April 11, 2018

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 Executive Director Santiago,

In compliance with Section 7 of RA 9184 and its revised Implementing Rules and Regulations (IRR), we are pleased to submit to your office the Annual Procurement Plan (APP)for CY 2018 of the Center for International Trade Expositions and Missions (CITEM).

Thank you.

Very truly yours,

UNDERSECRETARY NORA K. TERRADO
Officer-In-Charge

DTS # IN350053

April 11, 2018

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

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In compliance with Section 7 of RA 9184 and its revised Implementing Rules and Regulations (IRR), we are pleased to submit to your office the Annual Procurement Plan (APP)for CY 2018 of the Center for International Trade Expositions and Missions (CITEM).

Thank you.

Very truly yours,

UNDERSECRETARY NORA K. TERRADO
Officer-In-Charge

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Annual Procurement Plan for FY 2018

PROGRAM/PROJECT	END-USER	MODE OF PROCUREMENT	SOURCE OF FUNDS	ESTIMATED BUDGET (as of 2/22/2018)		
				TOTAL	MOOE	CO
I. LOCAL TRADE FAIR/SIGNATURE EVENT						
Manila FAME April	Operations	see attached ppmp	MOOE	28,000,000.00	28,000,000.00	
IFEX Phils. Seafood Show				13,400,000.00	13,400,000.00	
Manila FAME October				25,000,000.00	25,000,000.00	
Create Philippines				15,000,000.00	15,000,000.00	
II. OVERSEAS PROMOTIONAL EVENTS						
Ambiente	Operations	see attached ppmp	MOOE	6,000,000.00	6,000,000.00	
INDEX Dubai				5,000,000.00	5,000,000.00	
Maison et Objet				6,000,000.00	6,000,000.00	
Intl Furniture Fair Tokyo				7,500,000.00	7,500,000.00	
Winter Fancy Food Show				7,700,000.00	7,700,000.00	
Gulfood				12,750,000.00	12,750,000.00	
Foodex				4,800,000.00	4,800,000.00	
Taipei Food Show				1,500,000.00	1,500,000.00	
Summer Fancy Food Show				7,700,000.00	7,700,000.00	
SIAL				10,200,000.00	10,200,000.00	
Asia Pacific Maritime				3,000,000.00	3,000,000.00	
Hannover Messe				7,000,000.00	7,000,000.00	
Automechanika				4,000,000.00	4,000,000.00	
Electronica				4,300,000.00	4,300,000.00	
Benchmarking Missions				460,000.00	460,000.00	
MIPCOM				3,000,000.00	3,000,000.00	
Preparatory for Dubai Expo 2020				1,500,000.00	1,500,000.00	
China ASEAN Expo				5,000,000.00	5,000,000.00	
III. LOCALLY-HELD SPECIAL PROJECTS/INSTITUTIONAL PROMOTIONS/OTHER ALLOCATIONS						
Golden Shell Awards	Operations	see attached ppmp	MOOE	1,700,000.00	1,700,000.00	
Institutional Promotions - Corporate Plann	Corporate Planning			2,000,000.00	2,000,000.00	
Institutional Promotions - Corporate Communications	Corporate Communications			3,000,000.00	3,000,000.00	
International Overhead	Operations			1,000,000.00	1,000,000.00	
Information Systems Strategic Plan	Systems Management			7,420,000.00	7,420,000.00	
IV. ADMINISTRATIVE OVERHEAD EXPENSES (AOE)						
General Services Division	General Services	see attached ppmp	MOOE	20,000,000.00	20,000,000.00	
Auditing	Internal Audit			3,700,000.00	3,700,000.00	
Board Secretariat	Legal			500,000.00	500,000.00	
Human Resources Management	Human Resources			7,746,000.00	7,746,000.00	
Training - Learning and Growth	Human Resources			5,000,000.00	5,000,000.00	
Internal Audit	Internal Audit			1,000,000.00	1,000,000.00	
V. CAPITAL EXPENDITURE (CAPEX)		see attached ppmp	capital outlay			
General Services Division	General Services			3,000,000.00		3,000,000.00
Systems Management and Development Division	Systems Management			4,896,000.00		4,896,000.00
TOTAL					**231,876,000.00**	**7,896,000.00**
MOOE + CAPITAL OUTLAY	**239,772,000.00**					

Prepared by:

JAIME ANTONIO S. SANDOVAL
Head, BAC Secretariat

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

ROWENA D. MENDOZA
OIC, Consumer Business Department

MARJO F. EVIO
OIC, Service Business Department

ARTURO C. DIMAANO
DM, Communications and Creative Services Department

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Certified Budget Available:

MALERNA C. BUYAO
OIC, Controllership Division

Approved by:

UNDERSECRETARY NORA K. TERRADO
Officer-In-Charge, CITEM

9/24

I. LOCAL TRADE FAIRS/SIGNATURE EVENT

FOR: GROUP PARTICIPATION IN MANILA FAME APRIL 2018
TITLE OF PROJECT : GW, RIPPLES, ARTISAN VILLAGE
PLACE : WTC
DATE : 19 - 21 April 2018
Revised as of 9 Feb 2018

Project Officer : _____
Division : Home Lifestyle
Product Category :
Classification : Developmental

BUDGET PARTICULARS	EMB w/120sqm RIPPLES Pavilion 16 Companies	GREAT WOMEN 120sqm 30 Companies	ARTISAN VILLAGE 54 SQM Min. 10 companies	PROCUREMENT METHOD	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract
PHYSICAL ARRANGEMENTS W/ELECTRICAL REQUIREMENTS	450,000.00	231,600.00	205,600.00	~~PB~~ SV							
PAVILION ENHANCEMENT, ADDITIONAL PROPS/MATERIALS	112,000.00	--	--	SV							
BOOTH ENHANCEMENTS	40,000.00	--	--	SV							
INDIVIDUAL DIRECTORY/BROCHURE/ PRODUCT LABELS (1,000 pcs, offset printing)	75,000.00	--	--	SV							
GRAND TOTAL	**677,000.00**	**231,600.00**	**205,600.00**								

subject to signing of MOA (currently routing for signing)
BS:
DTI- GREAT Women
EMB-RIPPLES (conforme signed by CITEM, for signing of EMB)
ARTISAN VILLAGE ZAMBOANGA

Prepared by:

Windy P. Añonuevo
STIDS, Home Lifestyle

Noted by:

Anna Marie Alzona
OIC - Division Chief

Reccomending approval:

Marjo F. Evio
OIC - Project Director

3/15
Maria Lourdes M. Mediran
Deputy Executive Director

Approved by:

Nora K. Terrado
Undersecretary

RECEIVED
21 MAR 2018

CITEM

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: MANILA FAME APRIL 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			International Buyer Campaign	P 1,000,000.00
			Foreign Exhibitors Incentive - Commission	200,000.00
			Expert Fee	4,000,000.00
		TOTAL		P 5,200,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP:

MONTH	QTY	UNIT	DESCRIPTION	Total
			International Buyer Campaign	650,000.00
			Expert Fees	4,150,000.00
			Props	50,000.00
			WIFI Connection	200,000.00
			UFI Auditor's Visit	150,000.00
		TOTAL		P 5,208,000.00

BIDS AND AWARDS COMMITTEE SECRETARIAT CITEM RECEIVED By: 4/13/18

For your consideration.

Recommending Approval:

MARJO F. EVIO
Project Director, MFA 2018

Approved by:

UNDERSECRETARY NORA K. TERRADO
Trade and Investments Promotion Group

DTI # 33236

MANILA FAME BUDGET

Date: 19-21 April 2018

Venue: World Trade Center Metro Manila

as of 19 Feb 2018

PARTICULARS	MANILA FAME APPROVED BUDGET	MANILA FAME REVISED BUDGET
A. VENUE RENTAL		
1. Venue Rental (WTC andTent)	8,000,000.00	8,000,000.00
2. Additional Onsite Charges	350,000.00	350,000.00
Total Venue Rental and Charges	**8,350,000.00**	**8,350,000.00**
B. BUYER MARKETING AND SERVICES		
1. Buyer Incentive Programs		
1.A. Hosted Buyers (Full Package)		
a. Airfare (cap: $1200 for Top Level & Guest Luminaries)		
b. Airfare (cap: $500 for Head of Delegation & Asian Swing)		
c. Hotel Accommodation	800,000.00	800,000.00
1.C Luxe Escape Raffle Promo		
2. Buyer Services		
a. Buyers Lounge Food & Beverage	200,000.00	200,000.00
b. Business Matching Services		
b. Serenity Lounge Services		
c. Van Rental and hiring of similar transportation	120,000.00	120,000.00
d. Coupon-based Cabs		
e. Language Interpreters/Liaison Officers	150,000.00	c/o sponsor
f. VIB promo materials (kit, tokens, etc.)	50,000.00	50,000.00
g. Networking Expense		
3. Buyer Marketing Agent		
4. Others		
a. International Buyer Campaign	250,000.00	1,000,000.00
b. Translation Services for promo materials	50,000.00	50,000.00
c. Acquisition of Database		
Total Buyer Marketing and Services	**1,620,000.00**	**2,220,000.00**
C. EXHIBITOR MARKETING AND SERVICES		
1. Exhibitor Campaign		
a Airfare	150,000.00	150,000.00
b. Accommodation	50,000.00	50,000.00
c. Per Diem	30,000.00	30,000.00
d. Other Travel Expenses	15,000.00	15,000.00
e. Inland Transportation	30,000.00	30,000.00
f. Venue Rental / Food & Beverage	25,000.00	25,000.00
g. Vehicle rental		
2. Exhibitor Briefings		
a Airfare	120,000.00	120,000.00
b. Accommodation	30,000.00	30,000.00
c. Per Diem	20,000.00	20,000.00
d. Other Travel Expenses	10,000.00	10,000.00
e. Inland Transportation		
f. Venue Rental / Food & Beverage	200,000.00	200,000.00
3. Exhibitor Services		
a. Export Coaching Program		
a.1 Speakers' Professional Fee	150,000.00	150,000.00
a.2 Speakers' Accommodation	50,000.00	50,000.00
a.3 Speakers' Airfare/Transportation	50,000.00	50,000.00
a.4 Venue Rental / Food & Beverage	200,000.00	200,000.00
b Product development		
b.1 Local travel	150,000.00	150,000.00
b.2 Accommodation	50,000.00	50,000.00
b.3 Per Diem	30,000.00	30,000.00
b.4 Transportation		
b.5 Other Travel Expenses	15,000.00	15,000.00
c. Exhibitors Lounge and Services	60,000.00	60,000.00
d. Sales Kit (campaign materials, tokens, etc)	100,000.00	100,000.00
4. Foreign Exhibitors Incentive		
b Airfare (for Head of Delegation)		
c. Accommodation (for Head of Delegation)		
d. Commission	300,000.00	200,000.00
5. DA Exhibitor Services		
Total Exhibitor Marketing and Services	**1,835,000.00**	**1,735,000.00**
E. SPECIAL EVENTS		
1. Welcome Reception		



600,000

(100,000)

a. Food & Beverage (300 pax)	350,000.00	200,000.00
b. Production Outfit (Incl. lights and sounds, stage & backdrop, host, entertainment)	500,000.00	400,000.00
c. Musical Entertainment / sound system	150,000.00	150,000.00
d. Hosted lunch / onsite food		
e. Opening Ceremony		
2. Katha Awarding		
a. Judging	20,000.00	20,000.00
b. Tokens	50,000.00	50,000.00
c. Trophy	100,000.00	180,000.00
Total Special Events	**1,170,000.00**	**1,000,000.00** (170 ooo)
F. ADMIN AND LOGISTICS		
1. Personnel Requirements		
a. Security Requirements	250,000.00	250,000.00
b. Janitorial Requirements	200,000.00	200,000.00
c. Salaries / Professional Fees/ SPs		
c.1 Service Providers	3,600,000.00	3,600,000.00
c.2 Usherettes, Visual Merchandisers, Encoders, 3rd-party surveyors, etc	120,000.00	120,000.00
2. Registration Requirements		
a. ID Badge Holders/Manila FAME Lanyards		100,000.00
b. Manila FAME Bags		
c. Entrance tickets		
3. Technical Requirements		
a. Equipment Rental	100,000.00	100,000.00
b. WiFi Connection		
c. Website Domain Registration	6,000.00	6,000.00
4. Administrative and Logistical Requirements		
a. Communication Expenses		
a.1 Telephone, Fax, Mobile	25,000.00	25,000.00
a.2 Courier, Direct Mail	100,000.00	100,000.00
b. Committee/Consultation/ Thanksgiving Expenses	200,000.00	150,000.00
c. Staff Accommodation	300,000.00	300,000.00
d. Staff Meals	250,000.00	250,000.00
e. Event Uniform / event shirt	160,000.00	160,000.00
f. Celcards for CITEM staff	24,000.00	24,000.00
g. Staff Shuttle Service		
h. Shipment / Warehousing		
i. Flatbed Truck Rental	30,000.00	30,000.00
j. Rental of Copier Machine (Onsite use)		
k. Share in Copier Machine Usage (CITEM)		
l. Supplies and Materials	200,000.00	120,000.00
m. Bank Charges	10,000.00	10,000.00
n. Miscellaneous Expenses		
Total Admin & Logistics	**5,575,000.00**	**5,545,000.00** (30 ooo)
VALUE CREATION		
1. Expert Fees	4,000,000.00	4,000,000.00
2. Setting construction		
3. Local Travels		
4.Administrative Requirements		
Total Value Creation	**4,000,000.00**	**4,000,000.00**
DESIGN AND EXHIBITION		
1. Print Collateral / MarCom Materials / ID's/ Bags	450,000.00	450,000.00
2. Photographer	250,000.00	250,000.00
3. Special Settings / Show Features / Signages / Booth System/ Venue Enhancements / EDD Materials		3,500,000.00
Total Creative Services	**700,000.00**	**4,200,000.00** 3500 ooo
PUBLICITY AND PROMO		
1. Online Promotion	150,000.00	150,000.00
2. PR and Publicity/Fly-in-Jourbalist	300,000.00	500,000.00
3. Ad Placement	300,000.00	300,000.00
Total Publicity and Promo	**750,000.00**	**950,000.00**
TOTAL BUDGET	**24,000,000.00**	**28,000,000.00**

* Original Manila FAME allocation budget - 24.0M
* Additional Manila FAME budget from cancelled project - 4.0M

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07 MAR 2018

Prepared by:

Anna Marie D. Alzona
OIC-DC, Home/Fashion
Manila FAME

Noted by

Mario F. Evio
Project Director
Manila FAME

Recommending Approval

Ma. Lourdes D. Mediran
Supervising DED for Finance

Approved By

U/Sec Nora K. Terrado
Officer-In-Charge, CITEM

Subject to budget availability
03/23

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: MANILA FAME APRIL 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			PR and Publicity / Fly-in-Journalist	P 650,000.00.
			TOTAL	P 650,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP:

MONTH	QTY	UNIT	DESCRIPTION	Total
			Local Ad Placement	220,000.00
			PR and Publicity / Fly-in-Journalist	430,000.00
			TOTAL	P 658,000.00

For your consideration.

Recommending Approval:

MARJO F. EVIO
Project Director

RECEIVED
11 APR 2018

Approved by:

Ma. Lourdes D. Mediran
Deputy Executive Director

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07 MAR 2018
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MANILA FAME April 2018

21-23 April 2018

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

as of 19 February 2018

PARTICULARS	Unit	Qty	Estimated Cost	Procurement Method	CITEM	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery	Other Sources
A. VENUE RENTAL														
1. Venue Rental (WTC andTent)				NP	8,000,000.00									
2. Additional Onsite Charges				NP	350,000.00									
Total Venue Rental and Charges					**8,350,000.00**									
B. BUYER MARKETING AND SERVICES														
1. Buyer Incentive Programs														
1.A. Hosted Buyers (Full Package)														
a. Airfare (cap: $1200 for Top Level & Guest Luminaries)														
b. Airfare (cap: $500 for Head of Delegation & Asian Swing)														
c. Hotel Accommodation				NP	800,000.00									
1.C Luxe Escape Raffle Promo														
2. Buyer Services														
a. Buyers Lounge Food & Beverage				NP	200,000.00									
b. Business Matching Services														
b. Serenity Lounge Services														
c. Van Rental and hiring of similar transportation				SVP	120,000.00									
d. Coupon-based Cabs														
e. Language Interpreters/Liaison Officers					c/o sponsor									
f. VIB promo materials (kit, tokens, etc.)				SVP	50,000.00									
g. Networking Expense														
3. Buyer Marketing Agent														
4. Others														
a. International Buyer Campaign				SVP	1,000,000.00									
b. Translation Services for promo materials				SVP ~~NP~~	50,000.00									
c. Acquisition of Database														
Total Buyer Marketing and Services					**2,220,000.00**									
C. EXHIBITOR MARKETING AND SERVICES														
1. Exhibitor Campaign														
a Airfare				SVP	150,000.00									
b. Accommodation				~~NP~~	50,000.00									
c. Per Diem				~~SV~~	30,000.00									

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PARTICULARS	Unit	Qty	Estimated Cost	Procurement Method	CITEM	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery	Other Sources
d. Other Travel Expenses				S (?)	15,000.00									
e. Inland Transportation				SVP	30,000.00									
f. Venue Rental / Food & Beverage				SVP	25,000.00									
g. Vehicle rental														
2. Exhibitor Briefings														
a Airfare				SVP	120,000.00									
b. Accommodation				~~SV~~	30,000.00									
c. Per Diem				~~SV~~	20,000.00									
d. Other Travel Expenses				SV (?)	10,000.00									
e. Inland Transportation														
f. Venue Rental / Food & Beverage				SVP ~~NP~~	200,000.00									
3. Exhibitor Services														
a. Export Coaching Program														
a.1 Speakers' Professional Fee				NP ✓	150,000.00									
a.2 Speakers' Accommodation				SVP	50,000.00									
a.3 Speakers' Airfare/Transportation				SVP	50,000.00									
a.4 Venue Rental / Food & Beverage				SVP	200,000.00									
b Product development														
b.1 Local travel				SVP	150,000.00									
b.2 Accommodation				SVP	50,000.00									
b.3 Per Diem				~~S~~	30,000.00									
b.4 Transportation														
b.5 Other Travel Expenses				S (?)	15,000.00									
c. Exhibitors Lounge and Services				SVP	60,000.00									
d. Sales Kit (campaign materials, tokens, etc)				SVP ✓	100,000.00									
4. Foreign Exhibitors Incentive														
b Airfare (for Head of Delegation)														
c. Accommodation (for Head of Delegation)														
d. Commission				~~SVP~~	200,000.00									
5. DA Exhibitor Services														

CITEM

BAC APPROVED

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07 MAR 2018

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PARTICULARS	Unit	Qty	Estimated Cost	Procurement Method	CITEM	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery	Other Sources
Total Exhibitor Marketing and Services					**1,735,000.00**									
D. SPECIAL EVENTS														
1. Welcome Reception														
a. Food & Beverage (300 pax)				SVP	200,000.00									
b. Production Outfit (Incl. lights and sounds, stage & backdrop, host, entertainment)				SVP	400,000.00									
c. Musical Entertainment / sound system				SVP	150,000.00									
d. Hosted lunch / onsite food														
e. Opening Ceremony				~~SV~~										
2. Katha Awarding				~~SV~~										
a. Judging				~~SV~~	20,000.00									
b. Tokens				~~SVP~~	50,000.00									
c. Trophy				SVP	180,000.00									
Total Special Events				~~PB~~	**1,000,000.00**									
E. ADMIN AND LOGISTICS														
1. Personnel Requirements														
a. Security Requirements				SVP	250,000.00									
b. Janitorial Requirements				SVP	200,000.00									
c. Salaries / Professional Fees/ SPs														
c.1 Service Providers				NP	3,600,000.00									
c.2 Usherettes, Visual Merchandisers,Encoders, 3rd-party surveyors,etc.				NP	120,000.00									
2. Registration Requirements														
a. ID Badge Holders/Manila FAME Lanyards				SVP	100,000.00									
b. Manila FAME Bags														
c. Entrance tickets														
3. Technical Requirements														
a. Equipment Rental				SVP	100,000.00									
b. WiFi Connection														
c. Website Domain Registration				SVP	6,000.00									
4. Administrative and Logistical Requirements														
a. Communication Expenses														
a.1 Telephone, Fax, Mobile				SVP	25,000.00									
a.2 Courier, Direct Mail				SVP	100,000.00									
b. Committee/Consultation/ Thanksgiving Expenses				NP	150,000.00									
c. Staff Accommodation				~~PB~~ SVP	300,000.00									
d. Staff Meals				~~PB~~ SVP	250,000.00									
e. Event Uniform / event shirt				~~PB~~ SVP	160,000.00									
f. Celcards for CITEM staff				Shopping	24,000.00									

CITEM
BAC APPROVED
RECEIVED
07 MAR 2018

PARTICULARS	Unit	Qty	Estimated Cost	Procurement Method	CITEM	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery	Other Sources
g. Staff Shuttle Service														
h. Shipment / Warehousing														
i. Flatbed Truck Rental				SVP	30,000.00									
j. Rental of Copier Machine (Onsite use)														
k. Share in Copier Machine Usage (CITEM)														
l. Supplies and Materials				SVP/Shopping	120,000.00									
m. Bank Charges				~~SVP~~	10,000.00									
n. Miscellaneous Expenses														
Total Admin & Logistics					**5,545,000.00**									
F. VALUE CREATION														
1. Expert Fees				PB	4,000,000.00									
2. Setting construction														
3. Local Travels														
4.Administrative Requirements														
Total Value Creation					**4,000,000.00**									
G. DESIGN AND EXHIBITION														
1. Print Collateral / MarCom Materials / ID's/ Bags				SVP	450,000.00									
2. Photographer				SVP	250,000.00									
2. Special Settings / Show Features / Signages / Booth System Venue Enhancements / EDD Materials				SVP/PB	3,500,000.00									
Total Creative Services				~~PB~~	**4,200,000.00**									
H. PUBLICITY AND PROMO				PB										
1. Online Promotion				~~PB~~ NP	150,000.00									
2. PR and Publicity				~~PB~~ NP	500,000.00									
3. Ad Placement				~~PB~~ NP	300,000.00									
Total Publicity and Promo					**950,000.00**									
TOTAL BUDGET					**₱ 28,000,000.00**									

Prepared by:

Chrizelle Cristobal

Noted by:

ANNA MARIE ALZONA
OIC-DC, Fashion Lifestyle

MARJO F. EVIO
OIC - DM, Consumer Business

Recommending Approval:

MA.LOURDES D. MEDIRAN
Deputy Executive Director

Citem

BAC APPROVED

U/Sec NORA K. TERRADO
Officer-In-charge,CITEM

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LEGEND:

NA – Not Applicable
NP – Negotiated Procurement
S – Shopping
SVP – Small Value Procurement
DP – Direct Purchase
PB – Public Bidding

Note: ₱4.0M add'l from ₱24.M original budget

MANILA FAME BUDGET

Date: 19-21 April 2018

Venue: World Trade Center Metro Manila

as of 16 Feb 2018

PARTICULARS	MANILA FAME APPROVED BUDGET	MANILA FAME REVISED BUDGET
A. VENUE RENTAL		
1. Venue Rental (WTC andTent)	8,000,000.00	8,000,000.00
2. Additional Onsite Charges	350,000.00	350,000.00
Total Venue Rental and Charges	**8,350,000.00**	**8,350,000.00**
B. BUYER MARKETING AND SERVICES		
1. Buyer Incentive Programs		
1.A. Hosted Buyers (Full Package)		
a. Airfare (cap: $1200 for Top Level & Guest Luminaries)		
b. Airfare (cap: $500 for Head of Delegation & Asian Swing)		
c. Hotel Accommodation	800,000.00	800,000.00
1.C Luxe Escape Raffle Promo		
2. Buyer Services		
a. Buyers Lounge Food & Beverage	200,000.00	200,000.00
b. Business Matching Services		
b. Serenity Lounge Services		
c. Van Rental and hiring of similar transportation	120,000.00	120,000.00
d. Coupon-based Cabs		
e. Language Interpreters/Liaison Officers	150,000.00	c/o sponsor
f. VIB promo materials (kit, tokens, etc.)	50,000.00	50,000.00
g. Networking Expense		
3. Buyer Marketing Agent		
4. Others		
a. International Buyer Campaign	250,000.00	1,000,000.00
b. Translation Services for promo materials	50,000.00	50,000.00
c. Acquisition of Database		
Total Buyer Marketing and Services	**1,620,000.00**	**2,220,000.00**
C. EXHIBITOR MARKETING AND SERVICES		
1. Exhibitor Campaign		
a Airfare	150,000.00	150,000.00
b. Accommodation	50,000.00	50,000.00
c. Per Diem	30,000.00	30,000.00
d. Other Travel Expenses	15,000.00	15,000.00
e. Inland Transportation	30,000.00	30,000.00
f. Venue Rental / Food & Beverage	25,000.00	25,000.00
g. Vehicle rental		
2. Exhibitor Briefings		
a Airfare	120,000.00	120,000.00
b. Accommodation	30,000.00	30,000.00
c. Per Diem	20,000.00	20,000.00
d. Other Travel Expenses	10,000.00	10,000.00
e. Inland Transportation		
f. Venue Rental / Food & Beverage	200,000.00	200,000.00
3. Exhibitor Services		
a. Export Coaching Program		
a.1 Speakers' Professional Fee	150,000.00	150,000.00
a.2 Speakers' Accommodation	50,000.00	50,000.00
a.3 Speakers' Airfare/Transportation	50,000.00	50,000.00
a.4 Venue Rental / Food & Beverage	200,000.00	200,000.00
b Product development		
b.1 Local travel	150,000.00	150,000.00
b.2 Accommodation	50,000.00	50,000.00
b.3 Per Diem	30,000.00	30,000.00
b.4 Transportation		
b.5 Other Travel Expenses	15,000.00	15,000.00
c. Exhibitors Lounge and Services	60,000.00	60,000.00
d. Sales Kit (campaign materials, tokens, etc)	100,000.00	100,000.00
4. Foreign Exhibitors Incentive		
b Airfare (for Head of Delegation)		
c. Accommodation (for Head of Delegation)		
d. Commission	300,000.00	200,000.00
5. DA Exhibitor Services		
Total Exhibitor Marketing and Services	**1,835,000.00**	**1,735,000.00**
E. SPECIAL EVENTS		
1. Welcome Reception		

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600,000

(100,000)

a. Food & Beverage (300 pax)	350,000.00	200,000.00
b. Production Outfit (Incl. lights and sounds, stage & backdrop, host, entertainment)	500,000.00	400,000.00
c. Musical Entertainment / sound system	150,000.00	150,000.00
d. Hosted lunch / onsite food		
e. Opening Ceremony		
2. Katha Awarding		
a. Judging	20,000.00	20,000.00
b. Tokens	50,000.00	50,000.00
c. Trophy	100,000.00	180,000.00
Total Special Events	**1,170,000.00**	**1,000,000.00**
F. ADMIN AND LOGISTICS		
1. Personnel Requirements		
a. Security Requirements	250,000.00	250,000.00
b. Janitorial Requirements	200,000.00	200,000.00
c. Salaries / Professional Fees/ SPs		
c.1 Service Providers	3,600,000.00	3,600,000.00
c.2 Usherettes, Visual Merchandisers, Encoders, 3rd-party surveyors, etc	120,000.00	120,000.00
2. Registration Requirements		
a. ID Badge Holders/Manila FAME Lanyards		100,000.00
b. Manila FAME Bags		
c. Entrance tickets		
3. Technical Requirements		
a. Equipment Rental	100,000.00	100,000.00
b. WiFi Connection		
c. Website Domain Registration	6,000.00	6,000.00
4. Administrative and Logistical Requirements		
a. Communication Expenses		
a.1 Telephone, Fax, Mobile	25,000.00	25,000.00
a.2 Courier, Direct Mail	100,000.00	100,000.00
b. Committee/Consultation/ Thanksgiving Expenses	200,000.00	150,000.00
c. Staff Accommodation	300,000.00	300,000.00
d. Staff Meals	250,000.00	250,000.00
e. Event Uniform / event shirt	160,000.00	160,000.00
f. Celcards for CITEM staff	24,000.00	24,000.00
g. Staff Shuttle Service		
h. Shipment / Warehousing		
i. Flatbed Truck Rental	30,000.00	30,000.00
j. Rental of Copier Machine (Onsite use)		
k. Share in Copier Machine Usage (CITEM)		
l. Supplies and Materials	200,000.00	120,000.00
m. Bank Charges	10,000.00	10,000.00
n. Miscellaneous Expenses		
Total Admin & Logistics	**5,575,000.00**	**5,545,000.00**
VALUE CREATION		
1. Expert Fees	4,000,000.00	4,000,000.00
2. Setting construction		
3. Local Travels		
4.Administrative Requirements		
Total Value Creation	**4,000,000.00**	**4,000,000.00**
DESIGN AND EXHIBITION		
1. Print Collateral / MarCom Materials / ID's/ Bags	450,000.00	450,000.00
2. Photographer	250,000.00	250,000.00
3. Special Settings / Show Features / Signages / Booth System/ Venue Enhancements / EDD Materials		3,500,000.00
Total Creative Services	**700,000.00**	**4,200,000.00**
PUBLICITY AND PROMO		
1. Online Promotion	150,000.00	150,000.00
2. PR and Publicity/Fly-in-Jourbalist	300,000.00	500,000.00
3. Ad Placement	300,000.00	300,000.00
Total Publicity and Promo	**750,000.00**	**950,000.00**
TOTAL BUDGET	**24,000,000.00**	**28,000,000.00**

(170 000)

(30 000)

3500 000

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** Original Manila FAME allocation budget - 24.0M*
** Additional Manila FAME budget from cancelled project - 4.0M*

Prepared by:

Anna Marie D. Alzona
OIC-DC, Home/Fashion
Manila FAME

Noted by

Mario F. Evio
Project Director
Manila FAME

Recommending Approval

Ma. Lourdes D. Mediran
Supervising DED for Finance

Approved By

U/Sec Nora K. Terrado
Officer-In-Charge, CITEM

Subject to budget availability
02/23

PROJECT PROCUREMENT MANAGEMENT PLAN
EXHIBITION DESIGN DIVISION
MANILA FAME APRIL 2018 SUPPLIES and MATERIALS

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release / Delivery Date
30	pcs	Masking Tape 1/2"	50.00	1,500.00	Shopping								
30	pcs	Masking Tape 1"	60.00	1,800.00	Shopping								
20	pcs	Masking Tape 2"	110.00	2,200.00	Shopping								
20	pcs	Double Sided Tape w/o Foam 1/2"											
20	pcs	Carpet Tape, Gray, 2"	170.00	3,400.00	Shopping								
30	pcs	Carpet Tape, Black 2"	170.00	5,100.00	Shopping								
10	pcs	Tape, Transparent, 1"	15.00	150.00	Shopping								
10	pcs	Tape, Transparent, 2"	40.00	400.00	Shopping								
20	pcs	M & G Ballpen, black	10.00	200.00	Shopping								
5	pcs	Correction Tape	50.00	250.00	Shopping								
10	pcks	Photopaper Premium Glossy, A4 20shts/pack, 240 gsm (Orions)	150.00	1,500.00	Shopping								
15	pcks	Photopaper Premium Matte, A4 20shts/pack, 240 gsm (Orions)	150.00	2,250.00	Shopping								
9	pcks	Sticker Paper, Matte, 80gsm, A4, 10pcs/pack	80.00	720.00	Shopping								
8	pcs	Post it pad, 3 x 3, 100 sheets/pad, assorted	50.00	400.00	Shopping								
8	rms	Paper, Copy, A4, 80gsm	185.00	1,480.00	Shopping								
4	pcs	Glue Stick, permanent	65.00	260.00									
5	pcs	Ilustration Board, 30 x 40, black & white	40.00	200.00	Shopping								
4	pcs	Foam Board,30" x 40", white	300.00	1,200.00	Shopping								
2	btl	Ink Bottle, Epson L800 LM-T6736	600.00	1,200.00	Shopping								
2	btl	Ink Bottle, Epson L800 LC-T6735	600.00	1,200.00	Shopping								
3	btl	Ink Bottle, Epson L800 B-T6731	600.00	1,800.00	Shopping								
2	btl	Ink Bottle, Epson L800 M-T6733	600.00	1,200.00	Shopping								
2	btl	Ink Bottle, Epson L800 Y-T6734	600.00	1,200.00	Shopping								
6	pcs	Pen Marker, Permanent, Black & Blue, broad point	40.00	240.00	Shopping								
30	pcs	L-type folder, transparent, A4	10.00	300.00	Shopping								
1	rl	Plastic Bubble wrap	1,500.00	1,500.00	Shopping								
1	rl	Stretch Film, 500mm (clean wrap)	1,000.00	1,000.00	Shopping								
3	kl	Rag	70.00	70.00	Shopping								
1	rl	Flatcord, Electrical Wire, No. 16 [black]	3,250.00	3,250.00	Shopping								
1	rl	Flatcord, Electrical Wire, No. 16 [White]	3,250.00	3,250.00	Shopping								
1	bx	3.5mm THNN stranded wire	4,230.00	4,230.00	Shopping								
10	rl	Nylon Strings, .60 dia	45.00	450.00	Shopping								
10	rl	Nylon Strings, .80 dia	45.00	450.00	Shopping								
38	pcs	Male Plug, black	55.00	2,090.00	Shopping								

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	rls	Electrical tape, big, black	50.00	300.00	Shopping								
	rls	Electrical tape, big,white	50.00	200.00	Shopping								
	pc	Convenience outlet, 2 gang, black	80.00	2,400.00	Shopping								
	ream	Special Paper, Bianco Flash Master, 240 gsm, Ultra White	2,400.00	2,400.00	Shopping								
	pcs	Scissors, HD	90.00	360.00	Shopping								
4	pcs	Cutter, HD	150.00	600.00	Shopping								
1	pc	Iron Handheld Steamer	1,500.00	1,500.00	Shopping								
2	pc	Glue Gun, HD	500.00	1,000.00	Shopping								
10	pc	Glue Gun Refill	20.00	200.00	Shopping								
2	pcs	Guntacker, T50	1,300.00	2,600.00	Shopping								
1	pc	Jigsaw tool	29,400.00	29,400.00	Shopping								
1	set	Screw driver tools	600.00	600.00	Shopping								
10	pcks	Nylon cable zip tie, black, 5x300mm @ 100pcs/pack	400.00	4,000.00	Shopping								
10	pcks	Nylon cable zip tie, black, 4 x 200mm @ 100pcs/pack	350.00	3,500.00	Shopping								
		Printing of Business Cards (EDD)	300.00	800.00	Shopping								
4	pcs	Glass Door Lock for cabinet	100.00	400.00	Shopping								
5	tube	Spare Blade for Cutter HD, 10 pcs/tube	15.00	75.00	Shopping								
5	bxs	Thumbtacks	15.00	75.00	Shopping								
4	gal	Flat White, paint	525.00	2,100.00	Shopping								
3	gal	Polituff w/ hardener	350.00	1,050.00	Shopping								
Total Amount				**100,000.00**									

Prepared by:

Lanielyn Cafe
Administrative Aide

Recommending Approval:

Norman D. Bagulbagul
Officer-In-Charge, EDD

Alura Cruz Dimsano
Department Manager, CCSD

Approved by:

Clayton H. Tugonon
Executive Director
01/31

01/26
Deputy Exec. Dir. MA. LOURDES D. MEDIRAN

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: IFEX PHILIPPINES 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			Digital Marketing	P 280,000.00
		TOTAL		P 280,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP: IFEX PHILIPPINES 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			Digital Marketing	243,000.00
			CCP Billboard Ad Placement	37,000.00
		TOTAL		P 280,000.00

For your consideration.

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Recommending Approval:

Rowena D. Mendoza
OIC-DM, CBD

Approved by:

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Ma. Lourdes D. Mediran
Deputy Executive Director

INTERNATIONAL FOOD EXHIBITION PHILIPPINES (IFEX)
REVISED BUDGET WITH ADJUSTMENT FROM APPROVED 2018
as of 23 February 2018

PARTICULARS	APPROVED BUDGET (2018) CITEM	PROPOSED ADJUSTMENT CITEM	DA BUDGET	TOTAL BUDGET
VENUE MANAGEMENT				
SPACE RENTAL				
1.1 Venue Rental (WTC and PTTC)		8,300,000.00		8,300,000.00
Venue Rental (WTC Main Only)	5,825,000.00			
1.2 Electrical Consumption				
1.3 Other Facilities and Services (Genie Lift, local lines, garbage hauling, water section etc.)		100,000.00		100,000.00
SubTotal	5,825,000.00	8,400,000.00		8,400,000.00
DESIGN AND EXHIBITION				
1.PHYSICAL ARRANGEMENT				
1.1 Booth System Rentals and Exhibition Logisitcs and Other Requirement	1,815,000.00	2,282,000.00	1,880,000.00	4,162,000.00
a. DA Booths		c/o DA		
b. ASEAN/Special Settings				
c. Food Innovation Gallery c/o DCP (VCAP)				
d. Food Artisans Village			1,000,000.00	1,000,000.00
e. Halal Pavilion (c/o EMB)				
g. Pathway of WTC/TENT/PTTC		300,000.00		300,000.00
1.3 Special Areas				
a. Meeting Room Enhancements/B2B Lounge				
1.4 Equipment Rental/Freezer		c/o DA		
1.4 Venue Enhancement/Props and Materials		300,000.00		300,000.00
1.5 Carpet Installatoin		330,000.00		330,000.00
2. GRAPHICS AND PRINT PROMO MATERIALS				
2.1 Graphic Design and Print Materials		200,000.00		200,000.00
2.2 Directional Signages/Aisle Banners/Arches	300,000.00	780,000.00		780,000.00
2.3 Billboards, Event Banners/Streamers		90,000.00		90,000.00
2.4 Photography services		250,000.00		250,000.00
3. MARKETING COMMUNICATIONS (Online PR and Comm)				
3.1 PR & Promotions	350,000.00	80,000.00		80,000.00
3.2 Digital Marketing		280,000.00		280,000.00
3.3 Media Conference		150,000.00		150,000.00
3.4 Foreign Journalist				
3.5 OnlinE Ads		100,000.00		100,000.00
SubTotal	2,465,000.00	5,142,000.00	2,880,000.00	8,022,000.00
BUYER CAMPAIGN				
1 Buyer Incentive Program				
1.1 Top Level/Luminaries/HOD				
a. Airfare (Long Haul. USD1,200; Short Haul. USD 500)		958,400.00	1,000,000.00	1,958,400.00
b. Hotel Accomodations (2nights/pax)		825,000.00		825,000.00
1.2 Nominated Buyer	500,000.00	375,000.00		375,000.00
a. Hotel Accomodation (2nights/pax)				
1.3 Marketing Agent				
1.4 Luxe Escape Raffle Promo				
1.5 Telemarketer				
2. Buyer Services				
2.1 Serenity Lounge Services				
2.2 Van Rental	30,000.00	75,000.00		75,000.00
2.3 Transportation network (Grab, UBER, Coupon-based cabs)	5,000.00	25,000.00		25,000.00
2.4 language Interpreters/Liason				
2.5 Food and Beverage arrangement	200,000.00		200,000.00	200,000.00
2.6 VIB Tokens		106,600.00		106,600.00
2.7 Translation services (for collaterals)	30,000.00	100,000.00		100,000.00
SubTotal	765,000.00	2,465,000.00	1,200,000.00	3,665,000.00
SPECIAL EVENTS				
1.Receptionist/Entertainment (Exhibitor/Buyer)				
1.1 Opening Ceremonies	50,000.00	25,000.00		25,000.00
1.2 Buyer Reception		300,000.00		300,000.00
1.3 Physical and Technical Requirements (including performers, host etc)	70,000.00	350,000.00		350,000.00
1.4 Token for Katha TWG				
2. Seminars				
2.1 Celebrity Chefs/Speakers Travel Expenses				
a. Airfare				

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PARTICULARS	APPROVED BUDGET (2018)	PROPOSED ADJUSTMENT	DA BUDGET	TOTAL BUDGET
). Accomodation				
:. Professional fee				
SubTotal	120,000.00	675,000.00		675,000.00
DMINISTRATIVE REQUIREMENTS				
Office Supplies/Materials	10,000.00	50,000.00		50,000.00
Manpower Allocation				
2.1 Security Services	100,000.00	150,000.00		150,000.00
2.2 Janitorial Services	100,000.00	100,000.00		100,000.00
2.3 Support Staff/SPs/Overtime	1,800,000.00	2,750,000.00	400,000.00	3,150,000.00
2.4 Encoders/Enumerators/Asst. Designers	30,000.00	25,000.00		25,000.00
2.5 Special Events Organizer				
Communication Expenses				
3.1 Telepehone/Fax/Courier	10,000.00	10,000.00		10,000.00
3.2 Direct Mail/Courier	5,000.00	50,000.00		50,000.00
3.3 Cell Cards				
Wi-Fi Connection	98,000.00	192,000.00		192,000.00
Meetings/Representations	200,000.00	200,000.00		200,000.00
Share in Xerox Machine Rental	5,000.00	20,000.00		20,000.00
Other Requirements				
7.1 Computer Rental/Label Printer				
7.2 Uniform	50,000.00	100,000.00		100,000.00
7.3 Event Shirt	50,000.00	45,000.00		45,000.00
7.4 Event Bag				
Flatbed Rental				
Staff Hotel Accomodations	200,000.00	175,000.00		175,000.00
. Food for staff		180,000.00		180,000.00
.Travel	100,000.00	150,000.00		150,000.00
a.1 Plane Fare/Bus Fare				
a.2 Hotel Allowances				
a.3 Per Diem				
a.4 Inland Transportation				
a.5 Travel Insurance				
a.6 Terminal Fee/Toll Fee				
a.7 Van/Car rental				
a.8 Gasoline				
a.9 Food				
. Plaque/Trophies, Certificates	52,000.00	116,000.00		116,000.00
. Bank Charges	15,000.00	5,000.00		5,000.00
. Management Fee			1,520,000.00	1,520,000.00
SubTotal	2,825,000.00	4,318,000.00	1,920,000.00	6,238,000.00
RAND TOTAL	**12,000,000.00**	**21,000,000.00**	**6,000,000.00**	**27,000,000.00**
rget Revenues (51%) - minimum		51%		10,710,000.00
stimated Revenues (net of discounts and incentives) - based on saleable spaces 73%				15,350,922.80
stimated CRR				**73.10%**

epared by:

osemarie L. Panotes
DS

Recommending Approval

Rowena G. Mendoza
OIC-DM, Consumer Bus.

Ma. Lourdes D. Mediran
Deputy Executive Director

05/04

Approved by:

Nora K. Terrado
Undersecretary

BAC APPROVED

Weng / Vivian, agree

You have to deliver actual (not estimated) net revenues of at least ₱ 9.66 M (46% CRR

* IFex to absorb ~~revenue~~ Targets of SFFS, Cebit & Cameralym

(Net of VAT, discounts, commissions)

DTS# IN000 30113

PROJECT PROCUREMENT MANAGEMENT PLAN
PROJECT MANAGEMENT DEPARTMENT
IFEX Philippines 2018
25-27 May 2018

Contract Package (Description)	FOREIGN COST (US$)	LOCAL COST (Php) DTI/CITEM COST	LOCAL COST (Php) TOTAL (Php)	Procurement Method	Procurement Schedule: Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/Delivery Date
VENUE MANAGEMENT												
1 SPACE RENTAL												
1.1 Venue Renta		8,300,000.00	8,300,000.00	NP	10-Jan-18			26-Jan-18			21-Apr-18	!5 May 2108
1.2 Electrical Consumption												
1.3 Other Facilities and Services (Genie Lift, Local lines, Garbage Hauling, Water section , etc.		100,000.00	100,000.00	NP								
Sub-Total		*8,400,000.00*	*8,400,000.00*									
DESIGN AND EXHIBITION												
1. PHYSIC# 1. PHYSICAL ARRANGEMENT												
1.1 Booth System Rentals and Exhibition Logistics and Other Requirement		4,162,000.00	4,162,000.00	Public Bidding								
a. DA booths												
b. ASEAN/Special Settings												
c. Food Innovation Gallery												
d. Food Artisan Village		1,000,000.00	1,000,000.00	Public Bidding								
e. Halal Pavilion												
f. Pathway of WTC /TENT/PTTC		300,000.00	300,000.00	Public Bidding								
1.2 Special Areas												
a. Meeting Room Enhancement/B2B Lounge												
1.3 Equipment Rental/ Freezer												
1.4 Venue Enhancement/Props and Materials		300,000.00	300,000.00	Public Bidding								
1.5 Carpet Installation		330,000.00	330,000.00	Public Bidding								
2 GRAPHICS AND PRINT PROMO MATERIALS												
2.1 Graphic Design and Print Materials		200,000.00	200,000.00	Public Bidding								
2.2 Directional Singnages/Aisle Banners/Arches		780,000.00	780,000.00	Public Bidding								
2.3 Billboards/Event Banners/Streamers		90,000.00	90,000.00	Public Bidding								
2.4 Photography Services		250,000.00	250,000.00	Public Bidding								
3 MARKETING COMMUNICATIONS (Online PR and Communication)												
3.1 PR & Promotions		80,000.00	80,000.00	Public Bidding								
3.2 Digital Marketing		280,000.00	280,000.00	Public Bidding								
3.3 Media Conference		150,000.00	150,000.00	Public Bidding								
3.4 Foreign Journalist												
3.5 Online Ads		100,000.00	100,000.00									
BUYER CAMPAIGN												
1 Buyer Incentive Program												
1.1 Top Level/Luminaries/HOD												
a. Airfare (Long Haul: USD1,200; Shor Haul: USD 500)		1,958,400.00	1,958,400.00									
b. Hotel Accommodation (2 nights/pax)		825,000.00	825,000.00	Public Bidding								
1.2 Nominated Buyer												
a. Hotel Accommodation (2 nights/pax)		375,000.00	375,000.00	Public Bidding								
1.3 Marketing Agent												
1.4 Luxe Escape Promo Raffle												
1.5 Telemarketer												
2 Buyer Services												
2.1 Serenity Lounge Services												
2.2 Van Rental		75,000.00	75,000.00	SVP								
2.3 Transportation Network (Grab, UBER, Coupon-based cab)		25,000.00	25,000.00									
2.4 Language Interpreter/Liason												
2.5 Food and Beverage Arrangement		200,000.00	200,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.6 VIB Tokens		106,600.00	106,600.00	SVP								
2.7 Translation Services (for collaterals)		100,000.00	100,000.00	SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
SPECIAL EVENTS												
1 Reception/Entertainment (Exhibitor/Buyers)												
1.1 Opening Ceremonies		25,000.00	25,000.00									
1.2 Buyer Reception		300,000.00	300,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18

Citem BAC APPROVED

Contract Package (Description)	FOREIGN COST	LOCAL COST (Php) DTI/CITEM COST	TOTAL	Procurement	Procurement Schedule Pre-Procurement	Advertisement	Eligibility	Submission &	Bid	Post	Awards of	Release/Deliver
1.3 Physical and Technical Requirements (including performers, host, etc)		350,000.00	350,000.00	Public Bidding								
1.4 Token for KATHA TWG												
2 Seminars												
2.1 Celebrity Chefs/Speakers Travel Expenses												
a. Airfare												
b. Accommodation												
c. Professional Fee												
ADMINISTRATIVE REQUIREMENTS												
1 Office Supplies/Materials		50,000.00	50,000.00	Shopping	24-Mar-18			7-Apr-18	13-Apr-18	13-Apr-18	18-Apr-18	27-Apr-18
2 Manpower Allocation												
2.1 Security Services		150,000.00	150,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.2 Janitorial Services		100,000.00	100,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.3 Support Staff/SPs/Overtime		3,150,000.00	3,150,000.00									
2.4 Encoders/Enumerators/Asst. Designer		25,000.00	25,000.00									
2.5 Special Events Organizer												
3 Communication Expenses												
3.1 Telephone/Fax/Callcards		10,000.00	10,000.00									
3.2 Direct Mail/Courier		50,000.00	50,000.00									
4 WI-FI Connection		192,000.00	192,000.00									
5 Meetings/Representations		200,000.00	200,000.00									
6 Share in Copier Machine Rental		20,000.00	20,000.00									
7 Other Requirements												
7.1 Computer Rental/Label Printer												
7.2 Uniform		100,000.00	100,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
7.3 Event Shirt		45,000.00	45,000.00	SVP								
7.4 Event Bag			-									
8 Flatbed Rental			-									
9 Staff Hotel Accommodation		175,000.00	175,000.00	Public Bidding								
10.Food for Staff		180,000.00	180,000.00									
11.Travel		150,000.00	150,000.00									
11 Plane Fare/Bus Fare												
11 Hotel Allowance												
11 Per Diem												
11 Inland Transportation												
12 Travel Insurance												
12 Terminal Fee/Toll Fee												
12 Van/Car Retnal												
12 Gasoline												
12 Food												
12.Plaque/Trophies/Certificates		116,000.00	116,000.00	SVP								
13.Bank Charges		5,000.00	5,000.00									
13.Miscellaneous												
14.Shipment												
15 Visual Merchandiser												
16 Management Fee		1,520,000.00	1,520,000.00									
GRAND TOTAL		27,000,000.00	27,000,000.00									

FOR BUDGETTING PURPOSES ONLY: US$ 1- Php 451

citem

BAC APPROVED

Prepared by

ROSEMARIE PANOTES
TIDS

Noted by:

Rowena G. Mendoza
OIC-Department Manager

Recommending Approval:

03/05

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

NORA K. TERRADO
Undersecretary

MEMORANDUM

For : Undersecretary Nora K. Terrado

Thru : Deputy Exec. Dir. Ma. Lourdes D. Mediran

From : Rowena G. Mendoza
OIC-DM, Consumer Business Department

Date : 28 February 2018

Subject : **PROPOSED BUDGET SOURCE FOR THE ADDITIONAL PHP 9M for IFEX PHILIPPINES 2018**

Ok for option 1
Please deliver the promise.
Thx.

==========

In relation to our request to increase the IFEX Philippines 2018 budget from Php 12M to Php 21M, subject to budget availability, may we present two (2) options in addressing the BUDGET GAP.

