

Department of Foreign Affairs
FOREIGN SERVICE INSTITUTE

Supplemental Annual Procurement Plan for FY 2017

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TRAINING AND SEMINAR EXPENSES												
50202010 00	Supply of Virtual Server Hosting for the Learning Management System	IPELS	SVP	Jul-17	Jul-17	Jul-17	Jul-17	GoP		149,000.00		For the conduct of the Crisis Management and Assistance to Migrant Nationals (CMAN) eLearning Course which was turned over to the Institute as Administering Institution by the IOM.
Total Training and Seminar Expenses									149,000.00			
SUPPLIES AND MATERIALS												
50203010 00	T-Shirts with print for FSI Teambuilding	AFSD	SVP		May-17	May-17	May-17	GoP		16,575.00		For the participants of the FSI Teambuilding Activity for Year 2017
50203010 00	Bar Code Reader	CPR LIB	SVP		Sep-17	Sep-17	Sep-17	GoP		6,000.00		For the use of CPR Library
50203010 00	Mugs with ASEAN print, 25 pcs.	CIRSS	SVP		Jul-17	Jul-17	Jul-17	GoP		3,950.00		Tokens for the participants of the Mabini Dialogue on ASEAN.
50203010 00	1TB External Hard Drive, 12 units	CPRSD	SVP		Oct-17	Oct-17	Oct-17	GoP		40,800.00		
50203010 00	32GB SD Card, 4 units	GSS	SVP		Oct-17	Oct-17	Oct-17	GoP		3,800.00		
50203010 00	Microsoft Office License for Mac	PUB	SVP		Oct-17	Oct-17	Oct-17	GoP		3,188.00		
50203010 00	Automatic Voltage Regulator, 30 pcs.	MIS	Shopping		Nov-17	Nov-17	Nov-17	GoP		30,000.00		
Total Supplies and Materials : FSI Funds									104,313.00			
EXTRAORDINARY & MISCELLANEOUS EXPENSES												
50210030 00	Loyalty Awards Memorabilia	PS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP		55,570.00		
50210030 00	Catering Services for the FSI Anniversary and Christmas Celebration	AFSD	SVP	Dec-17	Dec-17	Dec-17	Dec-17	GoP		70,000.00		
Total Extraordinary & Miscellaneous Expenses									125,570.00			
OTHER MAINTENANCE AND OPERATING EXPENSES												
	<i>Printing and Binding Expenses</i>											
50299020 00	Some Reminders on the English Language	PUB	SVP	Jun-17	Jun-17	Jun-17	Jun-17	GoP		15,660.00		
50299020 00	Improving Labor Migration Management Assessing Possible Innovations in the Delivery of Government Services to Overseas Filipino Workers	PUB	SVP	Jun-17	Jun-17	Jun-17	Jun-17	GoP		38,400.00		
50299020 00	Mangrove Forum on International Relations: The Philippines Chairmanship of ASEAN	PUB	SVP	Aug-17	Aug-17	Aug-17	Aug-17	GoP		48,000.00		
50299020 00	CIRSS Horizons (January-June 2017)	PUB	SVP	Aug-17	Aug-17	Aug-17	Aug-17	GoP		34,000.00		
50299020 00	The DFA Manual of Style: The DFA's Guide for Writing Press Releases, 1st Edition	PUB	SVP	Sep-17	Sep-17	Sep-17	Sep-17	GoP		44,400.00		
50299020 00	The Second Manila Conference on the South China Sea	PUB	SVP	Sep-17	Sep-17	Sep-17	Sep-17	GoP		134,900.00		
50299020 00	Proceedings of the "Seminar on the Implementation of the 2002 Declaration on the Conduct of Parties in the South China Sea"	PUB	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP		200,000.00		
50299020 00	The Philippine Sea Rise	PUB	SVP	Dec-17	Dec-17	Dec-17	Dec-17	GoP		9,000.00		

