

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

**FINAL ANNUAL PROCUREMENT PLAN (APP)
AS OF 31 DECEMBER 2021 (2ND SEMESTER)**

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021 as of 31 December 2021
ACCOUNTS UNDER GSD - ADMINISTRATIVE OVERHEAD EXPENDITURE (AOE) AND CAPEX

End-User/Unit: General Services Division

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/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	II PRINTING												
	1. Calling Cards	GSD	NO	SVP					AOE	PHP 5,000.00	PHP 5,000.00		
	2. Purchase Order	GSD	NO	SVP					AOE	PHP 12,000.00	PHP 12,000.00		
	3. Job Order	GSD	NO	SVP					AOE	PHP 12,000.00	PHP 12,000.00		
	4. Letter Head	GSD	NO	SVP					AOE	PHP 10,000.00	PHP 10,000.00		
	5. Letter Envelope w/o window	GSD	NO	SVP					AOE	PHP 10,000.00	PHP 10,000.00		
	6. Letter Envelope w/ window	GSD	NO	SVP					AOE	PHP 10,000.00	PHP 10,000.00		
	7. Complimentary Cards	GSD	NO	SVP					AOE	PHP 10,000.00	PHP 10,000.00		
	II. ADVERTISING												
	1. Ad Placement	GSD	NO	NP-Scientific, ...					AOE	PHP 30,000.00	PHP 30,000.00		
	III. COMMUNICATION												
	1. One Year Rental of PABX	GSD	NO	Renewal/DC					AOE	PHP 1,320,000.00	PHP 1,320,000.00		
	2. One year direct line service	GSD	NO	Renewal/DC					AOE	PHP 792,000.00	PHP 792,000.00		
	33 lines Php2,000.00 per line per mo.												
	3. PLDT (toll calls)	GSD	NO	Renewal/DC					AOE	PHP 12,000.00	PHP 12,000.00		
	4. Cellular phone service												
	ED-1 Globe line Php3,800.00/mo	GSD	NO	Renewal/DC					AOE	PHP 48,000.00	PHP 48,000.00		
	OED-1 Globe line Php2,500.00/mo	GSD	NO	Renewal/DC					AOE	PHP 30,000.00	PHP 30,000.00		
	DED-1 Globe line Php2,500.00/mo.	GSD	NO	Renewal/DC					AOE	PHP 30,000.00	PHP 30,000.00		
	OED-1 Globe lines xPhp999 lpad	GSD	NO	Renewal/DC					AOE	PHP 12,000.00	PHP 12,000.00		
	DM-1Globe lines xPhp1499	GSD	NO	Renewal/DC					AOE	PHP 18,000.00	PHP 18,000.00		
	DM-1Globe lines xPhp1499	GSD	NO	Renewal/DC					AOE	PHP 18,000.00	PHP 18,000.00		
	DM-1Globe lines xPhp1499	GSD	NO	Renewal/DC					AOE	PHP 18,000.00	PHP 18,000.00		
	DC's/OIC's-13 Globe lines xPhp999/line	GSD	NO	Renewal/DC					AOE	PHP 156,000.00	PHP 156,000.00		
	IV. JANITORIAL SERVICES												
	Contract amount CY 2021	GSD	NO	PB/Renewal					AOE	PHP 1,740,000.00	PHP 1,740,000.00		
	Overtime allocation	GSD	NO	PB/Renewal					AOE	PHP 60,000.00	PHP 60,000.00		
	7 Janitors												
	V. SECURITY SERVICES												
	Contract amount CY 2021	STREDO	NO	PB/Renewal					AOE	PHP 4,356,000.00	PHP 4,356,000.00		
	Overtime allocation @ Php1,000.00	STREDO	NO	PB/Renewal					AOE	PHP 12,000.00	PHP 12,000.00		
	13 Security Guards												
	VI. WATER & POWER												
	Water :												
	300 cu.m./mo xPhp100/cu.m.	GSD	NO	Direct Contracting					AOE	PHP 360,000.00	PHP 360,000.00		
	Power :												
	34,000 kwh/Php11/kwh	GSD	NO	Direct Contracting					AOE	PHP 4,488,000.00	PHP 4,488,000.00		
	VII. REPAIRS & MAINTENANCE												
	1. Generator Preventive Maintenance	GSD	NO	SVP					AOE	PHP 32,000.00	PHP 32,000.00		
	2. Aircon repairs	GSD	NO	SVP					AOE	PHP 120,000.00	PHP 120,000.00		
	3. Other Equipment Repairs	GSD	NO	SVP					AOE	PHP 30,000.00	PHP 30,000.00		
	4. Generator repair	GSD	NO	SVP					AOE	PHP 30,000.00	PHP 30,000.00		
	5. Sound System Repairs	GSD	NO	SVP					AOE	PHP 20,000.00	PHP 20,000.00		
	6. Repair Services/Refurbishing/Supplies	GSD	NO	SVP/Shopping					AOE	PHP 750,000.00	PHP 750,000.00		
	& Materials for office Bldg. etc.												
	VIII. PEST CONTROL												
	Pest Control	GSD	NO	SVP					AOE	PHP 50,000.00	PHP 50,000.00		
	Disinfection Services	GSD	NO	SVP					AOE	PHP 624,000.00	PHP 624,000.00		
	IX. TERMITE CONTROL												
	Termite Control (additional)	GSD	NO	SVP					AOE	PHP 50,000.00	PHP 50,000.00		

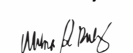
	X. RENTAL OF PHOTOCOPIER												
	Consumption per month												
	45,000 copies @Php0.70/copy	GSD	NO	SVP				AOE	PHP	378,000.00	PHP	378,000.00	
	XI. GASOLINE/DIESEL/LUBE												
	LUBE												
	45 ltr-Engine Oil (Gasoline)x400	GSD	NO	Direct Retail Purchase				AOE	PHP	18,000.00	PHP	18,000.00	
	210 ltr-Engine Oil (Diesel)x400	GSD	NO	Direct Retail Purchase				AOE	PHP	84,000.00	PHP	84,000.00	
	GASOLINE/DIESEL FUEL												
	12 Vehicle x Php7,000.00	GSD	NO	Direct Retail Purchase				AOE	PHP	1,008,000.00	PHP	1,008,000.00	
	400 ltrs. Gas & Oil x Php50.00	GSD	NO	Direct Retail Purchase				AOE	PHP	20,000.00	PHP	20,000.00	
	(for genset & grass cutter)												
	XII. REPAIR OF VEHICLES/INSURANCE PREMIUM												
	Repair & Maintenance of Vehicles	GSD	NO	SVP				AOE	PHP	500,000.00	PHP	500,000.00	
	Vehicle Insurance	GSD	NO	Direct Contracting				AOE	PHP	100,000.00	PHP	100,000.00	
	Toll/Parking Fees	GSD	NO	Direct Contracting				AOE	PHP	100,000.00	PHP	100,000.00	
	Vehicle LTO Registration	GSD	NO	Direct Contracting				AOE	PHP	50,000.00	PHP	50,000.00	
	Fire Insurance/Building Insurance	GSD	NO	Direct Contracting				AOE	PHP	600,000.00	PHP	600,000.00	
	XIII. CAPEX												
	Aircon Units	GSD	NO	SVP				CAPEX	PHP	980,000.00		PHP	980,000.00
	Air Purifiers			Shopping					PHP	210,000.00		PHP	210,000.00
	CITEM Studio			SVP					PHP	310,000.00		PHP	310,000.00
	Service Vehicle	GSD	NO	Public Bidding				CAPEX	PHP	1,363,000.00		PHP	1,363,000.00
	Water Tank	GSD	NO	Shopping					PHP	137,000.00		PHP	137,000.00
	TOTAL								PHP	21,133,000.00	PHP	18,133,000.00	PHP 3,000,000.00

Prepared by:


Reynaldo R. Gonzales

OIC-DC, General Services Division

Evaluated by:


WILMA G. DULAY

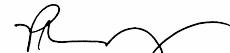
DC, Budget & Cash Division

Recommended by:


Atty. Anna Grace I. Marpuri
Department Manager / BAC Chairman

Approved by:



Ma. Lourdes D. Mediran
Deputy Executive Director / Alternate Head of Procuring Entity


Paulina Suaco Juan
Executive Director / Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
FINAL 2021 Annual Procurement Plan Non-CSE
TITLE OF PROJECT: BUSINESS DEVELOPMENT UNIT BUDGET
UPDATED APP AMENDMENT FOR THE 2nd SEMESTER OF FY 2021 (JULY to DECEMBER 2021)

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)
					Advertisem ent/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
NAME OF PROJECT													
	I. EVENT MARKETING AND SERVICES												
	Seminar/Training Workshop	BDU		SVP	01/29/2021	02/18/2021	02/21/2021			PHP 25,000.00	PHP 25,000.00		
	SP Budget									PHP 154,000.00	PHP 154,000.00		
	II. SECRETARIAT & LOGISTICS SERVICES												
	1 Communication Expense	BDU		SVP	01/29/2021	02/18/2021	02/21/2021			PHP 10,000.00	PHP 10,000.00		
	2 Materials / Office supplies	BDU		SVP	01/29/2021	02/18/2021	02/21/2021			PHP 8,000.00	PHP 8,000.00		
	3 Meeting expenses	BDU		SVP	01/29/2021	02/18/2021	02/21/2021			PHP 14,000.00	PHP 14,000.00		
	4 Others Admin Costs												
	Tokens	BDU		Shopping	01/29/2021	02/18/2021	02/21/2021			PHP 10,000.00	PHP 10,000.00		
	Courier services	BDU		Shopping	01/29/2021	02/18/2021	02/21/2021			PHP 4,000.00	PHP 4,000.00		
	Transportation	BDU		Shopping	01/29/2021	02/18/2021	02/21/2021			PHP 3,000.00	PHP 3,000.00		
	Miscellaneous	BDU		Shopping	01/29/2021	02/18/2021	02/21/2021			PHP 2,000.00	PHP 2,000.00		
TOTAL										PHP 230,000.00	PHP 230,000.00	#REF!	

Prepared by:


KATRINA C. PINEDA
Chief, Business Devt. Unit

Noted by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Evaluated by:

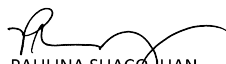

WILMA G. DULAY
Chief, Budget & Cash Div.

Recommended by:


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director /
Alternate Head of Procuring Entity


PAULINA SUACO JUAN
Exexutive Director
Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

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	
CREATE PHILIPPINES SONA (DIGITAL)													
	1 Communication & Content Director and Producer (4.870M)	OG1 - SET	No	SVP					Corporate Budget	Charged to 2020	Charged to 2020		
	2. Project Director	OG1 - SET	No	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	3. Original Content Creator	OG1 - SET	No	SVP					Corporate Budget	PHP 650,000.00	PHP 650,000.00		
	2. Creative Futures Conference												
	- Speakers, Activities, Collabs, Productions, etc. (June)	OG1 - SET	No	NP / SVP					Corporate Budget	PHP 1,993,000.00	PHP 1,993,000.00		
	3. Website Enhancement	OG1 - SET	No	NP / SVP					Corporate Budget	PHP 112,000.00	PHP 112,000.00		
	4. Digital Production Outfit	OG1 - SET	No	NP / SVP					Corporate Budget	PHP 245,000.00	PHP 245,000.00		
	5. Acquisition of Rights for Original Music	OG1 - SET	No	SVP					Corporate Budget	PHP 40,000.00	PHP 40,000.00		
	6. Trademarks Registration	OG1 - SET	No	SVP					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	6. Admin & Logistics												
	a. Communication Expenses	OG1 - SET	No	Shopping					Corporate Budget	PHP 10,000.00	PHP 10,000.00		
	b. Supplies and Materials	OG1 - SET	No	Shopping					Corporate Budget	PHP 15,000.00	PHP 15,000.00		
	8. Miscellaneous	OG1 - SET	No	Shopping/SVP					Corporate Budget	PHP 551,000.00	PHP 551,000.00		
	7. Personnel												
	a. Salaries (6 months) for Digital and Content Marketing Consultant	OG1 - SET	No	N/A					Corporate Budget	PHP 702,000.00	PHP 702,000.00		
	b. Salaries (6 months) for Editorial and Stakeholder Relations Consultant	OG1 - SET	No	N/A					Corporate Budget	PHP 702,000.00	PHP 702,000.00		
	c. Salaries (8 months) for SP	OG1 - SET	No	SVP					Corporate Budget	PHP 223,129.15	PHP 223,129.15		
	d. SP Hazard Pay	OG1 - SET	No	N/A					Corporate Budget	PHP 216,870.85	PHP 216,870.85		
	8. Others												
	a. CRM Renewal	OG1 - SET	No	SVP					Corporate Budget	PHP 3,000,000.00	PHP 3,000,000.00		
	TOTAL BUDGET FOR PROJECT									PHP 9,500,000.00	PHP 9,500,000.00		
	Budget for Service Provider - 15% of budget								Corporate Budget	PHP 1,500,000.00	PHP 1,500,000.00		
	GRAND TOTAL									PHP 11,000,000.00	PHP 11,000,000.00		


TARGET INCOME: Php 500,000.00 / CRR: 5%

Prepared by:



MARIO F. EVIO

Chief, Signature Events Team, OG1

Noted by:


ATTY. ANNA GRACE I. MARPURI
 OIC - Department Manager, OG1

Evaluated by:


WILMA G. DULAY
 Chief, Budget & Cash Div.

Recommended by:


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity


PAULINA SUACO
 Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

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/B/EI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO			
Digital Trade and Community Platform															
Manila FAME															
Content Distribution - Audience Building															
	Community Managers / Content Coordinator	CCSD	No	N/A					Digital Budget	PHP	780,000.00	PHP	780,000.00		
	Linkedin Premium	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Sub-total									PHP	845,000.00	PHP	845,000.00		
Food Philippines															
Content Distribution - Audience Building															
	Community Managers / Content Coordinator	CCSD	No	N/A					Digital Budget	PHP	450,000.00	PHP	450,000.00		
	Linkedin Premium	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Sub-total									PHP	515,000.00	PHP	515,000.00		
IFEX/NXTFOOD Asia															
Content Distribution - Audience Building															
	Community Managers / Content Coordinator	CCSD	No	N/A					Digital Budget	PHP	450,000.00	PHP	450,000.00		
	Linkedin Premium	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Sub-total									PHP	515,000.00	PHP	515,000.00		
Sustainability Solutions Expo															
Content Distribution - Audience Building															
	Community Managers / Content Coordinator	CCSD	No	N/A					Digital Budget	PHP	390,000.00	PHP	390,000.00		
	Linkedin Premium	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Sub-total									PHP	455,000.00	PHP	455,000.00		
CREATE Philippines															
Distribution - Audience Building															
	Community Managers / Content Coordinator	CCSD	No	N/A					Digital Budget	PHP	390,000.00	PHP	390,000.00		
	Linkedin Premium	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Sub-total									PHP	455,000.00	PHP	455,000.00		
CITEM															
Distribution - Audience Building															
	All in One Online Communication Platform	CCSD	No	NP - Overseas					Digital Budget	PHP	65,000.00	PHP	65,000.00		
	Service Providers	CCSD	No	N/A					Digital Budget	PHP	2,150,000.00	PHP	2,150,000.00		
	Sub-total									PHP	2,215,000.00	PHP	2,215,000.00		
	TOTAL									PHP	5,000,000.00	PHP	5,000,000.00		

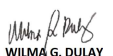
Prepared by:


CAROLINA ALTAREJOS
SP-ADC, Web Marketing Division

Noted by:


CHARLES AAMES BAUTISTA
Department Manager, CCSD

Evaluated by:


WILMA G. DULAY
Chief, Budget & Cash Div.