ADDITIONAL BUDGET REQUEST	**Php 9,000,000.00**
OPTION 1	
1. Propose to Cancel - Summer Fancy Food Show*	7,700,000.00
2. Cancelled Project CEBIT HANNOVER/CANNES LYON FESTIVAL = Php 5.4M (Php 4M was added to MFAME April; and Php 1.4M to IFEX)	1,400,000.00
	9,100,000.00
Budget Surplus	**Php 100,000.00**
OPTION 2	
1. Cancelled Project CEBIT HANNOVER/CANNES LYONN = Php 5.4M (Php 4M was added to MFAME April; and Php 1.4M to IFEX)	1,400,000.00
2. Savings from completed project = Winter Fancy Food Show 2018	1,000,000.00
3. Golden Shell Award	1,700,000.00
4. Budget Realignment with Upcoming Project = SIAL Paris	330,000.00
5. Dubai EXPO Preparatory	1,500,000.00
Sub-total	**5,930,000.00**
Budget Deficit	3,070,000.00

In view of the foregoing options , we wish to recommend to apply OPTION 1, with justifications stated below:

** Justification for the Proposed Cancellation of Summer Fancy:*

1. *To date, our space reservation request is still on waitlist status, awaiting for any SPACE CANCELLATIONS. The Organizers advised us that they will confirm of any available space by Feb 16 (Friday last week). However, despite constant followups after said date and after waiting for another week, we have not received any feedback*

PROJECT PROCUREMENT MANAGEMENT PLAN
CONSUMER BUSINESSDEPARTMENT
IFEX Philippines 2018
25-27 May 2018

as of April 6, 2018

Contract Package (Description)	FOREIGN COST (US$)	LOCAL COST (Php) DTI/CITEM COST	DA FUNDS	TOTAL (Php)	Procurement Method	Procurement Schedule: Pre-Procuremen Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/Delivery Date
VENUE MANAGEMENT													
1 SPACE RENTAL													
1.1 Venue Renta		8,300,000.00		8,300,000.00	NP	10-Jan-18			26-Jan-18			21-Apr-18	!5 May 2108
1.2 Electrical Consumption		200,000.00		200,000.00									
1.3 Other Facilities and Services (Genie Lift, Local lines, Garbage Hauling, Water section , etc.		100,000.00		100,000.00	NP								
DESIGN AND EXHIBITION													
1. PHYSIC/ 1. PHYSICAL ARRANGEMENT													
1.1 Booth System Rentals and Exhibition Logistics and Other Requirement		2,280,000.00	1,980,000.00	4,260,000.00	Public Bidding								
1.2 Pathway of WTC/TENT/PTTC		300,000.00		300,000.00	SVP								
1.2 Special Areas			120,000.00	120,000.00									
a. Meeting Room Enhancement/B2B Lounge													
1.3 Equipment Rental/ Freezer			50,000.00	50,000.00									
1.4 Venue Enhancement/Props and Materials		330,000.00		330,000.00	SVP								
1.5 Carpet Installation		330,000.00		330,000.00	SVP								
2 GRAPHICS AND PRINT PROMO MATERIALS													
2.1 Graphic Design and Print Materials		200,000.00		200,000.00	SVP								
2.2 Directional Singnages/Aisle Banners/Arches		780,000.00		780,000.00	SVP								
2.3 Billboards/Event Banners/Streamers		140,000.00		140,000.00	SVP								
2.4 Photography Services		250,000.00		250,000.00	SVP								
3 MARKETING COMMUNICATIONS (Online PR and Communication)													
3.1 PR & Promotions		100,000.00	-	100,000.00	SVP								
3.2 Digital Marketing			280,000.00	280,000.00	SVP								
3.3 Media Conference		100,000.00		100,000.00	SVP								
3.4 Foreign Journalist		100,000.00		100,000.00									
3.5 Online Ads		150,000.00		150,000.00									
3.6 Print Ads			350,000.00	350,000.00									
3.7 LED Ads		180,000.00		180,000.00									
BUYER CAMPAIGN													
1 Buyer Incentive Program				-									
1.1 Top Level/Luminaries/HOD				-									
a. Airfare (Long Haul: USD1,200; Shor Haul: USD 500)				-									
b. Hotel Accommodation (2 nights/pax)		958,400.00	998,400.00	1,956,800.00									
1.2 Nominated Buyer		825,000.00	750,000.00	1,575,000.00	SVP								
a. Hotel Accommodation (2 nights/pax)				-									
1.3 Marketing Agent		375,000.00		375,000.00	SVP								
1.4 Luxe Escape Promo Raffle				-									
1.5 Telemarketer				-									
2 Buyer Services				-									
2.1 Serenity Lounge Services				-									
2.2 Van Rental			70,000.00	70,000.00	SVP								
2.3 Transportation Network (Grab, UBER, Coupon-based cab)		120,000.00	180,000.00	300,000.00	SVP								
2.4 Language Interpreter/Liason		30,000.00		30,000.00									
2.5 Food and Beverage Arrangement		150,000.00		150,000.00									
2.6 VIB Tokens			200,000.00	200,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.7 Translation Services (for collaterals)		160,000.00		160,000.00	SVP								
SPECIAL EVENTS		150,000.00		150,000.00	SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
1 Reception/Entertainment (Exhibitor/Buyers)				-									
1.1 Opening Ceremonies				-									
1.2 Buyer Reception		25,000.00		25,000.00	SVP/Shopping								
1.3 Kitchen/ Activity Area		300,000.00		300,000.00	SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
1.3 Physical and Technical Requirements (including performers, host, etc)		450,000.00		450,000.00									
		250,000.00		250,000.00	SVP								
1.4 Token for KATHA TWG		16,000.00		16,000.00	Direct Contracting								

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23 APR 2018

Contract Package (Description)	FOREIGN COST	LOCAL COST (Php) DTI/CITEM COST	DA FUNDS	TOTAL	Procurement	Procurement Schedule Pre-Procuremen	Advertisement	Eligibility	Submission &	Bid	Post	Awards of	Release/Deliver
2 Seminars				-									
2.1 Celebrity Chefs/Speakers Travel Expenses				-									
a. Airfare				-									
b. Accommodation				-									
c. Professional Fee				-									
ADMINISTRATIVE REQUIREMENTS				-									
1 Office Supplies/Materials		50,000.00		50,000.00	Shopping	24-Mar-18			7-Apr-18	13-Apr-18	13-Apr-18	18-Apr-18	27-Apr-18
2 Manpower Allocation				-									
2.1 Security Services		180,000.00		180,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.2 Janitorial Services		130,000.00		130,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.3 Support Staff/SPs/Overtime		3,450,000.00		3,450,000.00									
2.4 Encoders/Enumerators/Asst. Designer		30,000.00		30,000.00									
2.5 Special Events Organizer				-									
3 Communication Expenses				-									
3.1 Telephone/Fax/Courier		20,000.00		20,000.00									
3.2 Direct Mail/Courier		60,000.00		60,000.00									
3.3 Cell cards		10,000.00		10,000.00									
4 WI-FI Connection		192,000.00		192,000.00	Direct Contracting								
5 Meetings/Representations		230,000.00		230,000.00									
6 Share in Copier Machine Rental		22,000.00		22,000.00									
7 Other Requirements				-									
7.1 Computer Rental/Label Printer				-									
7.2 Uniform		100,000.00		100,000.00	SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
7.3 Event Shirt		75,000.00		75,000.00	SVP								
7.4 Event Bag				-									
8 Flatbed Rental				-									
9 Staff Hotel Accommodation		250,000.00		250,000.00	SVP								
10.Food for Staff		180,000.00		180,000.00	SVP								
11.Travel		220,000.00		220,000.00									
12.Plaque/Trophies/Certificates		120,000.00		120,000.00	SVP								
13.Bank Charges		15,000.00		15,000.00									
14 Miscellaneous/Calling Card		16,600.00		16,600.00	Shopping								
15 Management Fee			1,021,600.00	1,021,600.00									
GRAND TOTAL		23,000,000.00	6,000,000.00	29,000,000.00									

FOR BUDGETTING PURPOSES ONLY: US$ 1- Php 451

Prepared by

ROSEMARIE PANOTES
TIDS

Recommending Approval

ROWENA G. MENDOZA
OIC-Department Manager

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

NORA K. TERRADO
Undersecretary

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23 APR 2018

or advice. In case we receive notice of available space this week , chances are it will no longer be in a location that we prefer, and may not be given the same space that we require, Hence, with only 3 months to go, it is best that we ***cancel this participation*** *at this point in time, and prepare early for a worthwhile participation next year.*

2. *The contribution of Summer Fancy to the GCG targets shall be absorbed in full by IFEX PH 2018. Kindly see matrix below:*

	FROM IFEX SEAFOOD	TO IFEX PH 2018 (with adjusted targets)	INCREASE/ DEFICIT	SUMMER FANCY FOOD SHOW	IMPACT FROM CANCELLATION OF SUMMER FANCY IN FAVOR OF IFEX 2018	
Budget	12.0 M	21.0 M	Php 9.0 M	7.7 M	6.3 M	addresses 85.56% of additional budget reqt
Exhibitors	300	500	200	20	180	increases exhibitor count by 900%
Target Revenues	5.4 M (no discounts, and before VAT)	15.35 M (net of discounts and after VAT)	Php 9.95 M	3.613 M	6.337 M	increases revenue by 175%

3. *Further, the Service Provider budget allocation from Summer Fancy budget, will be carried over in the increased IFEX 2018 budget.*

For comments/approval. Thank you.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program:

MONTH	QTY	UNIT	DESCRIPTION	Total
			Meetings/Representations	P 200,000.00
		TOTAL		P 200,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP:

MONTH	QTY	UNIT	DESCRIPTION	Total
			Meetings/Representations	187,000.00
			Caterer for Katha For Food	13,000.00
		TOTAL		P 200,000.00 - 0

For your consideration.

BOARD/AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 4/6/18
SECRETARIAT

CITEM
BAC APPROVED

Recommending Approval:

ROWENA G. MENDOZA
OIC, DM-CBD

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Project: IPEX 2018

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: IFEX Phils. 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			VIB Tokens	P 106,600.00
TOTAL				P 106,600.00

In lieu of the requirements for cancellation, kindly include the following in our APP: IFEX Phils. 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			VIB Tokens	98,600.00
			Token for Katha TWG	8,000.00
TOTAL				P 106,600.00 -

CITEM BAC APPROVED

For your consideration.

RECEIVED 03 APR 2018

Recommending Approval:

ROWENA G. MENDOZA
OIC, DM-CBD

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: IFEX Phils. 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			Support Staff (SP)	P 1,800,000.00
		TOTAL		P 1,800,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP: IFEX Phils. 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			Support Staff (SP)	1,602,000.00
			Trophy	198,000.00
		TOTAL		P 1,800,000.00 -

BIDS AND AWARDS COMMITTEE CITEM RECEIVED By: Date: 3/6/18 SECRETARIAT

For your consideration.

Recommending Approval:

Zharita S. Bagayas
ADC

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Undersecretary Nora K. Terrado

CITEM BAC APPROVED

DTS# IN 000294 67

PROJECT PROCUREMENT MANAGEMENT PLAN
PROJECT MANAGEMENT DEPARTMENT
IFEX Philippines 2018
25-27 May 2018

RECEIVED
By:
Date: 01/08/18
SECRETARIAT

BAC APPROVED

Contract Package (Description)	LOCAL COST (Php)				Procurement Schedule							
	FOREIGN COST (US$)	DTI/ITEM COST	TOTAL (Php)	Procurement Method	Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/Delivery Date
1. SPACE RENTAL												
1.1 Venue Rental		6,100,000.00	6,100,000.00	NP	10-Jan-18			25-Jan-18			21-Apr-18	15 May 2108
1.2 Electrical Consumption												
1.3 Other Facilities & Services (genie lift rental, local lines, garbage hauling, water connection etc.)												
SUB TOTAL		*6,100,000.00*	*6,100,000.00*									
2. DESIGN AND EXHIBITION		1,540,000.00	1,540,000.00	PB								
3. GRAPHIC DESIGN AND PRINTING		300,000.00	300,000.00	SVP								
4. MARKETING COMMUNICATION (Online and PR and Comm)		350,000.00	350,000.00	SVP								
5. BUYER MARKETING												
5.1 Buyer Incentive Program				SVP								
a. Hotel Accommodation		500,000.00	500,000.00	~~Public Bidding~~	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
5.2. Buyer Services												
a. Serenity Lounge Services				SVP								
b. Van Rental		30,000.00	30,000.00	~~Public Bidding~~	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
c. Transportation network/Coupon-based cab		5,000.00	5,000.00	SVP								
d. Language interpreter/Liaison officers		30,000.00	30,000.00	SVP								
e. Food and beverage arrangement		200,000.00	200,000.00	~~Public Bidding~~ SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
g. Translation services (for collaterals)			-									
5.3 Buyer Campaign												
a. International Buyer Campaign												
b Ad placement												
SUB TOTAL		*765,000.00*	*765,000.00*									
6. EXHIBITOR MARKETING												
6.1 Local Exhibitor Campaign		100,000.00	100,000.00	NP								
6.2 International Exhibitor Campaign												
SUB-TOTAL		*100,000.00*	*100,000.00*	NP								
7. SPECIAL EVENTS												
7.1 Opening Ceremonies		50,000.00	50,000.00	NP								
7.2 Seminars												
7.3 IFEX Kitchen												
a. Production Outfit (Stage setup, Host, Floor Director, Technical requirements		70,000.00	70,000.00	SVP ~~Public Bidding~~	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
b. Props and Ingredients			-									
SUB TOTAL		*120,000.00*	*120,000.00*									
8. ADMINISTRATIVE REQUIREMENTS												
8.1. Office Supplies/Materials		10,000.00	10,000.00	Shopping	24-Mar-18			7-Apr-18	13-Apr-18	13-Apr-18	18-Apr-18	27-Apr-18
8.2 Manpower Allocation												
a. Security Services		100,000.00	100,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
b. Janitorial services		100,000.00	100,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
c. Support Staff/SP's/Overtime		1,800,000.00	1,800,000.00									
e. Encoders/Enumerators		30,000.00	30,000.00									
f. Special Events Organizer												
8.3 Communication Expenses												
a. Telephone/Fax/Callcards		10,000.00	10,000.00									
b. Direct Mail/Courier		5,000.00	5,000.00	SVP								
8.4 WI-FI Connection		150,000.00	150,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
8.5 Meetings/Representations		200,000.00	200,000.00									
8.6 Share in Xerox Rental		5,000.00	5,000.00									

DTS# IN000 30113

PROJECT PROCUREMENT MANAGEMENT PLAN
PROJECT MANAGEMENT DEPARTMENT
IFEX Philippines 2018
25-27 May 2018

Contract Package (Description)	FOREIGN COST (US$)	LOCAL COST (Php) DTI/CITEM COST	TOTAL (Php)	Procurement Method	Procurement Schedule: Pre-Procuremen Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/Deliver Date
VENUE MANAGEMENT												
1 SPACE RENTAL												
1.1 Venue Renta		8,300,000.00	8,300,000.00	NP	10-Jan-18			26-Jan-18			21-Apr-18	!5 May 2108
1.2 Electrical Consumption												
1.3 Other Facilities and Services (Genie Lift, Local lines, Garbage Hauling, Water section , etc.		100,000.00	100,000.00	NP								
Sub-Total		*8,400,000.00*	*8,400,000.00*									
DESIGN AND EXHIBITION												
1. PHYSICA 1. PHYSICAL ARRANGEMENT												
1.1 Booth System Rentals and Exhibition Logistics and Other Requirement		4,162,000.00	4,162,000.00	Public Bidding								
a. DA booths												
b. ASEAN/Special Settings												
c. Food Innovation Gallery												
d. Food Artisan Village		1,000,000.00	1,000,000.00	Public Bidding								
e. Halal Pavilion												
f. Pathway of WTC /TENT/PTTC		300,000.00	300,000.00	Public Bidding								
1.2 Special Areas												
a. Meeting Room Enhancement/B2B Lounge												
1.3 Equipment Rental/ Freezer												
1.4 Venue Enhancement/Props and Materials		300,000.00	300,000.00	Public Bidding								
1.5 Carpet Installation		330,000.00	330,000.00	Public Bidding								
2 GRAPHICS AND PRINT PROMO MATERIALS												
2.1 Graphic Design and Print Materials		200,000.00	200,000.00	Public Bidding								
2.2 Directional Singnages/Aisle Banners/Arches		780,000.00	780,000.00	Public Bidding								
2.3 Billboards/Event Banners/Streamers		90,000.00	90,000.00	Public Bidding								
2.4 Photography Services		250,000.00	250,000.00	Public Bidding								
3 MARKETING COMMUNICATIONS (Online PR and Communication)												
3.1 PR & Promotions		80,000.00	80,000.00	Public Bidding								
3.2 Digital Marketing		280,000.00	280,000.00	Public Bidding								
3.3 Media Conference		150,000.00	150,000.00	Public Bidding								
3.4 Foreign Journalist												
3.5 Online Ads		100,000.00	100,000.00									
BUYER CAMPAIGN												
1 Buyer Incentive Program												
1.1 Top Level/Luminaries/HOD												
a. Airfare (Long Haul: USD1,200; Shor Haul: USD 500)		1,958,400.00	1,958,400.00									
b. Hotel Accommodation (2 nights/pax)		825,000.00	825,000.00	Public Bidding								
1.2 Nominated Buyer												
a. Hotel Accommodation (2 nights/pax)		375,000.00	375,000.00	Public Bidding								
1.3 Marketing Agent												
1.4 Luxe Escape Promo Raffle												
1.5 Telemarketer												
2 Buyer Services												
2.1 Serenity Lounge Services												
2.2 Van Rental		75,000.00	75,000.00	SVP								
2.3 Transportation Network (Grab, UBER, Coupon-based cab)		25,000.00	25,000.00									
2.4 Language Interpreter/Liason												
2.5 Food and Beverage Arrangement		200,000.00	200,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.6 VIB Tokens		106,600.00	106,600.00	SVP								
2.7 Translation Services (for collaterals)		100,000.00	100,000.00	SVP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
SPECIAL EVENTS												
1 Reception/Entertainment (Exhibitor/Buyers)												
1.1 Opening Ceremonies		25,000.00	25,000.00									
1.2 Buyer Reception		300,000.00	300,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18

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Contract Package (Description)	FOREIGN COST	LOCAL COST (Php) DTI/CITEM COST	TOTAL	Procurement	Procurement Schedule Pre-Procuremen	Advertisement	Eligibility	Submission &	Bid	Post	Awards of	Release/Deliver
1.3 Physical and Technical Requirements (including performers, host, etc)		350,000.00	350,000.00	Public Bidding								
1.4 Token for KATHA TWG												
2 Seminars												
2.1 Celebrity Chefs/Speakers Travel Expenses												
a. Airfare												
b. Accommodation												
c. Professional Fee												
ADMINISTRATIVE REQUIREMENTS												
1 Office Supplies/Materials		50,000.00	50,000.00	Shopping	24-Mar-18			7-Apr-18	13-Apr-18	13-Apr-18	18-Apr-18	27-Apr-18
2 Manpower Allocation												
2.1 Security Services		150,000.00	150,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.2 Janitorial Services		100,000.00	100,000.00	NP	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
2.3 Support Staff/SPs/Overtime		3,150,000.00	3,150,000.00									
2.4 Encoders/Enumerators/Asst. Designer		25,000.00	25,000.00									
2.5 Special Events Organizer												
3 Communication Expenses												
3.1 Telephone/Fax/Callcards		10,000.00	10,000.00									
3.2 Direct Mail/Courier		50,000.00	50,000.00									
4 WI-FI Connection		192,000.00	192,000.00									
5 Meetings/Representations		200,000.00	200,000.00									
6 Share in Copier Machine Rental		20,000.00	20,000.00									
7 Other Requirements												
7.1 Computer Rental/Label Printer												
7.2 Uniform		100,000.00	100,000.00	Public Bidding	15-Mar-18			31-Mar-18	19-Apr-18	20-Apr-18	21-Apr-18	15-May-18
7.3 Event Shirt		45,000.00	45,000.00	SVP								
7.4 Event Bag			-									
8 Flatbed Rental			-									
9 Staff Hotel Accommodation		175,000.00	175,000.00	Public Bidding								
10.Food for Staff		180,000.00	180,000.00									
11.Travel		150,000.00	150,000.00									
11 Plane Fare/Bus Fare												
11 Hotel Allowance												
11 Per Diem												
11 Inland Transportation												
12 Travel Insurance												
12 Terminal Fee/Toll Fee												
12 Van/Car Retnal												
12 Gasoline												
12 Food												
12.Plaque/Trophies/Certificates		116,000.00	116,000.00	SVP								
13.Bank Charges		5,000.00	5,000.00									
13.Miscellaneous												
14.Shipment												
15 Visual Merchandiser												
16 Management Fee		1,520,000.00	1,520,000.00									
GRAND TOTAL		27,000,000.00	27,000,000.00									

FOR BUDGETTING PURPOSES ONLY: US$ 1- Php 451

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19 MAR 2018

BAC APPROVED

Prepared by:
ROSEMARIE PANOTES
TIDS

Noted by:
Rowena G. Mendoza
OIC-Department Manager

Recommending Approval:
MA. LOURDES D. MEDIRAN
Deputy Executive Director
03/05

Approved by:
NORA K. TERRADO
Undersecretary

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: EXHIBITION DESIGN DIVISION
IFEX PHILIPPINES 2018 SUPPLIES and MATERIALS

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
20	pcs	Tape Carpet, Gray, 2"	170.00	3,400.00	Shopping							
30	pcs	Tape Carpet, Black, 2"	340.00	10,200.00	Shopping							
20	pcs	Double Adhesive Tape w/o Foam 1/2"	50.00	1,000.00	Shopping							
30	pcs	Double Adhesive Tape w/o Foam 2"	120.00	3,600.00	Shopping							
20	pcs	Double Adhesive Tape w/o Foam 1"	85.00	1,700.00	Shopping							
30	pcs	Masking Tape 1/2"	50.00	1,500.00	Shopping							
30	pcs	Masking Tape 2"	110.00	3,300.00	Shopping							
30	pcs	Masking Tape 1"	60.00	1,800.00	Shopping							
10	pcs	Mighty Bond	60.00	600.00	Shopping							
8	pc	Pilot, CD/DVD double marker, Extra Fine	100.00	320.00	Shopping							
20	pcs	Folder, L-type transparent, A4	10.00	200.00	Shopping							
8	pc	Fine Point, Permanent Marker	100.00	320.00	Shopping							
8	pcs	Battery AA,	40.00	6,500.00	Shopping							
8	pcs	BatteryAAA	40.00	3,250.00	Shopping							
2	rl	Flatcord, Electrical Wire, No. 16 [black]	3,250.00	1,200.00	Shopping							
1	rl	Flatcord, Electrical Wire, No. 16 [White]	3,250.00	1,200.00	Shopping							
2	btl	Ink Bottle, Epson L800 LM-T6736	600.00	1,200.00	Shopping							
2	btl	Ink Bottle, Epson L800 LC-T6735	600.00	600.00	Shopping							
2	btl	Ink Bottle, Epson L800 B-T6731	600.00	600.00	Shopping							
1	btl	Ink Bottle, Epson L800 M-T6733	600.00	800.00	Shopping							
1	btl	Ink Bottle, Epson L800 Y-T6734	600.00	500.00	Shopping							
5	pcks	Photopaper Premium Glossy, A4 20shts/pack, 240 gsm	150.00	750.00	Shopping							
8	pcks	Premium Matte, A4 20shts/pack, 240 gsm	150.00	1,200.00	Shopping							
10	pcs	Convenience outlet, 2 gang, white	80.00	200.00	Shopping							
10	pcs	Convenience outlet, 2 gang, black	80.00	800.00	Shopping							
10	pcs	Electrical tape, big, black	50.00	1,575.00	Shopping							
4	pcs	Electrical tape, big,white	50.00	1,575.00	Shopping							
3	gal	Paint, Latex, Flat White	525.00	550.00	Shopping							
3	gal	Putty Mix	525.00	3,500.00	Shopping							
10	pcs	Baby roller with handle	55.00	300.00	Shopping							
1	bx	3.5mm THNN, stranded wire	3,500.00	300.00	Shopping							
1	gal	Clear varnish	300.00	1,400.00	Shopping							
1	gal	Lacquer Thinner	300.00	1,000.00	Shopping							
2	can	Spray Adhesive	700.00	1,100.00	Shopping							
4	pcs	Foam Board , 30"x 40"	250.00	1,500.00	Shopping							
20	pcs	Male Plug, black	55.00	1,100.00	Shopping							
1	pc	Iron Handheld Steamer (Portable)	1,500.00	1,500.00	Shopping							
3	pcs	Meter, 5M	300.00	900.00	Shopping							
2	pcs	Calculator	450.00	900.00	Shopping							
2	roll	Stretch Film, 500mm (clean wrap)	1,500.00	3,000.00	Shopping							
2	roll	Plastic Bubble wrap	1,500.00	3,000.00	Shopping							
Total Amount				69,940.00								

BAC APPROVED

Prepared by:

Lanielyn Cafe
Administrative Aide

Recommending Approval:

Norman D. Bagulbagul
Officer-In-Charge, EDD

Noted by:

Arturo Cruz Dimaano
Department Manager, CCSD

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Nora K. Terrado
Undersecretary

DTI # IN27248

SERVICE BUSINESS DEPARTMENT
CREATE Philippines 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							procurement conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
	c/o SERVICE BUSINESS DEPARTMENT													
	A. VENUE RENTAL													
	1. Venue Rental				NP/~~PB~~	1,000,000.00								
	2. Additional/Onsite Charges				NP	100,000.00								
	Total Venue Rental and Charges					**1,100,000.00**								
	B. CONSULTANT FEES													
	1. Digital and Multi-Media Communications Expert (9 months)				~~NP/PB~~	900,000.00								
	(inclusive of taxes and travel arrangements)													
	Total Consultant Fees					**900,000.00**								
	C. CONFERENCE ARRANGEMENTS													
	1. Resource Speakers (Airfare and Accommodation)				~~NP/PB~~	2,000,000.00								
	2. Honoraria/Talent fees of Emcee, Moderators)				~~PB~~ NP	150,000.00								
	3. Conference Director and Team (Technical Director, Stage Manager, Production Assistants, etc.)				~~PB~~ SVP	200,000.00								
	4. Equipment Rental (Lights & Sounds)				SVP	300,000.00								
	5. Conference Kits (Bags & Materials)				SVP	200,000.00								
	6. Food & Beverage (P500 x 400pax x 2days)				~~NP/PB~~	1,200,000.00								
	7. Tokens				SVP	65,000.00								
	8. Plaques/Certificates				SVP/~~Shopping~~	15,000.00								
	Total Conference Arrangements Expenses					**4,130,000.00**								
	D. EXHIBITOR CAMPAIGN													
	1. Airfare (for Roadshows)				SVP	75,000.00								
	2. Accommodation				NP	25,000.00								
	3. Per diem					10,000.00								
	4. Vehicle Rental				SVP	30,000.00								
	5. Meeting Expenses				SVP	50,000.00								
	6. Other Travel Expenses					10,000.00								
	7. Tokens				~~Shopping~~ SVP	15,000.00								
	8. Exhibitor Services					50,000.00								
	Total Exhibitor Marketing Expenses					**265,000.00**								
	E. SPECIAL EVENTS													
	1. Music Fest (Talents' Honoraria)				NP ~~SVP~~	350,000.00								
	2. Production Outfit (Lights & Sounds, Stage & backdrop. Etc.)				SVP	300,000.00								
	3. Opening Ceremony				SVP	75,000.00								
	4. Welcome Reception Food & Beverage				SVP	300,000.00								
	Total Special Events					**1,025,000.00**								

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 11/24/17
SECRETARIAT

CITEM
BAC APPROVED

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							procuren conferenc	Advertise-ment	Eligibility Screenin	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
	F. ADMIN AND LOGISTICS													
	1. Personnel Requirements													
	a. Security Requirements				NP Direct Contracting	50,000.00								
	b. Janitorial Requirements				NP Direct Contracting	70,000.00								
	c. Encoders, L.O.'s Usherettes, etc.				NP	50,000.00								
	2. Registration Requirements													
	a. ID Badge Holders/Lanyards				SVP	100,000.00								
	b. Registration Supplies				SVP ~~Shopping~~	10,000.00								
	c. Equipment Rental				~~SV~~ Shopping	15,000.00								
	3. Administrative and Logistical Requirements													
	a. Communication Expenses				SVP	80,000.00								
	b. Committee/Consultation Meeting Expenses (Venue/Food)				SVP	100,000.00								
	c. Staff Accommodation				SVP	250,000.00								
	d. Event Shirt				SVP	150,000.00								
	e. Staff Meals				SVP	200,000.00								
	f. Supplies and Materials				SVP	100,000.00								
	g. Bank Charges					5,000.00								
	h. Miscellaneous Expenses					50,000.00								
	Total Admin & Logistics					**1,230,000.00**								
	G. COMMUNICATIONS AND CREATIVE SERVICES													
	1. Signages/Venue Enhancements / EDD Supplies & Materials				SVP ~~NP~~/PB	1,500,000.00								
	2. Print Collateral / Photo Documentation				SVP ~~NP~~/PB	1,500,000.00								
	3. Online Promotion				NP	250,000.00								
	4. PR & Publicity / Media Relations				NP	850,000.00								
	Total CCSD Budget					**4,100,000.00**								
TOTAL BUDGET FOR PROJECT						**12,750,000.00**								
15% Budget for Service Providers						**2,250,000.00**								
GRAND TOTAL						***15,000,000.00***								

Prepared by:

ROANNE ELIZALDE
Secretary I

as of 21 November 2017

Noted by:

MARJO F. EVIO
Chief, IGSD

DORIS U. GACHO
OIC-DM, CBD

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

Legend:
NP - Negotiated Procurement
PB - Public Bidding
SV - Small Value
SVP - Small Value Procurement

CREATE Philippines 2018

Date: September or October 2018

Venue:

BIDS AND AWARDS COMMITTEE SECRETARIAT — RECEIVED — By: — Date: 11/24/17

PARTICULARS	BUDGET
C/O SERVICE BUSINESS DEPARTMENT	
A. VENUE RENTAL	
1. Venue Rental	1,000,000.00
2. Onsite Charges	100,000.00
Total Venue Rental and Charges	**1,100,000.00**
B. CONSULTANT FEES	
1. Digital and Multi-Media Communications Expert (9 months)	900,000.00
(inclusive of taxes and travel arrangements)	
Total Consultant Fees	**900,000.00**
C. CONFERENCE ARRANGEMENTS	
1. Resource Speakers (Airfare & Accommodation)	2,000,000.00
2. Honoraria/Talent Fees of Emcee, Moderators)	150,000.00
3. Conference Director and Team (Technical Director, Stage Manager, Production Assistants, etc)	200,000.00
4. Equipment Rental (Lights & Sounds)	300,000.00
5. Conference Kits (Bags & Materials)	200,000.00
6. Food & Beverage (P500 x 400 pax x 2 days)	1,200,000.00
7. Tokens	65,000.00
8. Plaques/Certificates	15,000.00
Total Conference Arrangements Expenses	**4,130,000.00**
D. EXHIBITOR CAMPAIGN	
1. Airfare (for Roadshows)	75,000.00
2. Accommodation	25,000.00
3. Per Diem	10,000.00
4. Vehicle Rental	30,000.00
5. Meeting Expenses	50,000.00
6. Other Travel Expenses	10,000.00
7. Tokens	15,000.00
8. Exhibitor Services	50,000.00
Total Exhibitor Marketing Expenses	**265,000.00**
E. SPECIAL EVENTS	
1. Music Fest (Talents' Honoraria)	350,000.00
2. Production Outfit (lights & sounds, stage & backdrop, etc.)	300,000.00
3. Opening Ceremony	75,000.00
4. Welcome Reception Food & Beverage	300,000.00
Total Special Events	**1,025,000.00**
F. ADMIN AND LOGISTICS	
1. Personnel Requirements	
a. Security Requirements	50,000.00
b. Janitorial Requirements	70,000.00
c. Encoders, L.O.'s, Usherettes, etc.	50,000.00
2. Registration Requirements	
a. ID Badge Holders/Lanyards	100,000.00
b. Registration Supplies	10,000.00
c. Equipment Rental	15,000.00

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CREATE Philippines 2018	
Date: September or October 2018	
Venue:	
PARTICULARS	**BUDGET**
C/O SERVICE BUSINESS DEPARTMENT	
3. Administrative and Logistical Requirements	
a. Communication Expenses	80,000.00
b. Committee/Consultation Meeting Expenses (Venue/Food)	100,000.00
c. Staff Accommodation	250,000.00
d. Event Shirt	150,000.00
e. Staff Meals	200,000.00
f. Supplies and Materials	100,000.00
g. Bank Charges	5,000.00
h. Miscellaneous Expenses	50,000.00
Total Admin & Logistics	**1,230,000.00**
G. COMMUNICATION AND CREATIVE SERVICES	
1. Signages / Venue Enhancements / EDD Supplies & Materials	1,500,000.00
2. Print Collateral / Photo Documentation	1,500,000.00
3. Online Promotion	250,000.00
4. PR & Publicity / Media Relations	850,000.00
Total CCSD Budget	**4,100,000.00**
TOTAL BUDGET FOR PROJECT	**12,750,000.00**
15% Budget for Service Providers	**2,250,000.00**
GRAND TOTAL	**15,000,000.00** *

Prepared by:		Recommending Approval:	Approved by:
Marjo F. Evio	Doris U. Gacho	Ma. Lourdes D. Mediran	Clayton H. Tugonon
Chief, IGSD	*OIC-DM, CBD*	*Deputy Executive Director*	*Executive Director*

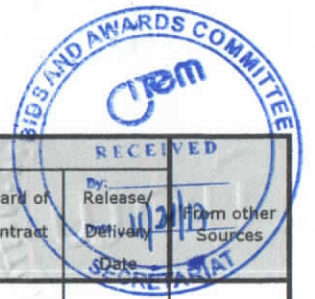
* target CAR is 45%
Income should be ₱6.750 M (net of VAT)

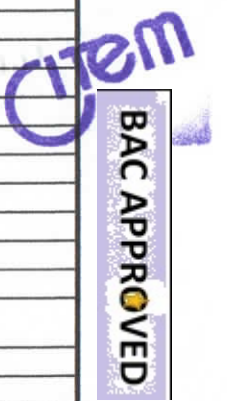
As gross revenue fee = ₱ 7.670 M

* Initial DBM budget/subsidy is ₱25.0 M for this project under Tier 2 (2018 Budget)

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Item

SERVICE BUSINESS DEPARTMENT
CREATE Philippines 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)





Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertise-ment	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	From other Sources
	Breakdown of Supplies and Materials													
1	Alcohol, 70% isoprophyl 500ml	btl	2	80.00	Shopping	160.00							-do-	
2	Ballpen, M&G (10-black, 5-red, 5-blue)	pc	20	10.00	Shopping	200.00							-do-	
3	Ballpen, with stand/chain (black)	pc	4	150.00	Shopping	600.00							-do-	
4	Clear Book (long)	pc	4	50.00	Shopping	200.00							-do-	
5	Clear Book (short)	pc	4	40.00	Shopping	160.00							-do-	
6	Clip, foldback, 1-1/4" (12s/box)	bx	1	23.00	Shopping	23.00							-do-	
7	Clip, foldback, ¾" (12s/box)	bx	1	12.00	Shopping	12.00							-do-	
8	Clip, foldback, 1/2" (12s/box)	bx	1	18.00	Shopping	18.00							-do-	
9	Correction Tape	pc	4	50.00	Shopping	200.00							-do-	
10	Datafiler 15-1/2" x 10-1/2" (customize) black	pc	4	105.00	Shopping	420.00							-do-	
11	Databinder 15-1/2" x 10-1/2" x 3" side mechanism (customize)	pc	4	110.00	Shopping	440.00							-do-	
12	Envelope, Ordinary, brown, long	pc	30	10.50	Shopping	315.00							-do-	
13	Envelope, Ordinary, brown, short	pc	30	10.50	Shopping	315.00							-do-	
14	Envelope, expanding w/ string, long colored 20s	pc	30	28.00	Shopping	840.00							-do-	
15	Envelope, expanding w/ string, short colored 20s	pc	30	23.00	Shopping	690.00							-do-	
16	File box, black, big	pc	5	300.00	Shopping	1,500.00							-do-	
17	Flag tab arrow (sign here)	pck	3	100.00	Shopping	300.00							-do-	
18	Folder, L-type plastic,colored (A4)	pc	20	7.00	Shopping	140.00							-do-	
19	Folder, L-type plastic, colored (long)	pc	10	9.00	Shopping	90.00							-do-	
20	Guest Book A4	pc	3	600.00	Shopping	1,800.00							-do-	
21	Index Tab (clear/colored)	bx	3	65.00	Shopping	195.00							-do-	
22	Mighty Bond	tube	2	48.00	Shopping	96.00							-do-	
23	Notebook, steno	pc	6	20.00	Shopping	120.00							-do-	
24	Pad, sticky note 3x3 (assorted color)	pad	6	60.00	Shopping	360.00							-do-	
25	Paper clip 2" 100s	bx	6	10.00	Shopping	60.00							-do-	
26	Paper clip 1" 100s	bx	5	15.00	Shopping	75.00							-do-	
27	Paper, copy, 80gsm, letter	rm	20	185.00	SVP	3,700.00							-do-	
28	Paper, Photo, glossy, A4 (20s)	pck	2	140.00	Shopping	280.00							-do-	
29	Paper, Photo, matte, A4 (20s)	pck	2	130.00	Shopping	260.00							-do-	
30	Paper, Sticker, matte A4 (10pcs/pck)	pck	5	80.00	Shopping	400.00							-do-	
31	Ring Binder ¼"	pc	1	12.00	Shopping	12.00							-do-	
32	Ring Binder ½"	pc	1	17.00	Shopping	17.00							-do-	
33	Ring Binder ¾"	pc	1	20.00	Shopping	20.00							-do-	
34	Ring Binder 5/8"	pc	1	20.00	Shopping	20.00							-do-	
35	Ring Binder 7/8"	pc	1	65.10	Shopping	65.10							-do-	
36	Ring Binder 7/16"	pc	1	15.00	Shopping	15.00							-do-	
37	Ring Binder 5/16	pc	1	11.90	Shopping	11.90							-do-	
38	Ring Binder 1"	pc	1	30.00	Shopping	30.00							-do-	
39	Ring Binder 1½"	pc	1	40.00	Shopping	40.00							-do-	

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							Preprocurement Conference	Advertise-ment	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
	Breakdown of Supplies and Materials													
40	Ring Binder 1 1/8"	pc	1	30.00	Shopping	30.00							-do-	
41	Record Book, official, 500 pages	pc	3	120.00	Shopping	360.00							-do-	
42	Rubberband, 350 gms, big	bx	1	85.00	Shopping	85.00							-do-	
43	Staple Wire #33/35	bx	5	42.00	Shopping	210.00							-do-	
44	Tape, transparent 1"	rl	12	15.00	Shopping	180.00							-do-	
45	Tape, transparent 2"	rl	5	40.00	Shopping	200.00							-do-	
46	Refill Ink for Epson L350 (25-black, 5-cyan, 5-magenta, 5-yellow)	pc	40	500.00	Shopping	20,000.00							-do-	
	MEDICAL SUPPLIES (for CREATE Ph)													
47	Band aid, 100's	bx	1	90.00	Shopping	90.00							-do-	
48	Betadine 10%, 60ml	btl	2	200.00	Shopping	400.00							-do-	
49	Biogesic tablet, 500mg	pc	35	5.00	Shopping	175.00							-do-	
50	Bioflu tablet	pc	30	7.00	Shopping	210.00							-do-	
51	Cotton, 100g	pk	1	63.30	Shopping	63.30							-do-	
52	Decolgen no drowse tablet, 500mg	pc	35	6.00	Shopping	210.00							-do-	
53	Face mask	pc	50	7.00	Shopping	350.00							-do-	
54	Gauze Bandage, 4"	pc	20	12.00	Shopping	240.00							-do-	
55	Loperamide (Diatabs) capsule	pc	25	8.00	Shopping	200.00							-do-	
56	Mefenamic acid, 500mg	pc	25	12.00	Shopping	300.00							-do-	
	STA. CLARA OFFERING													
57	corned beef reg. size	can	3	35.00	Shopping	105.00							-do-	
58	egg reg. size	doz	1	85.00	Shopping	85.00							-do-	
59	milk powder, 150 grams	bx	1	55.00	Shopping	55.00							-do-	
60	noodles	pck	3	9.00	Shopping	27.00							-do-	
61	sardines	can	3	16.00	Shopping	48.00							-do-	
62	Other Supplies and Materials					62,176.70								
	f. Total Supplies and Materials					**100,000.00**								

Prepared by:

ROANNE ELIZALDE
Secretary I

Noted by:

MARJO F. EVIO
Chief, TGSD

DORIS U. GACHO
OIC-DM, CBD

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

~~CLAYTON H.~~ TUGONON
Executive Director

as of 21 November 2017

CITEM

BAC APPROVED

II. OVERSEAS PROMOTIONAL EVENTS

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : Philippines' Participation in Ambiente 2018
PLACE : Messe Frankfurt - Frankfurt, Germany
DATE : 09 - 13 February, 2018
Revised as of 28 November 2017

Project Officer : Leona Paula T. Catly
Division : Home Lifestyle
Product Category : Home (Living) and Fashion
Classification : ☐ Regular ☐ elopmental

PROJECT PROCUREMENT MANAGEMENT PLAN

PARTICULARS	FOREIGN COST (EURO)	FOREIGN COST (US$)	LOCAL COST (PhP)	TOTAL COST (PhP)	PROCUREMENT METHOD	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/Delivery
1. SPACE RENTAL	***49,085.70***			***2,994,227.70***									
1.1 Space cost	43,438.50			2,649,748.50	~~DC~~ NP-0								
1.2 Obligatory Media Package (EUR585/exhibitor)	5,265.00			321,165.00	DC NP-0								
1.3 AUMA Fee (EUR0.60/sqm)	88.20			5,380.20	DC NP-0								
1.4 Environment-protection (EUR2/sqm)	294.00			17,934.00	DC NP-0								
2. BOOTH CONSTRUCTION	***33,540.00***			***2,045,940.00***									
2.1 Stand Construction (147 sqm @ EUR220/sqm)	32,340.00			1,972,740.00	NP -0								
2.2 Additional Props & Display Materials	400.00			24,400.00	NP -0								
2.3 Electrical Installation and consumption	800.00			48,800.00	NP -0								
2.4 Water connection and consumption													
2.5 On-site charges / rentals													
2.6 Other Expenses e.g. rigging, hang points, etc.													
3. STAND SERVICES													
3.1 Stand Cleaning/ Disposal of Empties													
3.2 Stand Security													
3.3 Internet Connection													
3.4 Stand Photography													
3.5 Staffing (Stand Hostesses/Assistants/ Interpreters,Helpers, etc.)													
3.6 Stand Hospitality													
3.7 Visual Merchandiser													
4. PROMOTIONS & PUBLICITY			***60,000.00***	***60,000.00***									
4.1 PR													
a. Fly-Out Journlist													
b. International Publicist													
c. Copywriter													
4.2 Advertising													
a. Obligatory Media Package (Euro 585/exhibitor)													
b. Online													
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)													
4.3 Collaterals													
a. Promotional post-cards/brochure (print)			60,000.00	60,000.00	SVP								
b. Press Kits													
4.4 Press Tokens/Buyers' Giveaways													
4.5 Photography													
4.6 CD/Video Production													
4.7 Others (e.g. direct mail/courier)													
5. SPECIAL EVENTS													
5.1 VIP/Buyer Reception													
5.2 Program Requirements													
a. Staffing (Interpreters/Receptionists/Hostesses)													
b. Catering/ F&B Requirements													
c. Function Room Rental and equipment (Audio visual, chairs, etc.)													
d. Decoration/Props/Backdrop/Signages													
e. Entertainment, if any													
f. Others (tokens, program kits, photography, etc.)													
5.3 Culinary/Cooking Demo/Food Sampling													
a. Hiring of Chefs (Prof. Fee, if any)													
b. Ingredients and Kitchen utensils													
c. Cooking Battery (rental of kitchen equipment)													
d. Food sampling paraphernalia													

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 12/08/17
SECRETARIAT

BAC APPROVED

6. TRAVEL		***7,860.90***	***5,484.00***	***414,250.80***										
A. Project Officers/Officials														
A.1. International														
a. Plane Fare (US$ 1850 x 2 pax)		3,700.00		192,400.00	SVP									
b. Hotel Accommodation (DSA rate US$ 235 x 53 % x 8 nights x 2 pax)		1,992.80		103,625.60	~~SVP~~									
c. Per Diem (DSA rate US$ 235 x 47 % x 9 days x 2 pax)		1,988.10		103,381.20	~~SVP~~									
d. Inland Transportation (airport Transfer) US$90/way		180.00		9,360.00	~~SVP~~									
e. Pre-Travel Expenses P1500/pax			3000.00	3,000.00	~~S~~									
f. Travel Insurance (700/pax)			2484.00	2,484.00	~~S~~									
g. Travel Tax (1,620/pax)														
A.2. Local														
a. Plane Fare (PHP7000 x 2 travels)														
b. Hotel Accommodation (P1500 x 2 travels)														
c. Per Diem														
d. Inland Transportation														
B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Fly-Out Journalist														
B.1. International														
a. Plane Fare														
b. Hotel Accommodation (DSA rate US$238x53%x8 nights)														
c. Per Diem (DSA rate US$218x 53% x 9days)														
d. Inland Transportation														
e. Pre-Travel Expenses														
f. Travel Insurance														
g. Travel Tax														
B.2. Local														
a. Plane Fare (PHP7000 x2pax4travels)														
b. Hotel Accommodation (P1500 x 2pax x 4travels x 2days)														
c. Per Diem (PhP400x2pax x 4travels x 3days)														
7. ON-SITE EXPENSES		***100.00***		***5,200.00***										
7.1 Briefing/Meeting Expenses														
7.2 Transportation / Vehicle Rental														
7.3 Comm / Admin Expenses		100.00		5,200.00	S									
7.4 On-site Visual Merchandiser														
8. PRODUCT DEVELOPMENT			***10,000.00***	***10,000.00***										
8.1 Consultant's Fee (Curator)														
8.2 Meetings / One-On-One Consultation/ Others			10,000.00	10,000.00	NA									
9. SHIPMENT			***10,000.00***	***10,000.00***										
9.1 Shipment														
9.2 Excess Baggage Allowance			10,000.00	10,000.00	~~S~~									
10. SECRETARIAT			***460,381.50***	***460,381.50***										
10.1 Telephone / Telex / Fax					~~S~~									
10.2 Office Supplies / reference materials					~~SVP~~									
10.3 Bank / Remittance Charges			20,000.00	20,000.00	~~S~~									
10.4 Share in Copier Rental														
10.5 Printing of Business Cards (with translation if applicable)			1,200.00	1,200.00	SVP									
10.6 Courier/Postage														
10.7 Meeting /Briefings/De-Briefing Expenses														
10.8 Service Provider			400,000.00	400,000.00	N/A									
10.9 Mock-Up expenses (venue rental, props, janitorial, others)														
10.10 Miscellaneous			39,181.50	39,181.50	N/A									
GRAND TOTAL	**82,625.70**	**7,960.90**	**545,865.50**	**6,000,000.00**										

1 Euro = PhP61 1 US$ = PhP 52 **Target No. of Exhibitor: 18**

Prepared by:

Leona Paula T. Catly
STIDS, Home Lifestyle

Noted by:

Anna Marie D. Alzona
ADC, Fashion Lifestyle

Recommending Approval:

Doris U. Gacho
OIC-DM, Consumer Business Dept.