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	<i>Subscription Expenses</i>											
50299070 00	Licensed Anti-Virus Software	MISS	Contracting	Feb-17	Feb-17	Mar-17	Mar-17	GoP		99,600.00		
50299070 00	Web Hosting	MISS	SVP		Aug-17	Aug-17	Aug-17	GoP		8,000.00		
	Total Other MOOE									631,960.00		
	TOTAL MOOE									906,530.00		
CAPITAL OUTLAY												
50604050 02	Scanner with Automatic Document Feeder	FMS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				24,800.00
50604050 03	Microsoft Office License for 19 users	MIS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				120,000.00
50604050 02	Conference System (Wired), Main Controller, 1 Chairman & 10 Delegates	GSS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				36,960.00
50604050 02	4-Channel Wireless Microphone (Set of 4 with receiver), with stand	GSS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				28,760.00
50604050 02	Speaker System, Active, Powered with Tripod, set of 2	GSS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				32,400.00
50604050 03	Multi-Function Color Laser Printer (Print, Fax, Scan, Copy), 2 units	PUB & ILU	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				32,000.00
50604050 03	Apple iMac 21.5" Desktop Computer, 2.3GHz Dual-core Intel i5, 8GB RAM	PUB	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				66,990.00
50604050 03	Multi-Function Mono Laser Printer (Print, Fax, Scan, Copy), 5 units	CPRSD & AFSD	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP				92,285.00
50604050 03	Multi-Function Mono Laser Printer (Print, Fax, Scan, Copy)	GSS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				16,800.00
50604050 03	Multi-Function Color Laser Printer (Print, Fax, Scan, Copy), 2 units	CIRSS & GSS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				3,200.00
50604050 03	Computer Server, 3.0GHz, Win Server OS Rack Type	MIS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				116,000.00
50604050 03	Wi-fi Router, Tri-Band, 2 units	MIS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				32,000.00
	Total : Capital Outlay Current Year									602,195.00		
50604050 03	Microsoft Office License for 7 laptops	MIS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				43,960.00
50604050 02	65" LED Smart TV with Bracket, HD	GSS	SVP	Nov-17	Nov-17	Nov-17	Nov-17	GoP				82,288.00
	Total : Capital Outlay Continuing									126,248.00		
	TOTAL : CAPITAL OUTLAY									728,443.00		
DONATION : FROM SPECIAL ENVOY CARLOS CHAN												
50203010 00	2TB Portable External Hard Drive, 2 units	MIS	SVP		May-17	May-17	May-17	Donation				10,800.00
50203010 00	Digital Voice Recorder, 2 units	CPRSD, CIRSS	SVP		May-17	May-17	May-17	Donation				11,200.00
50203010 00	HDMI to VGA Converter adapter, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				1,300.00
50203010 00	HDMI to 2 HDMI splitter cable, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				1,500.00
50203010 00	10M HDMI cable, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				1,960.00
50203010 00	5M HDMI cable, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				1,200.00
50203010 00	10M VGA cable, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				1,400.00
50203010 00	5M VGA cable, 2 pcs.	MIS	SVP		May-17	May-17	May-17	Donation				900.00
50604050 02	Digital Camera, 20MP, 18x zoom, 2 units	CPRSD, GSS	Shopping	May-17	May-17	May-17	May-17	Donation				31,996.00

From the donation of Special Envoy Carlos Chan as per Memorandum of Agreement dated 6 April 2015

