

CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

BOND PREMIUM

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Bond Premium	HRMD		N/A					Corporate Budget	700,000.00	700,000.00	-	premium for the application / renewal of fidelity bond of CITEM employees
TOTAL										700,000.00			

OCCUPATIONAL HEALTH SERVICE

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Occupational Health Service	HRMD	No	Small Value Procurement	11/13/2019	12/3/2019	12/6/2019	12/7/2019	Corporate Budget	360,000.00	360,000.00	-	4 hours per duty; twice a week; Php30,000.00 / month
TOTAL										360,000.00			

OUTSOURCED PERSONNEL

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Driver/Mechanic, Electrician, Canvasser, AC Technician/Plumber/Carpenter	HRMD	Yes	Competitive Bidding					Corporate Budget	1,798,324.45	1,798,324.45	-	4 personnel
	Technician, Warehouseman, Butler	HRMD	Yes	Competitive Bidding					Corporate Budget	1,293,471.39	1,293,471.39	-	3 personnel
	Driver	HRMD	Yes	Competitive Bidding					Corporate Budget	3,252,547.44	3,252,547.44	-	8 personnel
TOTAL										6,344,343.28			

Prepared by:

FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:

WILMA G. DULAY
Chief, Budget & Cash Division

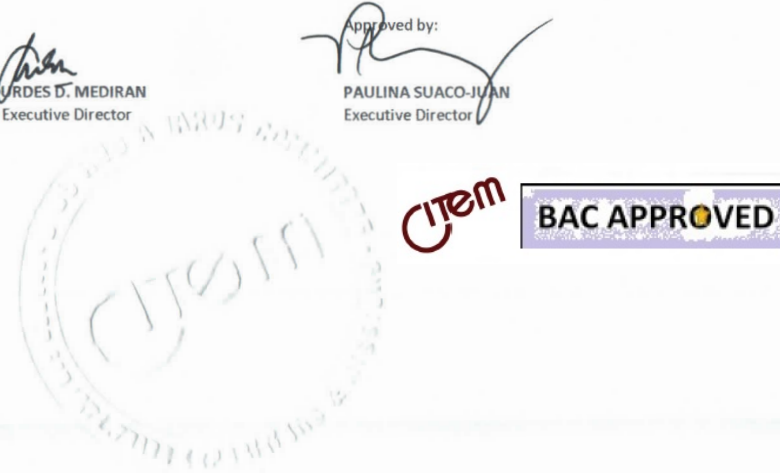
Recommended by:

ATTY. ANNA GRACE I. MARPURI
OIC-DM, CSD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

PAULINA SUACO-JUAN
Executive Director



CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

AGENCY WIDE ACTIVITIES

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	CITEM Anniversary Celebration									295,500.00	295,500.00	-	CITEM 36th Anniversary
	Venue, Caterer for 220 pax	HRMD	Yes	Lease of Venue	8/25/2020	9/15/2020	9/18/2020	9/19/2020	Corporate Budget	286,000.00	286,000.00	-	Php1,300 X 220 pax
	Backdrop (tarpaulin)	HRMD	No	Small Value Procurement	9/16/2020	N/A	10/8/2020	10/11/2020	Corporate Budget	1,500.00	1,500.00	-	
	Frames for Loyalty Awardees	HRMD	No	Shopping	9/16/2020	N/A	10/8/2020	10/11/2020	Corporate Budget	8,000.00	8,000.00	-	
	CITEM Year-end Celebration									1,136,000.00	1,136,000.00	-	CITEM 36th Anniversary
	Venue, Caterer for 220 pax	HRMD	Yes	Lease of Venue	7/21/2020	9/11/2020	11/1/2020	11/12/2020	Corporate Budget	286,000.00	286,000.00	-	Php1,300 X 220 pax
	Raffle prizes	HRMD	No	Shopping	11/3/2020	11/23/2020	11/26/2020	11/28/2020	Corporate Budget	100,000.00	100,000.00	-	
	Game prizes	HRMD	No	Shopping	11/3/2020	11/23/2020	11/26/2020	11/28/2020	Corporate Budget	50,000.00	50,000.00	-	
	Christmas Package for employees	HRMD	No	Small Value Procurement	7/21/2020	9/11/2020	11/1/2020	11/12/2020	Corporate Budget	700,000.00	700,000.00	-	Php3,500 X 200 pax
	Other Events									246,000.00	246,000.00	-	CITEM 36th Anniversary
	Tokens	HRMD	No	Shopping					Corporate Budget	50,000.00	50,000.00	-	
	Uniform fo Drivers and Utility Workers	HRMD	No	Shopping	6/9/2020	N/A	7/2/2020	7/4/2020	Corporate Budget	30,000.00	30,000.00	-	Php2,000 X 15 pax
	Staff / Face to Face Meeting	HRMD		N/A					Corporate Budget	30,000.00	30,000.00	-	
	Mass and Offertory	HRMD	No	Shopping					Corporate Budget	36,000.00	36,000.00	-	
	Printing of CITEM New ID	HRMD	No	Small Value Procurement					Corporate Budget	60,000.00	60,000.00	-	
	Printing of Citizen's Charter	HRMD	No	Small Value Procurement					Corporate Budget	20,000.00	20,000.00	-	
	Printing of Employees Handbook	HRMD	No	Small Value Procurement					Corporate Budget	20,000.00	20,000.00	-	
TOTAL										1,677,500.00			