Approved by:

Clayton H. Tugonon
Executive Director

12/05

Ma. Lourdes D. Mediran
Deputy Executive Director

CITEM

BAC APPROVED

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : Philippines' Participation in Ambiente 2018
PLACE : Messe Frankfurt - Frankfurt, Germany
DATE : 09 - 13 February, 2018
Revised as of 28 November 2017

Project Manager : Leona Paula T. Catly
Division : Home Lifestyle Division
Product Category : Home (Living) and Fashion
Classification : [ ] Regular [ ] Developmental

BUDGET PARTICULARS	FOREIGN COST (EURO)	FOREIGN COST (US$)	LOCAL COST (PhP)	TOTAL COST (PhP)
1. SPACE RENTAL	***49,085.70***			***2,994,227.70***
1.1 Space cost	43,438.50			2,649,748.50
1.2 Obligatory Media Package (EUR585/exhibitor)	5,265.00			321,165.00
1.3 AUMA Fee	88.20			5,380.20
1.4 Environment-protection (EUR2/sqm)	294.00			17,934.00
2. BOOTH CONSTRUCTION	***33,540.00***			***2,045,940.00***
2.1 Stand Construction (147 sqm @ EUR220/sqm)	32,340.00			1,972,740.00
2.2 Additional Props & Display Materials	400.00			24,400.00
2.3 Electrical Installation and consumption	800.00			48,800.00
2.4 Water connection and consumption				
2.5 On-site charges / rentals				
2.6 Other Expenses e.g. rigging, hang points, etc.				
3. STAND SERVICES				
3.1 Stand Cleaning/ Disposal of Empties				
3.2 Stand Security				
3.3 Internet Connection				
3.4 Stand Photography				
3.5 Staffing (Stand Hostesses/Assistants/ Interpreters,Helpers, etc.)				
3.6 Stand Hospitality				
3.7 Visual Merchandiser				
4. PROMOTIONS & PUBLICITY			***60,000.00***	***60,000.00***
4.1 PR				
a. Fly-Out Journlist				
b. International Publicist				
c. Copywriter				
4.2 Advertising				
a. Obligatory Media Package (Euro 585/exhibitor)				
b. Online				
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)				
4.3 Collaterals				
a. Promotional post-cards/brochure (print)			60,000.00	60,000.00
b. Press Kits				
4.4 Press Tokens/Buyers' Giveaways				
4.5 Photography				
4.6 CD/Video Production				
4.7 Others (e.g. direct mail/courier)				
5. SPECIAL EVENTS				
5.1 VIP/Buyer Reception				
5.2 Program Requirements				
a. Staffing (Interpreters/Receptionists/Hostesses)				
b. Catering/ F&B Requirements				
c. Function Room Rental and equipment (Audio visual, chairs, etc.)				
d. Decoration/Props/Backdrop/Signages				
e. Entertainment, if any				
f. Others (tokens, program kits, photography, etc.)				
5.3 Culinary/Cooking Demo/Food Sampling				
a. Hiring of Chefs (Prof. Fee, if any)				
b. Ingredients and Kitchen utensils				
c. Cooking Battery (rental of kitchen equipment)				
d. Food sampling paraphernalia				
6. TRAVEL		***7,860.90***	***5,484.00***	***414,250.80***
A. Project Officers/Officials				
A.1. International				
a. Plane Fare (US$ 1850 x 2 pax)		3,700.00		192,400.00
b. Hotel Accommodation (DSA rate US$ 235 x 53 % x 8 nights x 2 pax)		1,992.80		103,625.60
c. Per Diem (DSA rate US$ 235 x 47 % x 9 days x 2 pax)		1,988.10		103,381.20
d. Inland Transportation (airport Transfer) US$90/way		180.00		9,360.00
e. Pre-Travel Expenses P1500/pax			3000.00	3,000.00
f. Travel Insurance (1,242/pax)			2484.00	2,484.00
g. Travel Tax (1,620/pax)				

CITEM

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A.2. Local				
a. Plane Fare (PHP7000 x 1 travel)				
b. Hotel Accommodation (P1500 x 1 travel)				
c. Per Diem				
d. Inland Transportation				
B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Fly-Out Journalist				
B.1. International				
a. Plane Fare				
b. Hotel Accommodation (DSA rate US$238x53%x8 nights)				
c. Per Diem (DSA rate US$218x 53% x 9days)				
d. Inland Transportation				
e. Pre-Travel Expenses				
f. Travel Insurance				
g. Travel Tax				
B.2. Local				
a. Plane Fare (PHP7000 x2pax4travels)				
b. Hotel Accommodation (P1500 x 2pax x 4travels x 2days)				
c. Per Diem (PhP400x2pax x 4travels x 3days)				
d. Inland Transportation				
7. ON-SITE EXPENSES		***100.00***		***5,200.00***
7.1 Briefing/Meeting Expenses				
7.2 Transportation / Vehicle Rental				
7.3 Comm / Admin Expenses		100.00		5,200.00
7.4 On-site Visual Merchandiser				
8. PRODUCT DEVELOPMENT			***10,000.00***	***10,000.00***
8.1 Consultant's Fee (Curator)				
8.2 Junior Designer				
8.2 Meetings / One-On-One Consultation/ Others			10,000.00	10,000.00
8.3 Prototyping Expenses				
9. SHIPMENT			***10,000.00***	***10,000.00***
9.1 Shipment				
9.2 Excess Baggage Allowance			10,000.00	10,000.00
10. SECRETARIAT			***460,381.50***	***460,381.50***
10.1 Telephone / Telex / Fax				
10.2 Office Supplies / reference materials				
10.3 Bank / Remittance Charges			20,000.00	20,000.00
10.4 Share in Copier Rental				
10.5 Printing of Business Cards (with translation if applicable)			1,200.00	1,200.00
10.6 Courier/Postage				
10.7 Meeting /Briefings/De-Briefing Expenses				
10.8 Service Provider			400,000.00	400,000.00
10.9 Mock-Up expenses (venue rental, props, janitorial, otners)				
10.10 Miscellaneous			39,181.50	39,181.50
GRAND TOTAL	82,625.70	7,960.90	545,865.50	6,000,000.00

1 Euro = PhP61
1 US$ = PhP52

Target No. of Exhibitors: 18

Submitted by:
Leona Paula T. Catly
STIDS, Home Lifestyle

Noted by:
Anna Marie D. Alzona
ADC, Fashion Lifestyle

Recommending Approval:
Doris U. Gacho
OIC-DM, Consumer Business

Approved by:
Clayton H. Tugonon
Executive Director

12/05
Ma. Lourdes D. Mediran
Deputy Executive Director

Participation Fee : US$ 3,500 x 13 companies = US$ 45,500 x ₱52 = ₱2,366,000
+ ₱1.0 M (from EMB) =

₱3.366 M / ₱60 M = 56.1% CRR

Item

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program: ~~INDEX~~ Dubai 2018

MONTH	QTY	UNIT	DESCRIPTION	Total
			Additional Props & Display Materials	P 52,000.00
			Plane Fare	104,000.00
			TOTAL	P 156,000.00

In lieu of the requirements for cancellation, kindly include the following in our APP:

MONTH	QTY	UNIT	DESCRIPTION	Total
			Additional Props and Display Materials	26,000.00
			Plane Fare	130,000.00
			TOTAL	P 156,000.00

For your consideration.

RECEIVED
15 MAR 2018

Recommending Approval:

3/15
ROWENA G. MENDOZA
OIC-Department Manager, CBD

Approved by:

BAC APPROVED

MA. LOURDES D. MEDIRAN
Deputy Executive Director

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : INDEX DUBAI
PLACE : DUBAI WORLD TRADE CENTRE, UAE
DATE : 26-29 MARCH 2018
as of 22 November 2017

Project Manager :
Division : HOME LIFESTYLE
Product Category : HOME & FASHION ACCESSORIES
Classification : Regular Developmental



BUDGET

PARTICULARS	FOREIGN	LOCAL	TOTAL
	COST (US$)	COST (PhP)	COST (PhP)
1. SPACE RENTAL	39,855.00		2,072,460.00
1.1 Raw Space cost (96sq.m. USD 410/sq.m.)	39,360.00		2,046,720.00
1.2 Compulsary Marketing Fee (USD 495) - includes administration, enhanced online listing, insurance, and lead retrieval app	495.00		25,740.00
2. BOOTH CONSTRUCTION	30,800.00		1,601,600.00
2.1 Stand Installation / Dismantling / Fireproofing (96sqm @ USD 300)	28,800.00		1,497,600.00
2.2 Additional Props & Display Materials	1,000.00		52,000.00
2.3 Electrical Installation and consumption	1,000.00		52,000.00
2.4 Water connection and consumption			-
2.5 Rental of additional equipment/device, audio, coffeemaker, kitchen tools, etc			-
2.6 Other Expenses e.g. rigging, hang points, etc			-
2.7 Onsite Expenses			-
2.8 Additional Ingress Days			-
3. STAND SERVICES			-
3.1 Stand Cleaning/ Disposal of Empties			
3.2 Stand Security			
3.3 Internet Connection			
3.4 Stand Photography			
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)			
3.6 Stand Hospitality			
4. PROMOTIONS & PUBLICITY		100,000.00	100,000.00
4.1 PR			
a. Fly-Out Journlist			
b. International Publicist			
c. Copywriter			
4.2 Advertising			
a. Print - Catalogue Listings/Media Package, etc			
b. Online			
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)			
4.3 Collaterals			
a. Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		65,000.00	65,000.00
b. Press Kits		35,000.00	35,000.00
4.4 Press Tokens/Buyers' Giveaways			
4.5 Photography			
4.6 CD/Video Production			
4.7 Material Box			-
4.8 Postcards for Material Box			-
4.9 Others			
5. SPECIAL EVENTS			
5.1 VIP/Buyer Reception			
5.2 Program Requirements			
a. Staffing (Interpreters/Receptionists/Hostesses)			
b. Catering/ F&B Requirements			
c. Function Room Rental and equipment (Audio visual, chairs, etc.)			
d. Decoration/Props/Backdrop/Signages			
e. Entertainment, if any			
f. Others (tokens, program kits, photography, etc.)			
5.3. Culinary/Cooking Demo/Food Sampling			
a. Hiring of Chefs (Prof. Fee, if any)			
b. Ingredients and Kitchen utensils			
c. Cooking Battery (rental of kitchen equipment)			
d. Food sampling paraphernalia			
6. TRAVEL	7,401.92	9,240.00	394,139.84
A. Project Officers/Officials			
A.1. International			
a. Plane Fare (US$ 1000 x 2 pax)	2,000.00		104,000.00
b. Hotel Accommodation (DSA rate US$392 x 62% x 6 nights)	2,916.48		151,656.96
c. Per Diem (DSA rate US$392 x 38% x 7 days)	2,085.44		108,442.88
d. Inland Transportation	400.00		20,800.00
e. Pre-Travel Expenses		3,000.00	3,000.00
f. Travel Insurance		3,000.00	3,000.00
g. Travel Tax		3,240.00	3,240.00
A.2. Local			
a. Plane Fare			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			

CITEM

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B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Flyout Journalist			
B.1 International			
a. Plane Fare			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			
e. Pre-Travel Expenses			
f. Travel Insurance			
g. Travel Tax			
B.2 Local			
a. Plane Fare (PHP x pax)			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			
7. ON-SITE EXPENSES	*100.00*		*5,200.00*
7.1 Briefing/Meeting Expenses			
7.2 Transportation / Vehicle Rental			
7.3 Comm / Admin Expenses	100.00		5,200.00
8. PRODUCT DEVELOPMENT			
8.1 Consultant's Fee			
8.2 Meetings / One-On-One Consultation/ Others			
8.3 Prototyping Expenses			
9. SHIPMENT	*200.00*	-	*10,400.00*
9.1 Shipment of Stand Props & Promo Collateral			
9.2 Excess Baggage Allowance	200.00		10,400.00
10. SECRETARIAT		*816,200.16*	*816,200.16*
10.1 Telephone / Telex / Fax		5,000.00	5,000.00
10.2 Office Supplies			
10.3 Bank / Remittance Charges		10,000.00	10,000.00
10.4 Share in Copier Rental			
10.5 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00
10.6 Courier/Postage		22,300.00	22,300.00
10.7 Meeting /Briefings/De-Briefing Expenses		12,000.00	12,000.00
10.8 Service Providers Salary (2pax x15K x 3mos)		750,000.00	750,000.00
10.9 Mock-Up expenses (props, other services, etc.)			
10.10 Miscellaneous		15,900.16	15,900.16
10.11 Telemarketer			
11. TRAININGS / SEMINARS			
11.1 Experts' Fees			
11.2 Venue Rental			
11.3 Food			
12. LOOK BOOK			
12.1 Printing of Look Book			
GRAND TOTAL	78,356.92	925,440.16	5,000,000.00

Notes
1. Exchange rate used: USD 1 = PHP 52 as of November 2017
2. UNDP DSA rate as of October 2017

Target No. of Exhibitors: 15 x US$ 3500 = US$ 52500 = ₱ 2,677,500

Target Income: PhP 2,437,500 (net of VAT) ₱ 2,356,200.

Budget Sources:
IndexDubai: PHP5.0M

Part. Fee: USD 3,500 (VAT inclusive)

CRR: 49% 47.8

Submitted by:

ANNA MARIE ALZONA
OIC-DC Fashion Lifestyle
Consumer Business Dept

Recommending Approval by:

DORIS U. GACHO
OIC-Department Manager
Consumer Business Department

DED MA. LOURDES D. MEDIRAN
Supervising DED for Finance

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM
BAC APPROVED

BIDS AND AWARDS COMMITTEE
11/29/17

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : INDEX DUBAI
PLACE : DUBAI WORLD TRADE CENTRE, UAE
DATE : 26 - 29 MARCH 2018

Project Manager
Division : HOME LIFESTYLE
Product Category : FURNITURE & FURNISHINGS
Classification : [■] Regular [ ] Developmental

PROJECT PROCUREMENT MANAGEMENT PLAN

PARTICULARS	FOREIGN COST (US$)	LOCAL COST (PhP)	TOTAL COST (PhP)	Procurement Method	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release / Delivery
1. SPACE RENTAL	39,855.00		2,072,460.00									
1.1 Raw Space cost (96sq.m. USD 410/sq.m.+ vat)	39,360.00		2,046,720.00	DC								
1.2 Compulsary Marketing Fee (USD 495) - includes administration, enhanced online listing, insurance, and lead retrieval app	495.00		25,740.00	DC								
2. BOOTH CONSTRUCTION	30,800.00		1,601,600.00									
2.1 Stand Installation / Dismantling / Fireproofing (96sqm @ USD 300)	28,800.00		1,497,600.00	NP								
2.2 Additional Props & Display Materials	1,000.00		52,000.00	NP								
2.3 Electrical Installation and consumption	1,000.00		52,000.00	DC								
2.4 Water connection and consumption												
2.5 Rental of additional equipment/device, audio, coffeemaker, kitchen tools, etc.												
2.6 Other Expenses e.g. rigging, hang points, etc.												
2.7 Onsite Expenses												
2.8 Additional Ingress Days												
3. STAND SERVICES												
3.1 Stand Cleaning/ Disposal of Empties												
3.2 Stand Security												
3.3 Internet Connection												
3.4 Stand Photography												
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)												
3.6 Stand Hospitality												
4. PROMOTIONS & PUBLICITY		100,000.00	100,000.00									
4.1 PR												
a. Fly-Out Journlist												
b. International Publicist												
c. Copywriter												
4.2 Advertising												
a. Print - Catalogue Listings/Media Package, etc.												
b. Online												
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)												
4.3 Collaterals												
a. Directory of Echibitors/ Brochures / Flyers/Translation Services, only if applicable		65,000.00	65,000.00	SVP								
b. Press Kits		35,000.00	35,000.00	S								
4.4 Press Tokens/Buyers' Giveaways												
4.5 Photography												
4.6 CD/Video Production												
4.7 Material Box												
4.8 Postcards for Material Box												
4.9 Others												
5. SPECIAL EVENTS												
5.1 VIP/Buyer Reception												
5.2 Program Requirements												
a. Staffing (Interpreters/Receptionists/Hostesses)												
b. Catering/ F&B Requirements												
c. Function Room Rental and equipment (Audio visual, chairs, etc.)												
d. Decoration/Props/Backdrop/Signages												
e. Entertainment, if any												
f. Others (tokens, program kits, photography, etc.)												
5.3 Culinary/Cooking Demo/Food Sampling												
a. Hiring of Chefs (Prof. Fee, if any)												
b. Ingredients and Kitchen utensils												
c. Cooking Battery (rental of kitchen equipment)												
d. Food sampling paraphernalia												

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6. TRAVEL	7,401.92	9,240.00	394,139.84	
A. Project Officers/Officials				
A.1 International				
a. Plane Fare (US$ 1000 x 2 pax)	2,000.00		104,000.00	SVP
b. Hotel Accommodation (DSA rate US$392 x 62% x 6 nights X 2)	2,916.48		151,656.96	N/A
c. Per Diem (DSA rate US$392 x 38% x 7 days)	2,085.44		108,442.88	N/A
d. Inland Transportation	400.00		20,800.00	N/A
e. Pre-Travel Expenses		3,000.00	3,000.00	N/A
f. Travel Insurance		3,000.00	3,000.00	N/A
g. Travel Tax		3,240.00	3,240.00	N/A
A.2 Local				
a. Plane Fare				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				
B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Flyout Journalist				
B.1 International				
a. Plane Fare				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				
e. Pre-Travel Expenses				
f. Travel Insurance				
g. Travel Tax				
B.2 Local				
a. Plane Fare (PHP x pax)				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				
7. ON-SITE EXPENSES	100.00		5,200.00	
7.1 Briefing/Meeting Expenses				
7.2 Transportation / Vehicle Rental				
7.3 Comm / Admin Expenses	100.00		5,200.00	N/A
8. PRODUCT DEVELOPMENT				
8.1 Consultant's Fee				
8.2 Meetings / One-On-One Consultation/ Others				
8.3 Prototyping Expenses				
9. SHIPMENT	200.00	-	10,400.00	
9.1 Shipment of Stand Props & Promo Collateral				S
9.2 Excess Baggage Allowance	200.00		10,400.00	N/A
10. SECRETARIAT		816,200.16	816,200.16	
10.1 Telephone / Telex / Fax		5,000.00	5,000.00	N/A
10.2 Office Supplies				
10.3 Bank / Remittance Charges		10,000.00	10,000.00	N/A
10.4 Share in Copier Rental				
10.5 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00	S
10.6 Courier/Postage		22,300.00	22,300.00	S
10.7 Meeting /Briefings/De-Briefing Expenses		12,000.00	12,000.00	N/A
10.8 Service Providers Salary (2pax x15K x 3mos)		750,000.00	750,000.00	N/A
10.9 Mock-Up expenses (props, other services, etc)				
10.10 Miscellaneous		15,900.16	15,900.16	N/A
10.11 Telemarketer				
11. TRAININGS / SEMINARS				
11.1 Experts' Fees				
11.2 Venue Rental				
11.3 Food				
12. LOOK BOOK				
12.1 Printing of Look Book				
GRAND TOTAL	78,356.92	925,440.16	5,000,000.00	

Notes:
1. Exchange rate used: USD 1 = PHP 52 as of November 2017
2. UNDP DSA rate as of October 2017

Revenue US$ 3500 x 15 cos = US$ 52500 (Php 2,677,500) → Net of 12% VAT = ₱ 2,390,625
CRR : 47% 47.87

Submitted by:

ANNA MARIE ALZONA
OIC-DC Fashion Lifestyle Consumer Business Dept

Recommending Approval by:

DORIS U. GACHO
OIC-Department Manager, Consumer Business Dept

DED MA. LOURDES D. MEDIRAN
OIC, Corporate Services
11/27

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : INDEX DUBAI
PLACE : DUBAI WORLD TRADE CENTRE, UAE
DATE : 26 - 29 MARCH 2018
as of 22 Nov 2017

Project Manager :
Division : HOME LIFESTYLE
Product Category : FURNITURE & FURNISHINGS
Classification : ■ Regular ☐ Developmental

BIDS AND AWARDS COMMITTEE SECRETARIAT RECEIVED 11/29/17

PROJECT PROCUREMENT MANAGEMENT PLAN

PARTICULARS	FOREIGN COST (US$)	LOCAL COST (PhP)	TOTAL COST (PhP)	Procurement Method	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release / Delivery
1. SPACE RENTAL	*39,855.00*		*2,072,460.00*									
1.1 Raw Space cost (96sq.m. USD 410/sq.m.+ vat)	39,360.00		2,046,720.00	DC NP-B								
1.2 Compulsary Marketing Fee (USD 495) - includes administration, enhanced online listing, insurance, and lead retrieval app	495.00		25,740.00	DC								
2. BOOTH CONSTRUCTION	*30,800.00*		*1,601,600.00*									
2.1 Stand Installation / Dismantling / Fireproofing (96sqm @ USD 300)	28,800.00		1,497,600.00	NP								
2.2 Additional Props & Display Materials	1,000.00		52,000.00	NP								
2.3 Electrical Installation and consumption	1,000.00		52,000.00	DC								
2.4 Water connection and consumption												
2.5 Rental of additional equipment/device, audio, coffeemaker, kitchen tools, etc.												
2.6 Other Expenses e.g. rigging, hang points, etc.												
2.7 Onsite Expenses												
2.8 Additional Ingress Days												
3. STAND SERVICES			-									
3.1 Stand Cleaning/ Disposal of Empties												
3.2 Stand Security												
3.3 Internet Connection												
3.4 Stand Photography												
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)												
3.6 Stand Hospitality												
4. PROMOTIONS & PUBLICITY		*100,000.00*	*100,000.00*									
4.1 PR												
a. Fly-Out Journlist												
b. International Publicist												
c. Copywriter												
4.2 Advertising												
a. Print - Catalogue Listings/Media Package, etc..												
b. Online												
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)												
4.3 Collaterals												
a. Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		65,000.00	65,000.00	SVP								
b. Press Kits		35,000.00	35,000.00	S								
4.4 Press Tokens/Buyers' Giveaways												
4.5 Photography												
4.6 CD/Video Production												
4.7 Material Box												
4.8 Postcards for Material Box			-									
4.9 Others												
5. SPECIAL EVENTS												
5.1 VIP/Buyer Reception												
5.2 Program Requirements												
a. Staffing (Interpreters/Receptionists/Hostesses)												
b. Catering/ F&B Requirements												
c. Function Room Rental and equipment (Audio visual, chairs, etc.)												
d. Decoration/Props/Backdrop/Signages												
e. Entertainment, if any												
f. Others (tokens, program kits, photography, etc.)												
5.3 Culinary/Cooking Demo/Food Sampling												
a. Hiring of Chefs (Prof. Fee, if any)												
b. Ingredients and Kitchen utensils												
c. Cooking Battery (rental of kitchen equipment)												
d. Food sampling paraphernalia												

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6. TRAVEL	*7,401.92*	*9,240.00*	*394,139.84*		
A. Project Officers/Officials					
A.1. International					
a. Plane Fare (US$ 1000 x 2 pax)	2,000.00		104,000.00	SVP	
b. Hotel Accommodation (DSA rate US$392 x 62% x 6 nights X 2)	2,916.48		151,656.96	N/A	
c. Per Diem (DSA rate US$392 x 38% x 7 days)	2,085.44		108,442.88	N/A	
d. Inland Transportation	400.00		20,800.00	N/A	
e. Pre-Travel Expenses		3,000.00	3,000.00	N/A	
f. Travel Insurance		3,000.00	3,000.00	N/A	
g. Travel Tax		3,240.00	3,240.00	N/A	
A.2. Local					
a. Plane Fare					
b. Hotel Accommodation					
c. Per Diem					
d. Inland Transportation					
B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Flyout Journalist					
B.1. International					
a. Plane Fare					
b. Hotel Accommodation					
c. Per Diem					
d. Inland Transportation					
e. Pre-Travel Expenses					
f. Travel Insurance					
g. Travel Tax					
B.2. Local					
a. Plane Fare (PHP x pax)					
b. Hotel Accommodation					
c. Per Diem					
d. Inland Transportation					
7. ON-SITE EXPENSES	*100.00*		*5,200.00*		
7.1 Briefing/Meeting Expenses					
7.2 Transportation / Vehicle Rental					
7.3 Comm / Admin Expenses	100.00		5,200.00	N/A	
8. PRODUCT DEVELOPMENT					
8.1 Consultant's Fee					
8.2 Meetings / One-On-One Consultation/ Others					
8.3 Prototyping Expenses					
9. SHIPMENT	*200.00*	-	*10,400.00*		
9.1 Shipment of Stand Props & Promo Collateral				S	
9.2 Excess Baggage Allowance	200.00		10,400.00	N/A	
10. SECRETARIAT		*816,200.16*	*816,200.16*		
10.1 Telephone / Telex / Fax		5,000.00	5,000.00	N/A	
10.2 Office Supplies					
10.3 Bank / Remittance Charges		10,000.00	10,000.00	N/A	
10.4 Share in Copier Rental					
10.5 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00	S	
10.6 Courier/Postage		22,300.00	22,300.00	S	
10.7 Meeting /Briefings/De-Briefing Expenses		12,000.00	12,000.00	N/A	
10.8 Service Providers Salary (2pax x15K x 3mos)		750,000.00	750,000.00	N/A	
10.9 Mock-Up expenses (props, other services, etc.)					
10.10 Miscellaneous		15,900.16	15,900.16	N/A	
10.11 Telemarketer					
11. TRAININGS / SEMINARS					
11.1 Experts' Fees					
11.2 Venue Rental					
11.3 Food					
12. LOOK BOOK					
12.1 Printing of Look Book					
GRAND TOTAL	78,356.92	925,440.16	5,000,000.00		

Notes:
1. Exchange rate used: USD 1 = PHP 52 as of November 2017
2. UNDP DSA rate as of October 2017

Revenue US$ 3500 x 15 cos = US$ 52500 (Php 2,677,500) → Net of 12% VAT = ₱ 2,390,625
CRR : 47% 47.8%

* NEGO PROCUREMENT - OVERSEAS TRAVEL Invitation NO. 38-2017

Submitted by:
ANNA MARIE ALZONA
OIC-DC Fashion Lifestyle.Consumer Business Dept.

Recommending Approval by:
DORIS U. GACHO
OIC-Department Manager, Consumer Business Dept.

DED MA. LOURDES D. MEDIRAN
OIC, Corporate Services
11/27

Approved by:
CLAYTON H. TUGONON
Executive Director

CITEM
BAC APPROVED

FOR: **INTERNATIONAL PROJECTS**
TITLE OF PROJECT : **INDEX DUBAI**
PLACE : **DUBAI WORLD TRADE CENTRE, UAE**
DATE : **26-29 MARCH 2018**
as of 22 November 2017

Project Manager :
Division : **HOME LIFESTYLE**
Product Category : **HOME & FASHION ACCESSORIES**
Classification : Regular Developmental

AWARDS COMMITTEE
RECEIVED
By:
Date: 11/24/17
SECRETARIAT

BUDGET

PARTICULARS	FOREIGN	LOCAL	TOTAL
	COST (US$)	COST (PhP)	COST (PhP)
1. SPACE RENTAL	*39,855.00*		*2,072,460.00*
1.1 Raw Space cost (96sq.m. USD 410/sq.m.)	39,360.00		2,046,720.00
1.2 Compulsary Marketing Fee (USD 495) - includes administration, enhanced online listing, insurance, and lead retrieval app	495.00		25,740.00
2. BOOTH CONSTRUCTION	*30,800.00*		*1,601,600.00*
2.1 Stand Installation / Dismantling / Fireproofing (96sqm @ USD 300)	28,800.00		1,497,600.00
2.2 Additional Props & Display Materials	1,000.00		52,000.00
2.3 Electrical Installation and consumption	1,000.00		52,000.00
2.4 Water connection and consumption			-
2.5 Rental of additional equipment/device, audio, coffeemaker, kitchen tools, etc.			-
2.6 Other Expenses e.g. rigging, hang points, etc.			-
2.7 Onsite Expenses			-
2.8 Additional Ingress Days			-
3. STAND SERVICES			-
3.1 Stand Cleaning/ Disposal of Empties			
3.2 Stand Security			
3.3 Internet Connection			
3.4 Stand Photography			
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)			
3.6 Stand Hospitality			
4. PROMOTIONS & PUBLICITY		*100,000.00*	*100,000.00*
4.1 PR			
a. Fly-Out Journlist			
b. International Publicist			
c. Copywriter			
4.2 Advertising			
a. Print - Catalogue Listings/Media Package, etc..			
b. Online			
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)			
4.3 Collaterals			
a. Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		65,000.00	65,000.00
b. Press Kits		35,000.00	35,000.00
4.4 Press Tokens/Buyers' Giveaways			
4.5 Photography			
4.6 CD/Video Production			
4.7 Material Box			-
4.8 Postcards for Material Box			-
4.9 Others			
5. SPECIAL EVENTS			
5.1 VIP/Buyer Reception			
5.2 Program Requirements			
a. Staffing (Interpreters/Receptionists/Hostesses)			
b. Catering/ F&B Requirements			
c. Function Room Rental and equipment (Audio visual, chairs, etc.)			
d. Decoration/Props/Backdrop/Signages			
e. Entertainment, if any			
f. Others (tokens, program kits, photography, etc.)			
5.3 Culinary/Cooking Demo/Food Sampling			
a. Hiring of Chefs (Prof. Fee, if any)			
b. Ingredients and Kitchen utensils			
c. Cooking Battery (rental of kitchen equipment)			
d. Food sampling paraphernalia			
6. TRAVEL	*7,401.92*	*9,240.00*	*394,139.84*
A. Project Officers/Officials			
A.1. International			
a. Plane Fare (US$ 1000 x 2 pax)	2,000.00		104,000.00
b. Hotel Accommodation (DSA rate US$392 x 62% x 6 nights)	2,916.48		151,656.96
c. Per Diem (DSA rate US$392 x 38% x 7 days)	2,085.44		108,442.88
d. Inland Transportation	400.00		20,800.00
e. Pre-Travel Expenses		3,000.00	3,000.00
f. Travel Insurance		3,000.00	3,000.00
g. Travel Tax		3,240.00	3,240.00
A.2. Local			
a. Plane Fare			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			

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B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Flyout Journalist			
B.1. International			
a. Plane Fare			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			
e. Pre-Travel Expenses			
f. Travel Insurance			
g. Travel Tax			
B.2. Local			
a. Plane Fare (PHP x pax)			
b. Hotel Accommodation			
c. Per Diem			
d. Inland Transportation			
7. ON-SITE EXPENSES	*100.00*		*5,200.00*
7.1 Briefing/Meeting Expenses			
7.2 Transportation / Vehicle Rental			
7.3 Comm / Admin Expenses	100.00		5,200.00
8. PRODUCT DEVELOPMENT			
8.1 Consultant's Fee			
8.2 Meetings / One-On-One Consultation/ Others			
8.3 Prototyping Expenses			
9. SHIPMENT	*200.00*	-	*10,400.00*
9.1 Shipment of Stand Props & Promo Collateral			
9.2 Excess Baggage Allowance	200.00		10,400.00
10. SECRETARIAT		*816,200.16*	*816,200.16*
10.1 Telephone / Telex / Fax		5,000.00	5,000.00
10.2 Office Supplies			
10.3 Bank / Remittance Charges		10,000.00	10,000.00
10.4 Share in Copier Rental			
10.5 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00
10.6 Courier/Postage		22,300.00	22,300.00
10.7 Meeting /Briefings/De-Briefing Expenses		12,000.00	12,000.00
10.8 Service Providers Salary (2pax x15K x 3mos)		750,000.00	750,000.00
10.9 Mock-Up expenses (props, other services, etc.)			
10.10 Miscellaneous		15,900.16	15,900.16
10.11 Telemarketer			
11. TRAININGS / SEMINARS			
11.1 Experts' Fees			
11.2 Venue Rental			
11.3 Food			
12. LOOK BOOK			
12.1 Printing of Look Book			
GRAND TOTAL	78,356.92	925,440.16	5,000,000.00

Notes:
1. Exchange rate used: USD 1 = PHP 52 as of November 2017
2. UNDP DSA rate as of October 2017

Target No. of Exhibitors: 15 x US$ 3500 = US$ 52500 = ₱ 2,677,500

Target Income: PhP 2,437,500 (net of VAT) ₱ 2,356,200.

Budget Sources:
IndexDubai: PHP5.0M

Part. Fee: USD 3,500 (VAT inclusive)

CRR: 49% 47.8

Submitted by:

ANNA MARIE ALZONA
OIC-DC Fashion Lifestyle
Consumer Business Dept.

Recommending Approval by:

DORIS U. GACHO
OIC-Department Manager
Consumer Business Department

DED MA. LOURDES D. MEDIRAN
Supervising DED for Finance

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

MAISONBJET PARIS 2018
07 - 11 SEPTEMBER 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
as of 19 January 2018

MAISON&OBJET PARIS 2018
07 - 11 SEPTEMBER 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
as of 19 January 2018

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
Date: 02/02/18
SECRETARIAT

PARTICULARS	Unit	Qty	Estimated Cost	Procurement Method	CITEM	Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery	Other Sources
1. VENUE RENTAL					**2,262,015.00**									
1.1 Space cost (100sqm @ Euro 317/sqm)				~~DC~~ NP-D	1,997,100.00									
1.2 Corner Supplement (space rental x 10%. If >200, FOC)				~~DC~~ NP-D	199,710.00									
1.3 Compulsary Exhibition Package (Euro 535)				~~DC~~ NP-D	33,705.00									
1.4 Badge Reader (Euro 50 x 5 days x 2 brands)				~~DC~~ NP-D	31,500.00									
1.5 Additional Catalog Listing (Euro 250 x 15 brands)														
2. BOOTH CONSTRUCTION					**1,682,100.00**									
2.1 Stand Installation/Dismantling/Fireproofing (100sqm x Euro300)				~~DC~~ NP-D	1,543,500.00									
2.2 Additional Props & Display Materials				DC NP-D	25,200.00									
2.3 Electrical Installation and Consumption				DC NP-D	63,000.00									
2.4 Water Connection and Consumption														
2.5 Rental of additional equipment, audio, coffeemaker, kitchen tools, etc.				~~DC~~ NP-D	31,500.00									
2.6 Other Expenses e.g. rigging, hang points, etc.														
2.7 Onsite Expenses				~~DC~~ NP-D	18,900.00									
2.8 Additional Ingress Days														
3. STAND SERVICES					**113,400.00**									
3.1 Stand Cleaning / Disposal of Empties (200 sqm @ Euro 4 sqm				NP-D										
3.2 Stand Security				NP-D										
3.3 Internet Connection				NP-D										
3.4 Stand Photography				NP-D										
3.5 Staffing (Stand Hostesses/Assistants/Interpreter, Helpers)				NP-D	94,500.00									
3.6 Stand Hospitality				NP-D	18,900.00									
4. PROMOTIONS & PUBLICITY					**80,000.00**									
4.1 PR														
a. Fly-out Journalist														
b. International Publicity														
c. Copywriter														
4.2 Advertising														
a. Print - Catalogue Listings/Media Package, etc.														
b. Online														
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)														
4.3 Collaterals														
a. Directory of Exhibitors/Brocure/Flyers/Translation Services, only if applicable				SVP ~~NP~~	60,000.00									
b. Press Kits														
4.4 Press Tokens/Buyers' Giveaways														
4.5 Photography														
4.6 CD/Video Production														
4.7 Material Box														
4.8 Postcards for Material Box														
4.9 Others				N/A	20,000.00									
5. SPECIAL EVENTS														
5.1 VIP/Buyer Reception														
5.2 Program Requirements														
a. Staffing (Interpreters/Receptionists/Hostesses)														
b. Catering/F&B Requirements														
c. Function Room Rental & Equipment (audio visual, chairs)														
d. Decoration/Props/Backdrop/Signages														
e. Entertainment, if any														
f. Others (tokens, program kits, photography, etc)														
5.3 Culinary/Cooking Demo/Food Sampling														

CITEM

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MAISONBJET PARIS 2018
07 - 11 SEPTEMBER 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
as of 19 January 2018

a. Hiring of Chefs (Prof. fee, if any)															
b. Ingredients and Kitchen Utensils															
c. Cooking Battery (rental of kitchen equipment)															
d. Food Sampling Paraphernalia															
6. TRAVEL					272,180.68										
A. Project Officer/Officials (project coordinator & exhibition designer)															
A.1 International															
a. Plane Fare (US$1,800 x 2 pax)				MP SVP	76,500.00										
b. Hotel Accommodation (DSA rate US$391 x 52% x 9 nights)					93,323.88										
c. Per Diem (DSA rate US$391 x 48% x 10 days)					95,716.80										
d. Inland Transportation															
e. Pre-Travel Expenses					1,500.00										
f. Travel Insurance				SV	3,500.00										
g. Travel Tax					1,620.00										
A.2 Local															
a. Plane Fare															
b. Hotel Accommodation															
c. Per Diem															
d. Inland Transportation															
B. Exhibit Curator/Consultants/Chefs/Culinary Team Flyout Journalist															
B.1 International															
a.Plane Fare															
b. Hotel Accommodation															
c. Per Diem															
d. Inland Transportation															
e. Pre-Travel Expenses															
f. Travel Insurance															
g. Travel Tax															
B.2 Local															
a. Plane Fare (Php __ x __ pax)															
b. Hotel Accommodation															
c. Per Diem															
d. Inland Transportation															
7. ON-SITE EXPENSES					10,200.00										
7.1 Briefing/Meeting Expenses															
7.2 Transportation/Vehicle Rental															
7.3 Communication/Administrative Expenses					10,200.00										
8. PRODUCT DEVELOPMENT					500,000.00										
8.1 Consultants' fee				SV P	500,000.00										
8.2 Meetings/One-on-one Consultation/Others															
8.3 Prototyping Expenses															
9. SHIPMENT					110,200.00										
9.1 Shipment of Stand Props & Promo Collateral				MP SVP	100,000.00										
9.2 Excess Baggage Allowance				SV	10,200.00										
10. SECRETARIAT					969,924.32										
10.1 Telephone /Telex/Fax				SV	5,000.00										
10.2 Office Supplies				SV	10,000.00										
10.3 Bank/Remittance Charges				SV	2,000.00										
10.4 Share in Copier Rental															
10.5 Printing Business Cards (with translation)															
10.6 Courier/Postage				SV P	10,733.80										
10.7 Meeting/Briefings/De-briefing Expenses					15,000.00										
10.8 Service Providers Salary (2 pax x 18K x 6 mos)					900,000.00										
10.9 Mock-up expenses (props, other services, etc.)				SV P	10,000.00										
10.10 Miscellaneous				SV P	17,190.52										
10.11 Telemarketer															

BAC APPROVED

MAISONBJET PARIS 2018
07 - 11 SEPTEMBER 2018
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
as of 19 January 2018

11. TRAININGS/SEMINAR					-									
11.1 Experts' Fees														
11.2 Venue Rental														
11.3 Telemarketer														
12. LOOK BOOK					-									
12.1 Printing of Lookbook														
TOTAL BUDGET					6,000,000.00									

Prepared by:
THELMA C. PAJULAS

Noted by:
ANNA MARIE ALZONA
OIC-DC, Fashion Lifestyle

Recommending Approval:
ATTY. ANNA GRACE I. MARPURI
OIC-Department Manager, CBD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:
CLAYTON H. TUGONON
Executive Director

LEGEND:

NA – Not Applicable
NP – Negotiated Procurement
S – Shopping
SVP – Small Value Procurement
DP – Direct Purchase
PB – Public Bidding

CITEM

BAC APPROVED

FOR: **INTERNATIONAL PROJECTS**
TITLE OF PROJECT : **MAISON&OBJET PARIS**
PLACE : **PARC DES EXPOSITIONS, PARIS-NORD VILLEPINTE, FRANCE**
DATE : **07 - 11SEPTEMBER 2018**
as of 15 January 2018

Project Manager :
Division : **HOME/FASHION LIFESTYLE**
Product Category : **HOME & FASHION ACCESSORIES**
Classification : Regular [ ] Developmental

BUDGET

PARTICULARS	FOREIGN COST (EUR)	FOREIGN COST (US$)	LOCAL COST (PhP)	TOTAL COST (PhP)
1. SPACE RENTAL	35,905.00			2,262,015.00
1.1 Space cost (100sq.m. @ EURO 317/sq.m.)	31,700.00			1,997,100.00
1.2 Corner Supplement (space rental x 10%. If >200, FOC)	3,170.00			199,710.00
1.3 Compulsary Exhibition Package (EURO 535)	535.00			33,705.00
1.4 Badge Reader (EURO 50 x 5 days x 2 brands)	500.00			31,500.00
1.5 Additional Catalog Listing (EURO 250 x 15 brands)				
2. BOOTH CONSTRUCTION	26,700.00			1,682,100.00
2.1 Stand Installation / Dismantling / Fireproofing (100sqm @ EURO 245)	24,500.00			1,543,500.00
2.2 Additional Props & Display Materials	400.00			25,200.00
2.3 Electrical Installation and consumption	1,000.00			63,000.00
2.4 Water connection and consumption				
2.5 Rental of additional equipment/device, audio, coffeemaker, kitchen tools, etc.	500.00			31,500.00
2.6 Other Expenses e.g. rigging, hang points, etc.				
2.7 Onsite Expenses	300.00			18,900.00
2.8 Additional Ingress Days				
3. STAND SERVICES	1,800.00			113,400.00
3.1 Stand Cleaning/ Disposal of Empties (200 sqm @ EURO 4/sqm)				
3.2 Stand Security				
3.3 Internet Connection				
3.4 Stand Photography				
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	1,500.00			94,500.00
3.6 Stand Hospitality	300.00			18,900.00
4. PROMOTIONS & PUBLICITY			80,000.00	80,000.00
4.1 PR				
a. Fly-Out Journlist				
b. International Publicist				
c. Copywriter				
4.2 Advertising				
a. Print - Catalogue Listings/Media Package, etc..				
b. Online				
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)				
4.3 Collaterals				
a. Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable			60,000.00	60,000.00
b. Press Kits				
4.4 Press Tokens/Buyers' Giveaways				
4.5 Photography				
4.6 CD/Video Production				
4.7 Material Box				-
4.8 Postcards for Material Box				-
4.9 Others			20,000.00	20,000.00
5. SPECIAL EVENTS				
5.1 VIP/Buyer Reception				
5.2 Program Requirements				
a. Staffing (Interpreters/Receptionists/Hostesses)				
b. Catering/ F&B Requirements				
c. Function Room Rental and equipment (Audio visual, chairs, etc.)				
d. Decoration/Props/Backdrop/Signages				
e. Entertainment, if any				
f. Others (tokens, program kits, photography, etc.)				
5.3 Culinary/Cooking Demo/Food Sampling				
a. Hiring of Chefs (Prof. Fee, if any)				
b. Ingredients and Kitchen utensils				
c. Cooking Battery (rental of kitchen equipment)				
d. Food sampling paraphernalia				
6. TRAVEL		5,206.68	272,160.68	272,160.68
A. Project Officers/Officials (project officer & exhibition designer)				
A.1. International				
a. Plane Fare (US$ 1500 x 1 pax)		1,500.00	76,500.00	76,500.00
b. Hotel Accommodation (DSA rate US$391 x 52% x 9 nights)		1,829.88	93,323.88	93,323.88
c. Per Diem (DSA rate US$391 x 48% x 10 days)		1,876.80	95,716.80	95,716.80
d. Inland Transportation				
e. Pre-Travel Expenses			1,500.00	1,500.00
f. Travel Insurance			3,500.00	3,500.00
g. Travel Tax			1,620.00	1,620.00
A.2. Local				
a. Plane Fare				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				

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B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Flyout Journalist				
B.1. International				
a. Plane Fare				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				
e. Pre-Travel Expenses				
f. Travel Insurance				
g. Travel Tax				
B.2. Local				
a. Plane Fare (PHP____x_____pax)				
b. Hotel Accommodation				
c. Per Diem				
d. Inland Transportation				
7. ON-SITE EXPENSES	-	200.00	10,200.00	10,200.00
7.1 Briefing/Meeting Expenses			-	-
7.2 Transportation / Vehicle Rental				-
7.3 Comm / Admin Expenses		200.00	10,200.00	10,200.00
8. PRODUCT DEVELOPMENT			500,000.00	500,000.00
8.1 Consultant's Fee			500,000.00	500,000.00
8.2 Meetings / One-On-One Consultation/ Others				
8.3 Prototyping Expenses				
9. SHIPMENT		200.00	110,200.00	110,200.00
9.1 Shipment of Stand Props & Promo Collateral			100,000.00	100,000.00
9.2 Excess Baggage Allowance		200.00	10,200.00	10,200.00
10. SECRETARIAT	-		969,924.32	969,924.32
10.1 Telephone / Telex / Fax			5,000.00	5,000.00
10.2 Office Supplies			10,000.00	10,000.00
10.3 Bank / Remittance Charges			2,000.00	2,000.00
10.4 Share in Copier Rental				
10.5 Printing of Business Cards (with translation if applicable)				
10.6 Courier/Postage			10,733.80	10,733.80
10.7 Meeting /Briefings/De-Briefing Expenses			15,000.00	15,000.00
10.8 Service Providers Salary (15%)			900,000.00	900,000.00
10.9 Mock-Up expenses (props, other services, etc.)			10,000.00	10,000.00
10.10 Miscellaneous			17,190.52	17,190.52
10.11 Telemarketer				
11. TRAININGS / SEMINARS				
11.1 Experts' Fees				
11.2 Venue Rental				
11.3 Food				
12. LOOK BOOK				
12.1 Printing of Look Book				
GRAND TOTAL	64,405.00	5,606.68	1,942,485.00	6,000,000.00

Notes: 1. Exchange rate used: USD 1 = PHP 51 as of January 2018 2. Exchange rate used: EUR 1 = PHP 63 as of January 2018 3. UNDP DSA rate as of January 2018	Target No. of Exhibitors: 15 Participation Fee: USD 3,500.00 each	Budget Sources: M&O: PHP 6.0M CRR: 44.62%

Prepared By	Noted By	Recommending Approal	Approved by
Windy P. Añonuevo STIDS, Home Lifestyle	**Atty. Anna Grace I. Marpuri** OIC-DM, Consumer Business	**Maria Lourdes D. Mediran** Deputy Executive Director	**Clayton H. Tugonon** Executive Director

CITEM

BAC APPROVED

TITLE OF PROJECT: IFFT Interior Lifestyle Living 2018
PLACE: Tokyo Big Sight, Tokyo, Japan
DATE: 14-16 November 2018
as of 15 Jan 2018

PARTICULARS	ITEM COST				PROCUREMENT METHOD	PROCUREMENT CONFERENCE	ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST EVALUATION	AWARD OF CONTRACT	RELEASE / DELIVERY
	Foreign Cost in JPY	Foreign Cost in USD	Local Cost in PhP	TOTAL COST in PhP									
I. VENUE MANAGEMENT	8,293,640.00		3,815,074.40	3,815,074.40									
A. Venue (180 sqm)	**5,948,640.00**		**2,736,374.40**	**2,736,374.40**	DC NP-D								
a. Total Space Rental (JPY 275,400.00 x 20 booths) - discount + 8%	5,948,640.00		2,736,374.40	2,736,374.40									
B. Stand Services	**345,000.00**		**158,700.00**	**158,700.00**									
a. Stand Interpreters and Translation Services (3 interpreters x JPY 30,000 x 3 days) + (15 pages x JPY 5,000)	345,000.00		158,700.00	158,700.00	DC NP-D								
C. Stand Construction	**2,000,000.00**		**920,000.00**	**920,000.00**	NP-D								
II. MARKETING AND COMMUNICATIONS			92,500.00	92,500.00									
A. Marketing Collateral (Postcards)			62,500.00	62,500.00	SVP								
B. USB Press Kits			30,000.00	30,000.00	SVP								
IV. EXHIBITOR SERVICES			33,000.00	33,000.00									
A. Coordination Meetings (Venue + Food)			18,000.00	18,000.00	SVP								
B. Janitorial Services			15,000.00	15,000.00	NP								
V. TRAVEL EXPENSES	12,000.00	5,828.00	461,160.00	461,160.00									
International Travel													
a. Airfare (MNL-TOKYO, US$800 x 2 pax)		1,600.00	80,000.00	80,000.00	SVP								
b. DSA (USD302 x 7 days x 2 pax)		4,228.00	211,400.00	211,400.00	S								
c. Pre-travel Expenses (Php 2,000 x 2 pax)			4,000.00	4,000.00	S								
d. Airport Transfers (JPY 6,000 x 2 ways)	12,000.00		5,160.00	5,160.00	S								
e. Travel Insurance (Php 500 x 2 pax)			1,000.00	1,000.00	S								
Local Travel													
a. Airfare (Php 10,000 x 5 cities x 2 trips)			100,000.00	100,000.00	SVP								
b. Per diem (Php 320 x 3 days x 5 cities x 2 trips)			9,600.00	9,600.00	S								
c. Vehicle Rental			50,000.00	50,000.00	SVP								
VI. ADMINISTRATIVE SERVICES		800.00	928,265.60	928,265.60									
A. Bank Charges		500.00	25,000.00	25,000.00	S								
B. Onsite Communication Expenses		100.00	5,000.00	5,000.00	S								
C. Telephone Charges			14,436.96	14,436.96	S								
D. Direct Mailing/Courier			23,000.00	23,000.00	SVP								
E. Excess Baggage Allowance		200.00	10,000.00	10,000.00	S								
F. Service Provider			802,500.00	802,500.00	S								
G. Miscellaneous Expenses			48,328.64	48,328.64	SVP								
GRAND TOTAL	8,305,640.00	6,628.00	5,330,000.00	5,330,000.00									
Exchange Rate: JPY 1 = PHP 0.46 ; USD 1 = PHP 50 DSA and Exchange rate as of Jan 2018													

Participation Fee:	**BREAKDOWN:**	USD	PHP
USD 3,500	10 cos. X USD 3,500	35,000.00	1,750,000.00
	10 COS X USD 1,750	17,500.00	875,000.00
Target No. of Participants: 20 companies	**estimated total revenue**		**1,750,000.00**
Target CRR: 48%	**estimated total CRR**		**50%**

Submitted by:

MARIE DOMINIQUE M. RUSTIA
STIDS, Fashion Lifestyle

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC-DM, Consumer Business Dept.

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By: LUXA
Date: 02/07/18
SECRETARIAT

CITEM

BAC APPROVED

TITLE OF PROJECT: IFFT Interior Lifestyle Living 2018
PLACE: Tokyo Big Sight, Tokyo, Japan
DATE: 14-16 November 2018
as of 15 Jan 2018

PARTICULARS	CITEM COST			
	Foreign Cost in JPY	Foreign Cost in USD	Local Cost in PhP	TOTAL COST in PhP
I. VENUE MANAGEMENT	8,293,640.00		3,815,074.40	3,815,074.40
A. Venue (180 sqm)	**5,948,640.00**		**2,736,374.40**	**2,736,374.40**
a. Total Space Rental (JPY 275,400.00 x 20 booths) - discount + 8%	5,948,640.00		2,736,374.40	2,736,374.40
B. Stand Services	**345,000.00**		**158,700.00**	**158,700.00**
a. Stand Interpreters and Translation Services (3 interpreters x JPY 30,000 x 3 days) + (15 pages x JPY 5,000)	345,000.00		158,700.00	158,700.00
C. Stand Construction	**2,000,000.00**		**920,000.00**	**920,000.00**
II. MARKETING AND COMMUNICATIONS			92,500.00	92,500.00
A. Marketing Collateral (Postcards)			62,500.00	62,500.00
B. USB Press Kits			30,000.00	30,000.00
IV. EXHIBITOR SERVICES			33,000.00	33,000.00
A. Coordination Meetings (Venue + Food)			18,000.00	18,000.00
B. Janitorial Services			15,000.00	15,000.00
V. TRAVEL EXPENSES	12,000.00	5,828.00	461,160.00	461,160.00
International Travel				
a. Airfare (MNL-TOKYO, US$800 x 2 pax)		1,600.00	80,000.00	80,000.00
b. DSA (USD302 x 7 days x 2 pax)		4,228.00	211,400.00	211,400.00
c. Pre-travel Expenses (Php 2,000 x 2 pax)			4,000.00	4,000.00
d. Airport Transfers (JPY 6,000 x 2 ways)	12,000.00		5,160.00	5,160.00
e. Travel Insurance (Php 500 x 2 pax)			1,000.00	1,000.00
Local Travel				
a. Airfare (Php 10,000 x 5 cities x 2 trips)			100,000.00	100,000.00
b. Per diem (Php 320 x 3 days x 5 cities x 2 trips)			9,600.00	9,600.00
c. Vehicle Rental			50,000.00	50,000.00
VI. ADMINISTRATIVE SERVICES		800.00	928,265.60	928,265.60
A. Bank Charges		500.00	25,000.00	25,000.00
B. Onsite Communication Expenses		100.00	5,000.00	5,000.00
C. Telephone Charges			14,436.96	14,436.96
D. Direct Mailing/Courier			23,000.00	23,000.00
E. Excess Baggage Allowance		200.00	10,000.00	10,000.00
F. Service Provider			802,500.00	802,500.00
G. Miscellaneous Expenses			48,328.64	48,328.64
GRAND TOTAL	8,305,640.00	6,628.00	5,330,000.00	5,330,000.00

Exchange Rate: JPY 1 = PHP 0.46 ; USD 1 = PHP 50
DSA and Exchange rate as of Jan 2018

Participation Fee:	**BREAKDOWN:**	USD	PHP
USD 3,500	10 cos. X USD 3,500	35,000.00	1,750,000.00
	10 cos X USD 1,750	17,500.00	875,000.00
Target No. of Participants: 20 companies	**estimated total revenue**		**2,625,000.00**
Target CRR: 48%	**estimated total CRR**		**50%**

Submitted by:

MARIE DOMINIQUE M. RUSTIA
STIDS, Fashion Lifestyle

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC-DM, Consumer Business Dept.