Recommended by:

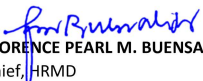

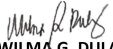


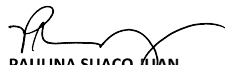

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

Approved by:


MX. LOURDES D. MEDIRAN
Alternate Head of Procuring Entity


PAULINA SUACO-JUAN
Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Final Annual Procurement Plan for FY 2021															
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/Pos ting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO			
HUMAN RESOURCE MANAGEMENT DIVISION 2021															
BOND PREMIUM															
	Bond Premium	HRMD		N/A	N/A	N/A	N/A	N/A		PHP	700,000.00	PHP	700,000.00		
OCCUPATIONAL HEALTH SERVICE															
	Occupational Health Service	HRMD	No	Small Value Procurement	11 11 2020	1 12 2020	4 12 2020	7 12 2020	Corporate Budget	PHP	360,000.00	PHP	360,000.00		Php30,000 X 12 months
CITEM Anniversary & Year-end Celebration															
	Venue, Caterer for 180 pax	HRMD	Yes	Lease of Venue	22 07 2021	10 09 2021	2 11 2021	12 11 2021	Corporate Budget	PHP	31,462.00	PHP	31,462.00		Php1,800 X 180 pax
	Year-End Celebration Meals	HRMD		N/A					Corporate Budget	PHP	76,500.00	PHP	76,500.00		
	Backdrop (tarpaulin)	HRMD	No	Shopping	16 09 2021	N/A	8 10 2021	11 10 2021	Corporate Budget	PHP	1,500.00	PHP	1,500.00		
	Frames for Loyalty Awardees	HRMD	No	Shopping	16 09 2021	N/A	8 10 2021	11 10 2021	Corporate Budget	PHP	-	PHP	-		
	Service Award Trophy	HRMD	No	SVP					Corporate Budget	PHP	49,000.00	PHP	49,000.00		
	Raffle prizes	HRMD	No	Direct Contracting					Corporate Budget	PHP	900,000.00	PHP	900,000.00		
	Game prizes	HRMD	No	Shopping	9 11 2021	N/A	2 12 2021	3 12 2021	Corporate Budget	PHP	50,000.00	PHP	50,000.00		
	Tokens for Judges & Hosts	HRMD		N/A					Corporate Budget	PHP	10,000.00	PHP	10,000.00		
	Christmas Package for employees	HRMD	No	Direct Contracting					Corporate Budget	PHP	765,000.00	PHP	765,000.00		Php3,500 X 180 pax
MISCELLANEOUS															
	Tokens	HRMD	No	Shopping					Corporate Budget	PHP	50,000.00	PHP	50,000.00		
	Uniform for Drivers and Utility Workers	HRMD	No	Shopping	8 06 2021	N/A	1 07 2021	2 07 2021	Corporate Budget	PHP	30,000.00	PHP	30,000.00		Php2,000 X 15 pax
	Staff / Face to Face Meeting	HRMD		N/A					Corporate Budget	PHP	30,000.00	PHP	30,000.00		
	Onboarding Activity	HRMD		N/A					Corporate Budget	PHP	50,000.00	PHP	50,000.00		
	Mass and Offertory	HRMD	No	Shopping					Corporate Budget	PHP	6,000.00	PHP	6,000.00		Php1,500 X 4 Holy Mass
	Printing of CITEM New ID	HRMD	No	Small Value Procurement					Corporate Budget	PHP	60,000.00	PHP	60,000.00		
	Printing of Citizen's Charter	HRMD	No	Small Value Procurement					Corporate Budget	PHP	20,000.00	PHP	20,000.00		
	Printing of Employees Handbook	HRMD	No	Small Value Procurement					Corporate Budget	PHP	20,000.00	PHP	20,000.00		
PSYCHOLOGICAL ASSESSMENT															
	Outsourcing of Psychological Examination	HRMD	No	Small Value Procurement	8 02 2021	8 02 2021	3 03 2021	4 03 2021	Corporate Budget	PHP	269,000.00	PHP	269,000.00		
	Psychological Testing Materials	HRMD	Yes	Direct Contracting	8 02 2021	8 02 2021	3 03 2021	4 03 2021	Corporate Budget	PHP	16,000.00	PHP	16,000.00		
COMMUNICATION EXPENSE															
	Cellcards (January - June)	HRMD	No	Shopping	17 11 2020	N/A	1 12 2020	2 12 2020		PHP	45,000.00	PHP	45,000.00		
	Cellcards (July - December)	HRMD	No	Shopping	31 05 2021	N/A	11 06 2021	12 06 2021		PHP	45,000.00	PHP	45,000.00		
IN-HOUSE AND PUBLICLY OFFERED TRAINING															
	Core Competency Training	HRMD		N/A						PHP	400,000.00	PHP	400,000.00		Php 100,000 X 4 in- house programs
	Technical Competency / Specialized Training Training	HRMD		N/A						PHP	936,000.00	PHP	936,000.00		Php12,000 X 78 pax
	Leadership Competency Training (Management Committee, Executive Committee, CITEM Board Members)	HRMD		N/A						PHP	319,000.00	PHP	319,000.00		Php14,500 x 22 pax

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													
	Organizational Culture / Development Activities	HRMD		N/A						PHP 350,000.00	PHP 350,000.00		
	Consultant's Fee for Reorganizational Planning	HRMD	No	Small Value Procurement	1 02 2021	24 02 2021	2 03 2021	4 03 2021		PHP 410,500.00	PHP 410,500.00		
	Reorganizational Planning other expenses (e.g. meetings, etc.)	HRMD		N/A						PHP 90,000.00	PHP 90,000.00		
HEALTH AND WELLNESS PROGRAMS / ORGANIZATIONAL CULTURE													
	Physical, Mental, Spiritual, Social and Financial Wellness Programs	HRMD		N/A						PHP 40,000.00	PHP 40,000.00		Php10,000 X 4 programs
	Tokens for birthday celebrants (employees and officials)	HRMD	No	Shopping						PHP 45,000.00	PHP 45,000.00		Php250 X 180 pax
	Flu Vaccine	HRMD	No	Small Value Procurement	27 04 2021	17 05 2021	20 05 2021	21 05 2021		PHP 72,000.00	PHP 72,000.00		Php600 X 120 pax
	Drug Test for employees	HRMD	No	Small Value Procurement	9 08 2021	29 08 2021	1 09 2021	2 09 2021		PHP 38,000.00	PHP 38,000.00		
CONTINGENCY BUDGET FOR EMPLOYEES / EMERGENCY ASSISTANCE													
	Contingency Budget for employees/ Emergency Assistance (cards, flowers, etc.)	HRMD	No	Shopping/ Small Value Procurement						PHP 62,000.00	PHP 62,000.00		
	CSR Partnership - Persons with Digitabilities International Film Festival 2021	HRMD	No	N/A						PHP 20,000.00	PHP 20,000.00		
EXTRAORDINARY & MISCELLANEOUS EXPENSES													
	Extraordinary and Miscellaneous Expenses			N/A						PHP 150,000.00	PHP 150,000.00		
TOTAL										PHP 6,516,962.00	PHP 6,516,962.00	PHP -	
<div> <div> Prepared by:  FLORENCE PEARL M. BUENSALIDO Chief, HRMD </div> <div> Noted by:  ATTY. ANNA GRACE I. MARPURI OIC, CS </div> <div> Evaluated by:  WILMA G. DULAY Chief, Budget and Cash Division </div> <div> Recommended by:  ATTY. ANNA GRACE I. MARPURI Chairman, Bids and Awards Committee </div> <div> Approved by:  MA. LOURDES D. MEDIRAN Alternate Head of Procuring Entity </div> <div>  PAULINA SUACO-JUAN Head of Procuring Entity </div> </div>													

