

11 January 2017

**ATTY. DENNIS S. SANTIAGO**

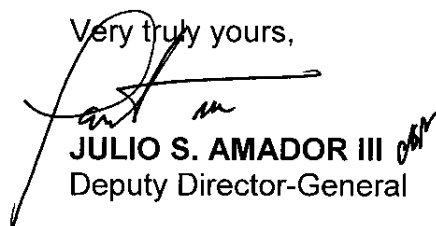
Executive Director V  
Government Procurement Policy Board  
Unit 2506, Raffles Corporate Center  
F. Ortigas Jr. Road, Ortigas Center  
Pasig City

Dear Atty. Santiago:

In compliance with Republic Act 9184, its Revised Implementing Rules and Regulations, Executive Order No. 662, s. 2007, as amended, Administrative Order No. 222, s. 2008 and Administrative Order No. 46, s. 2015, I am submitting herewith the Supplemental Annual Procurement Plan No. 2 of the Foreign Service Institute for the year 2016.

The above Supplemental APP will also be posted in the Institute's website under the Philippine Transparency Seal.

Very truly yours,



**JULIO S. AMADOR III**  
Deputy Director-General


Department of Foreign Affairs  
**FOREIGN SERVICE INSTITUTE**  
**Annual Procurement Plan for FY 2016**  
**Supplemental No. 2**

Code (FAP)	Procurement Program/Project	PMU/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			REMARKS (Brief description of Program/Project)
				Address of Bids	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>TRAINING AND SEMINAR EXPENSES</b>												
	Food and beverage for participants	PS	SVP	October to December 2016			GAP	56,540.00	56,540.00			For the conduct of seminars for FSI personnel as part of the learning and development program of FSI
	Food and beverage for participants	LPS	SVP	October to December 2016			GAP	26,673.50	26,673.50			For the participants of various Language Courses
	Study Tour (include lease of venue, food, and accommodation)	PTPS	SVP	Oct-16	Nov-16		GAP	280,000.00	280,000.00			For the Cultural Officers' Course Batch II-2016 to be held on 7-23 November 2016
	Conduct of the training program entitled "Arts Management Training for Foreign Service Personnel" for twenty-five (25) participants of the Foreign Service Officers' Cadetship Course Batch XXIII	CPS	Agency-to-Agency	Oct-16	Oct 2016		GAP	100,000.00	100,000.00			For the participants of the Foreign Service Officers' Cadetship Course Batch XXIII
	Seminar-Workshop on American Language and Culture for DFA and FSI personnel to be held on 1-15 November 2016	LPS	Direct Contracting		Nov-16		GAP	20,503.60	20,503.60			Berlitz Language Center
	Seminar on Philippine Architectural Heritage for FSI Personnel Study Tour of Las Casas Filipinas de Acuzar Heritage Resort	CPRSD	Direct Contracting	Nov-16	Dec-16		GAP	132,930.00	132,930.00			For the learning and development program of FSI
<b>TRAVELLING EXPENSES</b>												
<b>FOREIGN TRAVEL</b>												
	Asia Pacific Roundtable (Malaysia)	CIRSS	SVP				GAP	17,600.00	17,600.00			For one (1) additional participant as per the recommendation of CIRSS' head and approval of the Director-General of the Institute
<b>LOCAL TRAVEL</b>												
	Plane fare ticket	Library	SVP		Nov-16		GAP	6,400.00	6,400.00			To attend the Philippine Librarians Association, Inc. (PLAI) National Congress and General Assembly on 22-25 November 2016


Code (FAP)	Procurement Program/Project	PMO/ End-user	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PHP)			REMARKS (brief description of Program/Project)	
				Asst/Post of IBREI	Sub/open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE		CO
	Rental of two (2) units of air-conditioned bus	CPRSD	SVP	Nov-16		Nov-16		GOP	57,000.00	57,000.00		For the participants of the Seminar on Philippine Architectural Heritage for FSI Personnel : Study Tour of Lae Casas Filipinas de Acuzar in Bagac, Bataan
<b>SUPPLIES AND MATERIALS</b>												
	FSI letterhead, A4 size, 80 gsm, with logo and closing, 4 colors, 500s/ream - 15 reams	Various offices	SVP	Aug-16		Aug-16		GOP	14,670.00	14,670.00		For the use of the participants of FSI courses and the employees of the Institute which are essential in the regular operations of the Institute
	FSI letterhead, size 8-1/2" x 13", 80 gsm, with logo and closing, 4 colors, 500s/ream - 10 reams	Various offices	SVP	Aug-16		Aug-16		GOP	10,700.00	10,700.00		
	FSI certificate (garment paper) with gold stamping of logo 1" x 1-1/2", A4 size, 500s/ream - 5 reams	Various offices	SVP	Aug-16		Aug-16		GOP	12,580.00	12,580.00		
	FSI certificate holder, book cloth, 17.1" x 11.95" spread (for A4 size certificate), inside: chipboard with white ribbon around the corners (1/4 of 4 sides). Cover: Dark blue with gold stamping of logo (1-1/2" x 1") - 200 pieces	CPRSD & CIRSS	SVP	Aug-16		Aug-16		GOP	17,800.00	17,800.00		
	Leave card, 8-1/2" x 11", board, one color print on both sides - 500 pieces	PS	SVP	Aug-16		Aug-16		GOP	8,125.00	8,125.00		
	Stock card, 8-1/2" x 11", board, one color print on both sides - 500 pieces	GSS	SVP	Aug-16		Aug-16		GOP	8,125.00	8,125.00		
	FSI memo pad, 1/2 (8-1/2" x 5-1/2"), with text and FSI logo, one color, 70 gsm, 100 sheet/pad - 100 pads	Various offices	SVP	Aug-16		Aug-16		GOP	6,500.00	6,500.00		
	FSI memo pad, 1/4 (6-1/2" x 4-1/4"), with text and FSI logo, one color, 70 gsm, 100 sheet/pad - 100 pads	Various offices	SVP	Aug-16		Aug-16		GOP	6,200.00	6,200.00		
	FSI certificate envelope, 9" x 12", conqueror ivory, 90 gsm with dry embossed logo (6" x 4") - 500 pieces	CPRSD	SVP	Aug-16		Aug-16		GOP	12,500.00	12,500.00		
	Emergency grab bags	Various offices	SVP	Sep-16		Sep-16		GOP	195,000.00	195,000.00	To be distributed to the personnel of the Institute in line with its Disaster Preparedness Program	
	Common-use Supplies and Equipment	PS, ODG & CIRSS	Shopping	Oct-16		Oct-16		GOP	22,700.00	22,700.00	Additional supplies for the Institute personnel	
	Desk name plate holders	ILU	Shopping	Oct-16		Oct-16		GOP	3,750.00	3,750.00		
	Frameholders for certificates	ILU	Shopping	Oct-16		Oct-16		GOP	5,000.00	5,000.00		
	ID Lacey (with silk screen print)	PS	SVP	Nov-16		Nov-16		GOP	8,500.00	8,500.00	For the issuance of new IDs of Institute personnel	