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By:
Date: 02/05/18

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Philippine Participation in the Winter Fancy Food Show 2018

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contracts
1. Space Rental											
	1.1 Space Cost (108 sqm@USD 35/sq.ft + VAT)			2,912,000.00							
	1.2 Registration Fee (Membership Fee in US SFA)			15,600.00							
	1.3 Other releated participation cost e.g. Co-Exhibitor Fee/ Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, Seminar, etc.)			c/o Exhibitors							
	1.4 Other rentals / Insurance, etc.			c/o PTIC							
2. Booth Construction											
	2.1 Stand Installation / Dismantling / Fireproofing/ Labor/ Graphics/Flooring			2,755,563.64							
	2.2 Additional Props & Display Materials			93,600.00							
	2.3 Electrical Installation and consumption			114,400.00							
	2.4 Water connection & consumption, drain system, misc.			52,000.00							
	2.5 Rental of Lead Retrieval			31,200.00							
	2.6 Other Expenses e.g. rigging, hang points, etc.										
3. Stand Services											
	3.1 Stand Cleaning/ Disposal of Empties										
	3.2 Stand Security										
	3.3 Internet Connection										
	3.4 Stand Photography										
	3.5 Staffing (Stand Assistants)										
	3.6 Stand Hospitality										
4. Promotions and Publicity											
	4.1 PR										
	a. Fly-Out Journalist										
	b. International Publicist										
	4.2 Advertising										
	a. Print- Catalogue Listings/Media package, etc.										
	b. Online										
	c. Onsite (ad banner, cladding, glass poster, etc.)										
	4.3 Collaterals										
	a. Directory of Exhibitors/Brochures/Flyers			20,000.00							
	b. Press Kits			5,000.00							
	4.4 Press Tokens/Buyers' Giveaways										
	4.5 Photography										
	4.6 CD/Video Production										
	4.7 Others (e.g. direct mail/courier/telemarketing-FTSC)			5,200.00							
5. Special Events											
	5.1 VIP/Buyer Reception										
	5.2 Program Requirements										
	a. Staffing (Interpreters/Receptionists/Hostess)										
	b. Others										
	5.3 Culinary/Cooking Demo/Food Sampling										
	a. Hiring of Chefs (Prof. fee, if any)										
	b. Ingredients and Kitchen Utensils										
	c. Cooking Battery (rental of kitchen equipment										
	d. Food Sampling paraphernalia										

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 12/11/17
SECRETARIAT

BAC APPROVED

6. Travel					
	A. Project Officers/Officials				
	A.1 International				
	a. Plane Fare (US$1,500 x 2 pax)			156,000.00	
	b. Hotel Accommodation (DSA rate US$381 x 70% x 7 nights x 2 pax)			194,157.60	
	c. Per Diem (DSA rate US$381 x 30% x 7 days 2 pax)			81,681.60	
	(DSA rate US$114.30 X 40% X 2 pax)			4,754.88	
	d. Inland Transportation				
	e. Pre-Travel Expenses			3,000.00	
	f. Travel Insurance (Php 298 x 2pax)			569.00	
	g. Travel Tax			3,240.00	
	A.2. Local				
	a. Plane Fare (PHP____ x_____pax)				
	b. Hotel Accommodation				
	c. Per Diem				
	d. Inland Transportation				
7. On-Site Expenses					
	7.1 Briefing/Meeting Expenses				
	7.2 Transportation / Vehicle Rental			52,000.00	
	7.3 Comm / Admin Expenses			5,200.00	
8. Product Development					
	8.1 Consultant's Fee				
	8.2 Meetings / One-On-One Consultation/ Others				
	8.3 Prototyping Expenses				
9. Shipment					
	9.1 Shipment of Stand Props & Promo Collateral				
	9.2 Excess Baggage Allowance				
10. Secretariat					
	10.1 Telephone / Telex / Fax			10,000.00	
	10.2 Office Supplies			8,500.00	
	10.3 Bank / Remittance Charges			6,850.00	
	10.4 Share in Copier Rental			656.28	
	10.5 Printing of Business Cards			800.00	
	10.6 Courier/Postage			1,000.00	
	10.7 Meeting /Briefings/De-Briefing Expenses			9,000.00	
	10.8 Service Providers (15% reserve)			1,155,000.00	
	10.9 Mock-Up expenses (venue rental, props)				
	10.10 Miscellaneous			3,000.00	
	Grand Total			***7,700,000.00***	

Prepared by:

Janine S. Briones
Asst. Project Officer

Noted by:

Chol Dela Paz
Project Officer

Vivian Castillon
SP-DC, Agrimarine/Health and Wellness

Recommending Approval:

Doris U. Gacho
OIC-DM, Consumer Business Dept.

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

GULFOOD 2018
PROJECT PROCUREMENT MANAGEMENT PLAN
CONSUMER BUSINESS DEPARTMENT
as of 01 December 2017

BIDS AND AWARDS COMMITTEE
RECEIVED
By: [illegible]
Date: 12/07/17
SECRETARIAT

PARTICULARS	FOREIGN COST (US$)	FOREIGN COST (AED)	LOCAL COST (PhP)	PROCUREMENT SCHEDULE							
				Procurement Method	Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/ Delivery Date
1. SPACE RENTAL	**138,036.15**	**511,245.00**	**6,901,807.50**									
1.1 Space cost (198sq.m. @ AED 2,050/sq.m. = AED 405,900	109,593.00	405,900.00	5,479,650.00	NP								
1.2 Reg. Fee- AED 1,000+ 550(Insurance)+ 1,600 (Internet Listing) =AED 3,150	850.50	3,150.00	42,525.00									
1.3 Other costs e.g. Co-Exhibitor Reg. Fees, Insurance/	22,113.00	81,900.00	1,105,650.00									
1.4 VAT (5%)	5,479.65	20,295.00	273,982.50									
2. BOOTH CONSTRUCTION	**65,000.00**	**240,740.74**	**3,250,000.00**	PB								
2.1 Stand Installation / Dismantling / Fireproofing	65,000.00	240,740.74	3,250,000.00									
2.2 Additional Props & Display Materials												
2.3 Electrical Installation and consumption												
2.4 Water connection and consumption												
2.5 Rental of additional equipment/device, kitchen supplies, etc.												
2.6 Other Expenses e.g. rigging, hang points, etc.												
3. STAND SERVICES	**3,500.00**	**12,962.96**	**175,000.00**	PB								
3.1 Stand Cleaning/ Disposal of Empties												
3.2 Stand Security												
3.3 Internet Connection	1,000.00	3,703.70	50,000.00									
3.4 Stand Photography												
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	2,400.00	8,888.89	120,000.00									
3.6 Stand Hospitality	100.00	370.37	5,000.00									
4. PROMOTIONS & PUBLICITY	**0.00**	**0.00**										
4.1 PR												
a. Fly-Out Journlist												
b. International Publicist												
4.2 Advertising												
a. Print - Catalogue Listings/Media Package, etc..												
b. Online												
c. Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)												
4.3 Collaterals												
a. Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable				SVP								
b. Press Kits/USB												
4.4 Press Tokens/Buyers' Giveaways												
4.5 Photography												
4.6 CD/Video Production												
4.7 Others (e.g. direct mail/courier)												
5. SPECIAL EVENTS	**0.00**	**0.00**	**0.00**									
5.1 VIP/Buyer Reception												

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5.2 Program Requirements												
a. Staffing (Interpreters/Receptionists/Hostesses)												
b. Catering/ F&B Requirements												
c. Function Room Rental and equipment (Audio visual, chairs, etc.)												
d. Decoration/Props/Backdrop/Signages												
e. Entertainment, if any												
f. Others (tokens, program kits, photography, etc.)												
5.3 Culinary/Cooking Demo/Food Sampling												
a. Hiring of Chefs (Prof. Fee, if any)												
b. Ingredients and Kitchen utensils												
c. Cooking Battery (rental of kitchen equipment)												
d. Food sampling paraphernalia												
6. TRAVEL	**8,744.00**	**32,385.19**	**437,200.00**	SVP								
A. Project Officers/Officials												
A.1. International												
a. Plane Fare (Manila-Dubai-Manila) US$ 1,200 x 2 pax) + (Visa Fee)	2,400.00	8,888.89	120,000.00									
b. Hotel Accommodation (DSA rate US$239 x 8 nights x 2 pax)	3,824.00	14,162.96	191,200.00									
c. Per Diem (DSA rate US$ 140 x 9 days x 2 pax))	2,520.00	9,333.33	126,000.00									
d. Inland Transportation												
e. Pre-Travel Expenses (Php1,500/pax x 2 pax)												
f. Travel Insurance (Php414/pax x 2 pax)												
g. Travel Tax (Php1,620/pax x 2 pax)												
A.2. Local												
a. Plane Fare (PHP____x_____pax)												
b. Hotel Accommodation												
c. Per Diem												
d. Inland Transportation												
B. Exhibit Curator/ Consultants/ Chefs/Culinary Team/Fly-Out Journalist												
B.1. International												
a. Plane Fare												
b. Hotel Accommodation (DSA rate US$____x___% x ____nights)												
c. Per Diem (DSA rate US$____x___% x_____days)												
d. Inland Transportation												
e. Pre-Travel Expenses												
f. Travel Insurance												
g. Travel Tax												
B.2. Local												
a. Plane Fare (PHP____x_____pax)												
b. Hotel Accommodation												
c. Per Diem												
d. Inland Transportation												
7. ON-SITE EXPENSES	**100.00**	**370.37**	**5,000.00**									

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7.1 Briefing/Meeting Expenses												
7.2 Transportation / Vehicle Rental												
7.3 Comm / Admin Expenses	100.00	370.37										
8. CAPABILITY BUILDING	-	-	-									
8.1 Consultant's Fee												
8.2 Trainings/Seminars												
8.3 Prototyping Expenses												
9. SHIPMENT	**200.00**	**740.74**	-	SVP								
9.1 Shipment of Stand Props & Promo Collateral												
9.2 Excess Baggage Allowance	200.00	740.74										
10. SECRETARIAT	-	-	**35,924.50**	SVP								
10.1 Telephone / Telex / Fax			1,500.00									
10.2 Office Supplies			10,000.00									
10.3 Bank / Remittance Charges			15,000.00									
10.4 Share in Copier Rental			424.50									
10.5 Printing of Business Cards (w/ translation if applicable)												
10.6 Courier/Postage												
10.7 Meeting /Briefings/De-Briefing Expenses			9,000.00	Shopping								
10.8 Service Providers/Janitorial												
10.9 Mock-Up expenses (venue rental, props, other services, etc._												
10.10 Miscellaneous												
11. SERVICE PROVIDERS			**1,913,000.00**									
GRAND TOTAL	**215,580.15**	**798,445.00**	**1,970,992.50**									
Rates used: AED1 = US$ .27; US$ 1 = PHP 50.00	**GRAND TOTAL :**	**P 12,750,000.00**										

Prepared by:

JASMINE NABIONG

Verified by:

VIVIAN G. CASTILLON
DC, AMD and HWD

Recommending Approval:

DORIS U. GACHO
OIC-DM, Consumer Business Dept.

12/06

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

How do you generate this?
(— ces. x us$ ———)

5.738M/12.750M =

CRR = 45%

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PROJECT PROCUREMENT MANAGEMENT PLAN
CONSUMER BUSINESS DEPARTMENT
FOODEX 2018
6-9 March 2018; Makuhari Messe, Chiba, Japan

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date:
SECRETARIAT

Contract Package (Description)	FOREIGN COST (JPY)	FOREIGN COST (US$)	LOCAL COST (Php) DTI/CITEM COST	LOCAL COST (Php) TOTAL (Php)	Procurement Method	Procurement Schedule: Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Release/Delivery Date
1. SPACE RENTAL													
1.1 Space cost (130 sqm)	5,417,280.00			2,491,948.80	NP								
Bare Areas													
Open Sides													
1.2 Registration Fee	4,000.00			1,840.00	N/A								
1.3 Other releated participation cost													
b Final Preparation Cleaning before Opening Day													
c Partners registration fee													
d Compulsory Marketing Pack													
1.4 Other rentals / Insurance, etc.													
Automatic insurance													
Badge Reader Rental													
2 BOOTH CONSTRUCTION													
2.1 Stand Installation / Dismantling / Fireproofing	2,300,000.00			1,058,000.00	PB								
2.2 Additional Props & Display Materials					PB								
2.3 Electrical Installation and consumption													
2.4 Water connection and consumption													
2.5 Rental of additional equipment/device, kitchen tools, etc. (Additional Badges)													
2.6 Other Expenses e.g. rigging, hang points, etc.													
3 STAND SERVICES													
3.1 Compulsory Stand Cleaning													
3.2 Stand Security													
3.3 Internet Connection	135,000.00			62,100.00	NP								
3.4 Stand Photography													
3.5 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	360,000.00			165,600.00	SVP								
3.6 Stand Hospitality													
4 PROMOTIONS & PUBLICITY													
4.1 PR													
a Fly-Out Journlist													
b International Publicist													
4.2 Advertising													
a Print - Catalogue Listings/Media Package, etc..													
b Online													
c Onsite (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)													
4.3 Collaterals													
a Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable			20,000.00	20,000.00	PB								
b Press Kits USB					Shoppig								
4.4 Press Tokens/Buyers' Giveaways													
4.5 Photography													
4.6 CD/Video Production													
4.7 Direct mail/Courier			2,000.00	2,000.00									
5 SPECIAL EVENTS													
5.1 VIP/Buyer Reception													
5.2 Program Requirements													
a Staffing (Interpreters/Receptionists/Hostesses)													
b Catering/ F&B Requirements													
c Function Room Rental and equipment (Audio visual, chairs, etc.)													
d Decoration/Props/Backdrop/Signages													

citem

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Contract Package (Description)	FOREIGN COST (JPY)	FOREIGN COST (US$)	LOCAL COST (Php) DTI/CITEM COST	LOCAL COST (Php) TOTAL (Php)	Procurement Method	Procurement Schedule: Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release/Delivery Date
e. Entertainment, if any													
f Others (tokens, program kits, photography, etc.)													
5.3 Culinary/Cooking Demo/Food Sampling													
a Hiring of Chefs (Prof. Fee, if any)													
b Ingredients and Kitchen utensils													
c Cooking Battery (rental of kitchen equipment)													
d Food sampling paraphernalia													
6 TRAVEL													
A. Project Officers/Officials													
A.1 International													
a Plane Fare (USD 600 x 2 pax)		1,200.00		61,200.00	SVP								
b Hotel Accommodation (USD 175 x 51% x 8 nights x 2 pax)		1,428.00		72,828.00									
2 c Per Diem (DSA rate USD 175 x 49% x 9 days x 2 pax)		1,543.50		78,718.50									
a Inland Transportation													
b Pre-Travel Expenses			3,000.00	3,000.00									
c Travel Insurance			1,500.00	1,500.00									
a Travel Tax			3,200.00	3,200.00									
7 ON-SITE EXPENSES													
7.1 Briefing/Meeting Expenses													
7.2 Transportation / Vehicle Rental/Onsite Courier		200.00		10,200.00									
7.3 Comm / Admin Expenses		100.00		5,100.00									
8 PRODUCT DEVELOPMENT													
8.1 Consultant's Fee													
8.2 Meetings / One-On-One Consultation/ Others													
8.3 Prototyping Expenses													
9 SHIPMENT													
9.1 Shipment of Stand Props & Promo Collateral													
9.2 Excess Baggage Allowance		100.00		5,100.00									
10 SECRETARIAT													
10.1 Telephone / Telex / Fax			2,000.00	2,000.00									
10.2 Office Supplies			2,450.00	2,450.00	Shopping								
10.3 Bank / Remittance Charges			18,000.00	18,000.00									
10.4 Share in Copier Rental			2,000.00	2,000.00									
10.5 Printing of Business Cards (with translation if applicable)													
10.6 Courier/Postage			1,564.70	1,564.70									
10.7 Meeting /Briefings/De-Briefing Expenses			6,550.00	6,550.00									
10.8 Service Providers/Janitorial			720,000.00	720,000.00									
10.9 Mock-Up expenses (venue rental, props, other services, etc._													
10.1 Miscellaneous		100.00		5,100.00									
GRAND TOTAL	**8,216,280.00**	**4,671.50**	**782,264.70**	**4,800,000.00**									

Prepared by:

ROSEMARIE L. PANOTES
TIDS

Recommending Approval:

DORIS U. GACHO
OIC, Consumer Business Department

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

TAIPEI INTERNATIONAL FOOD SHOW 2018
PROJECT PROCUREMENT MANAGEMENT PLAN
CONSUMER BUSINESS DEPARTMENT
27-30 JUNE 2018

as of 20 FEBRUARY 2018

PARTICULARS	FOREIGN	LOCAL	BUDGET SOURCES		PROCUREMENT SCHEDULE								
			MECO	CITEM	Procurement	Pre-Procuremen	Advertise	Eligibility	Submission &	Bid	Post	Awards of	Release/
	COST (US$)	COST (PhP)	(Php)	(Php)	Method	Conference	ment	Screening	Receipt of Bid	Evaluation	Qualification	Contract	Delivery Date
1. SPACE RENTAL	**17,607.84**	**898,000.00**	**898,000.00**										
1.1 Space rental (108 sqm)	17,607.84	898,000.00	898,000.00		~~NP~~ NP-D								
1.2 Internet Connection	-												
2. PHYSICAL ARRANGEMENT	**15,615.00**	**796,365.00**		**796,365.00**									
2.1 Stand Construction / Dismantling (US$150/sqm)	15,100.00	770,100.00		770,100.00	NP-D PB								
2.2 Additional Props & Sampling Materials	200.00	10,200.00		10,200.00	NP-D								
2.3 Electrial Consumption	315.00	16,065.00		16,065.00	NP-D								
2.4 Water Connection	-			-									
2.4 Stand Cleaning/Disposal of Empties	-			-									
2.5 Banner Ad within the Pavilion	-			-									
2.6 Stand Photography	-			-									
3. BUYER CAMPAIGN	**-**			**-**									
3.1 Telemarketing	-			-									
3.2 Direct Mail/Courier	-			-									
4. COLLATERAL PRODUCTION		**18,000.00**		**18,000.00**									
4.1 Press Kits (USB)		3,000.00		3,000.00	~~SHOPPING~~	SVP							
4.2 Printing of Directory/Brochures (w/translation)		15,000.00		15,000.00	SVP								
4.3 Translation Services		-		-									
5. BUYER SERVICES	**-**	**-**		**0.00**									
5.1 Stand Hospitality				-									
5.2 Tokens for VIP's and Buyers		-		-									
5.3 Chef/Cooking Demo	-			-									
6. EXHIBITOR INCENTIVES	**2,200.00**	**112,200.00**	**102,000.00**	**10,200.00**									
6.1 Flag Pins/Button Pins, et.		-		-									
6.2 Transportation (Airport/ Supermarket Tour/ Daily Service)	800.00	40,800.00	40,800.00	-	~~PB~~								
6.3 Interpreters/Hostess/Stand Assistants (US$100/day x 4 days x 3 pax)	1,200.00	61,200.00	61,200.00	-	~~PB~~								
6.4. Shipment of samples for Special Setting	-			-									
6.5 Excess Baggage Allowance	200.00	10,200.00		10,200.00									
7. SECRETARIAT/ADMINISTRATIVE		**217,037.09**		**217,037.09**									
7.1 Service Providers		180,000.00		180,000.00									
7.2 Telephone/Telex/Fax/Cellcards/Roaming Sim		5,000.00		5,000.00									
7.3 Direct Mailing/Courier		1,037.09		1,037.09	~~SVP~~								
7.4 Office supplies		15,000.00		15,000.00	~~SHOPPING~~	SVP							
7.5 Bank/Remittance Charges		4,000.00		4,000.00									
7.6 Share in Copier Rental		2,000.00		2,000.00									
7.7 Printing of Calling Cards with translation		5,000.00		5,000.00	~~SHOPPING~~	SVP							
7.8 Briefing/Meeting Expense		5,000.00		5,000.00									
8. TRAVEL (PM)	**3,220.06**	**158,397.91**		**158,397.91**									
8.1 Airfare (Manila-Taipei-Manila)	400.00	20,400.00		20,400.00	SVP								
8.2 Hotel (US$226.92/nite/pax x 7nites)	1,588.44	81,010.44		81,010.44									
8.2 DSA (US$145.08/day/pax x 7days + {40%}58.03 x 2 pax)	1,131.62	49,973.47		49,973.47									
8.3 Pre-travel Expenses		1,500.00		1,500.00									
8.4 Communication/Administrative	100.00	5,100.00		5,100.00									
8.6 Travel Insurance		414.00		414.00									
GRAND TOTAL	**38,642.90**	**2,200,000.00**	**1,000,000.00**	**1,200,000.00**									

BAC APPROVED

RECEIVED
22 FEB 2018
Lucelo

Prepared by:
JASMINE NADIONG
Division Clerk

Recommending Approval:
ROWENA G. MENDOZA
OIC-DM, Consumer Business Dept.

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:
UNDERSECRETARY NORA K. TERRADO

CITEM

TITLE OF PROJECT: TAIWAN INTERNATIONAL FOOD SHOW 2018
VENUE: Taipei, Taiwan
DATE: 27-30 June 2018 (as of 07 February 2018)

Date: 21 FEB 2018

PARTICULARS	BUDGET				
	FOREIGN COST (US$)	LOCAL COST (Php)	TOTAL Project Cost (Php)	BUDGET SOURCES	
				MECO (Php)	CITEM (Php)
1. SPACE RENTAL	**17,607.84**		**898,000.00**	**898,000.00**	-
1.1 Space rental (108 sqm)	17,607.84		898,000.00	898,000.00	
1.2 Internet Connection	-		-		-
2. PHYSICAL ARRANGEMENT	**15,615.00**		**796,365.00**		**796,365.00**
2.1 Stand Construction / Dismantling (US$150/sqm)	15,100.00		770,100.00		770,100.00
2.2 Additional Props & Sampling Materials	200.00		10,200.00		10,200.00
2.3 Electrial Consumption	315.00		16,065.00		16,065.00
2.4 Water Connection	-		-		-
2.4 Stand Cleaning/Disposal of Empties	-		-		-
2.5 Banner Ad within the Pavilion	-		-		-
2.6 Stand Photography	-		-		-
3. BUYER CAMPAIGN	-		-		-
3.1 Telemarketing	-		-		-
3.2 Direct Mail/Courier	-		-		-
4. COLLATERAL PRODUCTION		**18,000.00**	**18,000.00**		**18,000.00**
4.1 Press Kits (USB)		3,000.00	3,000.00		3,000.00
4.2 Printing of Directory/Brochures (w/translation)		15,000.00	15,000.00		15,000.00
4.3 Translation Services		-	-		-
5. BUYER SERVICES	-	-	-		**0.00**
5.1 Stand Hospitality			-		-
5.2 Tokens for VIP's and Buyers		-	-		-
5.3 Chef/Cooking Demo	-		-		-
6. EXHIBITOR INCENTIVES	**2,200.00**	-	**112,200.00**	**102,000.00**	**10,200.00**
6.1 Flag Pins/Button Pins, et.		-	-		-
6.2 Transportation (Airport/ Supermarket Tour/ Daily Service)	800.00		40,800.00	40,800.00	-
6.3 Interpreters/Hostess/Stand Assistants (US$100/day x 4 days x 3 pax)	1,200.00		61,200.00	61,200.00	-
6.4. Shipment of samples for Special Setting	-		-		-
6.5 Excess Baggage Allowance	200.00		10,200.00		10,200.00
7. SECRETARIAT/ADMINISTRATIVE		**217,037.09**	**217,037.09**		**217,037.09**
7.1 Service Providers		180,000.00	180,000.00		180,000.00
7.2 Telephone/Telex/Fax/Cellcards/Roaming Sim		5,000.00	5,000.00		5,000.00
7.3 Direct Mailing/Courier		1,037.09	1,037.09		1,037.09
7.4 Office supplies		15,000.00	15,000.00		15,000.00
7.5 Bank/Remittance Charges		4,000.00	4,000.00		4,000.00
7.6 Share in Copier Rental		2,000.00	2,000.00		2,000.00
7.7 Printing of Calling Cards with translation		5,000.00	5,000.00		5,000.00
7.8 Briefing/Meeting Expense		5,000.00	5,000.00		5,000.00
8. TRAVEL (PM)	**3,220.06**	**1,914.00**	**158,397.91**		**158,397.91**
8.1 Airfare (Manila-Taipei-Manila)	400.00		20,400.00		20,400.00
8.2 Hotel (US$226.92/nite/pax x 7nites)	1,588.44		81,010.44		81,010.44
8.2 DSA (US$145.08/day/pax x 7days + (40%)58.03 x 2 pax)	1,131.62		49,973.47		49,973.47
8.3 Pre-travel Expenses		1,500.00	1,500.00		1,500.00
8.4 Communication/Administrative	100.00		5,100.00		5,100.00
8.6 Travel Insurance		414.00	414.00		414.00
GRAND TOTAL	**38,642.90**	**236,951.09**	**2,200,000.00**	**1,000,000.00**	**1,200,000.00**

FOR BUDGETING PURPOSES ONLY: US$1.00-PhpS1 TWD$1.00-US$.0332
Target No. of Exhibitors:18 companies Total Project Cost Php 1.2M (Other expenses to be paid directly by MECO-TWD602,409.64)
Participation Fee: USD1,000/exh*18exh=USD18,000.00/Php918,000.00 CRR (after Tax)=67.32%

PREPARED BY:

Zharita S. Bagayas
Project Coordinator

RECOMMENDING APPROVAL:

ATTY. ANNA GRACE J. MARPURI
OIC-Dept. Manager III, Consumer Business Dept.

APPROVED BY:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

02/12

NORA K. TERRADO
Undersecretary

RECEIVED
22 FEB 2018

Citem

BAC APPROVED

JV00028701

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : Summer Fancy Food Show 2018
PLACE : Javits Center, New York, USA
DATE : 30 June- 02 July 2018

Project Manager : TBA
Department: Consumer Business
Product Category : Food Sector
Classification : Regular Developmental

BUDGET					
PARTICULARS	**FOREIGN COST (US$)**	**LOCAL COST (PhP)**	**TOTAL COST (PhP)**	**CITEM SHARE**	**COST SHARE**
1. SPACE RENTAL					
1.1 Space Cost ($3,500 per 10x10 x 14 units)	49,000.00		2,499,000.00		
1.2 Registration Fee (Membership Fee in USSFA)					
1.3 Other releated participation cost e.g. Co-Exhibitor Fee/ Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, Seminar, etc.)	c/o Exhibitors				
1.4 Other rentals / Insurance, etc.	c/o PTIC				
2. BOOTH CONSTRUCTION					
2.1 Stand Installation / Dismantling / Fireproofing/ Labor/ Graphics/Flooring	61,000.00		3,111,000.00		
2.2 Additional Props & Display Materials					
2.3 Electrical Installation and consumption	2,200.00		112,200.00		
2.4 Water connection & consumption, drain system, misc.					
2.5 Rental of Lead Retrieval	600.00		30,600.00		
2.6 Other Expenses e.g. rigging, hang points, etc.					
3. STAND SERVICES					
3.1 Stand Cleaning/ Disposal of Empties					
3.2 Stand Security					
3.3 Internet Connection					
3.4 Stand Photography					
3.5 Staffing (Stand Assistants					
3.6 Stand Hospitality					
4. PROMOTIONS & PUBLICITY					
4.1 PR					
a. Fly-Out Journlist					
b. International Publicist					
4.2 Advertising					
a. Print - Catalogue Listings/Media Package, etc..					
b. Online					
c. On-site (ad banner, cladding, glass poster, etc.)					
4.3 Collaterals					
a. Directory of Exhibitors/ Brochures / Flyers/Translation, etc.		50,000.00	50,000.00		
b. Press Kits		5,000.00	5,000.00		
4.4 Press Tokens/Buyers' Giveaways		10,000.00	10,000.00		
4.5 Photography					
4.6 CD/Video Production					
4.7 Others (e.g. direct mail/courier/telemarketing-FTSC)	100.00		5,100.00		
5. SPECIAL EVENTS					
5.1 VIP/Buyer Reception					
5.2 Program Requirements					
a. Staffing (Interpreters/Receptionists/Hostesses)					
b. Others					
5.3 Culinary/Cooking Demo/Food Sampling					
a. Hiring of Chefs (Prof. Fee, if any)					

BIDS AND AWARDS COMMITTEE
CITEM
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By:
Date: 01/16/18
SECRETARIAT

CITEM

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b. Ingredients and Kitchen utensils					
c. Cooking Battery (rental of kitchen equipment)					
d. Food sampling paraphernalia					
6. TRAVEL					
A. Project Officers/Officials					
A.1. International					
a. Plane Fare (US$1,500 x 2pax)	3,000.00		153,000.00		
b. Hotel Accommodation (DSA rate US$420 x 70% x 8	4,704.00		239,904.00		
c. Per Diem (DSA rate US$420 x 30% x 8 days 2 pax)	2,016.00		102,816.00		
d. Inland Transportation					
e. Pre-Travel Expenses		3,000.00	3,000.00		
f. Travel Insurance		600.00	600.00		
g. Travel Tax		3,240.00	3,240.00		
A.2. Local					
a. Plane Fare (PHP____ x_____pax)					
b. Hotel Accommodation					
c. Per Diem					
d. Inland Transportation					
7. ON-SITE EXPENSES					
7.1 Briefing/Meeting Expenses					
7.2 Transportation / Vehicle Rental	200.00		10,200.00		
7.3 Comm / Admin Expenses	100.00		5,100.00		
8. PRODUCT DEVELOPMENT/ EXPORT COACHING					
8.1 Consultant's Fee					
8.2 Meetings / One-On-One Consultation/ Others					
8.3 Prototyping Expenses					
9. SHIPMENT					
9.1 Shipment of Stand Props & Promo Collateral					
9.2 Excess Baggage Allowance					
10. SECRETARIAT					
10.1 Telephone / Telex / Fax		3,000.00	3,000.00		
10.2 Office Supplies		8,500.00	8,500.00		
10.3 Bank / Remittance Charges		6,800.00	6,800.00		
10.4 Share in Copier Rental		635.28	635.28		
10.5 Printing of Business Cards		800.00	800.00		
10.6 Courier/Postage		1,000.00	1,000.00		
10.7 Meeting /Briefings/De-Briefing Expenses		9,000.00	9,000.00		
10.8 Service Providers/Janitorial (15%)		1,125,000.00	1,125,000.00		
10.9 Mock-Up expenses (venue rental, props)					
10.10 Miscellaneous		4,504.72	4,504.72		
	122,920.00	**1,231,080.00**	**7,500,000.00**		
	Number of Slots : 20		**Target Income US$ 71,420 (net of 12% tax)**		
GRAND TOTAL	**CRR: 48.56%**				

FOR BUDGETTING PURPOSES ONLY: US$ 1- Php 51

Prepared by

ALEX M. LUCAS
TIDA

Recommending Approval:

VIVIAN G. CASTILLION
DC, Health and Wellness/Agrimarine

ATTY GRACE I. MARPURI
OIC-DM, Consumer Business Dept.

MA. LOURDES D. MEDIRAN
DED

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

Project: SIAL PARIS 2018
Date : 21-25 October 2017
Venue: Paris Norde Villepinte, Paris, France
(Revised as of 14 December 2017)

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 01/02/18
SECRETARIAT

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Foreign Cost in EUR	Foreign Cost USD	Local Cost in PHP	Total Cost in PHP	PROCUREMENT SCHEDULE							
						Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post-Evaluation	Award of Contract	Release/ Delivery Date
	I. SPACE RENTAL	**96,187.20**			**5,790,469.44**								
	1.1 Stand Area	74,520.00			4,486,104.00	NP-D							
	*1.1.a Bare Areas ([EUR263/sqm*180sqm] + 20%VAT*	56,808.00			3,419,841.60								
	*1.1.b Open Sides ([EUR82 /sqm*180sqm] + 20%VAT*	17,712.00			1,066,262.40								
	*1.2 Compulsory Stand Cleaning (EUR3.95*180sqm)+ 20%VAT*	907.20			54,613.44	NP-D							
	1.3 Applicant Registration Fee (EUR760) + 20%VAT	972.00			58,514.40	NP-D							
	1.4 Partners registration fee (EUR500) + 20%VAT	600.00			36,120.00	NP-D							
	1.5 Partners registration fee (EUR470/30cos.) + 20%VAT	18,000.00			1,083,600.00	NP-D							
	1.6 Compulsory Marketing Pack (EUR 550) + 20%VAT	378.00			22,755.60	NP-D							
	*1.7 Automatic insurance (EUR 4.5/sqm*180sqm)*	810.00			48,762.00	NP-D							
	2. *PHYSICAL ARRANGEMENTS*	**43,500.00**	-		**2,618,700.00**								
	2.1 Stand installation/dismantling/Fireproofing	40,000.00			2,408,000.00	NP-D							
	2.3 Electrial Connection and Consumption (rental)	3,500.00			210,700.00	NP-D							
	2.4 Water Connection and Consumption	0.00			0.00								
	3. STAND SERVICES	**2,500.00**			**150,500.00**								
	*3.1 Stand assistants/Promoters (EUR200/day*5 days*2pax)*	2,000.00			120,400.00	NP-D							
	3.2 Internet Connections	500.00			30,100.00	NP-D							
	4. PUBLICITY & PROMOTIONS/BUYER CAMPAIGN		***0.00***	***30,000.00***	***30,000.00***								
	4.1 Directory/brochures, postcard type (1,000pcs)			25,000.00	25,000.00	SVP							
	4.2 Tokens			5,000.00	5,000.00	SVP							
	6. ON SITE ADMIN	**300.00**	***100.00***		***23,160.00***								
	6.1 Communication/Administrative		100.00		5,100.00	N/A							
	6.2 Inland Transportation	300.00			18,060.00	NP-D							
	7. TRAVEL		***9,764.54***	***8,840.00***	***506,831.74***								
	7.1 Plane Fare:												
	Project Director (Manila-Paris-Manila)		1,500.00		76,500.00	SVP							
	Project Manager (Manila-Paris-Manila)		1,500.00		76,500.00	SVP							
	7.2 Hotel Allowance:												
	Project Director -Paris (US$192.32 x 9 nights)		1,730.88		88,274.88	N/A							
	Project Manager -Paris (US$192.32 x 9 nights)		1,730.88		88,274.88	N/A							
	7.3 Per Diem :												
	Project Director (US$ 175.68 x 9 days) + (US$175.68 x 40%)		1,651.39		84,220.99	N/A							
	Project Manager (US$175.68 x 9 days) + (US$175.68 x 40%)		1,651.39		84,220.99	N/A							

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Ref #	Contract Package (Description)	Foreign Cost in EUR	Foreign Cost USD	Local Cost in PHP	Total Cost in PHP	PROCUREMENT SCHEDULE							
						Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	7.4 Pre-travel expense:												
	Project Director			*1,500.00*	*1,500.00*	N/A							
	Project Manager			*1,500.00*	*1,500.00*	N/A							
	7.5 Travel Insurance (PhP1,300 x 2 pax)			*2,600.00*	*2,600.00*	N/A							
	*7.6Travel Tax (PhP1,620*2pax)*			*3,240.00*	*3,240.00*	N/A							
	7. SECRETARIAT / ADMINISTRATIVE			***1,080,338.82***	***1,080,338.82***								
	7,1 Telephone/Telex/Fax/Cellcards/Roaming Sim			*6,000.00*	*6,000.00*	N/A							
	7.2 Office supplies			*5,000.00*	*5,000.00*	S							
	7.3 Bank/Remittance Charges			*50,000.00*	*50,000.00*	N/A							
	7.4 Share in Copier Rental			*2,000.00*	*2,000.00*	N/A							
	7.5 Meetings and Representations			*15,000.00*	*15,000.00*	N/A							
	7.6 SP Salaries & Allowances			*1,000,000.00*	*1,000,000.00*	N/A							
	7.6 Printing of Calling Cards			*600.00*	*600.00*	NP							
	7.7 Others			*1,738.82*	*1,738.82*	N/A							
	Total:.....	***142,487.20***	***9,864.54***	***1,119,178.82***	***10,200,000.00***								

Prepared By:

JESSICA P. GENOVIA
Project Coordinator

Noted by:

DORIS U. GACHO
OIC-DM, Consumer Business

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

Ctem

BAC APPROVED

Project: SIAL PARIS 2018
Date : 21-25 October 2017
Venue: Paris Norde Villepinte, Paris, France
(Revised as of 23 November 2017)

BIDS AND AWARDS COMMITTEE
RECEIVED
11/29/17
SECRETARIAT

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Procurement Method	Foreign Cost in EUR	Foreign Cost USD	Local Cost in PHP	Total Cost in PHP	PROCUREMENT SCHEDULE							
									Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	I. SPACE RENTAL				***77,339.76***			***4,655,853.55***								
	1.1 Stand Area				*59,616.00*			*3,588,883.20*								
	*1.1.a Bare Areas ([EUR247/sqm*180sqm] + 20%VAT*				*45,446.40*			*2,735,873.28*								
	*1.1.b Open Sides ([EUR 77 /sqm*180sqm] + 20%VAT*				*14,169.60*			*853,009.92*								
	*1.2 Compulsory Stand Cleaning (EUR3.95*180sqm)+ 20%VAT*				*725.76*			*43,690.75*								
	1.3 Applicant Registration Fee (EUR760) + 20%VAT				*972.00*			*58,514.40*								
	1.4 Partners registration fee (EUR500) + 20%VAT				*600.00*			*36,120.00*								
	1.5 Partners registration fee (EUR470/30cos.) + 20%VAT				*14,400.00*			*866,880.00*								
	1.6 Compulsory Marketing Pack (EUR 550) + 20%VAT				*378.00*			*22,755.60*								
	*1.7 Automatic insurance (EUR 4.5/sqm*180sqm)*				*648.00*			*39,009.60*								
	2. PHYSICAL ARRANGEMENTS				***43,300.00***	***1,000.00***		***2,657,660.00***								
	2.1 Stand installation/dismantling/Fireproofing				*38,000.00*			*2,287,600.00*								
	2.2 Additional props & display materials					*1,000.00*		*51,000.00*								
	2.3 Electrial Connection and Consumption (rental)				*4,000.00*			*240,800.00*								
	2.4 Water Connection and Consumption				*800.00*			*48,160.00*								
	2.5 Rental of Additional Equipment				*500.00*			*30,100.00*								
	3. STAND SERVICES				***3,500.00***			***210,700.00***								
	*3.1 Stand assistants/Promoters (EUR200/day*5 days*2pax)*				*2,000.00*			*120,400.00*								
	3.2 Internet Connections				*1,000.00*			*60,200.00*								
	3.3 Badge Reader Rental				*500.00*			*30,100.00*								
	4. PROMOTIONS & PUBLICITY/BUYER CAMPAIGN					***0.00***	***35,000.00***	***35,000.00***								
	4.1 Directory/brochures, postcard type (1,000pcs)			Shopping			*30,000.00*	*30,000.00*								
	4.2 Tokens						*5,000.00*	*5,000.00*								
	5. SHIPMENT						***30,000.00***	***30,000.00***								
	5.1 Shipment of Samples						*30,000.00*	*30,000.00*								
	6. ON SITE ADMIN				***300.00***	***600.00***		***48,660.00***								
	6.1 Communication/Administrative					*300.00*		*15,300.00*								
	6.2 Inland Transportation				*300.00*			*18,060.00*								
	6.3 Excess Baggage					*300.00*		*15,300.00*								
	7. TRAVEL					***9,964.54***	***8,840.00***	***517,031.74***								
	7.1 Plane Fare:															
	Project Director (Manila-Paris-Manila)					*1,600.00*		*81,600.00*								

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Ref #	Contract Package (Description)	Unit	Qty	Procurement Method	Foreign Cost in EUR	Foreign Cost USD	Local Cost in PHP	Total Cost in PHP	PROCUREMENT SCHEDULE							
									Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Project Manager (Manila-Paris-Manila)					*1,600.00*		*81,600.00*								
	7.2 Hotel Allowance:															
	Project Director -Paris (US$192.32 x 9 nights)					*1,730.88*		*88,274.88*								
	Project Manager -Paris (US$192.32 x 9 nights)					*1,730.88*		*88,274.88*								
	7.3 Per Diem :															
	Project Director (US$ 175.68 x 9 days) + (US$175.68 x 40%)					*1,651.39*		*84,220.99*								
	Project Manager (US$175.68 x 9 days) + (US$175.68 x 40%)					*1,651.39*		*84,220.99*								
	7.4 Pre-travel expense:															
	Project Director						*1,500.00*	*1,500.00*								
	Project Manager						*1,500.00*	*1,500.00*								
	7.5 Travel Insurance (PhP1,300 x 2 pax)						*2,600.00*	*2,600.00*								
	*7.6Travel Tax (PhP1,620*2pax)*						*3,240.00*	*3,240.00*								
	7. SECRETARIAT / ADMINISTRATIVE						***1,545,094.70***	***1,545,094.70***								
	7,1 Telephone/Telex/Fax/Cellcards/Roaming Sim						*10,000.00*	*10,000.00*								
	7.2 Office supplies						*8,000.00*	*8,000.00*								
	7.3 Bank/Remittance Charges						*50,000.00*	*50,000.00*								
	7.4 Share in Copier Rental						*5,000.00*	*5,000.00*								
	7.5 Meetings and Representations						*15,000.00*	*15,000.00*								
	7.6 SP Salaries & Allowances						*1,455,000.00*	*1,455,000.00*								
	7.6 Printing of Calling Cards						*600.00*	*600.00*								
	7.7 Others						*1,494.70*	*1,494.70*								
	Total:.....				***124,439.76***	***11,564.54***	***1,618,934.70***	***9,700,000.00***								

Prepared By:

JESSICA P. GENOVIA
Project Coordinator

Recommending Approval:

DORIS U. GACHO
OIC-DM, Consumer Business Department

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

TITLE OF PROJECT: Asia Pacific Maritime 2018
PLACE: Singapore
DATE: 14-16 March 2018
as of 20 November 2017

BIDS AND AWARDS COMMITTEE RECEIVED By: Date: 11/24/17 SECRETARIAT

PARTICULARS	CITEM COST			
	FOREIGN COST in SGD	FOREIGN COST in USD	LOCAL COST in PHP	TOTAL COST in PHP
I. VENUE MANAGAMENT				
A. Venue (36 sqm.)				
a. Total Space Rental (Raw Space)	21,000.00		798,000.00	798,000.00
B. Pavilion Construction	30,000.00		1,140,000.00	1,140,000.00
II. MARKETING AND COMMUNICATIONS				
A. Campaign Kit			70,000.00	70,000.00
B. Postcards			50,000.00	50,000.00
C. USB Press Kits			30,000.00	30,000.00
D. Press/Buyer Tokens			30,000.00	30,000.00
III. TRAVEL EXPENSES				
A. International Travel				
a. Airfare (USD 550 / PHP 28,600 x 2 pax)		1,100.00	57,200.00	57,200.00
b. Accommodation (DSA rate USD 398 x 62% x 5 nights x 2 pax)		2,467.60	128,315.20	128,315.20
c. Per Diem (DSA rate USD 398 x 38% x 6 days x 2 pax)		1,814.88	94,373.76	94,373.76
d. Pre-travel Expenses (PHP 2,000 x 2 pax)			4,000.00	4,000.00
e. Travel Tax (PHP 1,620 x 2 pax)			3,240.00	3,240.00
f. Travel Insurance (PHP 298 x 2 pax)			596.00	596.00
g. Excess Baggage Allowance		100.00	5,200.00	5,200.00
IV. ADMINISTRATIVE SERVICES				
A. Coordination Meetings / Exhibitors' Briefing (Venue + Food)			16,000.00	16,000.00
C. Onsite Meeting Expenses			40,000.00	40,000.00
D. Bank Charges		500.00	26,000.00	26,000.00
E. Onsite Communication / Administrative Expenses		500.00	26,000.00	26,000.00
F. Telephone / Fax and Courier / Postage			10,000.00	10,000.00
G. Office Supplies / Reference Materials			10,000.00	10,000.00
H. Miscellaneous Expenses			11,075.04	11,075.04
TOTAL	**51,000.00**	**6,482.48**	**2,550,000.00**	**2,550,000.00**
TOTAL BUDGET FOR PROJECT				**2,550,000.00**
15% Budget for Staffing / Service Providers				450,000.00
GRAND TOTAL				**3,000,000.00**

Exchange Rate: SGD 1 = PHP 38 ; USD 1 = PHP 52

Participation Fee:	**Breakdown:**	
USD 3,000.00* (includes space rental, communication fee, co-exhibitor fee, booth construction, plus 12% V.A.T.)	Target Revenue Generated:	PHP 1,350,000.00
Target No. of Participants: 10 companies	Target Cost Recovery Ratio (CRR):	45.00%

Prepared by:
DENNY V. IMSON
TIDA, ITSD

Noted by:
KATRINA C. PINEDA
OIC-DC, ITSD

MARJO F. EVIO
DC, IGSD

BAC APPROVED

Recommending Approval:

ATTY. GRACE I. MARPURI
OIC-DM, CSD

ARTURO CRUZ DIMAANO
DM, CCSD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:
CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
TITLE OF PROJECT: Asia Pacific Maritime 2018
DATE: 14-16 March 2018
PLACE: Singapore
PROPONENT DIVISIONS: ITSD and IGSD

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 11/14/17
SECRETARIAT

PARTICULARS	PROPOSED BUDGET	PROCUREMENT METHOD	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT OF BIDS	AWARD OF CONTRACT	RELEASE / DELIVERY DATE
I. VENUE MANAGAMENT						
A. Venue (36 sqm.)						
a. Total Space Rental (Raw Space)	798,000.00	DC				
B. Pavilion Construction	1,140,000.00	NP				
II. MARKETING AND COMMUNICATIONS						
A. Campaign Kit	70,000.00	SVP				
B. Postcards	50,000.00	SVP				
C. USB Press Kits	30,000.00	SVP				
D. Press/Buyer Tokens	30,000.00	SVP				
III. TRAVEL EXPENSES						
A. International Travel						
a. Airfare (USD 550 / PHP 28,600 x 2 pax)	57,200.00	SVP				
b. Accommodation (DSA rate USD 398 x 62% x 5 nights x 2 pax)	128,315.20	SVP				
c. Per Diem (DSA rate USD 398 x 38% x 6 days x 2 pax)	94,373.76	SVP				
d. Pre-travel Expenses (PHP 2,000 x 2 pax)	4,000.00	SVP				
e. Travel Tax (PHP 1,620 x 2 pax)	3,240.00	SVP				
f. Travel Insurance (PHP 298 x 2 pax)	596.00	SVP				
g. Excess Baggage Allowance	5,200.00	SVP				
IV. ADMINISTRATIVE SERVICES						
A. Coordination Meetings / Exhibitors' Briefing (Venue + Food)	16,000.00	SVP				
B. Onsite Meeting Expenses	40,000.00	SVP				
C. Bank Charges	26,000.00	SVP				
D. Onsite Communication / Administrative Expenses	26,000.00	SVP				
E. Telephone / Fax and Courier / Postage	10,000.00	SVP				
F. Office Supplies / Reference Materials	10,000.00	SVP				

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G. Miscellaneous Expenses	11,075.04	SVP					
TOTAL	**2,550,000.00**						
TOTAL BUDGET FOR PROJECT							**2,550,000.00**
15% Budget for Staffing / Service Providers	450,000.00	SVP					
GRAND TOTAL							**3,000,000.00**

FOR BUDGETING PURPOSES ONLY:
Exchange Rate: USD 1.00 = PHP 52.00

Other Budget Sources: CITEM 2018 Budget

UNDP-DSA (as of October 2017): USD 398.00

Remarks: Participation in APM 2018 shall cover two (2) CITEM representatives.

Prepared by:

DENNY V. IMSON
TIDA, ITSD

Noted by:

KATRINA C. PINEDA
OIC-DC, ITSD

MARIO F. EVIO
DC, IGSD

Recommending Approval:

ATTY. GRACE I. MARPURI
OIC-DM, CSD

ARTURO CRUZ DIMAANO
DM, CCSD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 2/2/18
SECRETARIAT

The Philippines' Participation in Hannover 2018
Project Budget
Budget Source: CITEM Budget for Hannover 2018

Particulars	Foreign Cost (in USD)	Amount (in PhP)
1. Venue / Exhibit Management		
1. Stand Rental (100 sqm)	57,692.31	3,000,000.00
2. Booth Construction	48,076.92	2,500,000.00
3. Props and décor	961.54	50,000.00
4. On-site charges / expenses	1,923.08	100,000.00
5. Miscellaneous Expenses	192.31	10,000.00
Sub-total	**108,846.15**	***5,660,000.00***
2. Marketing Communications		
1. Marketing Collateral	-	-
a. Brochure/directory (P150/pc x 500 pcs)	1,442.31	75,000.00
b. USB Press Kit (P500/pc x 50 pcs)	480.77	25,000.00
2. HannoverMesse Marketing Fee (inclusive of AUMA fee)	8,653.85	450,000.00
3. Tokens / give-aways	192.31	10,000.00
Sub-total	**10,769.23**	***560,000.00***
3. Exhibitor Incentives		
1. Briefings		
a. Initial Project Briefing	96.15	5,000.00
b. Pre-Departure Briefing	96.15	5,000.00
2. Factory Visits Expenses	3,846.15	200,000.00
Sub-total	**4,038.46**	***210,000.00***
4. On-site Admin		
1. Meetings and Representation	961.54	50,000.00
2. Communication / Administrative	192.31	10,000.00
3. Miscellaneous	96.15	5,000.00
Sub-total	**1,250.00**	***65,000.00***
5. Travelling Expenses		
1. Roundtrip airfare (USD 2000 x 2pax)	4,000.00	208,000.00
2. Accommodations (US$238 x 53% x 7N x 2pax)	1,765.96	91,829.92
3. Per Diem (US$238 x 47% x 8D x 2pax)	1,789.76	93,067.52
4. Pre travel (PhP 1,500 x 2pax)	57.69	3,000.00
5. Insurance (PhP 500 x 2 pax)	19.23	1,000.00
6. Travel tax (Php 1,620 x 2pax)	62.31	3,240.00
Sub-total	**7,694.95**	***400,137.44***
6. Administrative Services / L:ogistics Requirements		
1. Bank Charges	192.31	10,000.00
2. Communication Expenses	-	
a. Telephone/fax	134.62	7,000.00
b. Direct Mailing	192.31	10,000.00
3. Supplies and Materials	480.77	25,000.00
4. Excess Baggage Allowance	192.31	10,000.00
5. Shipment or courier	384.62	20,000.00
6. Representation/Meeting Expenses (local)	192.31	10,000.00
7. Miscellaneous	247.36	12,862.56
Sub-total	**2,016.59**	***104,862.56***
Total Budget	**134,615.38**	***7,000,000.00***

Conversion rate used: USD 1 = PHP 52.00

CITEM

BAC APPROVED

TARGET Revenues : ₱ 3.150,000-
CRR - 45%

less 15%
NET ₱ 5.950M
as per preplanning discussion
@ Cebu, as approved by
SIR CT!