Prepared by:

FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:

WILMA G. DULAY
Chief, Budget & Cash Division

Recommended by:

ATTY. ANNA GRACE J. MARPURI
OIC-DM, CSD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

PAULINA SUACO-JUAN
Executive Director



Citem

BAC APPROVED

CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

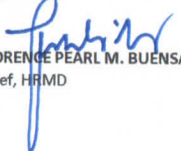
PSYCHOLOGICAL EXAM

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Managerial Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	150,000.00	150,000.00	-	Php15,000 X 10 pax
	Supervisory Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	80,000.00	80,000.00	-	Php8,000 X 10 pax
	Technical Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	60,000.00	60,000.00	-	Php3,000 X 20 pax
	Clerical Position	HRMD	No	Small Value Procurement	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	20,000.00	20,000.00	-	Php2,000 X 10 pax
TOTAL										310,000.00			

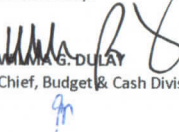
PSYCHOLOGICAL TESTING MATERIALS

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Test 1 (Answer Sheets)	HRMD	Yes	Direct Contracting	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	3,000.00	3,000.00	-	Php3,000 X 1 pk
	Test 2 (Answer Sheets)	HRMD	Yes	Direct Contracting	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	9,000.00	9,000.00	-	Php3,000 X 3 pk
	Test 3 (Answer Sheets)	HRMD	Yes	Direct Contracting	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	9,000.00	9,000.00	-	Php3,000 X 3 pk
	Test 4 (Answer Sheets)	HRMD	Yes	Direct Contracting	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	7,500.00	7,500.00	-	Php2,500 X 3 pk
	Test 5 (Answer Sheets)	HRMD	Yes	Direct Contracting	2/10/2020	4/3/2020	5/25/2020	6/4/2020	Corporate Budget	5,500.00	5,500.00	-	Php2,750 X 2 pk
TOTAL										34,000.00			

Prepared by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:

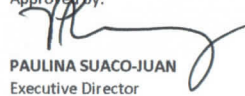

WILLIAM G. DULAY
Chief, Budget & Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, CSD


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


PAULINA SUACO-JUAN
Executive Director



BAC APPROVED



CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

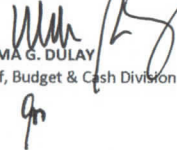
COMMUNICATION EXPENSE

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Cellcards (January)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (February)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (March)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (April)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (May)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (June)	HRMD	No	Shopping	11/27/2019	N/A	12/20/2019	12/22/2019	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (July)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (August)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (September)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (October)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
	Cellcards (November)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,200.00	7,200.00	-	Php300 X 24 pax
	Cellcards (December)	HRMD	No	Shopping	5/6/2020	N/A	6/18/2020	6/21/2020	Corporate Budget	7,800.00	7,800.00	-	Php300 X 26 pax
TOTAL										90,000.00			


Prepared by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:


WILMA G. DULAY
Chief, Budget & Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, CSD