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50604050 02	Digital Video Camera, 2 units	CPRSD, GSS	Shopping	May-17	May-17	May-17	May-17	Donation			47,600.00	
TOTAL : FROM DONATION									109,856.00	30,260.00	79,596.00	
SPECIAL PROJECTS : ASEAN CHAIRMANSHIP 2017												
50203010 00	750GB Hard Drive	SPS	Shopping		Feb-17	Feb-17	Feb-17	GoP		2,500.00		
50203010 00	Wireless presenter	SPS	Shopping		Feb-17	Feb-17	Feb-17	GoP		4,750.00		
50203010 00	Procurement of 1 unit laserjet printer and 1 unit all-in-one continous ink color printer	SPS	SVP	Feb-17	Feb-17	Feb-17	Feb-17	GoP		17,300.00		
50299020 00	Printing of 5 reams of FSI Certificates (parchment paper) with gold stamping of logo, size A4, 500s/ream	SPS	SVP	Jun-17	Jun-17	Jun-17	Jun-17	GoP		10,500.00		
50202010 00	Rental of venue with meals for the conduct of the Skills Enhancement Training Program for the DENR Personnel	SPS	SVP	Jul-17	Jul-17	Jul-17	Jul-17	GoP		133,200.00		
50202010 00	Rental of venue with meals for the conduct of the Skills Enhancement Training Program for the DTI Personnel	SPS	SVP	Aug-17	Aug-17	Aug-17	Aug-17	GoP		44,400.00		
50202010 00	Rental of venue with meals for the conduct of the Skills Enhancement Training Program for the BOI Personnel	SPS	SVP	Aug-17	Aug-17	Aug-17	Aug-17	GoP		42,000.00		
	Conduct of Capacity-Building Training Programs for Philippine Chairmanship of ASEAN 2017 for LGU-Tagaytay											
50202010 00	Lease of Venue, Accommodation, and Food	SPS	Lease of Venue	Aug-17	Aug-17	Aug-17	Aug-17	GoP		372,133.00		
50202010 00	Inland/Air Transporation	SPS	SVP	Aug-17	Aug-17	Aug-17	Aug-17	GoP		15,400.00		
50203010 00	Camera bag	SPS	Shopping		Sep-17	Sep-17	Sep-17	GoP		1,629.77		
50203010 00	Wine glass, 6 boxes	SPS	Shopping		Sep-17	Sep-17	Sep-17	GoP		2,998.50		
50202010 00	Rental of venue with meals for the conduct of the Skills Enhancement Training Program for the volunteers of the Metropolitan Medical Center College of Arts, Science, and Technology	SPS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP		108,000.00		
50202010 00	Rental of venue with meals for the conduct of the Skills Enhancement Training Program for the ASEAN-NOC and DTI Personnel	SPS	SVP	Oct-17	Oct-17	Oct-17	Oct-17	GoP		84,000.00		
TOTAL : SPECIAL PROJECTS DFA-ASEAN									838,811.27			

TOTAL : MOOE-CURRENT YEAR	906,530.00
TOTAL : CAPITAL OUTLAY-CURRENT YR.	602,195.00
TOTAL : CAPITAL OUTLAY-CONTINUING	126,248.00
TOTAL : DONATION	109,856.00
TOTAL : FUNDS FROM DFA-ASEAN-ICT	838,811.27
GRAND TOTAL	2,583,640.27

Php

In accordance with the Memorandum of Agreement between the DFA and FSI dated 21 December 2016 in preparation for the Philippines' Chairmanship of ASEAN 2017. Payment for the conduct of the programs will be sourced from the ASEAN-ICT Funds obligated and transferred to FSI in the amount of Php17,917,855.69 subject to the prescribed accounting and auditing rules and regulations. Said amount is inclusive of the following:

- lease of venue
- food
- accommodation
- transportation (land and air)
- rental of equipment
- office supplies
- honorarium of resource persons and personnel involved in the project.

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Consolidated By:


ZENAIDA C. BAUTISTA
 Member, BAC Secretariat

Certified Correct:


HOPE B. TORNILLA
 Head, BAC Secretariat

Certified Funds Available:


VERONICA V. MANIPIS
 Accountant III and
 Head, Financial Management Section

Recommending Approval:


RHODORA M. JOAQUIN
 Vice-Chairperson, BAC

Approved By:


CLARO S. CRISTOBAL
 Director-General and
 Head of Procuring Entity