Prepared by:

Q. CRISTALLE BERNARDO
Technical Staff

Noted by:

MARJO F. EVIO
DC, Industrial Goods & Services Division

KATRINA C. PINEDA
OIC-DC, I.T. Services Division

Recommending Approval:

ARTURO C. DIMAANO
DM, Communications & Creative Services Dept.

ANNA GRACE I. MARPURI
OIC-DM, Corporate Services Dept.

Approved by:

CLAYTON H. TUGONON
Executive Director

10/17
Ma. Lourdes D. Mediran
Deputy Executive Director

with CRR of 45?

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 2/2/18
SECRETARIAT

NEW Budget as per Cebu-Pre Planning meeting, ₱5.950 M (incl of 15% cont.)

CITEM
BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2015
Philippine Participation in Hannover 2018
23 – 27 April 2018

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
1. Venue / Exhibit Management											
	1. Stand Rental (100 sqm)			3,000,000.00							
	2. Booth Construction			2,500,000.00							
	3. Props and décor			50,000.00							
	4. On-site charges / expenses			100,000.00							
	5. Miscellaneous Expenses			10,000.00							
	Sub-total			***5,660,000.00***							
2. Marketing Communications											
	1. Marketing Collateral			-							
	a. Brochure/directory (P150/pc x 500 pcs)			75,000.00							
	b. USB Press Kit (P500/pc x 50 pcs)			25,000.00							
	2. HannoverMesse Marketing Fee			450,000.00							
	3. Tokens / give-aways			10,000.00							
	Sub-total			***560,000.00***							
3. Exhibitor Incentives											
	1. Briefings										
	a. Initial Project Briefing			5,000.00							
	b. Pre-Departure Briefing			5,000.00							
	2. Factory Visits Expenses			200,000.00							
	Sub-total			***210,000.00***							
4. On-site Admin											
	1. Meetings and Representation			50,000.00							
	2. Communication / Administrative			10,000.00							
	3. Miscellaneous			5,000.00							
	Sub-total			***65,000.00***							
5. Travelling Expenses											
	1. Roundtrip airfare (USD 2000 x 2pax)			208,000.00							
	2. Accommodations (US$238 x 53% x 7N x 2pax)			91,829.92							
	3. Per Diem (US$238 x 47% x 8D x 2pax)			93,067.52							
	4. Pre travel (PhP 1,500 x 2pax)			3,000.00							
	5. Insurance (PhP 500 x 2 pax)			1,000.00							
	6. Travel tax (Php 1,620 x 2pax)			3,240.00							
	Sub-total			***400,137.44***							
6. Administrative Services / L:ogistics Requirements											
	1. Bank Charges			10,000.00							
	2. Communication Expenses										
	a. Telephone/fax			7,000.00							
	b. Direct Mailing			10,000.00							
	3. Supplies and Materials			25,000.00							
	4. Excess Baggage Allowance			10,000.00							
	5. Shipment or courier			20,000.00							
	6. Representation/Meeting Expenses (local)			10,000.00							
	7. Miscellaneous			12,862.56							
	Sub-total			***104,862.56***							
	Total Budget		**Php**	***7,000,000.00***							

BAC APPROVED

Prepared by:
Q. CRISTALLE BERNARDO
Technical Staff

Noted by:
MARJO F. EVIO
DC, IGSD

KATRINA C. PINEDA
OIC-DC, ITSED

Recommending Approval:
ANNA GRACE I. MARPURI
OIC-DM, Corporate Services

Approved by:
CLAYTON H. TUGONON
Executive Director

Ma. Lourdes D. Mediran
Deputy Executive Director

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : AUTOMECHANIKA FRANKFURT 2018
PLACE : Frankfurt am Main, Frankfurt, Germany
DATE : 12-15 September 2018

Project Manager : Ma. Pamela Parra
Division : Industrial Goods and Services Division
Product Category : Automotive Aftermarket
Classification : Regular [redacted] evelopmental [ ]

First time (continued)

PROJECT PROCUREMENT PLAN

PARTICULARS	FOREIGN COST (EUR)	LOCAL COST (PhP)	TOTAL COST (PhP)	Procurement Method	Eligibility Screening	Submission & Receipt	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery
1. SPACE RENTAL	24,930.00	1,520,730.00	1,520,730.00							
1.1 Space cost (60 sq.m. @ €298/sq.m. + %VAT)	17,880.00	1,090,680.00	1,090,680.00	DC NP-D						
1.2 Other releated participation cost e.g. Co-Exhibitor Fee/Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, etc.)	7,050.00	430,050.00	430,050.00	DC NP-D						
2. BOOTH CONSTRUCTION	21,900.00	1,335,900.00	1,335,900.00							
2.1 Stand Installation / Dismantling / Fireproofing	20,400.00	1,244,400.00	1,244,400.00	SVP NP-D						
2.2 Electrical Installation and consumption	500.00	30,500.00	30,500.00	SVP NP-D						
2.3 Other Expenses e.g. rigging, hang points, etc.	1,000.00	61,000.00	61,000.00	SVP NP-D						
3. STAND SERVICES	800.00	48,800.00	48,800.00							
3.4 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	800.00	48,800.00	48,800.00	SVP NP-D						
4. PROMOTIONS & PUBLICITY		65,000.00	65,000.00							
4.1 Onsite collateral (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)		20,000.00	20,000.00	DC NP-D						
4.2 Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		20,000.00	20,000.00	SVP						
4.3 Press Kits		10,000.00	10,000.00	S	N/A					
4.4 Press Tokens/Buyers' Giveaways		15,000.00	15,000.00	SVP						
5. TRAVEL	6,141.04	382,243.24	382,243.24							
A. Project Officers/Officials										
International										
a. Plane Fare (US$ 2,000 x 2 pax)	3,560.00	217,160.00	217,160.00	SVP						
b. Hotel Accommodation (DSA rate US$ 226 x 52% x 6 nights)	1,170.50	71,400.45	71,400.45	SVP	N/A					
c. Per Diem (DSA rate US$ 226 x 48% x 7 days)	1,260.54	76,892.79	76,892.79	SVP	N/A					
d. Inland Transportation	150	9,150.00	9,150.00		N/A					
e. Pre-Travel Expenses		3,000.00	3,000.00		N/A					
f. Travel Insurance		1,400.00	1,400.00	S	N/A					
g. Travel Tax		3,240.00	3,240.00	S	N/A					
6. ON-SITE EXPENSES	100.00	6,100.00	6,100.00							
6.1 Briefing/Meeting Expenses										
6.2 Transportation / Vehicle Rental										
6.3 Comm / Admin Expenses	100.00	6,100.00	6,100.00	S	N/A					
7. SHIPMENT		10,000.00	10,000.00							
7.1 Shipment of Stand Props & Promo Collateral										
7.2 Excess Baggage Allowance		10,000.00	10,000.00	S	N/A					
8. SECRETARIAT		31,226.76	31,226.76							
8.1 Telephone		2,000.00	2,000.00	S	N/A					
8.2 Office Supplies		4,000.00	4,000.00	SVP						
8.3 Bank / Remittance Charges		5,000.00	5,000.00	S	N/A					
8.4 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00	SVP						
8.5 Courier/Postage		5,000.00	5,000.00	SVP						
8.6 Meeting /Briefing/De-Briefing Expenses		10,000.00	10,000.00	SVP	N/A					

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
BY:
DATE: 11/24/17
SECRETARIAT

BAC APPROVED

CITEM

8.7 Miscellaneous		4,226.76	4,226.76	8	N/A					
TOTAL BUDGET FOR PROJECT			**3,400,000.00**							
15% Budget for Staffing/Service Providers		600,000.00	600,000.00							
GRAND TOTAL			**4,000,000.00**							
Exchange Rate (as of 11 September 2017) 1 USD = 50 PHP; 1 EUR = 61 PHP										

FOR BUDGETING PURPOSES ONLY:

Prepared by:

MA. PAMELA C. PARRA
STIDS, IGSD

Noted by:

MARJO F. EVIO
DC, IGSD

Recommending Approval:

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

MA. LOURDES D. MEDIRAN
Supervising Deputy Executive Director
for Finance

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : AUTOMECHANIKA FRANKFURT 2018
PLACE : Frankfurt am Main, Frankfurt, Germany
DATE : 11-15 September 2018

Project Manager : Ma. Pamela Parra
Division : Industrial Goods and Services Division
Product Category : Automotive Aftermarket
Classification : Regular ■ Developmental ☐

BOARD AWARDS COMMITTEE
CITEM
RECEIVED
By:
SECRETARIAT

BUDGET

PARTICULARS	FOREIGN COST (EUR)	LOCAL COST (PhP)	TOTAL COST (PhP)	CITEM SHARE	COST SHARE
1. SPACE RENTAL	24,930.00	1,520,730.00	1,520,730.00	1,520,730.00	
1.1 Space cost (60 sq.m. @ €298/sq.m. + %VAT)	17,880.00	1,090,680.00	1,090,680.00	1,090,680.00	
1.2 Other releated participation cost e.g. Co-Exhibitor Fee/Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, etc.)	7,050.00	430,050.00	430,050.00	430,050.00	
2. BOOTH CONSTRUCTION	21,900.00	1,335,900.00	1,335,900.00	1,335,900.00	
2.1 Stand Installation / Dismantling / Fireproofing	20,400.00	1,244,400.00	1,244,400.00	1,244,400.00	
2.2 Electrical Installation and consumption	500.00	30,500.00	30,500.00	30,500.00	
2.3 Other Expenses e.g. rigging, hang points, etc.	1,000.00	61,000.00	61,000.00	61,000.00	
3. STAND SERVICES	800.00	48,800.00	48,800.00	48,800.00	
3.4 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	800.00	48,800.00	48,800.00	48,800.00	
4. PROMOTIONS & PUBLICITY		65,000.00	65,000.00	65,000.00	
4.1 Onsite collateral (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)		20,000.00	20,000.00	20,000.00	
4.2 Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		20,000.00	20,000.00	20,000.00	
4.3 Press Kits		10,000.00	10,000.00	10,000.00	
4.4 Press Tokens/Buyers' Giveaways		15,000.00	15,000.00	15,000.00	
5. TRAVEL	6,141.04	382,243.24	382,243.24	382,243.24	
A. Project Officers/Officials					
International					
a. Plane Fare (US$ 2,000 x 2 pax)	3,560.00	217,160.00	217,160.00	217,160.00	
b. Hotel Accommodation (DSA rate US$ 226 x 52% x 6 nights)	1,170.50	71,400.45	71,400.45	71,400.45	
c. Per Diem (DSA rate US$ 226 x 48% x 7 days)	1,260.54	76,892.79	76,892.79	76,892.79	
d. Inland Transportation	150	9,150.00	9,150.00	9,150.00	
e. Pre-Travel Expenses		3,000.00	3,000.00	3,000.00	
f. Travel Insurance		1,400.00	1,400.00	1,400.00	
g. Travel Tax		3,240.00	3,240.00	3,240.00	
6. ON-SITE EXPENSES	100.00	6,100.00	6,100.00	6,100.00	
6.1 Briefing/Meeting Expenses					
6.2 Transportation / Vehicle Rental					
6.3 Comm / Admin Expenses	100.00	6,100.00	6,100.00	6,100.00	
7. SHIPMENT		10,000.00	10,000.00	10,000.00	
7.1 Shipment of Stand Props & Promo Collateral					
7.2 Excess Baggage Allowance		10,000.00	10,000.00	10,000.00	
8. SECRETARIAT		31,226.76	31,226.76	31,226.76	
8.1 Telephone		2,000.00	2,000.00	2,000.00	
8.2 Office Supplies		4,000.00	4,000.00	4,000.00	
8.3 Bank / Remittance Charges		5,000.00	5,000.00	5,000.00	
8.4 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00	1,000.00	
8.5 Courier/Postage		5,000.00	5,000.00	5,000.00	
8.6 Meeting /Briefing/De-Briefing Expenses		10,000.00	10,000.00	10,000.00	
8.7 Miscellaneous		4,226.76	4,226.76	4,226.76	
TOTAL BUDGET FOR PROJECT			3,400,000.00	3,400,000.00	
15% Budget for Staffing/Service Providers		600,000.00	600,000.00	600,000.00	
GRAND TOTAL			**4,000,000.00**	**4,000,000.00**	
Exchange Rate (as of 11 September 2017)	Target No. Exhibitor: 10		Target Sponsorship Cost: PHP 500,000		
1 USD = 50 PHP; 1 EUR = 61 PHP	Participation Fee: USD 3600		Target CRR: 45.9%		

Prepared by:
MA. PAMELA C. PARRA
STIDS, IGSD

Noted by:
MARIO F. EVIO
DC, IGSD

Recommending Approval:
ATTY. ANNA GRACE I. MARPURI
Supervising OIC-DM, CSD

MA. LOURDES S. MEDIRAN
Supervising Deputy Executive Director
for Finance

Approved by:
CLAYTON H. TUGONON
Executive Director

CITEM
BAC APPROVED

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : AUTOMECHANIKA FRANKFURT 2018
PLACE : Frankfurt am Main, Frankfurt, Germany
DATE : 11-15 September 2018

Project Manager : Ma. Pamela Parra
Division : Industrial Goods and Services Division
Product Category : Automotive Aftermarket
Classification : Regular ■ Developmental ☐

BUDGET

PARTICULARS	FOREIGN COST (EUR)	LOCAL COST (PhP)	TOTAL COST (PhP)	CITEM SHARE	COST SHARE
1. SPACE RENTAL	24,930.00	1,520,730.00	1,520,730.00		
1.1 Space cost (60 sq.m. @ €298/sq.m. + %VAT)	17,880.00	1,090,680.00	1,090,680.00		
1.2 Other releated participation cost e.g. Co-Exhibitor Fee/Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, etc.)	7,050.00	430,050.00	430,050.00		
2. BOOTH CONSTRUCTION	21,900.00	1,335,900.00	1,335,900.00		
2.1 Stand Installation / Dismantling / Fireproofing	20,400.00	1,244,400.00	1,244,400.00		
2.2 Electrical Installation and consumption	500.00	30,500.00	30,500.00		
2.3 Other Expenses e.g. rigging, hang points, etc.	1,000.00	61,000.00	61,000.00		
3. STAND SERVICES	800.00	48,800.00	48,800.00		
3.4 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	800.00	48,800.00	48,800.00		
4. PROMOTIONS & PUBLICITY		65,000.00	65,000.00		
4.1 Onsite collateral (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)		20,000.00	20,000.00		
4.2 Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		20,000.00	20,000.00		
4.3 Press Kits		10,000.00	10,000.00		
4.4 Press Tokens/Buyers' Giveaways		15,000.00	15,000.00		
5. TRAVEL	6,141.04	382,243.24	382,243.24		
A. Project Officers/Officials					
International					
a. Plane Fare (US$ 2,000 x 2 pax)	3,560.00	217,160.00	217,160.00		
b. Hotel Accommodation (DSA rate US$ 226 x 52% x 6 nights)	1,170.50	71,400.45	71,400.45		
c. Per Diem (DSA rate US$ 226 x 48% x 7 days)	1,260.54	76,892.79	76,892.79		
d. Inland Transportation	150	9,150.00	9,150.00		
e. Pre-Travel Expenses		3,000.00	3,000.00		
f. Travel Insurance		1,400.00	1,400.00		
g. Travel Tax		3,240.00	3,240.00		
6. ON-SITE EXPENSES	100.00	6,100.00	6,100.00		
6.1 Briefing/Meeting Expenses					
6.2 Transportation / Vehicle Rental					
6.3 Comm / Admin Expenses	100.00	6,100.00	6,100.00		
7. SHIPMENT		10,000.00	10,000.00		
7.1 Shipment of Stand Props & Promo Collateral					
7.2 Excess Baggage Allowance		10,000.00	10,000.00		
8. SECRETARIAT		31,226.76	31,226.76		
8.1 Telephone		2,000.00	2,000.00		
8.2 Office Supplies		4,000.00	4,000.00		
8.3 Bank / Remittance Charges		5,000.00	5,000.00		
8.4 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00		
8.5 Courier/Postage		5,000.00	5,000.00		
8.6 Meeting /Briefing/De-Briefing Expenses		10,000.00	10,000.00		
8.7 Miscellaneous		4,226.76	4,226.76		
TOTAL BUDGET FOR PROJECT			3,400,000.00		
15% Budget for Staffing/Service Providers		600,000.00	600,000.00		
GRAND TOTAL			**4,000,000.00**		
Exchange Rate (as of 11 September 2017) 1 USD = 50 PHP; 1 EUR = 61 PHP	Target No. Exhibitor: 10 Participation Fee: USD 3600		Target Sponsorship Cost: PHP 500,000 Target CRR: 45.9%		

Prepared by:

MA. PAMELA C. PARRA
STIDS, IGSD

Noted by:

MARJO F. EVIO
DC, IGSD

Recommending Approval:

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

MA. LOURDES D. MEDIRAN
Deputy Executive Director
Supervising for Finance

WILMA G. DULAY
Chief, Budget

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM
BAC APPROVED

Please validate po computations below.

FOR: INTERNATIONAL PROJECTS
TITLE OF PROJECT : AUTOMECHANIKA FRANKFURT 2018
PLACE : Frankfurt am Main, Frankfurt, Germany
DATE : 11-15 September 2018

Project Manager : Ma. Pamela Parra
Division : Industrial Goods and Services Division
Product Category : Automotive Aftermarket
Classification : Regular ■ Developmental □

BUDGET

PARTICULARS	FOREIGN COST (EUR)	LOCAL COST (PhP)	TOTAL COST (PhP)	CITEM SHARE	COST SHARE
1. SPACE RENTAL	24,930.00	1,520,730.00	1,520,730.00		
1.1 Space cost (60 sq.m. @ €298/sq.m. + %VAT)	17,880.00	1,090,680.00	1,090,680.00		
1.2 Other releated participation cost e.g. Co-Exhibitor Fee/Registration, Exhibitor Badge, Additional Product Entry, Catalogue entry, etc.)	7,050.00	430,050.00	430,050.00		
2. BOOTH CONSTRUCTION	21,900.00	1,335,900.00	1,335,900.00		
2.1 Stand Installation / Dismantling / Fireproofing	20,400.00	1,244,400.00	1,244,400.00		
2.2 Electrical Installation and consumption	500.00	30,500.00	30,500.00		
2.3 Other Expenses e.g. rigging, hang points, etc.	1,000.00	61,000.00	61,000.00		
3. STAND SERVICES	800.00	48,800.00	48,800.00		
3.4 Staffing (Stand Hostesses/Assistants/Interpreters,Helpers, etc.)	800.00	48,800.00	48,800.00		
4. PROMOTIONS & PUBLICITY		65,000.00	65,000.00		
4.1 Onsite collateral (Ad banner, cladding, glass poster, staircase signage, hanging, other promotional tools)		20,000.00	20,000.00		
4.2 Directory of Exhibitors/ Brochures / Flyers/Translation Services, only if applicable		20,000.00	20,000.00		
4.3 Press Kits		10,000.00	10,000.00		
4.4 Press Tokens/Buyers' Giveaways		15,000.00	15,000.00		
5. TRAVEL	6,141.04	382,243.24	382,243.24		
A. Project Officers/Officials					
International					
a. Plane Fare (US$ 2,000 x 2 pax)	3,560.00	217,160.00	217,160.00		
b. Hotel Accommodation (DSA rate US$ 226 x 52% x 6 nights)	1,170.50	71,400.45	71,400.45		
c. Per Diem (DSA rate US$ 226 x 48% x 7 days)	1,260.54	76,892.79	76,892.79		
d. Inland Transportation	150	9,150.00	9,150.00		
e. Pre-Travel Expenses		3,000.00	3,000.00		
f. Travel Insurance		1,400.00	1,400.00		
g. Travel Tax		3,240.00	3,240.00		
6. ON-SITE EXPENSES	100.00	6,100.00	6,100.00		
6.1 Briefing/Meeting Expenses					
6.2 Transportation / Vehicle Rental					
6.3 Comm / Admin Expenses	100.00	6,100.00	6,100.00		
7. SHIPMENT		10,000.00	10,000.00		
7.1 Shipment of Stand Props & Promo Collateral					
7.2 Excess Baggage Allowance		10,000.00	10,000.00		
8. SECRETARIAT		31,226.76	31,226.76		
8.1 Telephone		2,000.00	2,000.00		
8.2 Office Supplies		4,000.00	4,000.00		
8.3 Bank / Remittance Charges		5,000.00	5,000.00		
8.4 Printing of Business Cards (with translation if applicable)		1,000.00	1,000.00		
8.5 Courier/Postage		5,000.00	5,000.00		
8.6 Meeting /Briefing/De-Briefing Expenses		10,000.00	10,000.00		
8.7 Miscellaneous		4,226.76	4,226.76		
TOTAL BUDGET FOR PROJECT			3,400,000.00		
15% Budget for Staffing/Service Providers		600,000.00	600,000.00		
GRAND TOTAL			**4,000,000.00**		
Exchange Rate (as of 11 September 2017) 1 USD = 50 PHP; 1 EUR = 61 PHP	Target No. Exhibitor: 10 Participation Fee: USD 2500		Target Sponsorship Cost: PHP 500,000 Target CRR: 48.04%		

Part fee 2500 x 10 = 25000 x 51 = 1275000

Total Target Income

CRR = 1927 / 4000M = 32%

Prepared by:

MA. PAMELA C. PARRA
STIDS, IGSD

Noted by:

MARIO F. EVIO
DC, IGSD

Recommending Approval:

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

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

TITLE OF PROJECT: Electronica 2018
PLACE: Munich, Germany
DATE: 13 - 16 November 2018

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

PARTICULARS	CITEM COST				PROCUREMENT METHOD	PROCUREMENT CONFERENCE	ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST EVALUATION	AWARD OF CONTRACT	RELEASE/ DELIVERY
	Foreign Cost in EUR	Foreign Cost in USD	Local Cost in PhP	TOTAL COST in PhP									
I. VENUE MANAGEMENT	28,346.00		2,957,452.00	2,957,452.00									
A. Venue (60 sqm)	17,640.00		1,093,680.00	1,093,680.00	DC NP-D								
a. Total Space Rental	17,640.00		1,093,680.00	1,093,680.00									
B. Stand Services	10,706.00		663,772.00	663,772.00	DC NP-D								
a. Electrical Connection and Distribution Panel	1,250.00		77,500.00	77,500.00	NP-D								
b. Mandatory Communication Fee (EUR465/exhibitor)	5,580.00		345,960.00	345,960.00	NP-D								
c. Co-exhibitor Fee (EUR200/exhibitor)	2,400.00		148,800.00	148,800.00	NP-D								
d. Waste Disposal Fee (EUR4/m^2)	240.00		14,880.00	14,880.00	NP-D								
e. AUMA Fee (EUR0.60/m^2)	36.00		2,232.00	2,232.00	NP-D								
f. Stand Interpreters, Translation, Stand Cleaning and Other Services	200.00		12,400.00	12,400.00	NP-D								
g. Internet Connection	1,000.00		62,000.00	62,000.00	NP-D								
C. Stand Construction			1,200,000.00	1,200,000.00	NP-D								
II. MARKETING AND COMMUNICATIONS			100,000.00	100,000.00									
A. Marketing Collateral (Postcards)			60,000.00	60,000.00	SVP								
B. USB Press Kits			30,000.00	30,000.00	SVP								
C. Press / Buyer Tokens			10,000.00	10,000.00	SVP								
IV. TRAVEL EXPENSES	500.00	8,496.00	481,592.00	481,592.00									
International Travel					SVP								
a. Airfare (MNL-MUC, US$1600 x 2 pax)		3,200.00	166,400.00	166,400.00									
b. DSA (USD331 x 8 days x 2 pax)		5,296.00	275,392.00	275,392.00									
c. Pre-travel Expenses (Php 1,500 x 2 pax)			3,000.00	3,000.00									
d. Airport Transfers (EUR250 x 2 ways)	500.00		31,000.00	31,000.00									
e. Travel Insurance (Php 300 x 2 pax)			600.00	600.00									
f. Excess Baggage Allowance		100.00	5,200.00	5,200.00									
V. ADMINISTRATIVE SERVICES		400.00	115,956.00	115,956.00									
A. Coordination Meetings / Exhibitors' Briefing (Venue + Food)			40,000.00	40,000.00	SVP								
B. Onsite Meeting Expenses			10,000.00	10,000.00	NP-D								
C. Bank Charges		200.00	10,400.00	10,400.00	NP	N/A							
D. Onsite Communication / Administrative Expenses		200.00	10,400.00	10,400.00	NP	N/A							
E. Telephone / Fax and Courier / Postage			10,000.00	10,000.00	SVP	N/A							
F. Office Supplies / Reference Materials			20,000.00	20,000.00	SVP								
G. Miscellaneous Expenses			15,156.00	15,156.00	SVP								
TOTAL	28,846.00	8,896.00	3,655,000.00										
TOTAL BUDGET FOR PROJECT				3,655,000.00									
15% Budget for Staffing / Service Provider			645,000.00										
GRAND TOTAL				4,300,000.00									

Exchange Rate: EUR 1 = PHP 62 ; USD 1 = PHP 52

Submitted by:

GESILLE ANNE D. ERESE
TIDS, IGSD

Recommending Approval:

MARJO F. EVIO
DC, IGSD

KATRINA C. PINEDA
OIC, ITSED

ATTY. ANNA GRACE I. MARPURI
Supervising DM, Corporate Services

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE SECRETARIAT
CITEM
RECEIVED
By:
Date: 2/2/18

BAC APPROVED

CITEM

TITLE OF PROJECT: Electronica 2018
PLACE: Munich, Germany
DATE: 13 - 16 November 2018
as of 22 November 2017

PARTICULARS	CITEM COST			
	Foreign Cost in EUR	Foreign Cost in USD	Local Cost in PhP	TOTAL COST in PhP
I. VENUE MANAGEMENT	28,346.00		2,957,452.00	2,957,452.00
A. Venue (60 sqm)	**17,640.00**		**1,093,680.00**	**1,093,680.00**
a. Total Space Rental	17,640.00		1,093,680.00	1,093,680.00
B. Stand Services	**10,706.00**		**663,772.00**	**663,772.00**
a. Electrical Connection and Distribution Panel	1,250.00		77,500.00	77,500.00
b. Mandatory Communication Fee (EUR465/exhibitor)	5,580.00		345,960.00	345,960.00
c. Co-exhibitor Fee (EUR200/exhibitor)	2,400.00		148,800.00	148,800.00
d. Waste Disposal Fee (EUR4/m^2)	240.00		14,880.00	14,880.00
e. AUMA Fee (EUR0.60/m^2)	36.00		2,232.00	2,232.00
f. Stand Interpreters, Translation, Stand Cleaning and Other Services	200.00		12,400.00	12,400.00
g. Internet Connection	1,000.00		62,000.00	62,000.00
C. Stand Construction			**1,200,000.00**	**1,200,000.00**
II. MARKETING AND COMMUNICATIONS			100,000.00	100,000.00
A. Marketing Collateral (Postcards)			60,000.00	60,000.00
B. USB Press Kits			30,000.00	30,000.00
C. Press / Buyer Tokens			10,000.00	10,000.00
IV. TRAVEL EXPENSES	500.00	8,496.00	481,592.00	481,592.00
International Travel				
a. Airfare (MNL-MUC, US$1600 x 2 pax)		3,200.00	166,400.00	166,400.00
b. DSA (USD331 x 8 days x 2 pax)		5,296.00	275,392.00	275,392.00
c. Pre-travel Expenses (Php 1,500 x 2 pax)			3,000.00	3,000.00
d. Airport Transfers (EUR250 x 2 ways)	500.00		31,000.00	31,000.00
e. Travel Insurance (Php 300 x 2 pax)			600.00	600.00
f. Excess Baggage Allowance		100.00	5,200.00	5,200.00
V. ADMINISTRATIVE SERVICES		400.00	115,956.00	115,956.00
A. Coordination Meetings / Exhibitors' Briefing (Venue + Food)			40,000.00	40,000.00
B. Onsite Meeting Expenses			10,000.00	10,000.00
C. Bank Charges		200.00	10,400.00	10,400.00
D. Onsite Communication / Administrative Expenses		200.00	10,400.00	10,400.00
E. Telephone / Fax and Courier / Postage			10,000.00	10,000.00
F. Office Supplies / Reference Materials			20,000.00	20,000.00
G. Miscellaneous Expenses			15,156.00	15,156.00
TOTAL	28,846.00	8,896.00	3,655,000.00	
TOTAL BUDGET FOR PROJECT				3,655,000.00
15% Budget for Staffing / Service Provider			645,000.00	
GRAND TOTAL				4,300,000.00

Exchange Rate: EUR 1 = PHP 62 ; USD 1 = PHP 52

Participation Fee:
USD 3,800.00* (includes space rental, mandatory communication fee, co-exhibitor fee, booth construction, plus 12% V.A.T.)
Target No. of Participants: 12 companies

BREAKDOWN:	**USD**	**PHP**
12 cos. X USD 3,800	45,600.00	2,371,200.00
Total Participation Fee		**2,371,200.00**
Net Revenue (Total Participation Fee less 12% VAT)		2,086,656.00
estimated total CRR		**49%**

**subject to decrease depending on sponsorship engaged*

Submitted by:

GESILLE ANNE D. ERESE
TIDS, IGSD

Recommending Approval:

MARJO F. EVIO
DC, IGSD

KATRINA C. PINEDA
OIC, ITSED

ATTY. ANNA GRACE I. MARPURI

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE CITEM RECEIVED By: Date: 2/2/18 SECRETARIAT

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
BUSINESS OF DESIGN WEEK 2018, BENCHMARKING MISSION
4-9 December 2018 (indicative date)
Hongkong Convention and Exhibition Center

Ref #	PARTICULARS	PROPOSED BUDGET	PROCUREMENT METHOD	PROCUREMENT SCHEDULE			
				Eligibility Screening	Submission & Receipt of Bids	Award of Contract	Release/ Delivery Date
I.	**TRAVELLING EXPENSES**						
	A. Plane Fare *(USD 350 / PHP 17,500 x 2 pax)*	35,000.00	SVP				
	B. Hotel Allowance *(DSA rate USD 373 x 56% x 4 nights x 2 pax)*	83,552.00	~~SVP~~ N/A				
	C. Per Diem *(DSA rate USD 373 x 44% x 5 days x 2 pax)*	82,060.00	~~SVP~~ N/A				
	D. Travel Insurance *(PHP 207 x 2 pax)*	414.00	~~SVP~~ N/A				
	E. Travel Tax (*PHP1,620 x 2 pax)*	3,240.00	~~SVP~~ N/A				
II.	**ONSITE EXPENSES**						
	A. Conference Fees	43,467.00	N/A				
III.	**ADMINISTRATIVE EXPENSES**						
	A. Printing of Business Cards and CITEM Institutional Brochures and Folders	2,000.00	SVP				
	B. Miscellaneous / Tokens	8,000.00	SVP				
	GRAND TOTAL	***257,733.00***					

Prepared by:

ANTONIO G. AGULTO
STIDS, CID

Noted by:

MARJO F. EVIO
OIC-DM, Service Bus. Dept.

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

NORA K. TERRADO
Undersecretary

RECEIVED
14 MAR 2018

CITEM

BAC APPROVED

TITLE OF PROJECT : **BUSINESS OF DESIGN WEEK 2018, BENCHMARKING MISSION**
PLACE: **HONG KONG** (Hong kong Convention and Exhibition Center
DATE: **4-9 December 2018 (indicative date)**

as of 28 February 2018

PARTICULARS	FOREIGN COST (USD)	LOCAL COST (PHP)	TOTAL COST (PHP)
I. TRAVELLING EXPENSES			
A. Plane Fare *(USD 350 / PHP 17,500 x 2 pax)*	700.00	35,000.00	35,000.00
B. Hotel Allowance *(DSA rate USD 373 x 56% x 4 nights x 2 pax)*	1,671.04	83,552.00	83,552.00
C. Per Diem *(DSA rate USD 373 x 44% x 5 days x 2 pax)*	1,641.20	82,060.00	82,060.00
D. Travel Insurance *(PHP 207 x 2 pax)*		414.00	414.00
E. Travel Tax (*PHP1,620 x 2 pax)*		3,240.00	3,240.00
II. ONSITE EXPENSES			
A. Conference Fees	869.52	43,467.00	43,467.00
III. ADMINISTRATIVE EXPENSES			
A. Printing of Business Cards and CITEM Institutional Brochures and Folders		2,000.00	2,000.00
B. Miscellaneous / Tokens		8,000.00	8,000.00
GRAND TOTAL			**257,733.00**

Prepared by:

Antonio G. Agulto
STIDS, Creative Industry

Noted by:

Mario R. Evio
OIC - Department Manager, Service Business Department

Recommending Approval:

Ma. Lourdes D. Mediran
Supervising DED for Finance

Approved by:

Nora K. Terrado
Undersecretary

RECEIVED
14 MAR 2018

CITEM
BAC APPROVED

ANNEX B: PROJECT PROCUREMENT MANAGEMENT

THE NORDIC GAME 2018 MIPCOM

APPROVED BUDGET: PHP3,000,000

SLAGTHUSET, MALMÖ, SWEDEN

23-25 MAY 2018 | OFFICIAL COUNTRY PAVILION

PARTICULARS	UNIT	ESTIMATED UNIT COST	PROCUREMENT METHOD	FOREIGN COST (EUR)	LOCAL COST (PHP)	TOTAL BUDGET	PROCUREMENT SCHEDULE							
							PREPROCUREMENT CONFERENCE	ADVERTISING	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT OF BIDS	POST EVALUATION	AWARD OF CONTRACT	RELEASE/DELIVERY DATE	FROM OTHER SOURCES
1. BOOTH CONSTRUCTION						*in PHP*								
1.1. Participation Fee - Country Pavilion; Philippines' Gaming Industry Discounted price: EUR8,500 (Orig. price EUR19,000) x Forex rate PHP60				8,500.00	510,000.00	510,000.00								
1.2. Country Pavilion Booth Construction					1,000,000.00	1,000,000.00								
1.3. Stand Enhancements / Props & Décor / Exhibit supplies					80,000.00	80,000.00								
2. MARKETING AND COMMUNICATIONS														
2.1 Marketing Collateral														
a. Country brochure / Commodity Trade Pavilion Directory of exhibitors (250 pcs)					100,000.00	100,000.00								
b. Directory (250 pcs)					120,000.00	120,000.00								
c. Press kits with translation / Event Bag					100,000.00	100,000.00								
3. Tokens / give aways					45,000.00	45,000.00								
4.Video and photo documentation					10,000.00	10,000.00								
3. SPECIAL EVENTS														
3.1 Conference (Regular rate)				699.00	41,940.00	83,880.00								
3.2 Networking Events				300.00	18,000.00	36,000.00								
4. TRAVELLING EXPENSES														
4.1 Plane Fare (MNL-CPH/MMX) x 2 CITEM Staff				1,113.33	66,800.00	133,600.00								
x 62%)				1,216.44	72,986.40	145,972.80								
4.2 Per Diem (6 nights x DSA rate USD327 x 38%)				745.56	44,733.60	89,467.20								
4.3 In-land Transportation														
4.4 Pre-travel Expenses					3,000.00	3,000.00								
4.5 Travel Insurance					3,000.00	3,000.00								
4.6 Travel Tax					2,000.00	2,000.00								
5. ADMINISTRATIVE EXPENSES														
5.1 Excess Baggage Allowance					4,000.00	4,000.00								
5.2 Communication Expenses					50,000.00	50,000.00								
5.3 Bank/Remittance Charges					2,000.00	2,000.00								
5.4 Representation/Meeting Expenses				166.67	20,000.00	20,000.00								
5.5 Miscellaneous					10,000.00	10,000.00								
6. HUMAN RESOURCE EXPENSES														
6.1 Service Provider Fee					450,000.00	450,000.00								
TOTAL						**2,997,920.00**								

Prepared by:
NOV 29 2017
John Adam P. Pascual
TIDA, CID

Noted by:
Marjo F. Evio
Division Chief, CID

Recommending Approval:
Doris U. Gachet
Department Manager, CBD

Recommending Approval:
Wilma G. Dulay
OIC, Accounting Division

Recommending Approval:
Ma. Lourdes D. Mallari
Deputy Executive Director
11/29

Approved by:
Clayton Hipe-Tugonon
Executive Director

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By: Lexa
Date: 11/29/17
SECRETARIAT

BAC APPROVED

CITEM

ANNEX A : BUDGET BREAKDOWN

THE NORDIC GAME 2018

APPROVED BUDGET: PHP3,000,000

SLAGTHUSET, MALMÖ, SWEDEN

23-25 MAY 2018 | OFFICIAL COUNTRY PAVILION

PARTICULARS	FOREIGN COST (EUR)	LOCAL COST (PHP)	TOTAL BUDGET
1. BOOTH CONSTRUCTION			*in PHP*
1.1. Participation Fee - Country Pavilion; Philippines' Gaming Industry Discounted price: EUR8,500 (Orig. price EUR19,000) x Forex rate PHP60	8,500.00	510,000.00	510,000.00
1.2. Country Pavilion Booth Construction		1,000,000.00	1,000,000.00
1.3. Stand Enhancements / Props & Décor / Exhibit supplies		80,000.00	80,000.00
2. MARKETING AND COMMUNICATIONS			
2.1 Marketing Collateral			
a. Country brochure / Commodity Trade Pavilion Directory of exhibitors (250 pcs)		100,000.00	100,000.00
b. Directory (250 pcs)		120,000.00	120,000.00
c. Press kits with translation / Event Bag		100,000.00	100,000.00
3. Tokens / give aways		45,000.00	45,000.00
4.Video and photo documentation		10,000.00	10,000.00
3. SPECIAL EVENTS			
3.1 Conference (Regular rate)	699.00	41,940.00	83,880.00
3.2 Networking Events	300.00	18,000.00	36,000.00
4. TRAVELLING EXPENSES			
4.1 Plane Fare (MNL-CPH/MMX) x 2 CITEM Staff	1,113.33	66,800.00	133,600.00
USD327 x 62%)	1,216.44	72,986.40	145,972.80
4.2 Per Diem (6 nights x DSA rate USD327 x 38%)	745.56	44,733.60	89,467.20
4.3 In-land Transportation			
4.4 Pre-travel Expenses		3,000.00	3,000.00
4.5 Travel Insurance		3,000.00	3,000.00
4.6 Travel Tax		2,000.00	2,000.00
5. ADMINISTRATIVE EXPENSES			
5.1 Excess Baggage Allowance		4,000.00	4,000.00
5.2 Communication Expenses		50,000.00	50,000.00
5.3 Bank/Remittance Charges		2,000.00	2,000.00
5.4 Representation/Meeting Expenses	166.67	20,000.00	20,000.00
5.5 Miscellaneous		10,000.00	10,000.00
6. HUMAN RESOURCE EXPENSES			
6.1 Service Provider Fee		450,000.00	450,000.00
TOTAL			**2,997,920.00**

Prepared by:
NOV 2017
John Adam P. Pascual
TIDA, CID

Noted by:
Mario F. Evio
Division Chief, CID

Recommending Approval:
Doris U. Gacho
Department Manager, CBD

Recommending Approval:
Wilma G. Dulay
OIC, Accounting Division

Recommending Approval:
11/22
Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:
Clayton Hipe-Tugonon
Executive Director

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By: Lixa
Date: 11/29/17

CITEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Philippine Participation in the 14th China-ASEAN Expo 2018

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
1. Venue / Exhibit Management											
	1. Venue Rental										
	2. Booth Construction			3,200,000.00	NP-0						
	3. On-site orders / Stand Services										
	a. Props & Décor			155,000.00	NP-0						
	b. Interpreters/s / Stand Assistants										
	b.1. Interpreters ($180/ day x 5 pax x 4 days)			125,000.00	NP-0						
	b.2 Interpreters during ingress ($180/day x 2 pax x 2 days)			36,000.00	NP-0						
	b.3 Simultaneous Interpreters during ingress ($180/day x 2 pax x 1/2 day)			95,000.00	NP-0						
	4. Rental of Equipment			60,000.00	NP-0						
	5. Miscellaneous Expenses			55,000.00	NP-0						
	Sub-total			**3,726,000.00**							
2. Marketing Communications											
	1. Marketing Collateral										
	a. Country brochure/directory (500 pcs)			75,000.00	SVP						
	b. Press kits with translation			25,000.00	SVP						
	c. Event Bag			-							
	2. Translation Services			50,000.00	SVP						
	3. Tokens / give aways			25,000.00	SVP						
	4. Miscellaneous expenses			10,000.00	SVP						
	Sub-total			**185,000.00**							
3. Exhibitor Incentives											
	1. Briefings										
	1.1 Initial Project Briefing			5,000.00	SVP						
	1.2. Business Development Seminar			10,000.00	SVP						
	1.3. Pre-Departure Briefing			5,000.00	N/A						
	1.4. Debriefing			5,000.00	N/A						
	Sub-total			***25,000.00***							
4. Other on-site expenses											
	Admin and Communication Expenses (4pax $100)			20,000.00	N/A						
	Sub-total			**20,000.00**							
5. Travelling Expenses											
	1. OVERSEAS TRAVEL			-							
	1.1 Senior Officials Meeting (2 pax x 6days/5nights)			-							
	a. Plane fare (c/o CAEXPO)										
	b. Hotel Allowance (c/o CAEXPO)										
	c. Per Diem (US$180 x 40% x 7days x 2pax)			50,400.00	N/A						
	d. Pre travel, insurance, tax			7,000.00	N/A						

BAC APPROVED

CITEM BIDS AND AWARDS COMMITTEE RECEIVED by: 8/20/17 SECRETARIAT

2/7/18

	1.2 14th CAEXPO			-	
	2.2.1 CITEM Officials and staff			-	
	a.Subsidized Officials(Subsidy:4 nights) (Duration: 9 days/8nites x 2 pax)			-	
	1. Plane fare ($450 x 2pax)			40,000.00	SVP
	2. Hotel Allowance (4 nights subsidized accommodation) (US$180 x 60% x 5nights x 2 pax)			54,000.00	N/A
	3. Per Diem (US$180 x 40% x 9days x 2pax)			64,800.00	N/A
	4. Pre travel, insurance, travel tax			7,000.00	N/A
	b. Asst. officers & Exhibition Designer (9days/7nights x 3 pax)			-	
	1. Plane fare ($450/pax x 3 pax)			67,500.00	SVP
	2. Hotel Allowance (US$180 x 60% x 8 nights x 3pax)			129,600.00	N/A
	3. Per Diem (US$180 x 40% x 9days x 3pax)			97,200.00	N/A
	1.4 Pre travel, insurance, travel tax			10,500.00	N/A
	2. LOCAL TRAVEL				
	1.1 Plane fare			55,000.00	SVP
	1.2 Hotel Allowance			30,000.00	NA
	1.3 Per Diem			20,000.00	NA
	1.4 Inland Transportation			32,500.00	NA
	Sub-total			***665,500.00***	
6. Administrative Services / L:ogistics Requirements					
	1. Bank Charges			10,000.00	N/A
	2. Communication Expenses				
	2.1 Telephone/fax			8,000.00	N/A
	2.1 Courier/Direct Mailing			6,000.00	N/A
	3. Supplies and Materials			34,500.00	SVP
	4. Excess Baggage Allowance			15,000.00	N/A
	5. Shipment			100,000.00	SVP
	6. Share in Copier Rental			5,000.00	N/A
	7. Representation/Meeting Expenses			30,000.00	N/A
	9. Van Rental (on-site)			145,000.00	NP-D
	10. Miscellaneous			25,000.00	SVP
	Sub-total			***378,500.00***	
	Total Budget		**Php**	***5,000,000.00***	

Prepared by:

VICKY M. ARELLANO
Project Officer

Noted by:

EVA MARIE C. MARIQUINA
OIC, Special Projects Division

Recommending Approval:

DORIS U. GACHO
OIC- Consumer Bus. Dept.

ATTY. ANNA GRACE I. MARPURI
OIC-Corporate Services Dept.