**CITEM FINAL ANNUAL PROCUREMENT PLAN FY 2021
INSTITUTIONAL PROMOTIONS CORPORATE COMMUNICATIONS**

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	
	PROMOTIONAL MATERIALS												
	Media Special Occasion Tokens		No	Small Value Procurement	SH Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 29,100		
	Corporate AVPs		No	Scientific, Scholarly...	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 100,000		
	SERVICES AND SUBSCRIPTIONS												
	Media Monitoring Services		Yes	Scientific, Scholarly...	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 450,000		
	Additional Zoom Pro Account		No	Overseas							PHP 50,000		
	Newspaper Subscription		Yes	Scientific, Scholarly... SVP	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 95,000		
	Special Requirements (e.g. representation, meetings, supplies, transportation, others)		No	N/A	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 39,600		
	PACEOS Membership		No	Scientific, Scholarly...	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec			PHP 10,000		
	Project Management Tool		No	NP-Overseas							PHP 60,000		
	Digital and Content Marketing Consultant		No	N/A							PHP 702,000		
	Editorial and Stakeholders Relations Consultant		No	N/A							PHP 702,000		
	Photographer for Portrait Shoot		No	Small Value Procurement							PHP 50,000		
	Video Equipment Rental		No	Small Value Procurement							PHP 50,000		
	Customer Relations Management System		No	Public Bidding							PHP 1,300,000		
	All in oneOnline Communication Platform		No	NP - Overseas							PHP 900,000		
	Service Providers		No	N/A							PHP 1,486,300		
	TOTAL:										PHP 6,024,000		

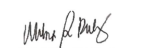
Prepared by:


LUZVIMINDA B. SORIANO
Information Officer III

Noted by:


CHARLES AAMES BAUTISTA
Department Manager, CCSD

Evaluated by:

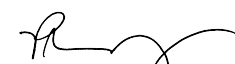

WILMA DULAY
Chief, Budget & Cash

Recommended by:


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

Approved by:

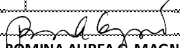

MA. LOURDES D. MEDIRAN
Alternate Head of Procuring Entity


PAULINA SUACO JUAN
Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

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
1. STRATEGY AND PLANNING														
	1.1 MID-YEAR PLANNING ACTIVITY													
NON-PS	1.1.1 Logistical expenses (venue, food, accom.)	CORPLAN	YES	Lease of Venue/SVP	N/A	N/A	N/A	N/A	Corporate Budget	PHP	100,000.00	PHP	100,000.00	
	1.2 YEAR-END PLANNING ACTIVITY													
NON-PS	1.2.1 Logistical expenses (venue, food, accom.)	CORPLAN	YES	Lease of Venue/SVP	N/A	N/A	N/A	N/A	Corporate Budget	PHP	280,000.00	PHP	280,000.00	
NON-PS	1.2.2 Facilitator	CORPLAN	NO	Honorarium	N/A	N/A	N/A	N/A	Corporate Budget	PHP	5,000.00	PHP	5,000.00	
2. MEETINGS														
NON-PS	2.1 EXCOM/MANCOM and other meetings	CORPLAN	NO	Not Applicable	N/A	N/A	N/A	N/A	Corporate Budget	PHP	97,000.00	PHP	97,000.00	
NON-PS	2.2 TPG MANCOM Meeting	CORPLAN	NO	Not Applicable	N/A	N/A	N/A	N/A	Corporate Budget	PHP	14,000.00	PHP	14,000.00	
NON-PS	2.3 Business Model Review Workshop	CORPLAN	NO	Not Applicable SVP	N/A	N/A	N/A	N/A	Corporate Budget	PHP	110,000.00	PHP	110,000.00	
3. CUSTOMER SATISFACTION SURVEYS (CSS)														
NON-PS	3.1 HIRING OF CONSULTANTS FOR MARKET SURVEY OF CITEM PROJECTS (GCG REQUIREMENT)	CORPLAN	NO	Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	PHP	270,000.00	PHP	270,000.00	
4. INDUSTRY MEMBERSHIPS														
NON-PS	4.1 GPCCI	CORPLAN	NO	Shopping	N/A	N/A	N/A	N/A	Corporate Budget	PHP	16,000.00	PHP	16,000.00	
5. SUBSCRIPTION														
NON-PS	5.1 ONLINE SURVEY SOFTWARE FOR OTF CSS	CORPLAN	NO	Negotiated Procurement-Overseas Procurement	N/A	N/A	N/A	N/A	Corporate Budget	PHP	60,000.00	PHP	60,000.00	
6. OTHERS														
NON-PS	6.1 SP Budget (October 2021-December 2021)	CORPLAN	NO	Not Applicable	N/A	N/A	N/A	N/A	Corporate Budget	PHP	48,000.00	PHP	48,000.00	
TOTAL										PHP	1,000,000.00	PHP	1,000,000.00	


Prepared by:


Chief, ROMINA AUREA C. MAGNO
Officer-In-Charge, CORPLAN

Evaluated by:

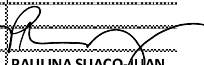

WILMA G. DULAY
Chief, Budget and Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
Alternate Head of Procuring Entity


PAULINA SUACO JUAN
Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)				Remarks (brief description of Program /
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total		MOOE		
SUPPORT TO OPERATIONS: INSTITUTIONAL PROMOTIONS - OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR														
NON-PS	1. ADMINISTRATIVE EXPENSES													
NON-PS	1.1 TPG Year-End Activity (venue, food, accommodation)	ODED		Lease of Venue	N/A	N/A	N/A	N/A	GoP	PHP	105,000.00	PHP	105,000.00	
NON-PS	1.2 Vehicle Repainting for ODED Service Shuttle	ODED		SVP	N/A	N/A	N/A	N/A	GoP	PHP	40,000.00	PHP	40,000.00	
NON-PS	1.3 PDF Editor	ODED		Direct Retail Purchase	N/A	N/A	N/A	N/A	GoP	PHP	5,000.00	PHP	5,000.00	
NON-PS	1.4 Meetings	ODED		SVP/Shopping	N/A	N/A	N/A	N/A	GoP	PHP	10,000.00	PHP	10,000.00	
NON-PS	1.5 Supplies	ODED		Shopping	N/A	N/A	N/A	N/A	GoP	PHP	5,000.00	PHP	5,000.00	
NON-PS	1.6 Miscellaneous	ODED		SVP/Shopping	N/A	N/A	N/A	N/A	GoP	PHP	10,000.00	PHP	10,000.00	
NON-PS	1.7 SP Salaries	ODED		Not Applicable	N/A	N/A	N/A	N/A	GoP	PHP	75,000.00	PHP	75,000.00	
TOTAL										PHP	250,000.00	PHP	250,000.00	

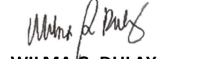
Prepared by:


EDWINA D. ARELLANO
 ODED-Secretary

Noted by:


MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Evaluated by:

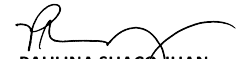

WILMA G. DULAY
 Chief, Budget & Cash Div.

Recommended by:


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity


PAULINA SUACO JUAN
 Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS													
Final Annual Procurement Plan for FY 2021													
Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program /
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2021 FAME+ and OVERSEAS TRADE FAIRS BUDGET													
	PARTICULAR												
	FAME+												
	A. HOME & FASHION LIFESTYLE CAMPAIGN (INTEGRATED PRODEV)												
	1. Product Specialists (Rita/Gabby. Stanley, Rachelle, Andre, Kittv/Mia)	OG1- SET	NO	SVP					Corporate Budget	charged to 2020			
	2. Cycle 1 Digital Content Merchandiser - P980,000.00	OG1- SET	NO	SVP					Corporate Budget	charged to 2020			
	3. Cycle 1 Official Photographer - P700,000.00	OG1- SET	NO	SVP					Corporate Budget	charged to 2020			
	4. Cycle 1 Market Specialist - P980,000.00	OG1- SET	NO	SVP					Corporate Budget	charged to 2020			
	5.Cycle 1 Product Designer	OG1- SET	NO	SVP					Corporate Budget	PHP 620,000.00	PHP 620,000.00		
	6.Cycle 2 Digital Content Merchandiser /Art Director	OG1- SET	NO	SVP					Corporate Budget	PHP 980,000.00	PHP 980,000.00		
	7. Cycle 2 Official Photographer	OG1- SET	NO	SVP					Corporate Budget	PHP 543,200.00	PHP 543,200.00		
	8.Cycle 2 Product Specialist	OG1- SET	NO	SVP					Corporate Budget	PHP 520,000.00	PHP 520,000.00		
	9. Cycle 2 Production Designer /Set Designer	OG1- SET	NO	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	10.Cycle 2 Market Specialist / Mentor	OG1- SET	NO	SVP					Corporate Budget	PHP 2,550,000.00	PHP 2,550,000.00		
	11. Sustainability Expert	OG1- SET	NO	NP/					Corporate Budget	PHP 1,100,000.00	PHP 1,100,000.00		
	SUB-TOTAL									PHP 7,303,200.00	PHP 7,303,200.00		
	B. CREATIVE DIRECTION												
	1. Creative Director (Digital) P990,000.00	OG1- SET	NO	SVP					Corporate Budget	charged to 2020			
	2. Communication and Content Producer	OG1- SET	NO	SVP NPS					Corporate Budget	PHP 5,000,000.00	PHP 5,000,000.00		
	3. International Trend Forecasting	OG1- SET	NO	SVP NPO					Corporate Budget	PHP 765,000.00	PHP 765,000.00		
	SUB-TOTAL									PHP 5,765,000.00	PHP 5,765,000.00		
	C. ONLINE EVENTS												
	2. Digital Production Outfit	OG1- SET	NO	SVP					Corporate Budget	PHP 845,000.00	PHP 845,000.00		
	3. Digital Events Host	OG1- SET	NO	SVP					Corporate Budget	PHP 245,000.00	PHP 245,000.00		
	4. HOPIN Tickets (6,000)	OG1- SET	NO	SVP					Corporate Budget	PHP 288,000.00	PHP 288,000.00		
	SUB-TOTAL									PHP 1,378,000.00	PHP 1,378,000.00		
	D. DIGITAL STRUCTURE/WEBSITES												
	1. Export Enables Page	OG1- SET	NO	SVP					Corporate Budget	PHP 250,000.00	PHP 250,000.00		
	2. CRM	OG1- SET	NO	SVP					Corporate Budget	PHP 600,000.00	PHP 600,000.00		
										PHP 850,000.00	PHP 850,000.00		
	D. EXHIBITOR SERVICES												
	1. Content Creation for Exhibitors	OG1- SET	NO	Public Bidding					Corporate Budget	PHP 3,897,600.00	PHP 3,897,600.00		
	SUB-TOTAL									PHP 3,897,600.00	PHP 3,897,600.00		
	E. BUYER MARKETING & SERVICES												
	1. MOM Shipment	OG1- SET	NO	SVP					Corporate Budget	PHP 100,000.00	PHP 100,000.00		
	2. Hiring of B2B Organizer	OG1- SET	NO	SVP					Corporate Budget	PHP 720,000.00	PHP 720,000.00		
	3. FAME+ Part/Ad Package in MOMO	OG1- SET	NO	SVP					Corporate Budget	PHP 580,000.00	PHP 580,000.00		
	4. Translation Services	OG1- SET	NO	SVP					Corporate Budget	PHP 252,000.00	PHP 252,000.00		
	5. Buyer Team Miscellaneous	OG1- SET	NO	SVP					Corporate Budget	PHP 100,000.00	PHP 100,000.00		
	6. Japanese Interpreter	OG1- SET	NO	SVP					Corporate Budget	PHP 177,400.00	PHP 177,400.00		
	7. International Fashion Buyer Marketing Agent	OG1- SET	NO	SVP					Corporate Budget	PHP 1,000,000.00	PHP 1,000,000.00		
	8. International Buyer Marketing Agent for Home	OG1- SET	NO	SVP					Corporate Budget	PHP 1,000,000.00	PHP 1,000,000.00		
	9. Translation and Localization	OG1- SET	NO	SVP					Corporate Budget	PHP 500,000.00	PHP 500,000.00		
	SUB-TOTAL									PHP 4,429,400.00	PHP 4,429,400.00		
	F. SECRETARIA & ADMINISTRATIVE												

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program /
					Advertisement/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	2. Communication Expenses	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	3. Meetings/Meals Expenses	OG1- SET	NO	Shopping					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	4. Supplies and Materials	OG1- SET	NO	Shopping					Corporate Budget	PHP 70,000.00	PHP 70,000.00		
	5. Courier	OG1- SET	NO	SVP					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	6. Truck Rental	OG1- SET	NO	Shopping					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	6. Venue Janitorial	OG1- SET	NO	SVP					Corporate Budget	PHP 282,560.00	PHP 282,560.00		
	6. Miscellaneous	OG1- SET	NO	Shopping/SVP					Corporate Budget	PHP 106,576.69	PHP 106,576.69		
	SUB-TOTAL									PHP 659,136.69	PHP 659,136.69		
	OVERSEAS TRADE FAIRS												
	1. Participation Package in Digital MOM (March & September 2021)	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 1,618,473.31	PHP 1,618,473.31		
	2. Participation Package in Digital AIFFS (March 2021)	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 75,000.00	PHP 75,000.00		
	3. Participation Package in Digital NY Now (July-Dec 2021)	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 826,750.00	PHP 826,750.00		
	4. Participation Package in Digital NY Now (Jan-Juun 2022)	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 800,000.00	PHP 800,000.00		
	5. Shipment for Creative Expo Taiwan (April)	OG1- SET	NO	Not Applicable					Corporate Budget	PHP 200,000.00	PHP 200,000.00		
	* covers Participation Package only												
	SUB-TOTAL									PHP 3,520,223.31	PHP 3,520,223.31		
	PRE-OP FOR 2022												
	1. Creative Director (FAME+)	OG1- SET	NO	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	2. Cycle 3 Product Specialist for Home	OG1- SET	NO	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	3. Cycle 3 Product Specialist for Furniture and Lighting	OG1- SET	NO	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	4. Cycle 3 Product Specialist for Fashion	OG1- SET	NO	SVP					Corporate Budget	PHP 990,000.00	PHP 990,000.00		
	6. Cycle 3 Digital Content Merchandiser/Art Director	OG1- SET	NO	SVP					Corporate Budget	PHP 980,000.00	PHP 980,000.00		
	7. Cycle 3 Official Photographer	OG1- SET	NO	SVP					Corporate Budget	PHP 995,000.00	PHP 995,000.00		
	8. Cycle 3 Production Designer / Set Designer	OG1- SET	NO	SVP					Corporate Budget	PHP 995,000.00	PHP 995,000.00		
	SUB-TOTAL									PHP 6,930,000.00	PHP 6,930,000.00		
	OTHERS												
	1. Business Model Mirror	OG1- SET	NO	SVP					Corporate Budget	PHP 117,440.00	PHP 117,440.00		
	SUB-TOTAL									PHP 117,440.00	PHP 117,440.00		
	TOTAL									PHP 34,850,000.00	PHP 34,850,000.00		
	PLUS : SERVICE PROVIDER 15% OF TOTAL BUDGET	OG1- SET	NO						Corporate Budget	PHP 6,150,000.00	PHP 6,150,000.00		
	Additiona for SPs (as of June 17)	OG1- SET	NO						Corporate Budget	PHP 1,000,000.00	PHP 1,000,000.00		
	GRAND TOTAL									PHP 42,000,000.00	PHP 42,000,000.00		
	MANILA FAME TARGET INCOME : PhP 7.27M												
	CRR = 18%												

Prepared by:



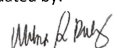
MARJORIE E. ELIO
Chief, Signature Events Team, OG1

Noted by:



ATTY. ANNA GRACE I. MARPURI
OIC - Department Manager, OG1

Evaluated by:



WILMA G. DULAY
Chief, Budget & Cash Division

Recommending Approval

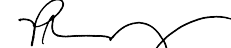


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

Approved by:



MA. LOURDES D. MEDIRAN
Alternate Head of Procuring Entity




PAULINA SUACO-JUAN
Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program /
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INFORMATION SYSTEM PLAN													
	Laptop PC (Mid-End)	SMDD	No	PS / Public Bidding					Corporate Budget	PHP 1,379,700.00		PHP 1,379,700.00	
	Laptop PC (Workstation)	SMDD	No	SVP/Public Bidding					Corporate Budget	PHP 1,200,000.00		PHP 1,200,000.00	
	Network Switch (Managed)(48 ports)	SMDD	No	Shopping					Corporate Budget	PHP 27,000.00		PHP 27,000.00	
	Network POE (Managed 24 ports)	SMDD	No	Shopping					Corporate Budget	PHP 20,000.00		PHP 20,000.00	
	Network Switch (Unmanaged)(48 ports)	SMDD	No	Shopping					Corporate Budget	PHP 37,000.00		PHP 37,000.00	
	Document Scanner	Budget/SMDD	No	Shopping					Corporate Budget	PHP 188,400.00		PHP 188,400.00	
	Sangfor Data Center Network Upgrade	SMDD	No	Small Value Procurement					Corporate Budget	PHP 700,000.00		PHP 700,000.00	
	Video Conference equipment(monitor, camera, speaker and mic)	SMDD	No	Shopping					Corporate Budget	PHP 100,000.00		PHP 100,000.00	
	Smart Sliding door lock	SMDD	No	Shopping					Corporate Budget	PHP 30,000.00		PHP 30,000.00	
	Wi-Fi Infrastructure	SMDD	No	Small Value Procurement					Corporate Budget	PHP 197,900.00		PHP 197,900.00	
	Microsoft Office 365 Plan E3	SMDD	No	PS / Public Bidding					Corporate Budget	PHP 1,463,100.00	PHP 1,463,100.00		
	Project Managment System	SMDD	No	PS					Corporate Budget	PHP 64,400.00	PHP 64,400.00		
	Adobe CS	SMDD	Yes	Public Bidding					Corporate Budget	PHP 1,170,000.00	PHP 1,170,000.00		
	PDF Reader and Editor	SMDD	No	Small Value Procurement					Corporate Budget	PHP 381,856.00	PHP 381,856.00		
	Dedicated Web Hosting	SMDD	No	Small Value Procurement					Corporate Budget	PHP 350,000.00	PHP 350,000.00		
	Web Security	SMDD	No	Small Value Procurement					Corporate Budget	PHP 536,900.00	PHP 536,900.00		
	Tablet PC Data Subscription	SMDD	Yes	Direct Contracting					Corporate Budget	PHP 670,000.00	PHP 670,000.00		
	Leased line Subscription (Primary)	SMDD	No	Small Value Procurement					Corporate Budget	PHP 466,700.00	PHP 466,700.00		
	Leased line Subscription (Secondary)	SMDD	No	Small Value Procurement					Corporate Budget	PHP 376,350.00	PHP 376,350.00		
	ICT Repairs/ Peripherals/ Maintenance	SMDD	No	SVP/Shopping					Corporate Budget	PHP 391,450.00	PHP 391,450.00		
	Other ICT Subscription	SMDD	No	Small Value Procurement					Corporate Budget	PHP 247,100.00	PHP 247,100.00		
	Marketing Automation Software	SMDD	No	Small Value Procurement					Corporate Budget	PHP 382,144.00	PHP 382,144.00		
TOTAL										PHP 10,380,000.00	PHP 6,500,000.00	PHP 3,880,000.00	

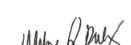
Prepared by:


CLODUALDO D. EVIO
 OIC - Division Chief
 SMDD

Noted by:


ATTY. ANNA GRACE I. MARPURI
 OIC-Department Manager
 Corporate Services Department

Evaluated by:

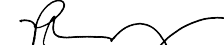

WILMA G. DULAY
 Division Chief
 Budget & Cash Division

Recommended by:


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity


PAULINA SUACO-JUAN
 Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021


Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	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	
Sustainability Solutions Exchange (SSX) 2021 (as of 6 December 2021)													
	Design and Exhibition		No	N.A.					Corporate Budget	PHP 980,000.00	PHP 980,000.00		
	1. Hiring of SSX Conference Manager and Video Producer	OG2-SE	No	Small Value Procurement					Corporate Budget	PHP 980,000.00	PHP 980,000.00		
	Buyer Campaign	OG2-OTF							Corporate Budget	PHP 30,000.00	PHP 30,000.00		
	1. Miscellaneous and Administrative Expenses	OG2-OTF	No	SVP / Shopping					Corporate Budget	PHP 30,000	PHP 30,000		
	Exhibitor Marketing (Briefings, Incidental Expenses)	OG2-SE							Corporate Budget	PHP 662,491	PHP 662,491		
	1. Inland Transportation	OG2-SE	No	SVP / Shopping					Corporate Budget	PHP 2,491	PHP 2,491		
	2. Hiring of Sustainability Assurance Director	OG2-SE	No	Small Value Procurement					Corporate Budget	PHP 660,000	PHP 660,000		
	Conference/Webinars/Knowledge Sharing Sessions (KSS)								Corporate Budget	PHP 110,000	PHP 110,000		
	1. Tokens	OG2-SE	No	SVP / Shopping					Corporate Budget	PHP 110,000	PHP 110,000		
	Administrative Requirements	OG2-SE							Corporate Budget	PHP 1,564,000	PHP 1,564,000		
	1. Office Supplies and Equipment (Printer)	OG2-SE	No	SVP / Shopping						PHP 30,000	PHP 30,000		
	2. Support Staff (SP) - 10% of Total Budget	OG2-SE	No	N.A.					Corporate Budget	PHP 1,430,000	PHP 1,430,000		
	3. Communication Expenses	OG2-SE	No										
	a. Telephone/Fax/ Cellcards	OG2-SE	No	SVP / Shopping					Corporate Budget	PHP 30,000.00	PHP 30,000.00		
	b. Postage / Direct Mail / Courier	OG2-SE	No	SVP / Shopping					Corporate Budget	PHP 10,000.00	PHP 10,000.00		
	4. Meeting Representations	OG2-SE	No	N.A.					Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	5. Bank Charges	OG2-SE		N.A.					Corporate Budget	PHP 10,000.00	PHP 10,000.00		
	6. Calling Cards/Business Cards	OG2-SE	No	SVP / Shopping					Corporate Budget	PHP 4,000.00	PHP 4,000.00		
	Support to Operations	OG2-SE							Corporate Budget	PHP 873,482.00	PHP 873,482.00		
	1. Sponsorship PackageFee (HAIN x CITEM)	OG2-SE	No	N.A.					Corporate Budget	PHP 100,000.00	PHP 100,000.00		
	2. Digital Stock Photos	CCSD	No	Small Value Procurement/Overseas Procurement					Corporate Budget	PHP 12,482.00	PHP 12,482.00		
	3. Studio Photography Services	CCSD	No	Small Value Procurement / Pubic Bidding					Corporate Budget	PHP 761,000.00	PHP 761,000.00		
TOTAL		TOTAL							PHP 4,219,973.00	PHP 4,219,973.00			


Prepared by:

Evaluated by:

Recommended by:

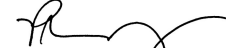
Approved by:


ROWENA G. MEDOZA
 OIC-DM, OG2


WILMA G. DULAY
 Chief, Budget & Cash Div.