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


PAULINA SUACO-JUAN
Executive Director



CITEM

BAC APPROVED

CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

IN-HOUSE AND PUBLICLY OFFERED TRAINING

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Core Competency Training	HRMD		N/A					Corporate Budget	200,000.00	200,000.00	-	
	Technical Competency Training	HRMD		N/A					Corporate Budget	200,000.00	200,000.00	-	
	Leadership Competency Training	HRMD		N/A					Corporate Budget	150,000.00	150,000.00	-	
	GAD / Specialized Training	HRMD		N/A					Corporate Budget	180,000.00	180,000.00	-	Php1,000 X 180 pax
TOTAL										730,000.00			

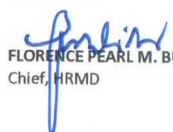
ORGANIZATIONAL DEVELOPMENT

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Organizational Development	HRMD	No	Small Value Procurement					Corporate Budget	350,000.00	350,000.00	-	
	CITEM Teambuilding Activity	HRMD								850,000.00	850,000.00		
	Venue, Accommodation, Meals, Group Prizes, and other Teambuilding Activity	HRMD	Yes	Lease of Venue	11/25/2019	1/16/2020	3/8/2020	3/19/2020	Corporate Budget	610,000.00	610,000.00		
	Facilitator	HRMD	No	Small Value Procurement	3/10/2020	3/30/2020	4/2/2020	4/5/2020	Corporate Budget	120,000.00	120,000.00	-	
	Shuttle Services	HRMD	No	Small Value Procurement	3/10/2020	3/30/2020	4/2/2020	4/5/2020	Corporate Budget	120,000.00	120,000.00	-	Php60,000 X 2 buses
TOTAL										1,200,000.00			

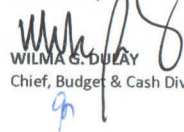
HEALTH AND WELLNESS PROGRAMS / ORGANIZATIONAL CULTURE

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Physical, Mental, Spiritual, Social and Financial Wellness Programs	HRMD		N/A					Corporate Budget	50,000.00	50,000.00	-	
	CSC Anniversary Celebration									87,400.00	87,400.00	-	Philippine Civil Service 120th Anniversary Celebration
	Registration fee for Fun Run	HRMD		N/A	N/A	N/A	N/A	N/A	Corporate Budget	44,000.00	44,000.00	-	Php550 X 80 pax
	Tarpaulin	HRMD	No	Small Value Procurement	7/16/2020	8/3/2020	8/6/2020	8/9/2020	Corporate Budget	1,000.00	1,000.00	-	
	T-shirts to be provided	HRMD	No	Small Value Procurement	7/28/2020	8/18/2020	8/20/2020	8/22/2020	Corporate Budget	28,000.00	28,000.00	-	Php350 X 80 pax
	Meals (breakfast)	HRMD		N/A					Corporate Budget	14,400.00	14,400.00	-	Php180 X 80 pax
	Tokens for birthday celebrants (employees and officials)	HRMD	No	Shopping					Corporate Budget	55,000.00	55,000.00	-	Php250 X 220 pax
	Flu Vaccine	HRMD	No	Small Value Procurement	5/10/2020	5/29/2020	6/2/2020	6/5/2020	Corporate Budget	60,000.00	60,000.00	-	Php300 X 200 pax
	Drug Test for employees	HRMD	No	Small Value Procurement	3/10/2019	3/31/2019	4/2/2019	4/5/2019	Corporate Budget	50,000.00	50,000.00	-	
TOTAL										302,400.00			

Prepared by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:

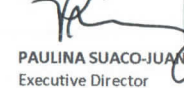

WILMA S. DULAY
Chief, Budget & Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, CSD


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


PAULINA SUACO-JUAN
Executive Director



BAC APPROVED

CITEM ANNUAL PROCUREMENT PLAN FY 2020

HUMAN RESOURCE MANAGEMENT DIVISION

CONTINGENCY BUDGET FOR EMPLOYEES / EMERGENCY ASSISTANCE

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Contingency Budget for employees/ Emergency Assistance (cards, flowers, etc.)	HRMD		Shopping/ Small Value Procurement					Corporate Budget	100,000.00	100,000.00	-	
TOTAL										100,000.00			

EXTRAORDINARY & MISCELLANEOUS EXPENSES

Code (PAP)	Procurement (Program/Project)	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Extraordinary and Miscellaneous Expenses	HRMD		N/A					Corporate Budget	132,000.00	132,000.00	-	
TOTAL										132,000.00			

Prepared by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Evaluated by:



WILMA G. DULAY
Chief, Budget & Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, CSD


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


PAULINA SUACO-JUAN
Executive Director



BAC APPROVED