Approved by:

CLAYTON H. TUGONON
Executive Director

Ma. Lourdes B. Madrian
Deputy Executive Director

CITEM

BAC APPROVED

Philippine Participation in the 14th China-ASEAN Expo 2018
September 2018
Nanning, Guangxi, China

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By: Luxa
Date: 8/29/18
SECRETARIAT

Qty	Particulars	Foreign Cost (USD)	Local Cost (PHP)	Total Cost (PHP)
1. Venue / Exhibit Management				
	1. Venue Rental			
	2. Booth Construction	64,000.00		3,200,000.00
	3. On-site orders / Stand Services			
	a. Props & Décor	3,100.00		155,000.00
	b. Interpreters/s / Stand Assistants			
	b.1. Interpreters ($180/ day x 5 pax x 4 days)	2,500.00		125,000.00
	b.2 Interpreters during ingress ($180/day x 2 pax x 2 days)	720.00		36,000.00
	b.3 Simultaneous Interpreters during ingress ($180/day x 2 pax x 1/2 day)	1,900.00		95,000.00
	4. Rental of Equipment	1,200.00		60,000.00
	5. Miscellaneous Expenses	1,100.00		55,000.00
	Sub-total	**74,520.00**		**3,726,000.00**
2. Marketing Communications				
	1. Marketing Collateral			
	a. Country brochure/directory (500 pcs)		75,000.00	75,000.00
	b. Press kits with translation		25,000.00	25,000.00
	c. Event Bag		-	-
	2. Translation Services		50,000.00	50,000.00
	3. Tokens / give aways		25,000.00	25,000.00
	4. Miscellaneous expenses		10,000.00	10,000.00
	Sub-total	-	**185,000.00**	**185,000.00**
3. Exhibitor Incentives				
	1. Briefings			
	1.1 Initial Project Briefing		5,000.00	5,000.00
	1.2. Business Development Seminar		10,000.00	10,000.00
	1.3. Pre-Departure Briefing		5,000.00	5,000.00
	1.4. Debriefing		5,000.00	5,000.00
	Sub-total	-	***25,000.00***	***25,000.00***
4. Other on-site expenses				
	Admin and Communication Expenses (4pax $100)	400.00		20,000.00
	Sub-total	**400.00**		***20,000.00***
5. Travelling Expenses				
	1. OVERSEAS TRAVEL			
	1.1 Senior Officials Meeting (2 pax x 6days/5nights)	-		
	a. Plane fare (c/o CAEXPO)	-		-
	b. Hotel Allowance (c/o CAEXPO)	-		-
	c. Per Diem (US$180 x 40% x 7days x 2pax)	1,008.00		50,400.00
	d. Pre travel, insurance, tax		7,000.00	7,000.00
	1.2 14th CAEXPO			

CITEM

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	a.Subsidized Officials(Subsidy:4 nights) (Duration: 9 days/8nites x 2 pax)	-		-
	1. Plane fare ($450 x 2pax)	800.00		40,000.00
	2. Hotel Allowance (4 nights subsidized accommodation) (US$180 x 60% x 5nights x 2 pax)	1,080.00		54,000.00
	3. Per Diem (US$180 x 40% x 9days x 2pax)	1,296.00		64,800.00
	4. Pre travel, insurance, travel tax		7,000.00	7,000.00
	b. Asst. officers & Exhibition Designer (9days/7nights x 3 pax)			
	1. Plane fare ($450/pax x 3 pax)	1,350.00		67,500.00
	2. Hotel Allowance (US$180 x 60% x 8 nights x 3pax)	2,592.00		129,600.00
	3. Per Diem (US$180 x 40% x 9days x 3pax)	1,944.00		97,200.00
	1.4 Pre travel, insurance, travel tax		10,500.00	10,500.00
	2. LOCAL TRAVEL			
	1.1 Plane fare		55,000.00	55,000.00
	1.2 Hotel Allowance		30,000.00	30,000.00
	1.3 Per Diem		20,000.00	20,000.00
	1.4 Inland Transportation		32,500.00	32,500.00
	Sub-total	***10,070.00***	***162,000.00***	***665,500.00***
6. Administrative Services / L:ogistics Requirements				
	1. Bank Charges		10,000.00	10,000.00
	2. Communication Expenses			
	2.1 Telephone/fax		8,000.00	8,000.00
	2.1 Courier/Direct Mailing		6,000.00	6,000.00
	3. Supplies and Materials		34,500.00	34,500.00
	4. Excess Baggage Allowance	300.00		15,000.00
	5. Shipment		100,000.00	100,000.00
	6. Share in Copier Rental		5,000.00	5,000.00
	7. Representation/Meeting Expenses		30,000.00	30,000.00
	9. Van Rental (on-site)	2,900.00		145,000.00
	10. Miscellaneous		25,000.00	25,000.00
	Sub-total	***3,200.00***	***218,500.00***	***378,500.00***
	Total Budget	***88,190.00***	***590,500.00***	***5,000,000.00***

Participation Fee: US$ 500.00
(Target Participants: 40 participants)

Prepared by:

VICKY M. ARELLANO
Project Officer

Noted by:

EVA MARIE C. MARIQUINA
OIC, Special Projects Division

Recommending Approval:

DORIS U. GACHO
Chief, Consumer Business Department

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY 2018
SERVICE BUSINESS DEPARTMENT
CAEXPO 2018

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							reprocuremer Conference	Advertise-ment	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
	Breakdown of Supplies and Materials													
1	Ballpen Ordinary (Black)	pc	5	7.00	Shopping	35.00							do	
2	Ballpen, Pilot (blue-1, black-3, red-1)	pc	5	29.00	Shopping	145.00							-do-	
3	Business Card	bx	3	300.00	Shopping	900.00							-do-	
4	Clear Book (long)	pc	5	50.00	Shopping	250.00							-do-	
5	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (customize) black	pc	5	105.00	Shopping	525.00							-do-	
6	Databinder, 13" x 10-1/2" x 2-1/2", side mechanism (customize)	pc	5	110.00	Shopping	550.00							-do-	
7	Envelope, Ordinary, brown, long	pc	50	3.00	Shopping	150.00							-do-	
8	Envelope, Ordinary, brown, short	pc	50	2.50	Shopping	125.00							-do-	
9	Envelope, expanding w/ string, long colored 20s	pc	20	23.00	Shopping	460.00							-do-	
10	Envelope, catalogue, expanding, transparent, long	pc	20	30.00	Shopping	600.00							-do-	
11	Folder, L-type plastic, transparent (short)	pc	30	6.00	Shopping	180.00							-do-	
12	Folder with presskit with window, A4	pc	25	12.00	Shopping	300.00							-do-	
13	Folder, L-type plastic, transparent (long)	pc	30	8.00	Shopping	240.00							-do-	
14	Folder, ordinary, long	pc	20	7.00	Shopping	140.00							-do-	
15	Folder, ordinary, short	pc	20	6.00	Shopping	120.00							-do-	
16	Folder, pressboard, long (green)	pc	10	15.00	Shopping	150.00							-do-	
17	Folder, plastic w/ slide, short	pc	10	6.00	Shopping	60.00							-do-	
18	Folder, plastic w/ slide, long	pc	10	8.00	Shopping	80.00							-do-	
19	Paper clip 2" 100s	bx	3	10.00	Shopping	30.00							-do-	
20	Paper clip 1" 100s	bx	3	15.00	Shopping	45.00							-do-	
21	Paper, Copy, A4	rm	5	198.00	Shopping	990.00							-do-	
22	Paper, Photo, glossy, A4 (20s)	pck	1	140.00	Shopping	140.00							-do-	
23	Paper, Photo, matte, A4 (20s)	pck	1	130.00	Shopping	130.00							-do-	
24	Paper, Sticker, matte A4 (10pcs/pck)	pck	5	80.00	Shopping	400.00							-do-	
25	Pen, marking permanent (1-black, 1-blue)	pc	2	40.00	Shopping	80.00							-do-	
26	Pen, Sign pen, V5 (3-black)	pc	3	45.00	Shopping	135.00							-do-	
27	Pad, sticky note 3x4	pad	5	60.00	Shopping	300.00							-do-	
28	Ruler (long, plastic, ordinary)	pc	2	25.00	Shopping	50.00							-do-	
29	Ink Bottle, Epson L800 B-6731	btl	1	600.00	Shopping	600.00							-do-	
30	Ink Bottle, Epson L800 C-T6732	btl	1	600.00	Shopping	600.00							-do-	
31	Ink Bottle, Epson L800 LC-T6735	btl	1	600.00	Shopping	600.00							-do-	
32	Ink Bottle, Epson L800 LM-T6736	btl	1	600.00	Shopping	600.00							-do-	
33	Ink Bottle, Epson L800 M-T6733	btl	1	600.00	Shopping	600.00							-do-	
34	Ink Bottle, Epson L800 Y-6734	btl	1	600.00	Shopping	600.00							-do-	
	Total Supplies and Materials				SV	₱ 10,910.00								

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23 FEB 2018

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III. LOCALLY-HELD SPECIAL PROJECTS/INSTITUTIONAL PROMOTIONS/OTHER ALLOCATIONS

2018 BUDGET

Project: **INSTITUTIONAL PROMOTIONS 2018 - Corporate Planning Division**

As **of 03 December 2017**

PARTICULARS 1/	BUDGET SOURCES		
	TOTAL BUDGET	CITEM BUDGET	FUNDING PARTNERS (JETRO)
1. MARKETING COMMUNICATIONS			
1. Tokens for TPO heads and representatives (ATPF CEO Meeting)	2,000.00	2,000.00	
2. Tokens for TPO representatives (ATPF Working Level Meeting)	2,000.00	2,000.00	
Sub-total	*4,000.00*	*4,000.00*	0.00
2. TRAVELLING EXPENSES			
1. OVERSEAS TRAVEL			
1.1 ATPF CEO MEETING (2 pax)			
a. Plane fare	50,000.00	50,000.00	
b. Hotel Allowance	20,000.00	20,000.00	
c. Per Diem	22,000.00	22,000.00	
d. Travel Tax / travel insurance	700.00	700.00	
e. Pre-travel Expenses	1,500.00	1,500.00	
f. Inland Transportation	1,000.00	1,000.00	
g. Miscellaneous / communications	1,500.00	1,500.00	
1.2 ATPF WORKING LEVEL MEETING (1 pax)			
a. Plane fare			c/o JETRO
b. Hotel Allowance			c/o JETRO
c. Per Diem	15,000.00	15,000.00	
d. Travel Tax / travel insurance	1,000.00	1,000.00	
e. Pre-travel Expenses	2,000.00	2,000.00	
f. Inland Transportation	1,500.00	1,500.00	
Sub-total	*116,200.00*	*116,200.00*	0.00
3. ADMINISTRATIVE EXPENSES			
1. CITEM PLANNING SESSION			
1.1 MID-YEAR PLANNING SESSION			
1.1 Logistical expenses (venue, accommodation)	180,000.00	180,000.00	
1.2 Transportation expenses	210,000.00	210,000.00	
1.3 Vehicle / van rental	60,000.00	60,000.00	
1.4 Other Food expenses (including meals during pre-planning sessions)	180,000.00	180,000.00	
1.5 Miscellaneous	10,000.00	10,000.00	
1.2 YEAR-END PLANNING SESSION			
1.1 Logistical expenses (venue, accommodation, food)	180,000.00	180,000.00	
1.2 Transportation expenses	210,000.00	210,000.00	
1.3 Vehicle / van rental	60,000.00	60,000.00	
1.4 Other Food expenses (including meals during pre-planning sessions)	180,000.00	180,000.00	
1.5 Miscellaneous	10,000.00	10,000.00	
2. DTI PLANNING SESSION			
1.1 Logistical expenses (food and accommodation)	30,000.00	30,000.00	
1.2 Transportation expenses	3,000.00	3,000.00	
3. IPG PLANNING SESSION			
1.1 Logistical expenses / board & lodging	30,000.00	30,000.00	
1.2 Transportation expenses	3,000.00	3,000.00	
4. MEETING EXPENSES (FOOD)			
1.1 Mancom and EXCOM Meetings	106,000.00	106,000.00	
5. SUPPLIES	12,516.00	12,516.00	
6. COMMUNICATIONS (telephone, fax, courier services)	5,000.00	5,000.00	
7. SHARE IN COPIER RENTAL	5,000.00	5,000.00	
8. HIRING OF MARKETING SURVEY EXPERT FOR CITEM	400,000.00	400,000.00	
9. MISCELLANEOUS EXPENSE	5,284.00	5,284.00	

Citem

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Project: **INSTITUTIONAL PROMOTIONS 2018 - Corporate Planning Division**

As **of 29 November 2017**

PARTICULARS 1/	BUDGET SOURCES		
	TOTAL BUDGET	CITEM BUDGET	FUNDING PARTNERS (JETRO)
Sub-total	*1,879,800.00*	*1,879,800.00*	
GRAND TOTAL	**2,000,000.00**	**2,000,000.00**	**0.00**

Prepared by:

Nelia O. Balmores
Planning Officer II

Recommending Approval:

Jewel H. Udarbe
OIC, Corporate Planning Division

Atty. Grace I. Marpuri
OIC, Corporate Services

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugunon
Executive Director

CITEM

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PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2017

Institutional promotions 2018- Corporate Planning

Request for Supplies & Materials

as of 20 Nov. 2017

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
1. Marketing Communications				*4,000.00*							
	1. Tokens for TPO heads and representatives (ATPF CEO Meeting)		Shopping A	2,000.00	TO BE ADVISED						
	2. Tokens for TPO representatives (ATPF Working Level Meeting)		Shopping A	2,000.00							
2. Travelling Expenses (2 pax)				*116,200.00*							
	1. OVERSEAS TRAVEL										
	1.1 ATPF CEO MEETING										
	a. Plane fare		Small value Procurement	50,000.00							
	b. Hotel Allowance			20,000.00							
	c. Per Diem			22,000.00							
	d. Travel Tax / travel insurance			700.00							
	e. Pre-travel Expenses			1,500.00							
	f. Inland Transportation (TAXI)			1,000.00							
	g. Miscellaneous / communications (PAYAL)			1,500.00							
	1.2 ATPF WORKING LEVEL MEETING										
	a. Plane fare		SVP								
	b. Hotel Allowance										
	c. Per Diem			15,000.00							
	d. Travel Tax / travel insurance			1,000.00							
	e. Pre-travel Expenses			2,000.00							
	f. Inland Transportation (TAXI)			1,500.00							
	Subtotal										
3. Administrative Expenses				*1,879,800.00*							
	1. CITEM PLANNING SESSION										
	1.1 MID-YEAR PLANNING SESSION										
	1.1 Logistical expenses (venue, accommodation)		Small value Procurement	180,000.00							
	1.2 Transportation		SVP	210,000.00							
	1.3 Vehicle / van rental		~~SVP~~ do-p	60,000.00							
	1.4 Other Food expenses (including meals during pre-planning sessions) (Food Accommodation)			180,000.00							
	1.5 Miscellaneous			10,000.00							
	1.2 YEAR-END PLANNING SESSION										
	1.1 Logistical expenses (venue, accommodation, food)		Small value Procurement	180,000.00							

CITEM

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Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
	1.2 Transportation expenses		-do- SVP	210,000.00							
	1.3 Vehicle / van rental		-do- SVP	60,000.00							
	1.4 Other Food expenses (including meals during pre-planning sessions) (Food Accommodation			180,000.00							
	1.5 Miscellaneous (Supplies)		SHOPPING S	10,000.00							
	2. DTI PLANNING SESSION										
	1.1 Logistical expenses (food and accommodation) (Food Accom	c/o PTI		30,000.00							
	1.2 Transportation expenses (TAXI / UBER)			3,000.00							
	3. IPG PLANNING SESSION										
	1.1 Logistical expenses (food and accommodation) (c/o DTI			30,000.00							
	1.2 Transportation expenses			3,000.00							
	4. MEETING EXPENSES										
	1.1 Mancom and Excom			106,000.00							
	5.SUPPLIES *		SHOPPING S	12,516.00 *							
	6. COMMUNICATIONS c/o office Phone			5,000.00							
	7. SHARE IN COPIER RENTAL			5,000.00	TO BE ADVISED						
	8. HIRING OF CONSULTANTS FOR MARKET SURVEY OF CITEM PROJECTS		NP NP - SVP	400,000.00							
	9. MISCELLANEOUS (SUPPLIES)		SHOPPING S	5,284.00							
	Total Budget		**Php**	**2,000,000.00**							

	5.SUPPLIES *			12,516.00	
12	*5.2 Copy Paper A4*	*280*	Small value Procurement	3,360.00	For 4th Quarter 2018
6	*5.3 Ink Black*	*600*		3,600.00	For 4th Quarter 2018
3	*5.4 Ink Yellow*	*600*		1,800.00	For 4th Quarter 2018
3	*5.5. Ink Cyan*	*600*		1,800.00	
3	*5.6. Ink Magenta*	*600*		1,800.00	
24	*5.8 Pencils*	*6.5*		156.00	
	Total Supplies			**12,516.00** *	

CITEM

BAC APPROVED

Prepared by:

Nelia O. Balmores
Planning Officer II

Recommending Approval:

Jewel H. Udarbe
OIC, Corporate Planning Division

Atty. Grace I. Marpuri
OIC-DM Corporate Services

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugunon
Executive Director

IV. ADMINISTRATIVE OVERHEAD EXPENSES (AOE)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
ACCOUNTS UNDER ADMINISTRATIVE OVERHEAD & OPERATING EXPENSE (AOE) BUDGET
CY 2018

SUMMARY		AMOUNT (PhP)
I.	Printing	69,000.00
II.	Advertising	30,000.00
III.	Communication	2,888,400.00
IV.	Janitorial Service	1,740,000.00
V.	Security Services	4,224,000.00
VI.	Supplies & Materials	600,000.00
VII.	Common-Use Supplies	1,288,000.00
VIII.	Water & Power	5,304,000.00
IX.	Repairs & Maintenance	881,000.00
X.	Pest Control & Maintenance Services	50,000.00
XI.	Termite Control Services	80,000.00
XII.	Rental of Photocopier	352,800.00
XIII.	Gasoline/diesel	960,000.00
XIV.	Repair of Vehicles	1,530,000.00
	TOTAL	**19,997,200.00**

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: NOV 22 2017
SECRETARIAT

Submitted by:

JAIME ANTONIO S. SANDOVAL
Division Chief

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
Officer-in-Charge

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
ACCOUNTS UNDER ADMINISTRATIVE OVERHEAD & OPERATING EXPENSE (AOE) BUDGET
CY 2018

BIDS AND AWARDS COMMITTEE RECEIVED By: JUN 22 2017 SECRETARIAT

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
I. Printing												
10	boxes	Calling Cards	500.00	5,000.00	SVP							
12	pads	Purchase Order	1,000.00	12,000.00	SVP							
12	pads	Job Order	1,000.00	12,000.00	SVP							
2	reams	Letterhead	5,000.00	10,000.00	SVP							
500	pieces	Letter envelope w/o window	20.00	10,000.00	SVP							
500	pieces	Letter envelope w/ window	20.00	10,000.00	SVP							
500	pieces	Complimentary Cards	20.00	10,000.00	SVP							
		Total		**69,000.00**								
II. Advertising												
		Ad Placements		30,000.00	SVP							
		Total		**30,000.00**								
III. Communication												
12	months	One year rental of PABX	110,000.00	1,320,000.00	DC							
12	months	One year direct line service	80,000.00	960,000.00	DC							
		40 lines, PhP2,000.00/line/month										
12	months	PLDT (toll calls)	1,000.00	12,000.00	DC							
		Cellular phone service										
12	months	ED- 1 Globe line x PhP3,499.00	3,500.00	42,000.00	DC							
12	months	DED- 1 Globe line x PhP2,499.00	2,500.00	30,000.00	DC							
12	months	DED- 1 Globe line x PhP1,499.00	1,500.00	18,000.00	DC							
12	months	DM-1 Globe line x PhP3,000.00	3,000.00	36,000.00	DC							
12	months	DM-1 Globe line x PhP1,799.00	1,800.00	21,600.00	DC							
12	months	DM-1 Globe line x PhP1,800.00	1,800.00	21,600.00	DC							
12	months	DCs/OICs- 20 Globe lines x PhP999.99	20,000.00	240,000.00	DC							
12	months	SMS- 1 Globe line x PhP600.00	600.00	7,200.00	DC							
12	months	SMS- 1 Smart line x PhP2,500.00	2,500.00	30,000.00	DC							
12	months	SMS- 4 Smart lines x PhP1,000.00	4,000.00	48,000.00	DC							
12	months	iPad- 5 lines x PhP999.00	5,000.00	60,000.00	DC							
12	months	iPad- 1 line x PhP2,500.00	2,500.00	30,000.00	DC							
12	months	Toll charges in excess of free airtime of cellphones	1,000.00	12,000.00	DC							
		Total		**2,888,400.00**								

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Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
IV. Janitorial Service												
12	months	Contract amount CY 2018	140000	1,680,000.00	PB							
12	months	Overtime allocation	5000	60,000.00								
		7 Janitors										
		Total		**1,740,000.00**								
V. Security Services												
12	months	Contract amount CY 2018	350,000.00	4,200,000.00	PB							
12	months	Overtime allocation @ PhP2,000.00	2,000.00	24,000.00								
		15 security guards										
		Total		**4,224,000.00**								
VI. Supplies & Materials												
		Electrical Supplies		100,000.00	S/SVP							
		Medical Supplies		100,000.00	S/SVP							
		Medical Kit		50,000.00	S/SVP							
		Carpentry Supplies		100,000.00	S/SVP							
		Aircon Supplies		100,000.00	S/SVP							
		Nursery Supplies		50,000.00	S/SVP							
		Vehicle Supplies		100,000.00	S/SVP							
		Total		**600,000.00**								
VII. Common-Use Supplies												
		Executive Offices and attached units										
		Office of the Executive Director		70,000.00								
		Office of the Deputy Executive Director		50,000.00								
		Office of the Dep Mgr - CCSD		40,000.00								
		Office of the Dep Mgr - CSD		40,000.00								
		Office of the Dep Mgr - CBD		40,000.00								
		Office of the Dep Mgr - SBD		40,000.00								
		Legal Unit		30,000.00								
		Communication Mgt Division		40,000.00								
		Bus. Development Unit/Hall ONE		40,000.00								
		Deputy Executive Director										
		Corporate Planning Division		40,000.00								
		Internal Audit		30,000.00								
		BAC Secretariat		30,000.00								
		Communication and Creatives Services Dep										
		Exhibition and Design Division		40,000.00								
		Visual Design Division		40,000.00								

Item

BAC APPROVED

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
		Web Marketing Division		40,000.00								
		Information Technology Service Div		40,000.00								
		Corporate Services Department										
		Cash Section		20,000.00								
		Budget Section		40,000.00								
		Controlling Division		40,000.00								
		General Services Division		40,000.00								
		Procurement Unit		30,000.00								
		Transportation Unit		20,000.00								
		STREDO Division		40,000.00								
		Human Resource Mgt Division		40,000.00								
		Systems Management Development Division		40,000.00								
		Industrial Goods Services Division		40,000.00								
		Consumer Business Department										
		Home Lifestyle Division		40,000.00								
		Fashion Lifestyle Division		40,000.00								
		Agri Marine Division		40,000.00								
		Health and Wellness Division		40,000.00								
		Special Projects Division		40,000.00								
		Service Business Department										
		Creative Industry Division		40,000.00								
		Contingency		48,000.00								
		Total		**1,288,000.00**								
VIII. Water & Power												
12	months	Water: 460 cu.m./month x PhP100.00/cu.m.	46,000.00	552,000.00	DC							
		Power: 36,000 kwh x PhP11.00/kwh	396,000.00	4,752,000.00	DC							
		Total		**5,304,000.00**								
IX. Repairs & Maintenance												
4	quarters	Generator Maintenance	4,000.00	16,000.00	SVP							
12	months	Aircon Repairs	10,000.00	120,000.00	SVP							
12	months	Computer Repairs	5,000.00	60,000.00	SVP							
12	months	Generator Repair	5,000.00	60,000.00	SVP							
12	months	Sound System Repairs	5,000.00	60,000.00	SVP							
12	months	Repair Services/Refurbishing/		565,000.00	SVP							
		Supplies & Materials for office building										
		Total		**881,000.00**								

BAC APPROVED

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
X. Pest Control & Maintenance Services												
12	months	Pest Control		50,000.00	SVP							
		Total		**50,000.00**								
XI. Termite Control Services												
		Termite Control		80,000.000	SVP							
		Total		**80,000.000**								
XII. Rental of Photocopier												
		Consumption/month										
12	months	42,000 copies @ PhP 0.70/copy	29,400	~~29,400.00~~	SVP							
		Total		**352,800.00**								
XIII. Gasoline/diesel												
		Lube										
45	liters	Engine Oil (gasoline)	400.00	18,000.00	DC							
210	liters	Engine Oil (diesel)	400.00	84,000.00	DC							
		Gasoline/Diesel Fuel										
12	months	14 vehicles x PhP5,000.00	70,000.00	840,000.00	DC							
400	liters	Gas and Oil	45.00	18,000.00	DC							
		(for genset and grass cutter)										
		Total		**960,000.00**								
XIV. Repair of Vehicles												
		Insurance Premium										
12	months	Repair and Maintenance of Vehicles		500,000.00	SVP							
12	months	Vehicle Insurance		100,000.00	DC							
12	months	Toll/Parking Fees		250,000.00								
12	months	Vehicle LTO Registration		80,000.00	DC							
12	months	Fire Insurance/Building Insurance		600,000.00	DC							
		Total		**1,530,000.00**								
		GRAND TOTAL		**19,997,200.00**								

Item

BAC APPROVED

Submitted by:

JAIME ANTONIO S. SANDOVAL
Division Chief
General Services Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
Officer-in-Charge
Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

AOE '19

ESTIMATED BREAKDOWN OF AOE BUDGET
ACCOUNTS UNDER GSD CONTROL
CY 2018

PARTICULARS	QTY	UNIT	UNIT COST	AMOUNT	TOTAL
I. PRINTING					69,000.00
1. Calling Cards	10	bx	500.00	5,000.00	
3. Purchase Order	12	pads	1,000.00	12,000.00	
4. Job Order	12	pads	1,000.00	12,000.00	
6. Letterhead	2	rm	5,000.00	10,000.00	
7. Letter envelope w/o window	500	pcs.	20.00	10,000.00	
8. Letter envelope w/ window	500	pcs.	20.00	10,000.00	
9. Complimentary Cards	500	pcs.	20.00	10,000.00	
II. ADVERTISING					30,000.00
1. Ad Placement				30,000.00	
III. COMMUNICATION					2,888,400.00
1. One year rental of PABX	12	mos	110,000.00	1,320,000.00	
2. One year direct line service					
40 lines P 2000.00 per line per mo	12	mos	80,000.00	960,000.00	
3. PLDT (toll calls)	12	mos	1,000.00	12,000.00	
4. Cellular phone service					
ED - 1 Globe line x P 3,499	12	mos	3,499.00	42,000.00	
DED- 1 Globe line x P 2,499	12	mos	2,500.00	30,000.00	
DED- 1 Globe lines x P 1,499/line	12	mos	1,500.00	18,000.00	
DM- 1 Globe lines xP 3,000/line	12	mos	3,000.00	36,000.00	
DM- 1 Globe lines xP 1,799/line	12	mos	1,800.00	21,600.00	
DM- 1 Globe lines xP 1,800/line	12	mos	1,800.00	21,600.00	
DC'S/OIC'S-20 Globe lines xP999/line	12	mos	20,000.00	240,000.00	
SMS-1 Globe lines x P600/line	12	mos	600.00	7,200.00	
1 Smart lines x P 2,500/line	12	mos	2,500.00	30,000.00	
4 Smart lines x P 1,000/line	12	mos	1,000.00	48,000.00	
IPAD- 5 lines x P 999/line	12	mos	5,000.00	60,000.00	
IPAD- 1 line x P 2500/line	12		2,500.00	30,000.00	
5. Toll charges in excess of free					
airtime of cellphones	12	mos	1,000.00	12,000.00	
IV. JANITORIAL SERVICE					1,740,000.00
Contract amount CY 2018	12	mos	140,000.00	1,680,000.00	
Overtime allocation	12	mos	5,000.00	60,000.00	
7 Janitors					
V. SECURITY SERVICES					4,224,000.00
Contract amount CY 2018	12	mos	350,000.00	4,200,000.00	
Overtime allocation @ P2,000	12	mos	2,000.00	24,000.00	
15 Security Guards					

ITEM

PARTICULARS	QTY	UNIT	UNIT COST	AMOUNT	TOTAL
VI. SUPPLIES & MATERIALS					600,000.00
1 Electrical Supplies				100,000.00	
2. Medical Supplies				100,000.00	
3 Medical Kit				50,000.00	
4. Carpentry Supplies				100,000.00	
5. Aircon Supplies				100,000.00	
6. Nursery Supplies				50,000.00	
7. Vehicle Supplies				100,000.00	
VII.COMMON-USED SUPPLIES					1,288,000.00
Executive Offices and attached units					
Office of the Exec. Director				70,000.00	
Office of the Deputy Exec. Dir.				50,000.00	
Office of Dept. Mgr -CCSD				40,000.00	
Office of Dept. Mgr -CSD				40,000.00	
Office of Dept. Mgr -CBD				40,000.00	
Office of Dept. Mgr- SBD				40,000.00	
Legal Unit				30,000.00	
Communication Mgt Division				40,000.00	
Bus. Development Unit/Hall One				40,000.00	
Deputy Executive Director					
Corporate Planning Division				40,000.00	
Internal Audit				30,000.00	
BAC Secretariat				30,000.00	
Communcation and Creative Services Dept					
Exhibition and Design Divsiion				40,000.00	
Visual Design Div				40,000.00	
Web Marketing Division				40,000.00	
Inforamtion Technology Service Div				40,000.00	
Corporate Services Department					
Cash Section				20,000.00	
Budget Division				40,000.00	
Controlling Division				40,000.00	
General Services Division				40,000.00	
Procurement Unit				30,000.00	
Transportation Unit				20,000.00	
STREDO Division				40,000.00	
Human Resource Mgt Dvision				40,000.00	
Systems Management Development Div.				40,000.00	
Industrial Goods Services Div				40,000.00	
Consumer Business Department					
Home Lifestyle Dvision				40,000.00	
Fashion Lifestyle Division				40,000.00	
Agri Marine Divison				40,000.00	
Health and WellNess Division				40,000.00	
Special Projects Division				40,000.00	
Service Business Department					
Creative Industry Division				40,000.00	
Contingency				48,000.00	

CITEM

PARTICULARS	QTY	UNIT	UNIT COST	AMOUNT	TOTAL
VIII. WATER & POWER					5,304,000.00
Water:					
460 cu.m./mo x P100.00/cu.m.	12	mos	46,000.00	552,000.00	
Power:					
36,000 kwh x P11/kwh	12	mo	396,000.00	4,752,000.00	
IX. REPAIRS & MAINTENANCE					881,000.00
1. Generator maintenance	4	qtr	4,000.00	16,000.00	
2. Aircon repairs	12	mos	10,000.00	120,000.00	
3. Computer Repairs	12	mos	5,000.00	60,000.00	
4. Generator repair	12	mos	5,000.00	60,000.00	
5. Sound System Repairs	12	mos	5,000.00	60,000.00	
6. Repair Services/Refurbishing/				565,000.00	
Supplies&Materials for office bldg.etc.					
X. PEST CONTROL & MAINTENANCE SERVICES					50,000.00
Pest Control	12	mos		50,000.00	
XI. TERMITE CONTROL SERVICES					80,000.00
Termite Control				80,000.00	
XII. RENTAL OF PHOTO COPIER					352,800.00
Consumption per month					
42,000 copies @ P 0.70/copy	12	mos	29,400.00	352,800.00	
XIII. GASOLINE/DIESEL					960,000.00
LUBE					
45 ltr-Engine Oil (Gasoline) x P400				18,000.00	
210 ltr-Engine Oil (Diesel) x P400				84,000.00	
GASOLINE/DIESEL FUEL					
14 Vehicle x P5,000	12	mos	70,000.00	840,000.00	
400 ltrs. Gas & Oil x P45.00			18,000.00	18,000.00	
(for genset&grass cutter)					

XIV. REPAIR OF VEHICLES/					1,530,000.00
INSURANCE PREMIUM					
Repair and Maintenance of Vehicles	12	mos		500,000.00	
Vehicle Insurance	12	mos		100,000.00	
Toll/Parking Fees	12	mos		250,000.00	
Vehicle LTO Registration	12	mos		80,000.00	
Fire Insurance/Building Insurance				600,000.00	
TOTAL					**19,997,200.00**

Submitted by:

JAIME S. SANDOVAL
OIC-Chief, General Services Div.

Recommended by:

ATTY. ANNA GRACE I. MARPURI
OIC-Corporate Services Group

MA. LOURDES D. MEDIRAN
Deputy Executive Director

11/07

Approved by

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

AGRI MARINE DIVISION
Consumer Business Department

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	16,044.50	
2nd Quarter		7,245.00	
3rd Quarter		8,713.00	
4th Quarter		7,861.75	
TOTAL	PhP	39,864.25	
Savings	**PhP**		**135.75**

Prepared by:

JASMINE P. NABIONG

Requested by:

VIVIAN G. CASTILLON
SP-DC, Agri Marine Division

Recommending Approval:

DORIS U. GACHO
OIC - Department Manager

11/25
MA.LOURDES D.MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	20	10.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long)	pc	2	40.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) A4	pc	10	26.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	1	270.00	-do-	270.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Clip, foldback, ½" (12s/box)	bx	2	18.00	-do-	36.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Clip, foldback, 1¼" (12s/box)	bx	2	23.00	-do-	46.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Clip, foldback, ¾" (12s/box)	bx	2	12.00	-do-	24.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Clip, foldback, 2" (12s/box)	bx	1	60.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Correction Tape	pc	8	52.00	-do-	416.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	4	105.00	-do-	420.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Envelope, Brown Ordinary (short)	pc	20	10.50	-do-	210.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Envelope, Brown Ordinary (long)	pc	15	10.50	-do-	157.50		-do-		-do-	-do-	-do-	-do-	-do-
14	Envelope, Expanding w/ String(long) brown	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Envelope, Expanding w/ String(short) brown	pc	10	23.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Envelope, CITEM, w/o window	bx	1	1,000.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
17	File, black box	pc	4	300.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Flag Tab (sign here)	pck	2	128.00	-do-	256.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Folder, L-type, Plastic (colored) (A4)	pc	20	7.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Folder, Plastic w/ slide (short)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Glue Stick, Permanent	tube	5	65.00	-do-	325.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Post-it pad, 100 sheets/pad (neon color)	pad	10	100.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-			

CITEM

BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
33	Paper, Copy - long	rm	1	230.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	6	65.00	-do-	390.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Flourescent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, Permanent (red, black)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Whiteboard (red, black)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Record Book 300 pages	pc	1	120.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Tape, Transparent 1"	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Tape, double adhessive w/o foam 1"	pc	2	85.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Tape, double adhessive w/o foam 0.5"	pc	3	85.00	-do-	255.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Tape, masking 1"	pc	2	60.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
43	Biscuits, cookies, chocolate	tin	2	300.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
44	Tea, Banaba (21 teabags/box)	bx	1	150.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
45	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
46	Creamer, Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
47	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
48	Table Napkin (folded)	pck	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
49	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**16,044.50**								



BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Ballpen, M&G (black/blue/red)	pcs	9	10.00	Shopping	90.00		3-Apr-18		3-Apr-18	3-Apr-18	5-Apr-18	12-Apr-18	13-Apr-18
2	Databinder 15x10½x3 w/side mechanism	pc	2	110.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Paper, Copy - short	rm	1	170.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Post-it pad, 100 sheets/pad (neon color)	pad	3	100.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	3	65.00	-do-	195.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Tape, Transparent 1"	rl	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Coffee (Brewed Coffee) - HazelNut	pck	1	220.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**7,245.00**								

CITEM

BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter							3-Jul-18		3-Jul-18	3-Jul-18	5-Jul-18	12-Jul-18	13-Jul-18
1	Clear Book (long)	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Envelope, Brown Ordinary (short)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Envelope, Brown Ordinary (long)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, Brown Ordinary (A4)	pc	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Envelope, Expanding w/ String(long)	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, Expanding w/ String(short)	pc	5	23.00	-do-	115.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, L-type, Plastic (colored) (short)	pc	5	7.00	-do-	35.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Folder, Plastic w/ slide (A4)	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Glue Stick, Permanent	tube	2	65.00	-do-	130.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Post-it pad, 3 x 4, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Pen, Flourescent (red, blac, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Pen, Permanent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Pen, Whiteboard (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Ring Binder ¼"	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Ring Binder ½"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ring Binder ¾"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-

CITEM

BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
28	Ring Binder 5/8"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ring Binder 7/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ring Binder 7/16"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ring Binder 5/16	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ring Binder 1"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Ring Binder 1½"	pc	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Ring Binder 1-1/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Ring Binder 2"	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Table Napkin (folded)	pck	1	38.00	-do-	38.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**8,713.00**								

CITEM

BAC APPROVED

AGRIMARINE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter							3-Oct-18		3-Oct-18	3-Oct-18	5-Oct-18	12-Oct-18	13-Oct-18
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) - A4	pc	20	6.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	20	3.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Databinder 15x10½x3 w/side mechanism	pc	3	100.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-Type, Plastic (colored) long	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, plastic w/ slide A4	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Post-it pad, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	3	65.00	-do-	195.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Record Book 300 pages	pc	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Tissue, unscented, 200 folds	bx	1	57.75	-do-	57.75		-do-		-do-	-do-	-do-	-do-	-do-
20	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,861.75								
	TOTAL					39,864.25								

CITEM

BAC APPROVED

Prepared by:

JASMINE B. NABIONG

Requested by:

VIVIAN G. CASTILLON
SP-DC, Agri Marine Division

DORIS U. GACHO
OIC-Department Manager

11/28

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CLAYTON H. TUGONON
Executive Director

Annual Procurement Program CY 2018
Office Supplies and Materials

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Date: 11/30/17
SECRETARIAT

DIVISION : BAC SECRETARIAT

AOE	PHP30,000.00
Less (5% Contingency)	PHP1,500.00

NET AOE	PHP28,500.00

Summarized of Allotted Expenses on Quarterly Basis:

1st Quarter	:	PHP10,206.70
2nd Quarter	:	PHP7,517.90
3rd Quarter	:	PHP6,617.70
4th Quarter	:	PHP2,827.20

		PHP27,169.50

NET AOE		**PHP28,500.00**
ACTUAL AOE	-	**PHP27,169.50**

		PHP1,330.50
		==========

PREPARED BY:

Alexandrea F. Ubaldo
BAC Secretariat

APPROVED BY:

Clayton H. Tugonon
Executive Director

NOTED BY:

Jaime Antonio S. Sandoval
Head, BAC Secretariat

CTEM

BAC APPROVED

BAC SECRETARIAT

ANNUAL PROCUREMENT PROGRAM 2018

MODE OF PROCUREMENT: SHOPPING

BAC APPROVED

CTEM

BIDS AND AWARDS COMMITTEE CTEM RECEIVED Date: 1/30/18 SECRETARIAT

PARTICULARS	UNIT	UNIT COST	1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER		Total	
			QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
Alcohol	btl	80.00	1	80.00	1	80.00	1	80.00	1	80.00	4	320.00
Ballpen, blue, blk, red, green	pc.	5.00	5	25.00	5	25.00	5	25.00	5	25.00	20	100.00
Fastener, Plastic	bxs	30.00	2	60.00	2	60.00	2	60.00	2	60.00	8	240.00
Folder, pressboard long	pcs	15.00	5	75.00	5	75.00	5	75.00	0	0.00	15	225.00
Multi-Purpose Paper, A4 80gsm	rms	250.00	15	3750.00	10	2500.00	10	2500.00	5	1250.00	40	10,000.00
Paper, copy long 80gsm	rms	231.00	2	462.00	1	231.00	1	231.00		0.00	4	924.00
Pen, marker flourescent	pcs	40.00	3	120.00	2	80.00	2	80.00	2	80.00	9	360.00
Pen, marker permanent	pcs	40.00	4	160.00	2	80.00	0	0.00	0	0.00	6	240.00
Pencil, mongol #2	pcs	6.50	5	32.50	5	32.50	0	0.00	0	0.00	10	65.00
Ink Bottle Epzon T6641-44 (B,C,M,Y) (15 pcs. Black, Cyan-2,M-2,Y-2)	pc.	500.00	7	3500.00	7	3500.00	6	3000.00	2	1000.00	22	11,000.00
Pen, sign pilot black & Blue 0.5	pcs	23.10	12	277.20	4	92.40	2	46.20	2	46.20	20	462.00
Staple wire # 33/35 copper	bxs	42.00	2	84.00	2	84.00	2	84.00	0	0.00	6	252.00
Record Book 500 pages	pc	89.00	3	267.00	1	89.00	1	89.00	0	0.00	5	445.00
L-Type Folder, short	pc.	6.00	10	60.00	5	30.00	10	60.00	5	30.00	30	180.00
Tape, transparent 1"	rl	15.00	5	75.00	0	0.00	0	0.00	0	0.00	5	75.00
Correction tape	pc	52.00	5	260.00	0	0.00	0	0.00	0	0.00	5	260.00
Ink for stamp pad	btl	31.50	2	63.00	2	63.00	1	31.50	0	0.00	5	157.50

BAC SECRETARIAT

ANNUAL PROCUREMENT PROGRAM 2018

PARTICULARS	UNIT	UNIT COST	1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER		Total	
			QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
Sticky Note Pad 3x3	pc.	120.00	5	600.00	2	240.00	0	0.00	0	0.00	7	840.00
Flag Tab	pc	128.00	2	256.00	2	256.00	2	256.00	2	256.00	8	1,024.00
				10,206.70		**7,517.90**		**6,617.70**		**2,827.20**		**27,169.50**

Prepared by:

Alexandrea F. Ubaldo
BAC Secretariat

Noted by:

Jaime Antonio S. Sandoval
Head, BAC Secretariat

Recommending Approval

Atty. Anna Grace I. Marpuri
OIC-DM, Corporate Service Dept.

Approved By:

Clayton H. Tugonon
Executive Director

CITEM

BAC APPROVED

BUDGET DIVISION
ANNUAL PROCUREMENT PROGRAM 2018
MODE OF PROCUREMENT: PROCUREMENT SERVICES SHOPPING

PARTICULARS	1st & 2nd Qtr. Mar. & June				3rd & 4th Qtr. Sept & Dec.				
	UNIT	UNIT COST	QTY	AMOUNT	UNIT	UNIT COST	QTY	AMOUNT	TOTAL
Clear book, spiral, long, black	pc	45.00	12	540.00	pc	45.00	12	540.00	1,080.00
Clear Vu, plastic A4	bx	800.00	1	800.00					800.00
Correction tape, Tombo	pc	55.00	10	550.00	pc	55.00	10	550.00	1,100.00
Coverboard, moroccan, A4, beige	bx	300.00	1	300.00					300.00
Folder, L-type, plastic transparent A4	pc	10.00	15	150.00	pc	8.00	10	80.00	230.00
Folder, L-type, plastic transparent long	pc	12.00	15	180.00	pc	10.00	10	100.00	280.00
Index Tab (clear)	bx	70.00	10	700.00	bx	70.00	10	700.00	1,400.00
Ink Bottle, EPSON T6641 Black	pc	700.00	4	2,800.00	pc	700.00	4	2,800.00	5,600.00
Ink Bottle, EPSON T6642 Cyan	pc	700.00	1	700.00	pc	700.00	2	1,400.00	2,100.00
Ink Bottle, EPSON T6643 Magenta	pc	700.00	2	1,400.00	pc	700.00	2	1,400.00	2,800.00
Ink Bottle, EPSON T6644 Yellow	pc	700.00	2	1,400.00	pc	700.00	2	1,400.00	2,800.00
Paper, copy, long	rm	270.00	4	1,080.00	rm	270.00	4	1,080.00	2,160.00
Paper, copy, A4	rm	250.00	4	1,000.00	rm	250.00	4	1,000.00	2,000.00
Pen, sign, pilot black 0.7	pc	50.00	5	250.00	pc	50.00	5	250.00	500.00
Pen, sign, pilot red 0.7	pc	50.00	2	100.00	bx	50.00	2	100.00	200.00
Printer Cartridge, Epson T-137 twin pack black	pc	1000.00	3	3,000.00	pc	1000.00	2	900.00	3,900.00
Toner, HP Laserjet CE285A	pc	4150.00	2	8,300.00		4150.00	1	4,150.00	12,450.00
TOTAL				23,250.00				16,450.00	39,700.00

Prepared by:

REXY G. CUENCO
Finance Supply Custodian

Recommending Approval:

WILMA G. DULAY
OIC-Finance Division

Noted by:

12/16

MA. LOURDES D. MEDIRAN
DED, OIC-Finance ~~Division~~
Supervising OED, Finance

Approved by:

CLAYTON H. TUGONON
Executive Director
01/03/18

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Date: 01/05/18
SECRETARIAT

CTEM
BAC APPROVED

CONTROLLERSHIP DIVISION
ANNUAL PROCUREMENT PROGRAM 2018
MODE OF PROCUREMENT: PROCUREMENT SERVICES

SHOPPING

PARTICULARS	UNIT	UNIT COST	1st & 2nd Qtr. Mar. & June QTY	AMOUNT	UNIT	UNIT COST	3rd & 4th Qtr. Sept & Dec. QTY	AMOUNT	TOTAL
Ballpen, black pilot	pc.	25.00	24	600.00	pc.	25.00	12	300.00	900.00
Ballpen, green pilot	pc.	25.00	24	600.00	pc.	25.00	24	600.00	1,200.00
Ballpen, blue pilot	pc.	25.00	24	600.00	pc.	25.00	24	600.00	1,200.00
Ballpen, red pilot	pc.	25.00	10	250.00	pc.	25.00	10	250.00	500.00
Battery, AA, energiser	pc.	50.00	5	250.00	pc.	50.00	4	200.00	450.00
Battery, Double A, energiser	pc.	50.00	2	100.00	pc.	50.00	2	100.00	200.00
Battery, Triple A, energiser	pc.	50.00	2	100.00	pc.	50.00	2	100.00	200.00
Calculator, 12 digits, casio (small) for Jane	pc.	400.00	1	400.00					400.00
Folder, L-type, plastic transparent long	pc	12.00	15	180.00	pc	10.00	18	180.00	360.00
Folder, L-type, plastic transparent A4	pc	10.00	20	200.00	pc	8.00	18	144.00	344.00
Ink Bottle, EPSON T6641 Black	pc	700.00	5	3,500.00	pc	700.00	5	3,500.00	7,000.00
Ink Bottle, EPSON T6642 Cyan	pc	700.00	2	1,400.00	pc	700.00	2	1,400.00	2,800.00
Ink Bottle, EPSON T6643 Magenta	pc	700.00	2	1,400.00	pc	700.00	2	1,400.00	2,800.00
Ink Bottle, EPSON T6644 Yellow	pc	700.00	2	1,400.00	pc	700.00	2	1,400.00	2,800.00
Paper, copy, long	rm	270.00	5	1,350.00	rm	270.00	5	1,350.00	2,700.00
Paper, copy, A4	rm	250.00	5	1,250.00	rm	250.00	5	1,250.00	2,500.00
Pen, sign, pilot black 0.7	pc	50.00	5	250.00	pc	50.00	5	250.00	500.00
Record book, official 300 pages	pc	100.00	5	500.00				-	500.00
Tape, Transparent 1"	rl	21.00	3	63.00	rl	21.00	4	84.00	147.00
Toner, HP Laserjet (1022) Q2612A	pc	4150.00	2	8,300.00	pc	4150.00	1	4,150.00	12,450.00
TOTAL				22,693.00				17,258.00	39,951.00

Data binder, 10-1/2" x 15 x 3", side mechanism	pc	120.00	300	36,000.00	(For filing of disbursement vouchers to be remitted to COA)

Prepared by:

REXY G. CUENCO
Finance Supply Custodian

Recommending Approval:

WILMA G. DULAY
OIC-Finance Division

Noted by: 12/18

MA. LOURDES D. MEDIRAN
Supervising DED, Finance

Approved by: 01/03

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 01/05/18
SECRETARIAT

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE BUDGET ALLOCATION
QUARTERLY REQUEST FOR SUPPLIES AND MATERIALS

BIDS AND AWARDS COMMITTEE CTEM RECEIVED By: Date: 1/27/17 SECRETARIAT

CASHIER SECTION

TOTAL AMOUNT	₱	20,000.00
NET AMOUNT	₱	20,000.00

SUMMARY OF ALLOTED SUPPLIES ON QUARTERLY BASIS

1st Quarter	₱	10,618.60
2nd Quarter		1,626.60
3rd Quarter		6,300.10
4th Quarter		1,453.50
TOTAL	₱	19,998.80

1.20

Prepared by:

AMALIA D. JAVIER
Cash Clerk

Noted by:

LOLITA M. ABELLA
Cashier III

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CTEM

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

PROPERTY MANAGEMENT & LOGISTICS SERVICES DIVISION
CASH SECTION
PROJECT PROCUREMENT MANAGEMENT PLAN 2018

1st Quarter APP

QTY	Contract PARTICULARS	UNIT	UNIT COST	ABC	Procurement Method	Procurement Schedule: Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	Alcohol 70% Isoprophyl 500ml	btl	69.00	69.00	S							
3	Ballpen, Pilot (Black)	pc	23.10	69.30	S							
1	Ballpen, Pilot (Blue)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Green)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Red)	pc	23.10	23.10	S							
1	Clip, foldback-1"	bx	20.00	20.00	S							
1	Clip, foldback 2"	pc	60.00	60.00	S							
2	Clip Paper plastic coated (small)	bx	10.00	20.00	S							
1	Clip Paper plastic coated (big)	bx	15.00	15.00	S							
2	Correction tape (tombo)	pc	52.00	104.00	S							
5	Clear Book, short	pc	40.00	200.00	S							
5	Clear Book, long	pc	50.00	250.00	S							
1	Clear Vu A4 0.3 thickness 100's	bx	650.00	650.00	S							
8	Databinder, 101/2 x 15 x 3	pc	110.00	880.00	S							
1	Flag tab (sign here)	pk	128.00	128.00	S							
10	Folder, L-type Plastic, Transparent short	pc	20.00	200.00	S							
10	Folder, Plastic (for Check Control)	pc	70.00	700.00	S							
25	Folder, Pressboard, long (green)	pc	15.00	375.00	S							
1	Glue stick, permanent	tube	65.00	65.00	S							
1	Ink for stamp pad (Blue)	btl	31.50	31.50	S							
1	Stamp pad	pc	35.00	35.00	S							
2	Notebook steno	pc	20.00	40.00	S							
2	Pad Stick note 3 x 3	pad	60.00	120.00	S							
12	Paper copy 80 gsm A4	rm	185.00	2,220.00	S							
3	Pen, marking flourescent (Yellow)	pc	40.00	120.00	S							
2	Pen, marking permanent (Black)	pc	40.00	80.00	S							
1	Pen, marking whiteboard (Blue)	pc	40.00	40.00	S							
2	Pen, sign Pilot black 0.5	pc	65.00	130.00	S							
1	Rubber Band	bx	85.00	85.00	S							
8	Ring binder 1-1/2"	pc	40.00	320.00	S							
8	Ring binder 2"	pc	50.00	400.00	S							
2	Record book, official	pc	89.25	178.50	S							
2	Staple wire #35 copper	bx	42.00	84.00	S							
1	Tape, double adhesive w/o foam 1"	rl	85.00	85.00	S							
1	Tape, masking 1"	rl	60.00	60.00	S							
1	Tape, transparent 1"	rl	15.00	15.00	S							
2	Staple remover	pc	45.00	90.00	S							
1	Printer Ribbon,epson LX 300-11	pc	110.00	110.00	S							
5	Ink bottle, EPSON T6641 Black	blt	500.00	2,500.00	S							
				-								
				-								
SUB-TOTAL, 1ST QUARTER				**10,618.60**								

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PROPERTY MANAGEMENT & LOGISTICS SERVICES DIVISION
CASH SECTION
PROJECT PROCUREMENT MANAGEMENT PLAN 2018

2nd Quarter APP

QTY	Contract PARTICULARS	UNIT	UNIT COST	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	Alcohol 70% Isoprophyl 500ml	btl	69.00	69.00	S							
3	Ballpen, Pilot (Black)	pc	23.10	69.30	S							
1	Ballpen, Pilot (Blue)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Green)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Red)	pc	23.10	23.10	S							
2	Clip Paper plastic coated (small)	bx	15.00	30.00	S							
5	Paper, copy, 80 gsm A4	rm	185.00	925.00	S							
2	Pen, marking permanent, Black	pc	40.00	80.00	S							
1	Pen, marking whiteboard	pc	40.00	40.00	S							
2	Pen, sign Pilot black 0.5	pc	45.00	90.00	S							
2	Staple wire#35 copper	bx	42.00	84.00	S							
1	Tape, transparent 1"	rl	60.00	60.00	S							
1	Printer Ribbon,Epson LX 300-11	pc	110.00	110.00	S							
				-								
SUB-TOTAL, 2nd QUARTER				**1,626.60**								

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PROPERTY MANAGEMENT & LOGISTICS SERVICES DIVISION
CASH SECTION
PROJECT PROCUREMENT MANAGEMENT PLAN 2018

3rd Quarter APP

QTY	Contract PARTICULARS	UNIT	UNIT COST	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	Alcohol 70% Isoprophyl 500ml	btl	69.00	69.00	S							
3	Ballpen, Pilot (Black)	pc	23.10	69.30	S							
1	Ballpen, Pilot (Blue)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Green)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Red)	pc	23.10	23.10	S							
1	Clip Paper plastic coated (small)	bx	15.00	15.00	S							
1	Clip Paper plastic coated (big)	bx	10.00	10.00	S							
8	Databinder, 10-1/2 x 15 x 3	pc	100.00	800.00	S							
3	Hand Sanitizer 75 ml	btl	90.00	270.00	S							
1	Ink for Stamp Pad (Black)	btl	31.50	31.50	S							
2	Pad sticky note 3 x 3	pad	60.00	120.00	S							
10	Paper, copy, 80 gsm A4	rm	185.00	1,850.00	S							
2	Pen, marking flourescent (yellow)	pc	40.00	80.00	S							
2	Pen, marking permanent, Black	pc	40.00	80.00	S							
1	Pen, marking whiteboard	pc	40.00	40.00	S							
1	Pen, sign Pilot black 0.5 (Black)	pc	45.00	45.00	S							
3	Staple wire#35 copper	bx	42.00	126.00	S							
1	Tape, transparent 1"	rl	15.00	15.00	S							
1	Printer Ribbon,Epson LX 300-11	pc	110.00	110.00	S							
5	Ink bottle, EPSON T6641 Black	bt	500.00	2,500.00	S							
				-								
				-								
SUB-TOTAL, 3rd QUARTER				**6,300.10**								

CTEM

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Lalit,
what is my mother division now?

~~PROPERTY MANAGEMENT & LOGISTICS SERVICES DIVISION~~
CASH SECTION
PROJECT PROCUREMENT MANAGEMENT PLAN 2018

4th Quarter APP

QTY	Contract PARTICULARS	UNIT	UNIT COST	ABC	Procurement Method	Procurement Schedule: Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	Alcohol 70% Isoprophyl 500ml	btl	69.00	69.00	S							
3	Ballpen, Pilot (Black)	pc	23.10	69.30	S							
1	Ballpen, Pilot (Green)	pc	23.10	23.10	S							
1	Ballpen, Pilot (Red)	pc	23.10	23.10	S							
1	Clip Paper plastic coated (small)	bx	15.00	15.00	S							
1	Clip Paper plastic coated (big)	bx	10.00	10.00	S							
5	Paper, copy, 80 gsm A4	rm	185.00	925.00	S							
1	Pen, marking permanent, Black	pc	40.00	40.00	S							
1	Pen, marking whiteboard	pc	40.00	40.00	S							
1	Pen, sign Pilot black 0.5	pc	45.00	45.00	S							
2	Staple wire#35 copper	bx	42.00	84.00	S							
1	Printer Ribbon,Epson LX 300-11	pc	110.00	110.00	S							
				-								
SUB-TOTAL, 4TH QUARTER				**1,453.50**								
GRAND TOTAL				**19,998.80**								

Prepared by:

AMALIA D. JAVIER
Cash Clerk

Noted By:

LOLITA M. ABELLA
Cashier III

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director
11/23

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City,Metro Manila ,Philippines
Tel.: (632) 831-1289;831-1368;831-2201 to 09; Fax: (632) 832-3965;8340177
E-mail: info@citem.com.ph Homepage:http://www.citem.com.ph

APP AMENDMENT FORM

Please cancel the following requirements from our Annual procurement program:

MONTH	QTY	UNIT	DESCRIPTION	Total
	2	roll	Twine, Plastic for COA PPMP 2018	P 100.00
TOTAL				P 100.00

In lieu of the requirements for cancellation, kindly include the following in our APP:

MONTH	QTY	UNIT	DESCRIPTION	Total
	2	roll	Plasic Straw for COA PPMP 2018	100.00
TOTAL				P -100.00

For your consideration.