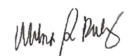


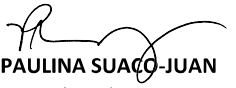

ANNA GRACE MARPURI
 Chairman, Bids and Awards Committee


MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity


PAULINA SUACO JUAN
 Head of Procuring Entity

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Mode of Procurement	Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program /	
					Total	MOOE	CO		
IFEX Philippines 2021 (as of 6 December 2021)									
	A. Hybrid Design and Exhibition	OG2-SE			PHP	905,000.00	PHP	905,000.00	
	1.Hiring of Program Producer and Coordinator	OG2-SE	Small Value Procurement		PHP	905,000.00	PHP	905,000.00	
	B. Value Food Innovation	OG2-SE			PHP	1,982,000.00	PHP	1,982,000.00	
	1. Consultant's Professional Fee	OG2-SE	NP 53.6 Scientific Scholarly / SVP	Corporate Budget	PHP	950,000.00	PHP	950,000.00	
	2. Product Development	OG2-SE		Corporate Budget					
	a. R& D, Test Kitchen , Raw Material Sourcing	OG2-SE	Small Value Procurement	Corporate Budget	PHP	112,000.00	PHP	112,000.00	
	b. Market Testing (Community-based)	OG2-SE	Small Value Procurement	Corporate Budget	PHP	200,000.00	PHP	200,000.00	
	c. Short Run Printing	OG2-SE	Small Value Procurement	Corporate Budget	PHP	250,000.00	PHP	250,000.00	
	3. Vehicle Rental, Per Diem and Incidental Expenses	OG2-SE	Small Value Procurement	Corporate Budget	PHP	470,000.00	PHP	470,000.00	
	C. Buyer Incentive Program			Corporate Budget	PHP	5,640,819.00	PHP	5,640,819.00	
	1. Buyer Campaign								
	a. B2B Matchmaking Activities -Hiring of Telemarketers and other admin expenses deemed necessary by Posts (US, EU, ASEAN, MEA and Korea at 150,000 per region)	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	750,000.00	PHP	750,000.00	
	b. Purchase of foodphilippines.com	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	120,579.00	PHP	120,579.00	
	c. Booth Contractor for the CAEXPO Commodity Pavilion	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	175,000.00	PHP	175,000.00	
	d. Electronic Direct Mail Marketing in Europe and USA	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	416,760.00	PHP	416,760.00	
	2. Buyer Care and Services								
	a. Interpretation and Translation Services (Online B2B)								
	i. Foodex Online B2B	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	150,427.00	PHP	150,427.00	
	ii. CIIE B2B	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	136,053.00	PHP	136,053.00	
	b. Miscellaneous and Administrative Expenses	OG2-OTF	Negotiated Procurement-Overseas	Corporate Budget	PHP	25,000.00	PHP	25,000.00	
	c. Translation Services (Collaterals)	OG2-OTF	Small Value Procurement		PHP	1,339,000.00	PHP	1,339,000.00	
	3. Hiring of Content Developer for Healthy/Organic	OG2-OTF	Public Bidding / NP - Scientific	Corporate Budget	PHP	2,528,000.00	PHP	2,528,000.00	
	D. Exhibitor Marketing			Corporate Budget	PHP	100,000.00	PHP	100,000.00	
	1. Local Exhibitor Campaign/Briefing/Company Visits re Value Food Innovation inc. transportation, allowances, and Briefing Expenses	OG2-SE	Small Value Procurement	Corporate Budget	PHP	100,000.00	PHP	100,000.00	
	E. Special Events (Physical and/or Virtual Opening Ceremonies)	OG2-SE	Small Value Procurement	Corporate Budget	PHP	50,000.00	PHP	50,000.00	
	1. Speaker Honoraria Fee / Training/Knowledge/Export Coaching Sessi	OG2-SE	Not Applicable	Corporate Budget	PHP	50,000.00	PHP	50,000.00	

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Mode of Procurement	Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program /
					Total	MOOE	CO	
	F. Administrative Requirements				PHP 4,625,208.00	PHP 4,625,208.00		
	1. Office Supplies/Materials	OG2-SE	Shopping / SVP	Corporate Budget	PHP 3,500.00	PHP 3,500.00		
	2. Support Staff/SPs/Overtime	OG2-SE	Not Applicable	Corporate Budget	PHP 3,740,000.00	PHP 3,740,000.00		
	3. Communication Expenses	OG2-SE		Corporate Budget				
	a. Telephone / Internet Data	OG2-SE	Shopping	Corporate Budget	PHP 10,000.00	PHP 10,000.00		
	b. Call Cards	OG2-SE	Shopping	Corporate Budget	PHP 25,000.00	PHP 25,000.00		
	4. Meetings/Representations	OG2-SE	Not Applicable	Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	5. Share in Xerox Machine Rental	OG2-SE	Not Applicable	Corporate Budget	PHP 48,000.00	PHP 48,000.00		
	6. Shipment	OG2-SE	Small Value Procurement	Corporate Budget	PHP 300,000.00	PHP 300,000.00		
	7. Food for Staff	OG2-SE	Not Applicable	Corporate Budget	PHP 150,000.00	PHP 150,000.00		
	8. Health and Safety Supplies and/or Requirements for Staff	OG2-SE	Small Value Procurement / Shopping	Corporate Budget	PHP 50,000.00	PHP 50,000.00		
	9. Bank Charges	OG2-SE	Not Applicable	Corporate Budget	PHP 20,000.00	PHP 20,000.00		
	10. Tokens and/or Giveaways	OG2-SE	Small Value Procurement / Shopping	Corporate Budget	PHP 60,000.00	PHP 60,000.00		
	11. Miscellaneous/Conference Kits/Ingredients/Props	OG2-SE	Small Value Procurement / Shopping	Corporate Budget	PHP 168,708.00	PHP 168,708.00		
	A. Visual Design				PHP 900,000.00	PHP 900,000.00		
	1. Photographer with Studio	OG2-SE	Small Value Procurement	Corporate Budget	PHP 900,000.00	PHP 900,000.00		
	B. Communications Management				PHP 114,000.00	PHP 114,000.00		
	Sponsorship Package Fee (HAIN x CITEM)	OG2-SE	Not Applicable	Corporate Budget	PHP 114,000.00	PHP 114,000.00		
	C. Web Marketing				PHP 875,000.00	PHP 875,000.00		
	1. Enhanced IFEX Connect (to cover the rest of 2021)	OG2-SE	NP 53.6 Scientific Scholarly / Direct Contracting / SVP	Corporate Budget	PHP 220,000.00	PHP 220,000.00		
	2. Domain Name		NP 53.6 Scientific Scholarly / Direct Contracting / Overseas Proc	Corporate Budget	PHP 5,000.00	PHP 5,000.00		
	3. Web Development for Export Enabler Section of ifexconnect.com	OG2-SE	NP 53.6 Scientific Scholarly / Direct Contracting / SVP	Corporate Budget	PHP 650,000.00	PHP 650,000.00		
	TOTAL				PHP 15,192,027.00	PHP 15,192,027.00		
<div> <div>Prepared by:</div> <div>  ROWENA G. MENDOZA OIC-DM, OG2 </div> </div> <div> <div>Evaluated by:</div> <div>  WILMA G. DULAY Chief, Budget & Cash Div. </div> </div> <div> <div>Recommended by:</div> <div>  ANNA GRACE MARPURI Chairman, Bids and Awards Committee </div> </div> <div> <div>Approved by:</div> <div> <div>  MA. LOURDES D. MEDIRAN Deputy Executive Director / Alternate Head of Procuring Entity </div> <div>  PAULINA SUACO-JUAN Executive Director Head of Procuring Entity </div> </div> </div>								


CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

Code (PAP)	Procurement (Program/Project)	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)				Remarks (brief description of Program /
					Advertiseme nt/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total		MOOE		
IFEX Philippines Pre-Operating Budget as of 7 December 2021														
	1. Space Rental	OG2-SE							Corporate Budget	PHP	10,900,000.00	PHP	10,900,000.00	
	a. Venue Rental, inclusive of 12% VAT	OG2-SE		Lease of Venue					Corporate Budget	PHP	7,750,000.00	PHP	7,750,000.00	
	b. Electrical Consumption			Direct Contracting					Corporate Budget	PHP	300,000.00	PHP	300,000.00	
	c. Other Facilities and Services (Genie Lift, local lines, garbage hauling, water section etc.)	OG2-SE		Small Value Procurement					Corporate Budget	PHP	300,000.00	PHP	300,000.00	
	d. Security Deposit	OG2-SE		Lease of Venue					Corporate Budget	PHP	1,550,000.00	PHP	1,550,000.00	
	e. Wi-Fi Connection	OG2-SE		NP 53.6 Scientific Scholarly / Direct Contracting					Corporate Budget	PHP	1,000,000.00	PHP	1,000,000.00	
	2. Hiring of Creative Director for IFEX Philippines	OG2-SE		Small Value Procurement					Corporate Budget	PHP	800,000.00	PHP	800,000.00	
	3. Booth Construction and Design	EDD		Public Bidding					Corporate Budget	PHP	4,200,000.00	PHP	4,200,000.00	
TOTAL										PHP	15,900,000.00	PHP	15,900,000.00	

Prepared by:


ROWENA G. MENDOZA
 OIC-DM, OG2

Evaluated by:



WILMA G. DULAY
 Chief, Budget & Cash Div.