Code (PAF)	Procurement Program/Project	PAU/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)		CO	REMARKS (brief description of Program/Project)
				Address of BUREAU	Sub-Open of Bids	Notice of Award	Contract Signing		Total	MODE		
<b>COMMUNICATIONS</b>												
	Two (2) years subscription to Cyberoam (anti-virus/anti-spam) inclusive of system updates and upgrades, training and 8x5 maintenance support	MISS	Direct Contracting			Aug-16		Donation	87,100.00	87,100.00		The only network security solution compatible with the UTM appliance acquired by the Institute in 2015. To be sourced from the funds donated by Special Envoy Carlos Chan
<b>EXTRAORDINARY &amp; MISCELLANEOUS EXPENSES</b>												
<b>Printing and Binding Expenses</b>												
	Scanning of hard copies and optical character recognition, conversion to ePub2 Format	PUB	SVP			Sep-16		Gop	77,600.00	77,600.00		
	Publication of Forging Partnerships: Philippine Defense Cooperation under Constitutional and International Laws	PUB	SVP			Oct-16		Gop	100,000.00	100,000.00		
	Proceedings of Saleded Mangrove Forum and Mabini Dialogue Series 2015-2016	PUB	SVP			Nov-16		Gop	120,000.00	120,000.00		As reference material
	Printing of brochure "Sharing ASEAN vol. 2 Nos. 1, 2, & 3	PUB	SVP			Nov-16		Gop	17,100.00	17,100.00		
	Food and beverage for participants	CIRSS	SVP			October to December 2016		Gop	33,900.00	33,900.00		For the participants and resource persons in connection with the conduct of Mabini Dialogue and Mangrove Forum
	Catering service for the FSI 40th Anniversary celebration	AFSD	SVP			Nov-16		Gop	79,560.00	79,560.00		
	Catering service for the FSI Christmas celebration	AFSD	SVP			Dec-16		Gop	27,000.00	27,000.00		
<b>OTHER MAINTENANCE AND OPERATING EXPENSES</b>												
<b>Subscription Expenses</b>												
	Lex Libris CD ROM	CPR-Library	Direct Contracting			Sep-16		Gop	83,500.00	83,500.00		For collection development of the CPR Library
	Foreign Journals Subscription	CPR-Library	SVP			Nov-16		Gop	282,800.00	282,800.00		One year subscription to various foreign professional journals which are reference materials for the use of the Library clientele

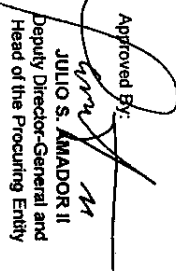
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				Assest of IRR/EMI	Sub/opens of Bids	Notice of Award	Contract signing		Total	MOOE		CO
	Purchase of Utility Vehicle	GSS	Negotiated Procurement (2 Failed Biddings)	Aug-16	Aug-16	Aug-16	Aug-16	GOP	950,000.00	950,000.00		
	PVC ID Printer (300 dpi, back-to-back printing)	PS	SVP	Aug-16		Sep-16		Donation	120,000.00	120,000.00	For in-house printing of IDs of FSI personnel and trainees. To be sourced from the funds donated by Special Envoy Carlos Chan	
	Barcode scanner with stand	CPR Library	SVP	Nov-16		Nov-16		GOP	5,000.00	5,000.00	For the inventory of Library collection, Library automation, and collection development	
<b>GRAND TOTAL</b>									<b>3,013,357.10</b>	<b>1,938,357.10</b>	<b>1,075,000.00</b>	

Consolidated By:  
  
**ZENIDA C. BAUTISTA**  
 Member, BAC Secretariat

Certified Correct:  
  
**HOPE B. TORNILLA**  
 Head, BAC Secretariat

Certified Funds Available:  
  
**VERONICA V. MANAPIS**  
 Accountant III and  
 Head, Financial Management Section

Recommending Approval:  
  
**CARMLITA S. MARASIGAN**  
 Chairperson, BAC

Approved By:  
  
**JULIO S. AMADOR II**  
 Deputy Director-General and  
 Head of the Procuring Entity