RECEIVED
26 MAR 2018
Imile

Recommending Approval:

MYRNA P. DAIS
State Auditor III

BAC APPROVED

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Commission on Audit (COA)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2018

	Description	Unit	Qty.	Amount	Total Amount	Actual
1	Airfreshener, aerosol type 280 ml	can	2	205.00	410.00	
2	Alcohol, 70% isoprophyl 500 ml	btl	8	80.00	640.00	
3	Ballpen, pilot, black	pc	15	29.00	435.00	
4	Ballpen, pilot, red	pc	25	29.00	725.00	
5	Ballpen, pilot, blue	pc	15	29.00	435.00	
6	Battery, Energizer, AA	pck	8	49.00	392.00	
7	Card, Time (DTR) 100 pcs/bundle	bdl	1	250.00	250.00	
8	Correction tape	pc	7	50.00	350.00	
9	Cutter blade 10's tube big	tube	2	30.00	60.00	
10	Dishwashing liquid, 500 ml	btl.	3	130.00	390.00	
11	Envelope, Expanding w/ string colored long	pc	15	35.00	525.00	
12	Envelope, ordinary, brown, short	pc	10	2.50	25.00	
13	Envelope, ordinary, brown, long	pc	10	3.00	30.00	
14	Epson ink 664 1 Black	pc	3	400.00	1,200.00	
15	Folder, brown ordinary, short	pc	5	6.50	32.50	
16	Folder, brown ordinary, long	pc	20	7.00	140.00	
17	Folder, pressboard, long (green)	pc	5	25.00	125.00	
18	Glue, 130 gms.(Elmer's Glue)	pc	2	55.00	110.00	
19	Marker,flourescent (5 yellow, 5 green, 5 pink)	pc	15	50.00	750.00	
20	Paper, copy, 80 gsm., A4	rm	10	198.00	1,980.00	
21	Paper, copy, 80 gsm., letter	rm	2	170.00	340.00	
22	Pen, marking, permanent, black	pc	1	40.00	40.00	
23	Pen, marking, permanent, red	pc	1	40.00	40.00	
24	Pen, sign pen, pilot, red 0.5 v5	pc	5	55.00	275.00	
25	Pen, sign pen, pilot, black 0.5	pc	5	55.00	275.00	
26	Pen, sign pen, pilot, blue 0.5 v5	pc	5	55.00	275.00	
27	Ruler (long plastic, ordinary)	pc	1	25.00	25.00	
28	Scissor, HD 8"	pc	2	85.00	170.00	
29	Staple wire, #33/35 copper	box	6	55.00	330.00	
30	Stapler, HD w/ remover	pc	1	400.00	400.00	
31	Tape, transparent, 1"	roll	5	15.00	75.00	
32	Tape, Packaging, 3"	roll	3	80.00	240.00	
33	Twine, plastic	roll	2	50.00	100.00	
34	Tissue, paper, 2 ply	roll	80	20.00	1,600.00	
35	Biscuit, Fita	tin	1	180.00	180.00	
36	Biscuit, skyflakes, plain	tin	1	180.00	180.00	
37	Biscuit, sunflower, strawberry flavor	tin	1	180.00	180.00	
38	Biscuit, butter cookies	tin	1	180.00	180.00	
39	Coffee, nescafe, 3-in-1, 36 sachets/pack	pack	4	200.00	800.00	
Total				Php	**14,709.50**	

Prepared by:

MYRNA P. DAIS
State Auditor III

CHONA U. GABRONINO
State Auditor IV
Audit Team Leader

Approved by:

ANNA GRACE L. MARPURI
OIC-Corporate Services Group

BAC APPROVED

RECEIVED
09 MAR 2018

Commission on Audit (COA)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2018

	Description	Unit	Qty.	Amount	Total Amount	Actual
1	Airfreshener, aerosol type 280 ml	can	2	205.00	410.00	
2	Alcohol, 70% isoprophyl 500 ml	btl	8	80.00	640.00	
3	Ballpen, pilot, black	pc	15	29.00	435.00	
4	Ballpen, pilot, red	pc	25	29.00	725.00	
5	Ballpen, pilot, blue	pc	15	29.00	435.00	
6	Battery, Energizer, AA	pck	8	49.00	392.00	
7	Card, Time (DTR) 100 pcs/bundle	bdl	1	250.00	250.00	
8	Correction tape	pc	7	50.00	350.00	
9	Cutter blade 10's tube big	tube	2	30.00	60.00	
10	Dishwashing liquid, 500 ml	btl.	3	130.00	390.00	
11	Envelope, Expanding w/ string colored long	pc	15	35.00	525.00	
12	Envelope, ordinary, brown, short	pc	10	2.50	25.00	
13	Envelope, ordinary, brown, long	pc	10	3.00	30.00	
14	Epson ink 664 1 Black	pc	3	400.00	1,200.00	
15	Folder, brown ordinary, short	pc	5	6.50	32.50	
16	Folder, brown ordinary, long	pc	20	7.00	140.00	
17	Folder, pressboard, long (green)	pc	5	25.00	125.00	
18	Glue, 130 gms.(Elmer's Glue)	pc	2	55.00	110.00	
19	Marker,flourescent (5 yellow, 5 green, 5 pink)	pc	15	50.00	750.00	
20	Paper, copy, 80 gsm., A4	rm	10	198.00	1,980.00	
21	Paper, copy, 80 gsm., letter	rm	2	170.00	340.00	
22	Pen, marking, permanent, black	pc	1	40.00	40.00	
23	Pen, marking, permanent, red	pc	1	40.00	40.00	
24	Pen, sign pen, pilot, red 0.5 v5	pc	5	55.00	275.00	
25	Pen, sign pen, pilot, black 0.5	pc	5	55.00	275.00	
26	Pen, sign pen, pilot, blue 0.5 v5	pc	5	55.00	275.00	
27	Ruler (long plastic, ordinary)	pc	1	25.00	25.00	
28	Scissor, HD 8"	pc	2	85.00	170.00	
29	Staple wire, #33/35 copper	box	6	55.00	330.00	
30	Stapler, HD w/ remover	pc	1	400.00	400.00	
31	Tape, transparent, 1"	roll	5	15.00	75.00	
32	Tape, Packaging, 3"	roll	3	80.00	240.00	
33	Twine, plastic	roll	2	50.00	100.00	
34	Tissue, paper, 2 ply	roll	80	20.00	1,600.00	
35	Biscuit, Fita	tin	1	180.00	180.00	
36	Biscuit, skyflakes, plain	tin	1	180.00	180.00	
37	Biscuit, sunflower, strawberry flavor	tin	1	180.00	180.00	
38	Biscuit, butter cookies	tin	1	180.00	180.00	
39	Coffee, nescafe, 3-in-1, 36 sachets/pack	pack	4	200.00	800.00	
Total				Php	**14,709.50**	

Prepared by:

MYRNA P. DAIS
State Auditor III

CHONA U. GABRONINO
State Auditor IV
Audit Team Leader

Approved by:

ANNA GRACE L. MARPURI
OIC-Corporate Services Group

BAC APPROVED

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09 MAR 2018

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office Supplies and Materials

Communication Management Division

Budget Source: AOE		
Budget Allocation for Cy 2017:	PHP	40,000.00
NET AOE		39,729.50
1ST Quarter:	PHP	11,122.50
2ND Quarter:	PHP	11,050.00
3rd Quarter:	PHP	9,661.00
4th Quarter:	PHP	7,896.00
TOTAL: (1ST to 4th Quarter)	PHP	39,729.50
AOE Remaining Budget	PHP	270.50

MARINO M. ABELLA
SP Admin Aide

Recommending Approval:

HOLCHI QUIBILAN
OIC-Communication Management Div.

Approved By:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

Communication Management
Division

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisemen	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	CD, Recordable, 700MB/80 mins w/o case	pc	50	45.00	Shopping-	2,250.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Folder,L-type plastic,transparent short	pc	30	6.00	-do-	180.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Correction Tape, Tombo	pc	3	52.00	-do-	156.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Paper, copy A4	pc	9	185.00	-do-	1,665.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Ink Bottle EPSON T66441 Black	pc	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle EPSON T66442 Cyan	pc	2	500.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle EPSON T66443 Magenta	pc	2	500.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle EPSON T66444 Yellow	pc	2	500.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Battery, AA Energizer	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Envelope Ordinary, Brown Short	pc	20	10.50	-do-	210.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Tape, Transparent 1"	pc	2	21.00	-do-	42.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Clear Book, Long	pc	2	50.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Notebook Steno	pc	5	20.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Ballpen, Pilot Black	pc	5	23.10	-do-	115.50		-do-		-do-	-do-	-do-	-do-	-do-
15	Paper, Copy Long	rm	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Glue Stick, Permanent	pc	3	65.00	-do-	195.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Alcohol	btl.	3	69.00	-do-	207.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Mighty Bond	tbe	2	48.00	-do-	96.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Fastener Plastic	bx	2	30.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Staple Wire #33"35.copper	bx	3	42.00	-do-	126.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Note Pad	pad	5	60.00	Shopping-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
22														
23	**Sub-Total**					**11,122.50**								



BAC APPROVED

Communication Mnagement
Division

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisemen	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Ballpen, Black	pc	3	10.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
2	CD, Recordable, 700MB/80 mins with case	pc	30	45.00	-do-	1,350.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Paper, Photo, Glossy, A4 (20 pcs/pk)	pk	3	140.00	-do-	420.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Paper, Photo, Matte, A4 (20 pcs/pk)	pk	2	130.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Paper, Sticker, A4, Matte (20 pcs/pk)	pk	2	80.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Paper, copy A4	rm	8	185.00	-do-	1,480.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Paper, copy long	rm	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle EPSON T66441 Black	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Ink Bottle EPSON T66442 Cyan	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle EPSON T66443 Magenta	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle EPSON T66444 Yellow	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Tape, Transparent 2"	rl.	2	40.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Pen, marking, permanent black	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Pen, OHP for transparent film	pc	3	75.00	Shopping-	225.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Glue Stick, Permanent	tbe	4	65.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Folder,L- type, plastic,transparent short (colored)	pc.	30	6.00	-do-	180.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Pencl, Mongol #2	pc	10	6.50	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Battery, AA Energizer	pc	2	40.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Notebook, Steno	pc	7	20.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**11,050.00**								



BAC APPROVED

Communication Management
Division

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisemen	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter													
1	Alcohol	btl.	5	69.00	-do-	345.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Note Pad	pad	4	60.00	-do-	240.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Correction Tape, Tombo	pc.	5	52.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Paper, copy A4	rm	8	185.00	-do-	1,480.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Pen, OHP for transparent film	pc	3	75.00	Shopping-	225.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Pen, sign, PILOT, V5 black	pc	4	45.00	-do-	180.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Tape, Transparent1''	rl.	5	15.00	-do-	75.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Notebook, Steno	pc	7	20.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Tape, Masking, 2'	rl.	2	110.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Tape, Packaging, 3''	pc	2	80.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Staple wire 33''35 copper	pc	3	42.00	-do-	126.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle EPSON T66441 Black	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle EPSON T66442 Cyan	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Ink Bottle EPSON T66443 Magenta	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Ink Bottle EPSON T66444 Yellow	pc	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Folder,L-type Plastic,transparent Long	pc.	30	6.00	-do-	180.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Paper Clip 2''100's	bx	2	15.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**9,661.00**								





Communication Management
Division

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisemen	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter													
1	Ballpen black ordinary	pc	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Paper, copy A4	rm	10	185.00	-do-	1,850.00		-do-		-do-	-do-	-do-	-do-	-do-
3	CD rewritable, 700MB/80mins with case	pc	30	45.00	-do-	1,350.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Battery, AA, energizer	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Mighty Bond	tbe	2	48.00	-do-	96.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Clip, foldback 2 (per box)	bx	5	60.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Folder, L-type,Plastic,Transparent (short)	pc.	20	6.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder,ordinary short	pc	20	6.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Pen, OHP for transparent film	pc	5	75.00	-do-	375.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Correction Tape, Tombo	pc	5	52.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Folder,ordinary long	pc	20	7.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Paper Twine	kl	1	400.00	-do-	400.00								
13	Paper, colored long	rm	2	300.00		600.00								
14	Pad Sticky note cube colored 4's	pad	5	120.00		600.00								
15	Pad Sticky note 3x4	pad	5	60.00		300.00								
16	Pad Sticky note 3x3	pad	5	60.00		300.00								
17	Tape Transparent 2"	rl	3	40.00		120.00								
18	Paper, parchment long 10's	pk	5	65.00		325.00								
	Paper,Photo Glossy A4 (20 pcs/pk)	pk	3	140,00		420.00								
	Sub-Total					**7,896.00**								
						39,729.50								

Prepared By:

MARINO ABELLA
SP-Admin Aide

Recommended by:

HOLCHI P.QUIBILAN
OIC-Comm.Management Division

Approved by:

CLAYTON H. YUGONON
Executive Director

CTEM

BAC APPROVED

Project Procurement Management Plan for CY 2018

AOE Budget Allocation

Quarterly Request for Supplies & Materials

CORPORATE PLANNING DIVISION

A.O.E. Php40,000.00

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Date: 12/07/17
SECRETARIAT

Breakdown as follows:

First Quarter		15,241.60
Second Quarter		13,402.80
Third Quarter		5,429.20
Fourth Quarter		5,922.50
TOTAL	PhP	**39,996.10**

Prepared by:

Nelia O. Balmores
Planning Officer

Recommended by:

Jewel H. Udarbe
OIC, Corplan Division

Atty. Grace I. Marpuri
OIC DM, Corporate Services Department

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

CTEM

ok

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2017

AOE Budget Allocation CY 2018

1st Quarter Request for Supplies & Materials

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
5	Ink Bottle Epson T6641 - Black	600.00	Shopping	3,000.00							
3	Ink Bottle Epson T6642 - Cyan	600.00	Shopping	1,800.00							
3	Ink Bottle Epson T6643 - Magenta	600.00	Shopping	1,800.00							
3	Ink Bottle Epson T6643 - Yellow	600.00	Shopping	1,050.00							
10	Paper, copy A4, white	280.00	Shopping	2,800.00							
17	Folder Ordinary A4	7.00	Shopping	119.00							
18	Folder, pressboard, long	15.00	Shopping	270.00							
10	Folder L-Type, Plastic, Transparent A4	8.00	Shopping	80.00							
15	Envelope, Ordinary, brown long	7.00	Shopping	105.00							
12	Envelope, expanding, with string. Short	20.00	Shopping	240.00							
2	Pen, marking, flourescent (yellow, pink,	40.00	Shopping	80.00							
2	Pen, Sign,Pilot,Black, 0.5 v5	45.00	Shopping	90.00							
6	Ballpen, Pilot (black)	23.10	Shopping	138.60							
6	Pencil, Mongol #2	6.50	Shopping	39.00							
2	Correction Tape	52.00	Shopping	104.00							
3	Notebook, Steno	20.00	Shopping	60.00							
1	Note Pad, 3x3, 100 sheets/pad(post it)	60.00	Shopping	60.00							
1	Tape, transparent 1"	15.00	Shopping	15.00							
8	Data Filer, 15-1/2 x 10-1/2 x 5-1/2 (black	105.00	Shopping	840.00							
4	Battery, AAA, energizer	40.00	Shopping	160.00							
1	Alcohol, 70% isoprophyl, 500ml	69.00	Shopping	69.00							
1	Staple wire # 33/35, copper	42.00	Shopping	42.00							
5	Business Card (6 personnel)	300.00	Shopping	1,500.00							
1	Paper clips 100s	15.00	Shopping	15.00							
1	Guest book (handmade paper)	600.00	Shopping	600.00							
1	Glue, stick (permanent)	45.00	Shopping	45.00							
2	Record books 300 p.	60.00	Shopping	120.00							
	Total Budget			**15,241.60**							

Prepared by:

Nelia O. Balmores
Planning Officer

Recommended by:

Jewel M. Odarpe
OIC, Corplan Division

Atty. Grace I. Marpuri
OIC DM, Corporate Services Department

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

Item

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2017

AOE Budget Allocation CY 2018

2nd Quarter Request for Supplies & Materials

BIDS AND AWARDS COMMITTEE SECRETARIAT RECEIVED 2/07/18

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
5	Ink Bottle Epson T6641 - Black	600.00	Shopping	3,000.00							
3	Ink Bottle Epson T6642 - Cyan	600.00	Shopping	1,800.00							
3	Ink Bottle Epson T6643 - Magenta	600.00	Shopping	1,800.00							
3	Ink Bottle Epson T6644 - yellow	600.00	Shopping	1,800.00							
10	Paper, copy A4, white	280.00	Shopping	2,800.00							
3	paper, photo glossy A4 (20shts/pck)	140.00	Shopping	420.00							
6	Ballpen, Pilot black	23.10	Shopping	138.60							
10	Folder, L-type,plastic, transparent A4	6.30	Shopping	63.00							
20	Folder, pressboard, green long	15.00	Shopping	300.00							
8	Plastic, Expanding, envelope, long, Transparent	30.15	Shopping	241.20							
3	Battery, AAA, energizer	42.00	Shopping	126.00							
1	Staple wire #33/35, copper	42.00	Shopping	42.00							
10	Envelope, Letter long	50.00	Shopping	500.00							
6	Pencil, mongol 2"	6.50	Shopping	39.00							
1	Masking tape 2"	110.00	Shopping	110.00							
1	Mighty Bond	48.00	Shopping	48.00							
1	Index tab transparent	65.00	Shopping	65.00							
1 box	Fastener, plstic	30.00	Shopping	30.00							
2	Tape double adhesive w/o foam	40.00	Shopping	80.00							
	Total Budget			**13,402.80**							

Prepared by:

Nelia O. Balmores
Planning Officer

Recommended by:

Jewel H. Udarbe
OIC, Corplan Division

Atty. Grace I. Marpuri
OIC DM, Corporate Services Department

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2017

AOE Budget Allocation CY 2018

3rd Quarter Request for Supplies & Materials

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
11	Paper, copy A4, white	280.00	Shopping	3,080.00	-Regular Supplies- Procurement Schedule depends on GSD-BAC						
25	Folder L-Type, Plastic Transparent A4	7.00	Shopping	175.00							
25	Folder, Pressboard, Long	15.00	Shopping	375.00							
2	Clear Book Long	50.00	Shopping	100.00							
10	Plastic, Envelope, expanding, with string, l	25.00	Shopping	250.00							
20	Envelope, brown, long	10.50	Shopping	210.00							
10	Envelope, brown, short	10.50	Shopping	105.00							
10	Envelope, expanding w/ string long	28.00	Shopping	280.00							
1	Alcohol, 70% Isoprophyl, 500ml	69.00	Shopping	69.00							
2	Ballpen,Pilot (Black)	23.10	Shopping	46.20							
3	Pen, marking, flourescent (yellow, pink, gre	40.00	Shopping	120.00							
10	Pencil, Mongol #2	6.50	Shopping	65.00							
4	Notebook, Steno	20.00	Shopping	80.00							
2	Notepad, 3x3, 100 sheets/pad (post it)	60.00	Shopping	120.00							
1	Clip paper, plastic 1", 100's	10.00	Shopping	10.00							
1	Clip, foldback, 1-1/4"	25.00	Shopping	25.00							
2	Record book	50.00	Shopping	100.00							
2	Tape, transparent 1"	15.00	Shopping	30.00							
2	Masking tape 1"	60.00	Shopping	120.00							
1	Alcohol, 70% Isoprophyl, 500ml	69.00	Shopping	69.00							
	Total Budget			**5,429.20**							

Prepared by:

Nelia O. Balmores
Planning Officer

Recommended by:

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Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2017

AOE Budget Allocation CY 2018

4th Quarter Request for Supplies & Materials

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract
8	Paper, copy A4, white	280.00	Shopping	2,240.00							
1	Paper, copy long, white	420.00	Shopping	420.00							
25	Folder L-Type, Plastic Transparent A4	6.00	Shopping	150.00							
5	Ballpen, Pilot	23.10	Shopping	115.50							
12	Pencil, mongol	6.50	Shopping	78.00							
1 box	Fastener, plastic	30.00	Shopping	30.00							
5	Databinder 15-21/2 x 101/2 x 3	100.00	Shopping	500.00							
2 pk.	File divider color	35.00	Shopping	105.00							
4	Clear book long	50.00	Shopping	200.00							
2	Correction tape	52.00	Shopping	104.00							
10	Datafiler 151/2 x 101/2 x 3	105.00	Shopping	1,050.00							
1 box	Clip, foldback 2"	60.00	Shopping	60.00							
5	Box, balikbayan # 3	130.00	Shopping	650.00							
4	Battery AAA	40.00	Shopping	160.00							
3	Notebook, steno	20.00	Shopping	60.00							
	Total Budget			**5,922.50**							

Prepared by:

Nelia O. Balmores
Planning Officer

Recommended by:

Jewel H. Ubarbe
OIC, Corplan Division

Atty. Grace I. Marpuri
OIC DM, Corporate Services Department

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY 2018

SERVICE BUSINESS DEPARTMENT

CREATIVE INDUSTRY DIVISION

Office Supplies and Materials - AOE

BIDS AND AWARDS COMMITTEE CITEM RECEIVED By: 11/23/19 SECRETARIAT

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	From other Sources
	Breakdown of Supplies and Materials													
1	Alcohol, 70% isoprophyl 500ml	btl	2	80.00	Shopping	160.00							-do-	
2	Ballpen, Pilot (blue-5, black-20, red-5)	pc	30	23.10	Shopping	693.00							-do-	
3	Ballpen, M&G (10-black, 5-red, 5-blue)	pc	10	10.00	Shopping	100.00							-do-	
4	Clear Book (long)	pc	4	50.00	Shopping	200.00							-do-	
5	Clear Book (short)	pc	4	40.00	Shopping	160.00							-do-	
6	Clip, foldback, 1-1/4" (12s/box)	bx	1	23.00	Shopping	23.00							-do-	
7	Clip, foldback, ¾" (12s/box)	bx	1	12.00	Shopping	12.00							-do-	
8	Clip, foldback, 1/2" (12s/box)	bx	1	18.00	Shopping	18.00							-do-	
9	Correction Tape	pc	5	50.00	Shopping	250.00							-do-	
10	Datafiler 15-1/2" x 10-1/2" (customize) black	pc	6	105.00	Shopping	630.00							-do-	
11	Databinder 15-1/2" x 10-1/2" x 3" side mechanism (customize)	pc	5	110.00	Shopping	550.00							-do-	
12	Envelope, Ordinary, brown, long	pc	30	10.50	Shopping	315.00							-do-	
13	Envelope, Ordinary, brown, short	pc	30	10.50	Shopping	315.00							-do-	
14	Envelope, expanding w/ string, long colored 20s	pc	30	28.00	Shopping	840.00							-do-	
15	Envelope, expanding w/ string, short colored 20s	pc	30	23.00	Shopping	690.00							-do-	
16	Envelope, letter, CITEM w/o window 500s	bx	1	1,000.00	Shopping	1,000.00							-do-	
17	File box, black, big	pc	6	300.00	Shopping	1,800.00							-do-	
18	Flag tab (sign here)	pck	3	128.00	Shopping	384.00							-do-	
19	Folder, L-type plastic,colored (A4)	pc	21	7.00	Shopping	147.00							-do-	
20	Folder, L-type plastic, colored (long)	pc	11	9.00	Shopping	99.00							-do-	
21	Index Tab (clear/colored)	bx	5	65.00	Shopping	325.00							-do-	
22	Mighty Bond	tube	2	48.00	Shopping	96.00							-do-	
23	Notebook, steno	pc	6	20.00	Shopping	120.00							-do-	
24	Pad, sticky note 3x3 (assorted color)	pad	12	60.00	Shopping	720.00							-do-	
25	Paper clip 2" 100s	bx	5	10.00	Shopping	50.00							-do-	
26	Paper clip 1" 100s	bx	5	15.00	Shopping	75.00							-do-	
27	Paper, copy, 80gsm, letter	rm	38	185.00	~~SVP~~ Shopping	7,030.00							-do-	
28	Paper, Photo, glossy, A4 (20s)	pck	2	140.00	Shopping	280.00							-do-	
29	Paper, Photo, matte, A4 (20s)	pck	2	130.00	Shopping	260.00							-do-	
30	Paper, Sticker, matte A4 (10pcs/pck)	pck	5	80.00	Shopping	400.00							-do-	
31	Pen, marking permanent (5-black, 2-red, 2-blue)	pc	9	40.00	Shopping	360.00							-do-	
32	Pen, marking, fluorescent (assorted color)	pc	6	40.00	Shopping	240.00							-do-	
33	Pen, marking whiteboard (2-black, 1-red, 1-blue, 1-green)	pc	5	40.00	Shopping	200.00							-do-	
34	Ring Binder ¼"	pc	1	12.00	Shopping	12.00							-do-	

BAC APPROVED

CITEM

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							Preprocurement Conference	Advertise-ment	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
35	Ring Binder ½"	pc	1	17.00	Shopping	17.00							-do-	
36	Ring Binder ¾"	pc	1	20.00	Shopping	20.00							-do-	
37	Ring Binder 5/8"	pc	1	20.00	Shopping	20.00							-do-	
38	Ring Binder 7/8"	pc	1	65.10	Shopping	65.10							-do-	
39	Ring Binder 7/16"	pc	1	15.00	Shopping	15.00							-do-	
40	Ring Binder 5/16	pc	1	11.90	Shopping	11.90							-do-	
41	Ring Binder 1"	pc	1	30.00	Shopping	30.00							-do-	
42	Ring Binder 1½"	pc	1	40.00	Shopping	40.00							-do-	
43	Ring Binder 1 1/8"	pc	1	30.00	Shopping	30.00							-do-	
44	Record Book, official, 500 pages	pc	3	120.00	Shopping	360.00							-do-	
45	Rubberband, 350 gms, big	bx	1	85.00	Shopping	85.00							-do-	
46	Staple Wire #33/35	bx	6	42.00	Shopping	252.00							-do-	
47	Tape, transparent 1"	rl	20	15.00	Shopping	300.00							-do-	
48	Tape, transparent 2"	rl	5	40.00	Shopping	200.00							-do-	
49	Refill Ink for Epson L350 (25-black, 5-cyan, 5-magenta, 5-yellow)	pc	40	500.00	Shopping	20,000.00							-do-	
	TOTAL					**40,000.00**								

Prepared by:

ROANNA MARIE ELIZALDE
Secretary 1

Noted by:

MARJO F. EVIO
Chief, IGSD

Recommending Approval:

DORIS U. GACHO
OIC-DM, CBD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

as of 17 November 2017

CITEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE BUDGET ALLOCATION
QUARTERLY REQUEST FOR SUPPLIES AND MATERIALS

EXHIBITION DESIGN DIVISION

SUMMARIZED OF ALLOTTED EXPENSES ON QUARTERLY BASIS:

1ST	Php26,733.00
2ND	3,459.00
3RD	7,778.00
4TH	2,030.00
Actual AOE	**Php40,000.00**

Prepared by:

Lanielyn Café
Administrative Clerk, EDD

Recommending Approval:

Arturo Cruz Dimaano
Department Manager, CCSD

Approved by:

Clayton H. Tugonon
Executive Director

BIDS AND AWARDS COMMITTEE
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By:
NOV 22 2017
Date:
SECRETARIAT

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN 2018
EXHIBITION DESIGN DIVISION
1ST QUARTER

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule							Release / Delivery Date
						Pre-Procurement Conference	Advertisment	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	
9	pc	Ballpen, Black, M & G	10.00	90.00	Shopping								
4	pc	Battery, AA, energizer	40.00	160.00	do								
4	pc	Battery, AAA energizer	40.00	160.00	do								
6	pc	Correction Tape	50.00	300.00	do								
8	pc	Electrical tape, big, ordinary, (black)	40.00	320.00	do								
3	pc	Electrical tape, big, ordinary, (white)	40.00	120.00	do								
20	pc	Envelope, ordinary, brown, long	10.50	210.00	do								
20	pc	Envelope, ordinary, brown,short	10.00	100.00	do								
10	pc	Envelope, expanding w/ string, long	28.00	280.00	do								
10	pc	Envelope, expanding w/ string, short	20.00	200.00	do								
15	pc	Folder, L-type, plastic, transparent A4	8.00	120.00	do								
3	pc	Glue, 130 gms.	45.00	135.00	do								
4	tube	Glue stick, permanent	65.00	260.00	do								
2	btl	Ink Bottle, Epson L800 LM-T6736	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 M-T6733	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 LC-T6735	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 C-T6732	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 Y-T6734	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 B-T6731	600.00	1,200.00	do								
2	pad	Pad, sticky note cube assorted, 4's	120.00	240.00	do								
3	pad	Pad, sticky note 3 x 3, assorted	60.00	180.00	do								
3	pad	Pad, sticky note 3 x 4, assorted	60.00	180.00	do								
2	pcks	Post it arrow tab, assorted colors, plastic	50.00	100.00	do								
8	rm	Paper, copy, 80 gsm., A4	185.00	1,480.00	do								
8	pc	Pen, marking, permanent, Black & Blue	40.00	320.00	do								
8	pc	Pen, marking, whiteboard, Blue & Black	40.00	320.00	do								
2	pc	Pen, marking, fluorescent	40.00	80.00	do								
2	kl	Rugs	70.00	140.00	do								
10	pc	Photo paper, A4 Premium Matte, 240 gsm (10 pcs/pck)	130.00	1,300.00	do								
6	pc	Photo paper, A4 Premium Glossy, 240 gsm	140.00	840.00	do								
5	pc	Parchment Paper, A4 (10pcs/pack)	50.00	250.00	do								
4	pc	Scissors, HD	90.00	360.00	do								
4	pc	Cutter, HD	150.00	600.00	do								
1	set	Screw diver tools	600.00	600.00	do								
2	tube	Cutter blade, 10 pcs/tube	15.00	30.00	do								
2	pcs	Long nose / Cutting Plier	500.00	1,000.00	do								
3	pcs	Illustration Board, 30 x 40, black & white	40.00	120.00	do								
2	btl	Alcohol , 70% isoprophyl, 500ml	69.00	138.00	do								
4	pc	Foam board, white, 30" x 40"	300.00	1,200.00	do								
8	rl	Electrical tape, big, ordinary (black)	40.00	320.00	do								
18	pc	Masking Tape, 1/2	50.00	900.00	do								
2	gal	Paint, Flat White	500.00	1,000.00	do								
2	gal	Gypsum Putty w/ hardener	350.00	700.00	do								
3	kl	Common nail, 2"	80.00	240.00	do								
3	pc	Padlock w/ sidebar	100.00	300.00	do								
10	pc	Male Plug	50.00	500.00	do								
4	pc	Business card holder, notebook type	180.00	720.00	do								
1	roll	Stretch Film, 500mm (clean wrap)	1,000.00	1,000.00	do								
4	pc	Tape, transparent 1"	15.00	60.00	do								
4	pc	Tape, transparent 2"	40.00	160.00	do								
1		Printing of Business Card of Staff	500.00	500.00	do								
2	pck	Nylon cable zip tie, black, 5x300mm @ 100pcs/pack	300.00	600.00	do								
2	pck	Nylon cable zip tie, black, 4 x 200mm @ 100pcs/pack	300.00	600.00	do								
		Total Amount		**26,733.00**									

BIDS AND AWARDS COMMITTEE
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2ND QUARTER

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procure Conference	Advertisment	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	Release / Delivery Date
8	pc	Ballpen, Black, M & G	10.00	80.00	Shopping								
5	rm	Paper, copy, 80 gsm., A4	185.00	925.00	do								
4	box	Clip, foldback, 3/4"	12.00	48.00	do								
5	box	Clip, foldback, 1"	12.00	60.00	do								
3	box	Clip, foldback, 1-1/4"	22.00	66.00	do								
4	pc	Pen, sign, Pilot, 0.5, [Black 4) , Blue (3)	45.00	180.00	do								
8	pcks	Photo paper, A4 Premium Matte, 240 gsm (10 pcs/pck)	130.00	1,040.00	do								
4	pcks	Photo paper, A4 Premium Glossy, 240 gsm	140.00	560.00	do								
4	pcs	Correction Tape	50.00	200.00	do								
6	tube	Mighty bond	50.00	300.00	do								
		Total Amount		**3,459.00**									

3RD QUARTER

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	Release / Delivery Date
8	pc	Ballpen, Black, M & G	10.00	80.00	Shopping								
2	btl	Ink Bottle, Epson L800 LM-T6736	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 M-T6733	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 LC-T6735	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 C-T6732	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 Y-T6734	600.00	1,200.00	do								
2	btl	Ink Bottle, Epson L800 B-T6731	600.00	1,200.00	do								
5	pc	Pen, marking, permanent, Blue & Black	40.00	200.00	do								
4	pc	Pen, marking, whiteboard, Blue & Black	40.00	160.00	do								
2	btl	Alcohol , 70% isoprophyl, 500ml	69.00	138.00	do								
		Total Amount		**7,778.00**									

4TH QUARTER

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	Release / Delivery Date
3	rm	Paper, copy, 80 gsm., A4	185.00	555.00	do Shopping								
5	pcks	Photo paper, A4 Premium Matte, 240 gsm (10 pcs/pck)	120.00	600.00	do								
4	pcks	Photo paper, A4 Glossy,	140.00	560.00	do								
2	pc	Record book, official, 300 pages	88.50	177.00	do								
2	btl	Alcohol , 70% isoprophyl, 500ml	69.00	138.00	do								
		Total Amount		**2,030.00**	do								
		Grand Total		**40,000.00**									

Prepared by:

Lanley Medale
Administrative Aide

Recommending Approval:

Norman D. Bagulbagul
OIC-EDD

11/21

Arturo Cruz Dimaano
Dept. Manager, CCSD

Atty. Grace Marpuri
OIC, Corporate Services

11/22

Ma. Lourdes D. Mediran
Deputy Exec. Director

Approved by:

Clayton H. Tugonon
Executive Director

CITEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

FASHION LIFESTYLE DIVISION
Consumer Business Department

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	13,494.00	
2nd Quarter		7,341.00	
3rd Quarter		9,063.00	
4th Quarter		7,542.75	
TOTAL	PhP	37,440.75	
Savings	**PhP**		**2,559.25**

Prepared by:

CHRIZELLIE CRISTOBAL

Requested by:

ANNA MARIE ALZONA
OIC-DC, Fashion Lifestyle Division

Recommending Approval:

DORIS U. GACHO
OIC - Department Manager

MA.LOURDES D.MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BIDS AND AWARDS COMMITTEE
RECEIVED
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Date: 2/8/18
SECRETARIAT

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ORIGINAL FORWARDED TO BAC

BIDS AND AWARDS COMMITTEE
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RECEIVED
By:
Date: 2/8/18
SECRETARIAT

FASHION LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	20	10.00	-do- S	200.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Business Card (Printing) 100pcs/box	box	1	300.00	-do- SVP	300.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear Book (long)	pc	1	40.00	-do- S	40.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Clear vu (plastic) A4	pc	10	26.00	-do- S	260.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Coverboard, moroccan (black) - A4	bx	1	270.00	-do- S	270.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Clip, foldback, ½" (12s/box)	bx	2	18.00	-do- S	36.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Clip, foldback, 1¼" (12s/box)	bx	2	23.00	-do- S	46.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Clip, foldback, ¾" (12s/box)	bx	2	12.00	-do- S	24.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Clip, foldback, 2" (12s/box)	bx	1	60.00	-do- S	60.00								
11	Correction Tape	pc	5	52.00	-do- S	260.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	4	105.00	-do- S	420.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Envelope, Brown Ordinary (short)	pc	10	10.50	-do- S	105.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Envelope, Brown Ordinary (long)	pc	10	10.50	-do- S	105.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Envelope, Expanding w/ String(long) brown	pc	10	28.00	-do- S	280.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Envelope, Expanding w/ String(short) brown	pc	10	23.00	-do- S	230.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Envelope, CITEM, w/o window	bx	1	1,000.00	-do- S	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
18	File, black box	pc	1	300.00	-do- S	300.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Flag Tab (sign here)	pck	2	128.00	-do- S	256.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Folder, L-type, Plastic (colored) (Long)	pc	5	9.00	-do- S	45.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Folder, L-type, Plastic (colored) (A4)	pc	20	7.00	-do- S	140.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Folder, Brown Ordinary (long)	pc	10	7.00	-do- S	70.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Folder, Brown Ordinary (short)	pc	5	6.00	-do- S	30.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Folder, Pressboard (long)	pc	5	15.00	-do- S	75.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Folder, Plastic w/ slide (long)	pc	5	8.00	-do- S	40.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Folder, Plastic w/ slide (short)	pc	5	8.00	-do- S	40.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Glue Stick, Permanent	tube	5	65.00	-do- S	325.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Gum Mailing Label	pcs	100	0.58	-do- S	58.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do- S	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

CITEM

FASHION LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
30	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Paper, Copy - A4	rms	10	190.00	~~do~~ S	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Paper, Copy - long	rm	1	230.00	~~do~~ S	230.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Pilot G-Tec - C4 (refil) (black,blue,red)	pc	3	45.00	~~do~~ S	135.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, Flourescent (red, black, blue)	pc	3	40.00	~~do~~ S	120.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Permanent (red, black, blue)	pc	3	40.00	~~do~~ S	120.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Pen, Whiteboard (red, black, blue)	pc	3	40.00	~~do~~ S	120.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Record Book 300 pages	pc	1	120.00	~~do~~ S	120.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Tape, Transparent 1"	pc	5	15.00	~~do~~ S	75.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Tape, doube adhessive w/o foam 1"	pc	2	85.00	~~do~~ S	170.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Tape, double adhessive w/ foam 1"	pc	2	85.00	~~do~~ S	170.00		-do-		-do-	-do-	-do-	-do-	-do-
43	Tape, masking 1"	pc	2	60.00	~~do~~ S	120.00		-do-		-do-	-do-	-do-	-do-	-do-
44	Biscuits, cookies, chocolate	tin	2	300.00	~~do~~ S	600.00		-do-		-do-	-do-	-do-	-do-	-do-
45	Tea, Banaba (21 teabags/box)	bx	1	150.00	~~do~~ S	150.00		-do-		-do-	-do-	-do-	-do-	-do-
46	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	~~do~~ S	440.00		-do-		-do-	-do-	-do-	-do-	-do-
47	Creamer, Coffeemate (100 pcs/pack)	pck	1	100.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
48	Sugar (100pcs/pack)	pck	1	100.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
49	Table Napkin (folded)	pck	1	40.00	~~do~~ S	40.00		-do-		-do-	-do-	-do-	-do-	-do-
50	Tissue paper 2 ply	rl	10	20.00	~~do~~ S	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**13,494.00**								
	2nd Quarter													
1	Ballpen, M&G (black)	pcs	10	10.00	Shopping	100.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Business Card (Printing) 100pcs/box	bx	1	300.00	SVP ~~do~~	300.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	SVP ~~do~~	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Databinder 15x10½x3 w/side mechanism	pc	1	110.00	~~do~~ S	110.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, CITEM, w/ window	pc	30	2.00	~~do~~ S	60.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle, EPSON T6641 Black	btl	4	500.00	~~do~~ S	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

Citem

FASHION LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
9	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	~~do~~ SVP	500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Paper, Copy - A4	rms	10	190.00	~~do~~ S	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Paper, Copy - short	rm	1	170.00	~~do~~ S	170.00		-do-		-do-	-do-	-do-	-do-	-do-
12	**Post-it** pad, 100 sheets/pad (neon color)	pad	4	100.00	~~do~~ S	400.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	~~do~~ S	81.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Tape, Transparent 1"	rl	10	15.00	~~do~~ S	150.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Coffee (Brewed Coffee) - HazelNut	pck	1	220.00	~~do~~ S	220.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Coffeemate (100 pcs/pack)	pck	1	100.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Sugar (100pcs/pack)	pck	1	100.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	5	20.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,341.00								
	3rd Quarter													
1	Business Card (Printing) 100pcs/box	box	1	300.00	SVP ~~Shopping~~	300.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Clear Book (long)	pc	1	50.00	~~do~~ SVP	50.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	~~do~~ S	105.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Envelope, Brown Ordinary (short)	pc	10	10.50	~~do~~ S	105.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, Brown Ordinary (long)	pc	10	10.50	~~do~~ S	105.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Envelope, Brown Ordinary (A4)	pc	10	10.00	~~do~~ S	100.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, Expanding w/ String(long)	pc	10	28.00	~~do~~ S	280.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Envelope, Expanding w/ String(short)	pc	5	23.00	~~do~~ S	115.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	~~do~~ S	90.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Folder, L-type, Plastic (colored) (short)	pc	5	7.00	~~do~~ S	35.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Folder, Brown Ordinary (long)	pc	10	7.00	~~do~~ S	70.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Folder, Brown Ordinary (short)	pc	5	6.00	~~do~~ S	30.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Folder, Pressboard (long)	pc	10	15.00	~~do~~ S	150.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Folder, Plastic w/ slide (long)	pc	5	8.00	~~do~~ S	40.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Folder, Plastic w/ slide (A4)	pc	10	8.00	~~do~~ S	80.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Glue Stick, Permanent	tube	2	65.00	~~do~~ S	130.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Gum Mailing Label	pcs	100	0.50	~~do~~ S	50.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Ink Bottle, EPSON T6641 Black	btl	4	500.00	~~do~~ S	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	~~do~~ S	500.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

Item

FASHION LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
20	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	~~do~~	500.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	~~do~~	500.00		-do-		-do-	-do-	-do-	-do-	-do-
22	**Post-it** pad, 3 x 4, 100 sheets/pad	pad	2	100.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Paper, Copy - A4	rms	10	190.00	~~do~~	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Pen, Flourescent (red, blac, blue)	pc	4	40.00	~~do~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Pen, Permanent (red, black, blue)	pc	4	40.00	~~do~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Pen, Whiteboard (red, black, blue)	pc	4	40.00	~~do~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ring Binder ¼"	pc	1	10.00	~~do~~	10.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ring Binder ½"	pc	1	15.00	~~do~~	15.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ring Binder ¾"	pc	1	20.00	~~do~~	20.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ring Binder 5/8"	pc	1	20.00	~~do~~	20.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ring Binder 7/8"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ring Binder 7/16"	pc	1	15.00	~~do~~	15.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Ring Binder 5/16	pc	1	10.00	~~do~~	10.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Ring Binder 1"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Ring Binder 1½"	pc	1	40.00	~~do~~	40.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Ring Binder 1-1/8"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Ring Binder 2"	pc	1	50.00	~~do~~	50.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Table Napkin (folded)	pck	1	38.00	~~do~~	38.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Tissue paper 2 ply	rl	10	20.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	~~do~~	440.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Coffeemate (100 pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Sugar (100pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**9,063.00**								
	4th Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	10	10.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	~~do~~	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) - A4	pc	20	6.00	~~do~~	120.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

Item

FASHION LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
5	Coverboard, moroccan (black) - A4	bx	20	3.00	~~da~~	60.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Databinder 15x10½x3 w/side mechanism	pc	2	100.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, CITEM, w/ window	pc	30	2.00	~~do~~	60.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-Type, Plastic (colored) long	pc	5	9.00	~~do~~	45.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, plastic w/ slide A4	pc	10	8.00	~~do~~	80.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6641 Black	btl	4	500.00	~~do~~	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	~~do~~	500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	~~do~~	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	~~do~~	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Paper, Copy - A4	rms	10	190.00	~~do~~	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
15	**Post-it** pad, 100 sheets/pad	pad	2	100.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	~~do~~	81.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Record Book 300 pages	pc	2	200.00	~~do~~	400.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	10	20.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Tissue, unscented, 200 folds	bx	1	57.75	~~do~~	57.75		-do-		-do-	-do-	-do-	-do-	-do-
20	Coffee (Brewed Coffee) - HazelNut	pck	1	220.00	~~do~~	220.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Coffeemate (100 pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Sugar (100pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,542.75								
	TOTAL					37,440.75								

Prepared by:

CHRIZELLIE CRISTOBAL

Requested by:

ANNA MARIE ALZONA
OIC-DC, Home Lifestyle

DORIS U. GACHO
OIC-Department Manager

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
AIRCON

DIVISION : General Services Div.
Maintenance

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 100,000.00**
Less. 5% Contingency	5,000.00
NET AOE	**Php 95,000.00**

1st Quarter	Php	44,210.00
2nd Quarter	Php	12,900.00
3rd Quarter	Php	9,900.00
4th Quarter	Php	27,750.00

Total APP (from 1st to 4th Quarter)	**Php 94,760.00**
AOE Remaining Budget	**Php 240.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. AIRCON SUPPLIES
3rd Quarter Request for Supplies and Materials (Small Value Procurement)
July - September

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
3	pcs	Circuit breaker 70amps, 3 phase bolt in	1,300.00	3,900.00	S							
3	pc	Circuit breaker 50amps, 3 phase boilt in	1,300.00	3,900.00	S							
6	pcs	Fan motor 4 UF	50.00	300.00	S							
6	pcs	Compressure capacitor 35UF	100.00	600.00	S							
6	pcs	Compressure capacitor 45UF	100.00	600.00	S							
6	pcs	Compressure capacitor 60UF	100.00	600.00	S							
TOTAL				9,900.00								

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. AIRCON SUPPLIES
2nd Quarter Request for Supplies and Materials (Small Value Procurement)
April - June

ITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
10	rls	Polytine tape (white)	100.00	1,000.00	S							
3	pc	Honey Well Switch	1,000.00	3,000.00	S							
3	pcs	Circuit breaker 30amps, 3 phase bolt in	650.00	1,950.00	S							
3	pc	Circuit breaker 30amps, 3 phase plug in	650.00	1,950.00	S							
1	tank	Freon Refrigerant 22 (DY Dongyue) (22.7 kls/tank)	5,000.00	5,000.00	S							
TOTAL				12,900.00								

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. AIRCON SUPPLIES

1st Quarter Request for Supplies and Materials (Small Value Procurement)

January - March

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
3	rl	Royal cord #10, single phase	1,500.00	4,500.00	S							
3	rl	Royal cord #8, 3 pole	1,500.00	4,500.00	S							
3	rl	Royal cord #8, single phase	2,050.00	6,150.00	S							
50	kls	Freon Gas	250.00	12,500.00	SVP							
6	pcs	Fan motor 4 UF	50.00	300.00	S							
6	pcs	Compressure capacitor 35UF	100.00	600.00	S							
6	pcs	Compressure capacitor 45UF	100.00	600.00	S							
6	pcs	Compressure capacitor 60UF	100.00	600.00	S							
6	pcs	Circuit breaker 40amps, single phase, plug in	1,600.00	9,600.00	S							
3	pcs	Circuit breaker 70amps, 3 phase bolt in	1,300.00	3,900.00	S							
12	pcs	Battery AA Energizer	40.00	480.00	S							
12	pcs	Battery AAA Energizer	40.00	480.00	S							
				-								
TOTAL				44,210.00								

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. AIRCON SUPPLIES

4th Quarter Request for Supplies and Materials (Small Value Procurement)

October December

CTEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
3	pcs	Circuit breaker 30amps, 3 phase boilt in	650.00	1,950.00	S							
5	rls	Polyethyline tape (white)	100.00	500.00	S							
3	pcs	Circuit breaker 70amps, 3 phase boilt in	1,300.00	3,900.00	S							
3	pcs	Circuit breaker 50amps,	1,300.00	3,900.00	S							
50	kls	Freon Gas	250.00	12,500.00	SVP							
1	tank	Freon Refrigerant 22 (DY Dongyue) (22.7 kls/tank)	5,000.00	5,000.00	S							
		TOTAL		**27,750.00**								

Grand Total Amount from 1st to 4th Quarter **94,760.00**

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval By:

ATTY. ANNA GRACE I. MARPURI
OIC, General Services Div.