Recommended by:


ANNA GRACE MARPURI
 Chairman, Bids and Awards Committee

Approved by:


MA. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity


PAULINA SUACO-JUAN
 Head of Procuring Entity

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
FINAL ANNUAL PROCUREMENT PLAN FY 2021**


Project Name: CITEM BOARD MEETING/ DOLI CY 2022

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 BOARD MEETING												
	Caterer/Food Expenses for Reimbursement												
	1st Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	2nd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	3rd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	30,000.00			Four (4) meetings/every year
	4th Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	30,000.00			Four (4) meetings/every year
	Special Paper for Board Covers & Breakers												
	1st Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	10,000.00			Four (4) meetings/every year
	2nd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	10,000.00			Four (4) meetings/every year
	3rd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	5,000.00			Four (4) meetings/every year
	4th Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	5,000.00			Four (4) meetings/every year
	Token for Board Members												
	1st Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	2nd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	3rd Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	4th Quarter	Legal Unit	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	25,000.00			Four (4) meetings/every year
	Per diem of Appointive Member of the Board												
	1st Quarter	Legal Unit	NO	N/A	N/A	N/A	N/A	N/A	Corporate Budget	15,000.00			Four (4) meetings/every year
	2nd Quarter	Legal Unit	NO	N/A	N/A	N/A	N/A	N/A	Corporate Budget	15,000.00			Four (4) meetings/every year
	3rd Quarter	Legal Unit	NO	N/A	N/A	N/A	N/A	N/A	Corporate Budget	15,000.00			Four (4) meetings/every year
	4th Quarter	Legal Unit	NO	N/A	N/A	N/A	N/A	N/A	Corporate Budget	15,000.00			Four (4) meetings/every year
	DOLICY 2022	Legal Unit	YES	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	Corporate Budget	300,000.00			Yearly Renewal
TOTAL										600,000.00			

Prepared by:


ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Evaluated by:


WILMA G. DULAY
Chief, Budget & Cash Division
Received: 03/15/21, 14:42

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
BAC Chairman / OIC-BM, CSD

Approved by:


MA. LOURDES D. MEDIRAN
Deputy Executive Director


PAULINA SUACO-JUAN
Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Final Annual Procurement Plan for FY 2021

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 /
					Advertiseme nt/Posting of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GENERAL & ADMIN SERVICES: INTERNAL AUDIT													
	1. ISO 9001:2015 1ST SURVEILLANCE AUDIT												
	1.1 Service Fee of the Certifying Body	Internal Audit	No	Small Value Procurement					Corporate Budget	PHP 80,000.00	PHP 80,000.00		
	1.2 Meals & Other Auxiliary Services	Internal Audit	No	Shopping/ SVP					Corporate Budget	PHP 20,000.00	PHP 20,000.00		
	1.3 Consultancy Fee (Consultancy Services)	Internal Audit	No	Small Value Procurement					Corporate Budget	PHP 80,000.00	PHP 80,000.00		
2. INTERNAL QUALITY AUDIT													
	2.1 Venue Refresher Course for IQA	Internal Audit	No	Lease of Venue/ SVP					Corporate Budget	PHP 120,000.00	PHP 120,000.00		
	2.2 Venue Refresher Course for Risk Based Thinking	Internal Audit	No	Lease of Venue/ SVP					Corporate Budget	PHP 115,000.00	PHP 115,000.00		
	2.3 Conduct of Internal Audit (Meals & Other Expenses)	Internal Audit	No	Shopping/ SVP					Corporate Budget	PHP 10,000.00	PHP 10,000.00		
3. ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS													
	3.1 Membership Fee	Internal Audit	No	Not Applicable					Corporate Budget	PHP 5,000.00	PHP 5,000.00		
	3.2 Trainings	Internal Audit	No	Not Applicable					Corporate Budget	PHP 20,000.00	PHP 20,000.00		
TOTAL										PHP 450,000.00	PHP 450,000.00	PHP -	

Prepared by:


KARLA GRACE D. DINGLASAN
 IA III, Internal Audit Service Division

Evaluated by:


WILMA G. DULAY
 Chief, Budget & Cash Div.

Recommended by:


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee

Approved by:



M.A. LOURDES D. MEDIRAN
 Alternate Head of Procuring Entity

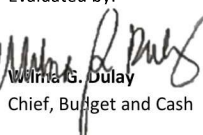

PAULINA-SUACO JUAN
 Head of Procuring Entity

CITEM ANNUAL PROCUREMENT PLAN FY 2021

Project Name: INTERNATIONAL OVERHEAD

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/P posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TRAVEL 1												
	Airfare		No	Direct Retail Purchase					Corporate Budget	115,000.00	115,000.00		
	Hotel		No	n/a					Corporate Budget	146,200.00	146,200.00		
	Pre-travel Expenses		No	n/a					Corporate Budget	3,500.00	3,500.00		
	Travel Insurance		No	n/a					Corporate Budget	300.00	300.00		
	TRAVEL 2												
	Airfare		No	Direct Retail Purchase					Corporate Budget	150,000.00	150,000.00		
	Hotel		No	n/a					Corporate Budget	146,200.00	146,200.00		
	Pre-travel Expenses		No	n/a					Corporate Budget	3,500.00	3,500.00		
	Travel Insurance		No	n/a					Corporate Budget	300.00	300.00		
	TRAVEL 3												
	Airfare		No	Direct Retail Purchase					Corporate Budget	150,000.00	150,000.00		
	Hotel		No	n/a					Corporate Budget	146,200.00	146,200.00		
	Pre-travel Expenses		No	n/a					Corporate Budget	3,500.00	3,500.00		
	Travel Insurance		No	n/a					Corporate Budget	300.00	300.00		
	TRAVEL 4												
	Airfare		No	Direct Retail Purchase					Corporate Budget	150,000.00	150,000.00		
	Hotel		No	n/a					Corporate Budget	146,200.00	146,200.00		
	Pre-travel Expenses		No	n/a					Corporate Budget	3,500.00	3,500.00		
	Travel Insurance		No	n/a					Corporate Budget	300.00	300.00		
	TRAVEL 5												
	Airfare		No	Direct Retail Purchase					Corporate Budget	150,000.00	150,000.00		
	Hotel		No	n/a					Corporate Budget	146,200.00	146,200.00		
	Pre-travel Expenses		No	n/a					Corporate Budget	3,500.00	3,500.00		
	Travel Insurance		No	n/a					Corporate Budget	300.00	300.00		
	UFI												
	Purchase of UFI Report		No	Overseas Procurement					Corporate Budget	35,000.00	35,000.00		
TOTAL										1,500,000.00			

Prepared by:

Maria Rosario D. Flancia
 Executive Assistant III

Evaluated by:

Wilma G. Dulay
 Chief, Budget and Cash

Recommended by: (to be signed after BAC modality)

Atty. Anna Grace I. Marpuri
 Chairman, Bids and Awards Committee

Approved by: (to be signed after BAC modality)

Ma. Lourdes D. Mediran
 Deputy Executive Director


Paulina Suaco-Juan
 Executive Director


CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan FY 2021
As of 21 January 2021

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	OO	
	Digital Booth Participation	OG1 - OTF	NO	Negotiated Procurement					Corporate Budget	75,000.00	75,000.00		
TOTAL AIFFS 2021 BUDGET (PHP)					Not Applicable					75,000.00	75,000.00		

Submitted by:


Anna Marie D. Alzona
Chief, OTF / Buyer Marketing - OG1


Evaluated by:


Received: Jan 21, 2021 (Tuesday) 16:25
Wilma P. Dulay
Chief, Budget & Cash Division

Recommending Approval:


Atty. Anna Grace Marpuri
Department Manager, OG1

Approved by:


Ma. Lourdes D. Mediran
Alternate Head of Procuring Entity


Paulina Suaco-Juan
Executive Director