Use Office Supplies and Equipment (see Annex A - FSI APP for Common-Use Supplies & Equipment for FY 2015)	CPRSD, CIRSS, AFSD, & OD	NP-Agency to Agency & Shopping														GOP
	Purchase of Gasolina, Oil and Lubricants for three (3) FSI Service Vehicles (Toyota Innova SJC 850, Toyota FX SED 170, Nissan Altima SKW 249)	GSS	Direct Contracting	as the need arises										GOP		250,000.00	

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (PMP)					
				Pre-Proc Conf.	Ader/Post of IAEB	Pre-bid Conf.	Elig. Check	Sub/ Open of Bids	Bid Eval.	Post. Qual.	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		PS	MOOE	CO			
	Purchase of additional ink and toner cartridges for the newly donated printers	CFRSD, CIRSS, AFSD & OD	Shopping															Gop		136,284.80		
	Purchase of additional IT materials	MISS	Shopping															Gop		22,450.00		
	Purchase of additional office supplies	CFRSD, CIRSS, AFSD, & OD	Shopping															Gop		163,030.00		
	Purchase of T-shirts for the participants of CSC Race to Serve Fun Run	Personal Section	Shopping												9/8			Gop		5,000.00		
	Purchase of additional office devices	ILULibrary/ FMS/AS/EU/ ODG/CIRSS	Shopping															Gop		5,800.00		
	Utilities																					
	Water	AFSD	Direct Contracting															Gop		200,000.00		
	Electricity	AFSD	Direct Contracting															Gop		2,300,000.00		
	Communication																					
	Postage and Courier Services	GSS	Direct Contracting															Gop		11,000.00		
	Renewal of subscription of 13 units mobile phones issued to FSI Officials and Key Personnel	CFRSD, CIRSS, AFSD, & OD	Direct Contracting															Gop		91,200.00		
	Telephone Landline	OD	Direct Contracting															Gop		451,000.00		
	Subscription of Dedicated Internet Services via Fiber Optic Cable for One(1) Year	AFSD	NP-SVP												10/15			Gop		360,000.00		
	Renewal of Cable Subscription for One (1) Year (2 Accounts)	OD, CIRSS	Direct Contracting															Gop		24,000.00		
	General Services																					
	Provision of Janitorial Services for One (1) Year	AFSD	Public Bidding		10/22	10/30	11/12	11/13	11/16	11/23	11/25	11/27	12/11	12/15				Gop		1,723,337.28		
	Repairs and Maintenance																					
	Machinery	AFSD	NP-SVP															Gop		20,000.00		
	Office Equipment	AFSD	NP-SVP															Gop		100,000.00		
	ICT Equipment	AFSD	NP-SVP															Gop		20,000.00		
	Motor Vehicles	AFSD	NP-SVP															Gop		85,000.00		
	Furniture and Fixtures	AFSD	NP-SVP															Gop		20,000.00		
	Taxes, Insurance Premiums and Other Fees																					
	Payment of Registration and Insurance of three (3) FSI service vehicles	GSS	Direct Contracting															Gop		75,000.00		
	Other Maintenance and Operating Expenses																					
	Advertising of Job Vacancies in FSI	Personal Section	NP-SVP															Gop		70,000.00		
	Printing of books and other publications, Christmas Cards	Publications Section	NP-SVP															Gop		24,000.00		
	Rental of Fifty-Nine (59) units Computer for One (1) Year	AFSD	Public Bidding		11/23	12/1	12/14	12/15	12/16	12/17	12/19	1/22/16						Gop		425,000.00		
																		Gop		1,119,600.00		