Approved By:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
MEDICAL

DIVISION : General Services Div.
Maintenance

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php**	**100,000.00**
Less. 5% Contingency		5,000.00
NET AOE	**Php**	**95,000.00**

1st Quarter	Php	28,903.00
2nd Quarter	Php	28,915.00
3rd Quarter	Php	15,909.97
4th Quarter	Php	21,190.00

Total APP (from 1st to 4th Quarter)	**Php**	**94,917.97**
AOE Remaining Budget	**Php**	**82.03**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. MEDICAL SUPPLIES
1st Quarter Request for Supplies and Materials (Small Value Procurement)

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule					
						Pre-Procurement Conference	Advertisement	Eligibility Screening	ubmission eceipt of B	Post Qualification	Awards of Contract
200	pcs	Mefenamic Acid, 500 mg	32.00	6,400.00							
300	pcs	Biogesic	5.00	1,500.00							
100	pcs	Decolgen Forte (Non drowse)	6.00	600.00							
100	pcs	Bioflu 500mg	7.00	700.00							
100	pcs	Neozep (Non drowse)	5.00	500.00							
50	pcs	Dequadin	5.50	275.00							
5	pcs	Elastic bandage (Mediplast)	18.00	90.00							
20	bxs	Band-Aid Strips	70.00	1,400.00							
100	pcs	Diatabs (loperamide)	8.00	800.00							
100	pcs	Kremil -S	19.75	1,975.00							
50	pcs	Face mask	5.00	250.00							
10	pcs	(Gaviscon) Magnesium trisilicate sachet	25.00	250.00							
20	pcs	gauze pad	5	100.00							
10	pcs.	Domperidone (motilium)	33.00	330.00							
50		Catapres 75 mg	33.00	1,650.00							
2	blts	70% Isopropyl Alcohol, 70%	80.00	160.00							
30	blts	Plasil 10 mg	10.00	300.00							
100	pcs	Buscopan	25.00	2,500.00							
4		Dulcolax	27.00	108.00							
100	pcs	Allerta 10mg	23.00	2,300.00							
1	btt.	Carboxymethylcellulose	400.00	400.00							
1	tbs	Mupirocin(Bactroban)	700.00	700.00							
1	btt.	Spirit of Amonia 15 ml	15.00	15.00							
5	bxs	Salonpas	60.00	300.00							
100	bxs	Serc 8 mg	53.00	5,300.00							
Total Amount				**28,903.00**							

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. MEDICAL SUPPLIES
2nd Quarter Request for Supplies and Materials (Small Value Procurement)

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule					
						Pre-Procurement Conference	Advertisement	Eligibility Screening	ubmission eceipt of B	Post Qualification	Awards of Contract
100	pcs	Mefenamic Acid, 500 mg	32.00	3,200.00							
50	pcs	Amlodipine 5 mg	22.85	1,142.50							
100	pcs	Bilastine 20 mg/tab	30.00	3,000.00							
100	pcs	Biogesic	5.00	500.00							
30	bxs	Band-Aid Strips	70.00	2,100.00							
200	pcs	Decolgen Forte (Non drowse)	6.00	1,200.00							
100		Bioflu 500mg	7.00	700.00							
1	btt.	Carboxymethylcellulose	400.00	400.00							
50		Catapres 75 mg	33.00	1,650.00							
50	pcs	Dequadin	5.50	275.00							
50	pcs	Kremil-s	19.75	987.50							
50	pcs	Face mask	5.00	250.00							
10	pcs	(Gaviscon) Magnesium trisilicate sachet	25.00	250.00							
200	pcs	Advil	9.00	1,800.00							
100	pcs	Diatabs(Loperamide)	8.00	800.00							
2	blts	70% Isopropyl Alcohol, 70%	80.00	160.00							
10	blts	Plasil 10 mg	10.00	100.00							
100	pcs	Buscopan	25.00	2,500.00							
100	pcs	Allerta 10mg	23.00	2,300.00							
5	bxs	Salonpas	60.00	300.00							
100	bxs	Serc 8 mg	53.00	5,300.00							
		TOTAL		28,915.00							

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. MEDICAL SUPPLIES
3rd Quarter Request for Supplies and Materials (Small Value Procurement)

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule					
						Pre-Procurement Conference	Advertisement	Eligibility Screening	ubmission eceipt of B	Post Qualification	Awards of Contract
100	pcs	Mefenamic Acid, 500 mg	32.00	3,200.00							
100	pcs	Advil	9.00	900.00							
2	blts	70% Isopropyl Alcohol, 70%	80.00	160.00							
100	pcs	Biogesic 500mg	5.00	500.00							
100	pcs	Decolgen Forte	6.00	600.00							
50	pcs	Dequadin	5.50	275.00							
50	pcs	Face mask	5.00	250.00							
50	bxs	Band-Aid Strips	70.00	3,500.00							
1	pcs	cotton balls	100.00	100.00							
50	pcs	Diatabs	8.00	400.00							
50	pcs	Buscopan	25.00	1,250.00							
100	pcs	Kremil-s	19.75	1,975.00							
100	pcs	Allerta 10mg	23.00	2,300.00							
1	btt	omega lenement 120 ml	199.97	199.97							
5	bxs	Salonpas	60.00	300.00							
TOTAL				15,909.97							

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PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. MEDICAL SUPPLIES
4th Quarter Request for Supplies and Materials (Small Value Procurement)

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule					
						Pre-Procurement Conference	Advertisement	Eligibility Screening	ubmission eceipt of B	Post Qualification	Awards of Contract
100	pcs	Mefenamic Acid, 500 mg	32.00	3,200.00							
100	pcs	Biogesic	5.00	500.00							
100	pcs	Decolgen Forte	6.00	600.00							
100	pcs	Dequadin	5.50	550.00							
100	bxs	Band-Aid Strips	70.00	7,000.00							
100	pcs	Diatabs	8.00	800.00							
2	blts	70% Isopropyl Alcohol, 70%	80.00	160.00							
1	blts	Betadine 10% solution	200.00	200.00							
50	pcs	Buscopan	25.00	1,250.00							
100	pcs	Allerta 10mg	23.00	2,300.00							
5	bxs	Salonpas	60.00	300.00							
1	tbs.	Fastum gel 30mg(ketoprofen)	500.00	500.00							
1	rl	Micropore tape 12.5	60.00	60.00							
50	pcs	Antacid, Gaviscon (sachet)	25.00	1,250.00							
100	pcs	Bioflu	7.00	700.00							
100	pcs	Advil	9.00	900.00							
10	pcs	Metoclopromide Plasil 10mg	10.00	100.00							
60	pcs	maalox antacid	12	720.00							
20	pcs	gauze pad	5	100.00							
		TOTAL		**21,190.00**							
		GRAND TOTAL		**94,917.97**							
		CONTINGENCY (OTHER SUPPLIES)		**5,082.03**							
		Grand total		**100,000.00**							

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval By:

ATTY. ANNA GRACE I. MARPURI
OIC, General Services Div.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
CARPENTRY

DIVISION : General Services Div.
Maintenance

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 100,000.00**
Less. 5% Contingency	5,000.00
NET AOE	**Php 95,000.00**

1st Quarter	Php	26,500.00
2nd Quarter	Php	16,360.00
3rd Quarter	Php	37,250.00
4th Quarter	Php	7,550.00

Total APP (from 1st to 4th Quarter)	**Php 87,660.00**
AOE Remaining Budget	**Php 7,340.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON B. TUGONON
Executive Director

BAC APPROVED

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. CAPENTRY SUPPLIES

1st Quarter Request for Supplies and Materials (Small Value Procurement)

January - March

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
20	set	Bidet	300.00	6,000.00								
20	pc	Faucet Lavatory	110.00	2,200.00								
10	kl	Nail finishing #1	85.00	850.00								
10	kl	Nail finishing #2	85.00	850.00								
10	kl	Nail finishing #3	85.00	850.00								
5	tin	Semi Gloss White Paint	600.00	3,000.00								
10	Bag	Cement Portland	300.00	3,000.00								
10	ltr	Latex paint black lump	150.00	1,500.00								
10	ltr	Latex paint white flat	300.00	3,000.00								
10	kl	Common Nail 1"	85.00	850.00								
10	kl	Common Nail 1"	85.00	850.00								
10	kl	Common Nail 1"	85.00	850.00								
3	gls	Lacquer Thinner	300.00	900.00								
5	gls	Paint Thinner	300.00	1,500.00								
2	btls	2T oil (Big)	150.00	300.00								
				-								
TOTAL				26,500.00								

CTEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. CAPENTRY SUPPLIES

2nd Quarter Request for Supplies and Materials (Small Value Procurement)

April - June

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
100	pcs	Hallow blocks 4 x8	15.00	1,500.00								
10	pcs	Padlock HD	350.00	3,500.00								
2	gls	Vulca Seal	500.00	1,000.00								
12	pcs	Roller Brush 4" foam	45.00	540.00								
12	pcs	Roller brush 7"	55.00	660.00								
10	pcs	Dead lock	250.00	2,500.00								
2	btl	Rugby	80.00	160.00								
2	gls	Putty mix	350.00	700.00								
2	elf	Sand with sack (1 cubic)	1,200.00	2,400.00								
2	efl	Gravel 3/4 (with sack)	1,700.00	3,400.00								
TOTAL				**16,360.00**								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. CAPENTRY SUPPLIES

3rd Quarter Request for Supplies and Materials (Small Value Procurement)

July - September

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
9	pcs.	Lumber ordinary 2 x 3" x 10	500.00	4,500.00	S							
9	pcs.	Lumber kilndry 2 x 2 x 10	350.00	3,150.00	S							
9	pcs.	Lumber kilndry 1 x 2 x 12	250.00	2,250.00	S							
9	pcs	Plywood 1/4" x 4 x 8	500.00	4,500.00	S							
9	pcs	Plywood 3/4" x 4 x 8	1,300.00	11,700.00	S							
9	pcs	Plywood 1/2" x 4 x 8	900.00	8,100.00	S							
5	pcs	Jigsaw Blade B-10 B-29	150.00	750.00	S							
10	pcs	Flat bar 1/8	150.00	1,500.00	S							
2	btls	W40 oil (big)	200.00	400.00	S							
2	btls	2T oil (big)	200.00	400.00	S							
TOTAL				37,250.00								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. CAPENTRY SUPPLIES

4th Quarter Request for Supplies and Materials (Small Value Procurement)

October December

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
5	kl	GI Wire gauge 16	70.00	350.00								
3	gls	Stickwelll	450.00	1,350.00								
8	bag	Cement Portland	300.00	2,400.00								
5	ltr	Latex paint black lumb	150.00	750.00								
5	ltr	Latex paint white flat	300.00	1,500.00								
5	kl	Common Nail 1"	80.00	400.00								
5	kl	Common Nail 1/2"	80.00	400.00								
5	kl	Common Nail 2"	80.00	400.00								
		TOTAL		7,550.00								

Grand Total Amount from 1st to 4th Quarter **87,660.00**

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval By:

ATTY. ANNA GRACE I. MARPURI
OIC, General Services Div.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
GENERAL SERVICES DIV. OFFICE SUPPLIES

DIVISION : General Services Div.
Office Supplies

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 40,000.00**
Less. 5% Contingency	2,000.00
NET AOE	**Php 38,000.00**

1st – 2ND Quarter Php 24,495.00
3rd – 4th Quarter Php 13,255.00

Total APP (from 1st to 4th Quarter)	**Php 37,750.00**
AOE Remaining Budget	**Php 250.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

ANNUAL PROCUREMENT PLAN
FOR CY 2018
General Services Div. - Office Supplies
3rd Quarter to 4th Quarter Request for Supplies and Materials (Small Vaue Procurement)
(July - December)

CTEM

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
Rim	15	Copy Paper 80 GSM A4	185.00	2775.00									
pcs	3	Correction Tape	50.00	150.00									
pcs	12	Pilot Ballpen (Blue/Black)	25.00	300.00									
pcs	5	L-type Plastic Folder (A4 size)	50.00	250.00									
pcs	1	HP Toner Q2612AC	3580.00	3580.00									
pc	2	Alcohol 70% Isoprophyl 500ml	70.00	140.00									
pcs	8	Press Board	15.00	120.00									
pcs	2	Glue Stick	70.00	140.00									
box	1	Staple Wire	100.00	100.00									
box	1	Pencil Mongol #2	10.00	10.00									
pcs	5	Note Pad 3x3	60.00	300.00									
pcs	2	Transparent Tape 1"	15.00	30.00									
pcs	4	Epson Ink T6641	500.00	2000.00									
pcs	2	Epson Ink T6642	500.00	1000.00									
pcs	2	Epson Ink T6643	500.00	1000.00									
pcs	2	Epson Ink T6644	500.00	1000.00									
pcs	3	Sign Pen (Blue/Black)	120.00	360.00									
		Total Budget Amount:		**13,255.00**									

BAC APPROVED

ANNUAL PROCUREMENT PLAN
FOR CY 2018
General Services Div. - Office Supplies
1st Quarter to 2nd Quarter Request for Supplies and Materials (Small Value Creation)
(January-June)

CITEM

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
Rim	30	Copy Paper 80 GSM A4	185.00	5550.00									
pcs	10	Correction Tape	50.00	500.00									
pcs	12	Pilot Ballpen (Blue/Black)	25.00	300.00									
pcs	10	L-type Plastic Folder (A4 size)	50.00	500.00									
pcs	2	HP Toner Q2612AC	3580.00	7160.00									
pc	1	Alcohol 70% Isoprophyl 500ml	70.00	70.00									
pcs	10	Press Board	15.00	150.00									
pc	1	HP Toner CE285A	3580.00	3580.00									
pcs	5	Glue Stick	70.00	350.00									
box	3	Staple Wire	100.00	300.00									
box	1	Pencil Mongol #2	10.00	10.00									
pcs	10	Note Pad 3x3	60.00	600.00									
pcs	5	Transparent Tape 1"	15.00	75.00									
pcs	4	Epson Ink T6641	500.00	2000.00									
pcs	2	Epson Ink T6642	500.00	1000.00									
pcs	2	Epson Ink T6643	500.00	1000.00									
pcs	2	Epson Ink T6644	500.00	1000.00									
pcs	5	Sign Pen (Blue/Black)	70.00	350.00									
		Total Budget Amount:		**24,495.00**									

Grand Total Amount from 1st to 4th Quarters **37,750.00**

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval:

BAC APPROVED

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
ELECTRICAL

DIVISION : General Services Div.
Maintenance

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 100,000.00**
Less. 5% Contingency	5,000.00
NET AOE	**Php 95,000.00**

1st Quarter	Php	45,650.00
2nd Quarter	Php	8,450.00
3rd Quarter	Php	33,650.00
4th Quarter	Php	6,400.00

Total APP (from 1st to 4th Quarter)	**Php 94,150.00**
AOE Remaining Budget	**Php 850.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. ELECTRICAL SUPPLIES
1st Quarter Request for Supplies and Materials (Small Value Procurement)
January - March

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
3	box	T5 Flourescent bulb (18 watts)	5,800.00	17,400.00	S							
30	pcs	CFL Pinlight Bulb (8 watts)warm white	115.00	3,450.00	S							
1	box	3.5mm² THHN Stranded wire	4,235.00	4,235.00	S							
1	roll	#16 Flatcord (white)	3,250.00	3,250.00	S							
2	box	T5 Flourescent bulb (28 watts)	7,500.00	15,000.00	S							
12	pcs	Energizer Battery (AA)	45.00	540.00	S							
5	pcs	Energizer Battery 9volts	55.00	275.00	S							
30	pcs	Electrical Tape	50.00	1,500.00	S							
				-								
TOTAL				45,650.00								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. ELECTRICAL SUPPLIES
2nd Quarter Request for Supplies and Materials (Small Value Procurement)
April - June

CITEM

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	roll	#16 Flatcord wire, white	3,250.00	3,250.00	SHOPPING							
2	pcs	40 amps Circuit Breaker Plug-in	1,300.00	2,600.00	"							
2	pcs	30 amps Circuit Breaker Plug-in	1,300.00	2,600.00	"							
				-								
TOTAL				8,450.00								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. ELECTRICAL SUPPLIES

3rd Quarter Request for Supplies and Materials (Small Value Procurement)

July - September

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
24	pcs	Male plug (Hevy Duty)	100.00	2,400.00								
15	pcs	CFL PinlighttBulb 15watts Daylight	115.00	1,725.00								
1	box	3.5mm² THHN Stranded wire (Boy)	4,235.00	4,235.00								
1	roll	#16 Flatcord (white)	3,250.00	3,250.00								
1	box	T5 Flourescent bulb (28 watts)	7,500.00	7,500.00								
1	box	T5 Flourescent bulb (18 watts)	7,500.00	7,500.00								
6	pcs	2 Gang Plate	120.00	720.00								
12	pcs	Electrical Tape	50.00	600.00								
12	pcs	Switch	60.00	720.00								
20	set	2 Gang outlet	250.00	5,000.00								
				-								
TOTAL				33,650.00								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
FOR CY: 2018
GENERAL SERVICES DIV. ELECTRICAL SUPPLIES

4th Quarter Request for Supplies and Materials (Small Value Procurement)

October December

Qty		Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
8	pcs	LED Flood Light 10watts	500.00	4,000.00								
3	pcs	LED Flood Light 20watts	800.00	2,400.00								
				-								
				-								
				-								
				-								
				-								
				-								
		TOTAL		**6,400.00**								

Grand Total Amount from 1st to 4th Quarter 94,150.00

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval By:

ATTY. ANNA GRACE I. MARPURI
OIC, General Services Div.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
TRANSPORTATION VEHICLE SUPPLIES

DIVISION : General Services Div.
Transportation Unit

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 100,000.00**
Less. 5% Contingency	5,000.00
NET AOE	**Php 95,000.00**

1st – 2ND Quarter Php 48,750.00
3rd – 4th Quarter Php 44,790.00

Total APP (from 1st to 4th Quarter)	**Php 93,540.00**
AOE Remaining Budget	**Php 1,460.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

CTEM

BAC APPROVED

ANNUAL PROCUREMENT PLAN
FOR CY 2018
TRASPORTATION UNIT

1st Quarter to 2nd Quarter Request for Supplies and Materials (Small Value Procurement)

(January-June)

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
pcs	12	Stop Light Double Contact bulb	60.00	720.00									
pcs	12	Park Light	40.00	480.00									
yrd	10	Flannel Cloth	100.00	1000.00									
pcs	12	Tail Light Bulb	40.00	480.00									
pcs	12	Head lamp bulb (halogen)	620.00	7440.00									
pcs	6	Electrical tape	50.00	300.00									
pcs	12	Electrical Fuse 20A (Crosswind)	20.00	240.00									
pcs	12	Electrical Fuse 20A (Innova)	20.00	240.00									
klg	2	Synthetic Hi-Grease	900.00	1800.00									
pcs	6	Relay Fuse (Innova)	150.00	900.00									
pcs	6	Relay Fuse (Isuzu)	150.00	900.00									
pc	40	Car Air Freshener	300.00	12000.00									
can	4	~~Baygon (odorless)~~ MAKE GOVERLC	350.00	1400.00									
ltr	2	Break Fluid	500.00	1000.00									
ltr	5	Liquid Ditergent (Joy)	150.00	750.00									
ltr	4	ATF (Automatic Transmision Fluid)	250.00	1000.00									
pcs	12	Silicon Oil (clutch fan)	100.00	1200.00									
klg	4	Detergent Powder	150.00	600.00									
pcs	2	Silicon Gasket (big size)	180.00	360.00									
klg	10	Rag	100.00	1000.00									
btl	3	Head lamp Glass/Plastic Cleaner	200.00	600.00									
pc	18	Kanebo - Ruberized	400.00	7200.00									
Ltr	14	Synthetic Disel Lube	510.00	7140.00									
				0.00									
		Total Budget Amount:		**48,750.00**									

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BAC APPROVED

ANNUAL PROCUREMENT PLAN
FOR CY 2018
TRASPORTATION UNIT

3rd Quarter to 4th Quarter Request for Supplies and Materials (Small Value Procurement)

(July to December)

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
pcs	12	Stop Light Double Contact bulb	60.00	720.00									
pcs	12	Park Light	40.00	480.00									
yrd	10	Flannel Cloth	100.00	1000.00									
pcs	12	Tail Light Bulb	40.00	480.00									
pcs	12	Head lamp bulb (halogen)	620.00	7440.00									
pcs	3	Electrical tape	50.00	150.00									
pcs	12	Electrical Fuse 20A (Crosswind)	20.00	240.00									
pcs	12	Electrical Fuse 20A (Innova)	20.00	240.00									
ltrs	7	Synthetic Gasoline Oil	510.00	3570.00									
pcs	6	Relay Fuse (Innova)	150.00	900.00									
pcs	6	Relay Fuse (Isuzu)	150.00	900.00									
pc	36	Car Air Freshener	300.00	10800.00									
can	4	Baygon (odorless)	350.00	1400.00									
ltr	2	Break Fluid	500.00	1000.00									
ltr	5	Liquid Ditergent	150.00	750.00									
ltr	4	ATF (Automatic Transmision Fluid)	250.00	1000.00									
ltrs	14	Synthetic Diesel Oil	510.00	7140.00									
klg	4	Detergent Powder	150.00	600.00									
pcs	1	Silicon Gasket (big size)	180.00	180.00									
klg	10	Rag	100.00	1000.00									
pcs	12	Kanebo - Ruberized	400.00	4800.00									
				0.00									
		Total Budget Amount:		**44,790.00**									

Grand Total Amount from 1st to 4th Quarter

1st Quarter to 2nd Quarter	48,750.00
3rd Quarter to 4th Quarter	44,790.00
	93,540.00

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
TRANSPORTATION MOTORPOOL OFFICE SUPPLIES

DIVISION : General Services Div.
Transpo Unit

DEPARTMENT : CORPORATE SERVICES DEPARTMENT

AOE BUDGET ALLOCATION	**Php 20,000.00**
Less. 5% Contingency	1,000.00
NET AOE	**Php 19,000.00**

1st – 2ND Quarter Php 12,940.00
3rd – 4th Quarter Php 6,000.00

Total APP (from 1st to 4th Quarter)	**Php 18,940.00**
AOE Remaining Budget	**Php 60.00**

Recommending Approval:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Approved by:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ANNUAL PROCUREMENT PLAN
FOR CY 2018
Administrative Services Div. - Transpo Office Supplies
1st Quarter to 2nd Quarter Request for Supplies and Materials (Small Value Procurement)
(January-June)

CITEM

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
Rim	10	Copy Paper 80 GSM A4	185.00	1850.00									
pcs	10	Correction Tape	50.00	500.00									
pcs	12	Ball Pen Ordenary (Black)	5.00	60.00									
pcs	12	L-type Plastic Folder (A4 size)	50.00	600.00									
pcs	12	Clip Board (A4 size)	50.00	600.00									
pc	1	Alcohol 70% Isoprophyl 500ml	70.00	70.00									
pcs	12	Press Board	60.00	720.00									
pc	2	HP Toner CE285A	3570.00	7140.00									
pcs	10	Elmers Glue	100.00	1000.00									
box	2	Fastener	100.00	200.00									
pcs	2	Record Book (300pages)	100.00	200.00									
		Total Budget Amount:		**12,940.00**									

BAC APPROVED

ANNUAL PROCUREMENT PLAN
FOR CY 2018
Administrative Services Div. - Transpo Office Supplies
3rd Quarter to 4th Quarter Request for Supplies and Materials (Small Value Procurement)
(July - December)

CTEM

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
Rim	10	Copy Paper 80 GSM A4	185.00	1850.00									
pcs	10	Correction Tape	50.00	500.00									
pcs	12	Ball Pen Ordenary (Black)	5.00	60.00									
pcs	12	L-type Plastic Folder (A4 size)	50.00	600.00									
pcs	12	Clip Board (A4 size)	50.00	600.00									
pc	1	Alcohol 70% Isoprophyl 500ml	70.00	70.00									
pcs	12	Press Board	60.00	720.00									
pcs	4	Record Book (300pages)	100.00	400.00									
pcs	10	Elmers Glue	100.00	1000.00									
box	2	Fastener	100.00	200.00									
		Total Budget Amount:		**6,000.00**									

Grand Total Amount from 1st to 4th Quarters **18,940.00**

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
OIC, General Services Div.

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

HEALTH AND WELLNESS DIVISION
Consumer Business Department

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	16,044.50	
2nd Quarter		7,245.00	
3rd Quarter		8,713.00	
4th Quarter		7,861.75	
TOTAL	PhP	39,864.25	
Savings	**PhP**		**135.75**

Prepared by:

JASMINE F. NABIONG

Requested by:

VIVIAN G. CASTILLON
SP-DC, Agri Marine Division

Recommending Approval:

DORIS U. GACHO
OIC - Department Manager

MA.LOURDES D.MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

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HEALTH & WELLNESS DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	20	10.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long)	pc	2	40.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) A4	pc	10	26.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	1	270.00	-do-	270.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Clip, foldback, ½" (12s/box)	bx	2	18.00	-do-	36.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Clip, foldback, 1¼" (12s/box)	bx	2	23.00	-do-	46.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Clip, foldback, ¾" (12s/box)	bx	2	12.00	-do-	24.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Clip, foldback, 2" (12s/box)	bx	1	60.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Correction Tape	pc	8	52.00	-do-	416.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	4	105.00	-do-	420.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Envelope, Brown Ordinary (short)	pc	20	10.50	-do-	210.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Envelope, Brown Ordinary (long)	pc	15	10.50	-do-	157.50		-do-		-do-	-do-	-do-	-do-	-do-
14	Envelope, Expanding w/ String(long) brown	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Envelope, Expanding w/ String(short) brown	pc	10	23.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Envelope, CITEM, w/o window	bx	1	1,000.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
17	File, black box	pc	4	300.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Flag Tab (sign here)	pck	2	128.00	-do-	256.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Folder, L-type, Plastic (colored) (A4)	pc	20	7.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Folder, Plastic w/ slide (short)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Glue Stick, Permanent	tube	5	65.00	-do-	325.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Post-it pad, 100 sheets/pad (neon color)	pad	10	100.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-

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HEALTH & WELLNESS DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
33	Paper, Copy - long	rm	1	230.00	~~-do-~~	230.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	6	65.00	~~-do-~~	390.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Flourescent (red, black, blue)	pc	4	40.00	~~-do-~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, Permanent (red, black)	pc	4	40.00	~~-do-~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Whiteboard (red, black)	pc	4	40.00	~~-do-~~	160.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Record Book 300 pages	pc	1	120.00	~~-do-~~	120.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Tape, Transparent 1"	pc	10	15.00	~~-do-~~	150.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Tape, double adhessive w/o foam 1"	pc	2	85.00	~~-do-~~	170.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Tape, double adhessive w/o foam 0.5"	pc	3	85.00	~~-do-~~	255.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Tape, masking 1"	pc	2	60.00	~~-do-~~	120.00		-do-		-do-	-do-	-do-	-do-	-do-
43	Biscuits, cookies, chocolate	tin	2	300.00	~~-do-~~	600.00		-do-		-do-	-do-	-do-	-do-	-do-
44	Tea, Banaba (21 teabags/box)	bx	1	150.00	~~-do-~~	150.00		-do-		-do-	-do-	-do-	-do-	-do-
45	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	~~-do-~~	440.00		-do-		-do-	-do-	-do-	-do-	-do-
46	Creamer, Coffeemate (100 pcs/pack)	pck	1	100.00	~~-do-~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
47	Sugar (100pcs/pack)	pck	1	100.00	~~-do-~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
48	Table Napkin (folded)	pck	1	40.00	~~-do-~~	40.00		-do-		-do-	-do-	-do-	-do-	-do-
49	Tissue paper 2 ply	rl	10	20.00	~~-do-~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**16,044.50**								

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Item

HEALTH & WELLNESS DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Ballpen, M&G (black/blue/red)	pcs	9	10.00	Shopping	90.00		3-Apr-18		3-Apr-18	3-Apr-18	5-Apr-18	12-Apr-18	13-Apr-18
2	Databinder 15x10½x3 w/side mechanism	pc	2	110.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Paper, Copy - short	rm	1	170.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Post-it pad, 100 sheets/pad (neon color)	pad	3	100.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	3	65.00	-do-	195.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Tape, Transparent 1"	rl	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Coffee (Brewed Coffee) - HazelNut	pck	1	220.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**7,245.00**								

Citem

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HEALTH & WELLNESS DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter				Shopping			3-Jul-18		3-Jul-18	3-Jul-18	5-Jul-18	12-Jul-18	13-Jul-18
1	Clear Book (long)	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Envelope, Brown Ordinary (short)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Envelope, Brown Ordinary (long)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, Brown Ordinary (A4)	pc	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Envelope, Expanding w/ String(long)	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, Expanding w/ String(short)	pc	5	23.00	-do-	115.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, L-type, Plastic (colored) (short)	pc	5	7.00	-do-	35.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Folder, Plastic w/ slide (A4)	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Glue Stick, Permanent	tube	2	65.00	-do-	130.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Post-it pad, 3 x 4, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Pen, Flourescent (red, blac, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Pen, Permanent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Pen, Whiteboard (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Ring Binder ¼"	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Ring Binder ½"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ring Binder ¾"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-

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HEALTH & WELLNESS DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
28	Ring Binder 5/8"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ring Binder 7/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ring Binder 7/16"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ring Binder 5/16	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ring Binder 1"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Ring Binder 1½"	pc	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Ring Binder 1-1/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Ring Binder 2"	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Table Napkin (folded)	pck	1	38.00	-do-	38.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**8,713.00**								

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter							3-Oct-18		3-Oct-18	3-Oct-18	5-Oct-18	12-Oct-18	13-Oct-18
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) - A4	pc	20	6.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	20	3.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Databinder 15x10½x3 w/side mechanism	pc	3	100.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-Type, Plastic (colored) long	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, plastic w/ slide A4	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Post-it pad, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Pen, Pilot High-Tech Point - V5RS (black,blue,red)	pc	3	65.00	-do-	195.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Record Book 300 pages	pc	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Tissue, unscented, 200 folds	bx	1	57.75	-do-	57.75		-do-		-do-	-do-	-do-	-do-	-do-
20	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,861.75								
	TOTAL					39,864.25								

BAC APPROVED

Prepared by:

JASMINE T. NABIONG

Requested by:

VIVIAN G. CASTILLON
SP-DC, Health & Wellness Division

DORIS U. GACHO
OIC-Department Manager

MA. LOURDES D. MEDIRAN
Deputy Executive Director

4/22

CLAYTON H. TUGONON
Executive Director

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

HOME LIFESTYLE DIVISION
Consumer Business Department

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 1/23/19
SECRETARIAT

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	14,086.50	
2nd Quarter		7,471.00	
3rd Quarter		8,998.00	
4th Quarter		7,847.75	
TOTAL	PhP	38,403.25	
Savings	**PhP**		**1,596.75**

Prepared by:

ANNA THELMA C. PAJULAS

Requested by:

ANNA MARIE ALZONA
OIC-DC, Home Lifestyle Division

Recommending Approval:

DORIS U. GACHO
OIC - Department Manager

MA.LOURDES D.MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

BIDS AND AWARDS COMMITTEE — CITEM — RECEIVED — By: — Date: 11/23/17 — SECRETARIAT

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	20	10.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Business Card (Printing) 100pcs/box	box	1	300.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear Book (long)	pc	2	40.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Clear vu (plastic) A4	pc	20	26.00	-do-	520.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Coverboard, moroccan (black) - A4	bx	1	270.00	-do-	270.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Clip, foldback, ½" (12s/box)	bx	2	18.00	-do-	36.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Clip, foldback, 1¼" (12s/box)	bx	2	23.00	-do-	46.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Clip, foldback, ¾" (12s/box)	bx	2	12.00	-do-	24.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Clip, foldback, 2" (12s/box)	bx	1	60.00	-do-	60.00								
11	Correction Tape	pc	5	52.00	-do-	260.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	4	105.00	-do-	420.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Envelope, Brown Ordinary (short)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Envelope, Brown Ordinary (long)	pc	15	10.50	-do-	157.50		-do-		-do-	-do-	-do-	-do-	-do-
15	Envelope, Expanding w/ String(long) brown	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Envelope, Expanding w/ String(short) brown	pc	10	23.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Envelope, CITEM, w/o window	bx	1	1,000.00	-do-	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
18	File, black box	pc	1	300.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Flag Tab (sign here)	pck	2	128.00	-do-	256.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Folder, L-type, Plastic (colored) (A4)	pc	20	7.00	-do-	140.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Folder, Plastic w/ slide (short)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Glue Stick, Permanent	tube	5	65.00	-do-	325.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Gum Mailing Label	pcs	100	0.58	-do-	58.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

CITEM

HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
33	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Paper, Copy - long	rm	1	230.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Pilot G-Tec - C4 (refil) (black,blue,red)	pc	3	45.00	-do-	135.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, Flourescent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Permanent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Pen, Whiteboard (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Record Book 300 pages	pc	1	120.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Tape, Transparent 1"	pc	5	15.00	-do-	75.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Tape, doube adhessive w/o foam 1"	pc	2	85.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Tape, double adhessive w/ foam 1"	pc	2	85.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
43	Tape, masking 1"	pc	2	60.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
44	Biscuits, cookies, chocolate	tin	2	300.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
45	Tea, Banaba (21 teabags/box)	bx	1	150.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
46	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
47	Creamer, Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
48	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
49	Table Napkin (folded)	pck	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
50	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**14,086.50**								

Citem

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HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Ballpen, M&G (black/blue/red)	pcs	9	10.00	Shopping	90.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Business Card (Printing) 100pcs/box	bx	1	300.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Databinder 15x10½x3 w/side mechanism	pc	1	110.00	-do-	110.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Paper, Copy - short	rm	1	170.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
12	**Post-it** pad, 100 sheets/pad (neon color)	pad	4	100.00	-do-	400.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	-do-	81.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Tape, Transparent 1"	rl	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Coffee (Brewed Coffee) - HazelNut	pck	1	220.00	-do-	220.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**7,471.00**								

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CITEM

HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter													
1	Business Card (Printing) 100pcs/box	box	1	300.00	Shopping	300.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Clear Book (long)	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Envelope, Brown Ordinary (short)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, Brown Ordinary (long)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Envelope, Brown Ordinary (A4)	pc	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, Expanding w/ String(long)	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Envelope, Expanding w/ String(short)	pc	5	23.00	-do-	115.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Folder, L-type, Plastic (colored) (short)	pc	5	7.00	-do-	35.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Folder, Brown Ordinary (short)	pc	5	6.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Folder, Plastic w/ slide (A4)	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Glue Stick, Permanent	tube	1	65.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Gum Mailing Label	pcs	100	0.50	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
22	**Post-it** pad, 3 x 4, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Pen, Flourescent (red, blac, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Pen, Permanent (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Pen, Whiteboard (red, black, blue)	pc	4	40.00	-do-	160.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ring Binder ¼"	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ring Binder ½"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ring Binder ¾"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
30	Ring Binder 5/8"	pc	1	20.00	~~do~~	20.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ring Binder 7/8"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Ring Binder 7/16"	pc	1	15.00	~~do~~	15.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Ring Binder 5/16	pc	1	10.00	~~do~~	10.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Ring Binder 1"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Ring Binder 1½"	pc	1	40.00	~~do~~	40.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Ring Binder 1-1/8"	pc	1	30.00	~~do~~	30.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Ring Binder 2"	pc	1	50.00	~~do~~	50.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Table Napkin (folded)	pck	1	38.00	~~do~~	38.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Tissue paper 2 ply	rl	10	20.00	~~do~~	200.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	~~do~~	440.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Coffeemate (100 pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Sugar (100pcs/pack)	pck	1	100.00	~~do~~	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**8,998.00**								

CITEM

BAC APPROVED

HOME LIFESTYLE DIVISION
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black(10/blue(6)/red(4))	pcs	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) - A4	pc	20	6.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	20	3.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Databinder 15x10½x3 w/side mechanism	pc	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-Type, Plastic (colored) long	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, plastic w/ slide A4	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6641 Black	btl	4	500.00	-do-	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
15	**Post-it** pad, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	-do-	81.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Record Book 300 pages	pc	2	200.00	-do-	400.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Tissue, unscented, 200 folds	bx	1	57.75	-do-	57.75		-do-		-do-	-do-	-do-	-do-	-do-
20	Coffee (Brewed Coffee) - HazelNut	pck	2	220.00	-do-	440.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,847.75								
	TOTAL					**38,403.25**								

Prepared by:

ANNA THELMA C. PAJULAS

Requested by:

ANNA MARIE ALZONA
OIC-DC, Home Lifestyle

DORIS U. GACHO
OIC-Department Manager

MA. LOURDES D. MEDIRAN
Deputy Executive Director

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

ANNUAL PROCUREMENT PLAN (APP) FOR 2018
Office Supplies and Materials

HRM Division

AOE BUDGET ALLOCATION	:	**Php 40,000.00**
Less 5% Contingency	:	**2,000.00**
NET AOE	:	**38,000.00**
First Quarter to Fourth Quarter	:	**37,019.00**
AOE Remaining Budget	:	**981.00**

Prepared By:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct By:

FLORENCE PEARL BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC-DM, CS Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

ANNUAL PROCUREMENT PLAN

FOR CY 2018

Human Resources Management Division- Office Supplies

1st Quarter to 2nd Quarter Request for Supplies and Materials (Small Value Creation)

(January-June 2018)

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
rm	30	Copy Paper 80 GSM A4	185.00	5550.00	shopping								
rm	5	Copy Paper 80 GSM Legal Size	200.00	1000.00									
pcs	6	Correction Tape	50.00	300.00									
pcs	5	Pilot Ballpen, 0.7 (Blue)	50.00	250.00									
pcs	75	Folder, L-type, plastic, transparent A4	8.40	630.00									
pcs	50	Folder, L-type, plastic, transparent Legal	8.14	407.00									
box	15	Staple Wire #33/35 copper/white	100.00	1500.00									
pc	500	Gum Mailing Label	0.63	315.00									
rm	5	Paper, Mimeo, Color Green, Long	220.00	1100.00									
box	1	Pilot Black Ballpen	200.00	200.00									
pcs	1	Record Book, 300 pages	90.00	90.00									
pcs	5	Transparent Tape 1"	15.00	75.00									
pcs	3	Epson P 6641 Black	500.00	1500.00									
pcs	2	Epson P 6642 Cyan	500.00	1000.00									
pcs	2	Epson P 6643 Magenta	500.00	1000.00									
pcs	2	Epson P 6641 Yellow	500.00	1000.00									
pcs	3	White Board Marker	40.00	120.00									
box	6	Paper Clip (3 small, 3 big)	30.00	180.00									
pcs	3	Scissors	30.00	90.00									
pk	30	White/Cream Board Paper (A4 Size)	50.00	1500.00									
		Total Budget Amount:		**17,807.00**									

Grand Total Amount from 1st to 4th Quarters **37,019.00**

Item

BAC APPROVED

Submitted By:

FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PLAN
FOR CY 2018
Human Resources Management Division- Office Supplies
3rd Quarter to 4th Quarter Request for Supplies and Materials ~~(Small Value Creation)~~
(July-December 2018)

Unit	Qty	Contact Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibilty Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Released/ Delivery Date
rm	25	Copy Paper 80 GSM A4	185.00	4625.00	shopping								
rm	10	Copy Paper 80 GSM Legal Size	200.00	2000.00									
pcs	6	Correction Tape	50.00	300.00									
pcs	5	Pilot Ballpen, 0.7 (Blue)	50.00	250.00									
pcs	100	Folder, L-type, plastic, transparent A4	8.40	840.00									
pcs	50	Folder, L-type, plastic, transparent Legal	8.14	407.00									
box	15	Staple Wire #33/35 copper/white	100.00	1500.00									
pc	500	Gum Mailing Label	0.63	315.00									
rm	5	Paper, Mimeo, Color Green, Long	220.00	1100.00									
box	1	Pilot Black Ballpen	200.00	200.00									
pcs	1	Record Book, 300 pages	90.00	90.00									
pcs	5	Transparent Tape 1"	15.00	75.00									
pcs	3	Epson P 6641 Black	500.00	1500.00									
pcs	2	Epson P 6642 Cyan	500.00	1000.00									
pcs	2	Epson P 6643 Magenta	500.00	1000.00									
pcs	2	Epson P 6641 Yellow	500.00	1000.00									
pcs	3	White Board Marker	40.00	120.00									
box	10	Paper Clip (5 small, 5 big)	30.00	300.00									
pcs	3	Scissors	30.00	90.00									
pk	50	White/Cream Board Paper (A4 Size)	50.00	2500.00									
		Total Budget Amount:		**19,212.00**									

Grand Total Amount from 1st to 4th Quarters **37,019.00**

CTEM

BAC APPROVED

Submitted By:

FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services Dept.

Approved By:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY 2018

CORPORATE SERVICE DEPARTMENT

INDUSTRIAL GOODS SERVICES DIVISION

Office Supplies and Materials - AOE

BIDS AND AWARDS COMMITTEE CITEM RECEIVED By: NOV 22 2017 SECRETARIAT

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	From with Sources
	Breakdown of Supplies and Materials													
1	Alcohol, 70% isoprophyl 500ml	btl	2	80.00	Shopping	160.00							-do-	
2	Ballpen, Pilot (blue-5, black-20, red-5)	pc	30	23.10	Shopping	693.00							-do-	
3	Ballpen, M&G (10-black, 5-red, 5-blue)	pc	10	10.00	Shopping	100.00							-do-	
4	Clear Book (long)	pc	4	50.00	Shopping	200.00							-do-	
5	Clear Book (short)	pc	4	40.00	Shopping	160.00							-do-	
6	Clip, foldback, 1-1/4" (12s/box)	bx	1	23.00	Shopping	23.00							-do-	
7	Clip, foldback, ¾" (12s/box)	bx	1	12.00	Shopping	12.00							-do-	
8	Clip, foldback, 1/2" (12s/box)	bx	1	18.00	Shopping	18.00							-do-	
9	Correction Tape	pc	5	50.00	Shopping	250.00							-do-	
10	Datafiler 15-1/2" x 10-1/2" (customize) black	pc	6	105.00	Shopping	630.00							-do-	
11	Databinder 15-1/2" x 10-1/2" x 3" side mechanism (customize)	pc	5	110.00	Shopping	550.00							-do-	
12	Envelope, Ordinary, brown, long	pc	30	10.50	Shopping	315.00							-do-	
13	Envelope, Ordinary, brown, short	pc	30	10.50	Shopping	315.00							-do-	
14	Envelope, expanding w/ string, long colored 20s	pc	30	28.00	Shopping	840.00							-do-	
15	Envelope, expanding w/ string, short colored 20s	pc	30	23.00	Shopping	690.00							-do-	
16	Envelope, letter, CITEM w/o window 500s	bx	1	1,000.00	Shopping	1,000.00							-do-	
17	File box, black, big	pc	6	300.00	Shopping	1,800.00							-do-	
18	Flag tab (sign here)	pck	3	128.00	Shopping	384.00							-do-	
19	Folder, L-type plastic,colored (A4)	pc	21	7.00	Shopping	147.00							-do-	
20	Folder, L-type plastic, colored (long)	pc	11	9.00	Shopping	99.00							-do-	
21	Index Tab (clear/colored)	bx	5	65.00	Shopping	325.00							-do-	
22	Mighty Bond	tube	2	48.00	Shopping	96.00							-do-	
23	Notebook, steno	pc	6	20.00	Shopping	120.00							-do-	
24	Pad, sticky note 3x3 (assorted color)	pad	12	60.00	Shopping	720.00							-do-	
25	Paper clip 2" 100s	bx	5	10.00	Shopping	50.00							-do-	
26	Paper clip 1" 100s	bx	5	15.00	Shopping	75.00							-do-	
27	Paper, copy, 80gsm, letter	rm	38	185.00	~~SVP~~ Shopping	7,030.00							-do-	
28	Paper, Photo, glossy, A4 (20s)	pck	2	140.00	Shopping	280.00							-do-	
29	Paper, Photo, matte, A4 (20s)	pck	2	130.00	Shopping	260.00							-do-	
30	Paper, Sticker, matte A4 (10pcs/pck)	pck	5	80.00	Shopping	400.00							-do-	
31	Pen, marking permanent (5-black, 2-red, 2-blue)	pc	9	40.00	Shopping	360.00							-do-	
32	Pen, marking, fluorescent (assorted color)	pc	6	40.00	Shopping	240.00							-do-	
33	Pen, marking whiteboard (2-black, 1-red, 1-blue, 1-green)	pc	5	40.00	Shopping	200.00							-do-	
34	Ring Binder ¼"	pc	1	12.00	Shopping	12.00							-do-	
35	Ring Binder ½"	pc	1	17.00	Shopping	17.00							-do-	
36	Ring Binder ¾"	pc	1	20.00	Shopping	20.00							-do-	
37	Ring Binder 5/8"	pc	1	20.00	Shopping	20.00							-do-	

CITEM

BAC APPROVED

Ref #	PARTICULARS	Unit	Qty	Estimated Unit Cost	Procurement Method	CITEM	PROCUREMENT SCHEDULE							From other Sources
							Preprocurement Conference	Advertise-ment	Eligibility Screening	Submission & Receipt of Bids	Post Evaluation	Award of Contract	Release/ Delivery Date	
38	Ring Binder 7/8"	pc	1	65.10	Shopping	65.10							-do-	
39	Ring Binder 7/16"	pc	1	15.00	Shopping	15.00							-do-	
40	Ring Binder 5/16	pc	1	11.90	Shopping	11.90							-do-	
41	Ring Binder 1"	pc	1	30.00	Shopping	30.00							-do-	
42	Ring Binder 1½"	pc	1	40.00	Shopping	40.00							-do-	
43	Ring Binder 1 1/8"	pc	1	30.00	Shopping	30.00							-do-	
44	Record Book, official, 500 pages	pc	3	120.00	Shopping	360.00							-do-	
45	Rubberband, 350 gms, big	bx	1	85.00	Shopping	85.00							-do-	
46	Staple Wire #33/35	bx	6	42.00	Shopping	252.00							-do-	
47	Tape, transparent 1"	rl	20	15.00	Shopping	300.00							-do-	
48	Tape, transparent 2"	rl	5	40.00	Shopping	200.00							-do-	
49	Refill Ink for Epson L350 (25-black, 5-cyan, 5-magenta, 5-yellow)	pc	40	500.00	Shopping	20,000.00							-do-	
	TOTAL					**40,000.00**								

Prepared by:

ROANNA MARIE ELIZALDE
Secretary 1

Noted by:

MARJO F. EVIO
Chief, IGSD

Recommending Approval:

ANNA GRACE I. MARPURI
OIC-DM, CSD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

as of 17 November 2017

CITEM

BAC APPROVED

PROJECT PROCUREMENT PLAN FOR CY 2018

Office Supplies

ITESED Division

BUDGET SOURCE:		:	**AOE**	
Budget Allocation for CY 2018		:		
	1st semester		**PHP**	**40,000.00**
	2nd Semester	:	**PHP**	**12, 648.00**
TOTAL		:	**PHP**	**39,985.00**

Prepared by:

Gina M. Torred

Noted by:

Katrina C. Pimeda
OIC, ITSED Division

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By:
Date: 12/06/17

Recommending Approval:

12/04

Ma. Lourdes D. Mediran
Deputy Executive Director

Atty. Anna Grace I. Marpuri
Officer-in-Charge
Corporate Services Department

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN 2018
ITSED Division
OFFICE SUPPLIES
(1st Semester)

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule						Release/ Delivery Date
						Pre-Procurement Conference	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	
10	pc	Ballpen, Black, M & G	10.00	100.00	Shopping							9 Feb 2018
5	pc	Correction Tape	52.00	260.00	do Shopping							do
10	pc	Envelope, expanding w/ string, long	28.00	280.00	do Shopping							do
20	rm	Copy Paper, A4 80gsm	185.00	3,700.00	do Shopping							do
10	pc	Folder, L-type, plastic, transparent long	8.00	80.00	do Shopping							do
10	pc	Folder, ordinary, long	7.00	70.00	do Shopping							do
3	pc	Glue, 130 gms.	52.00	156.00	do Shopping							do
4	pk	Folded Paper Towel	70.00	280.00	do Shopping							
3	pc	Glue stick	45.00	135.00	do Shopping							do
5	btl	Ink Bottle, Epson (L350)6641 black	500.00	2,500.00	do Shopping							do
4	btl	Ink Bottle, Epson (L350)6642 cyan	500.00	2,000.00	do Shopping							do
4	btl	Ink Bottle, Epson (L350)6643 magenta	500.00	2,000.00	do Shopping							do
4	btl	Ink Bottle, Epson (L350)6644 yellow	500.00	2,000.00	do Shopping							do
5	pcs	Sticky Notes 3x3	500.00	2,500.00	do Shopping							do
3	pks	Sticker Paper, A4, Matte (10 pcs/packs)	80.00	240.00	do Shopping							do
1	pck	Pencil, Mongol #2	80.00	80.00	do Shopping							do
5	pc	Pen, marking, permanent, Black & Blue	7.00	35.00	do Shopping							do
5	pc	Pen, marking, whiteboard, Blue & Black	40.00	200.00	do Shopping							do
6	pc	Pen, marking, fluorescent (Yellow)	40.00	240.00	do Shopping							do
9	pc	Pen, sign, Pilot, 0.5, (Black 4)	40.00	360.00	do Shopping							do
3	pc	Pen, sign, Pilot, 0.5, (Red 2)	45.00	135.00	do Shopping							do
3	pc	Pen, sign, Pilot, 0.5, Purple 2)	45.00	135.00	do Shopping							do
10	pc	Clear Book, Long	45.00	450.00	do Shopping							do
6	pcs	Tape Transparent 1"	50.00	300.00	do Shopping							do
3	rolls	Tape Transparent 2"	15.00	45.00	do Shopping							do
7	pk	Special Paper (white or cream) gsm 120	80.00	560.00	do Shopping							do
2	box	Calling Cards	300.00	600.00	do Shopping							do
1	pcs	Scissors, HD	85.00	85.00	do Shopping							do
5	box	Storage box, black , 11" x15-3/4 x 11	260.00	1,300.00	do Shopping							do
2	btl	Alcohol , 70% isoprophyl, 500ml	300.00	600.00	do Shopping							do
3	pk	Coffe Brewed/Grinded 500g Arabica Brew	70.00	210.00	do Shopping							do
3	pk	Creamer/Coffeemate 500g	350.00	1,050.00	do Shopping							do
3	pk	Sugar Brown 1klo/pk	103.00	309.00	do Shopping							do
2	pk	Biscuit Chocolate Chips	55.00	110.00	do Shopping							do
1	set	Canister Ceramic for Coffee, Creamer, Sugar	200.00	200.00	do Shopping							do
4	pcs	Data filer 15 1/2" x 10 1/2" x 5-1/2" Customize Black	600.00	2,400.00	do Shopping							do
6	pcs	Databinder, 15" x 10 1/2 x 3", side mechanism Customize Black	105.00	630.00	do Shopping							do
5	pcs	Folder L-type transparent A4	110.00	550.00	do Shopping							do
1	pc	Stapler HD with remover	352.00	352.00	do Shopping							do
1	pc	Gluegun small	100.00	100.00	do Shopping							do
		TOTAL AMOUNT		**27,337.00**								do

BIDS AND AWARDS COMMITTEE RECEIVED By: Date: 12/06/17 SECRETARIAT

BAC APPROVED

(2nd Semester)

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule						Release / Delivery Date
						Pre-Procuremer Conference	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	
5	pc	Ballpen, Black, M & G	10.00	50.00	Shopping							10 Aug. 2018
5	pc	Correction Tape	52.00	260.00	do							do
4	rm	Copy Paper, A4 80gsm	185.00	740.00	do							do
10	pc	Folder, L-type, plastic, transparent A4	8.00	80.00	do							do
5	pc	Folder, ordinary, long	7.00	35.00	do							do
2	pc	Correction Tape	52.00	104.00	do							do
4	btl	Ink Bottle, Epson (L350)6641 black	500.00	2,000.00	do							do
3	btl	Ink Bottle, Epson (L350)6642 cyan	500.00	1,500.00	do							do
3	btl	Ink Bottle, Epson (L350)6643 magenta	500.00	1,500.00	do							do
3	btl	Ink Bottle, Epson (L350)6644 yellow	500.00	1,500.00	do							do
3	roll	Packaging tape 2"	40.00	120.00	Shopping							
4	pcs	Sticky Notes 3x3	500.00	2,000.00	do							do
1	pks	Sticker Paper, A4, Matte (10 pcs/packs)	80.00	80.00	do							do
1	pck	Pencil, Mongol #2	80.00	80.00	do							do
5	pc	Pen, sign, Pilot, 0.5, (Black 4)	40.00	200.00	do							do
2	pc	Pen, sign, Pilot, 0.5, (Red 2)	45.00	90.00	do							do
2	pc	Pen, sign, Pilot, 0.5, Purple 2)	45.00	90.00	do							do
5	pcs	Tape Transparent 1"	50.00	250.00	do							do
2	rolls	Tape Transparent 2"	15.00	30.00	do							do
1	box	Storage box, black , 11" x15-3/4 x 11	260.00	260.00	do							do
3	pk	Coffe Brewed/Grinded 500g Arabica Brew	70.00	210.00	do							do
3	pk	Creamer/Coffeemate 500g	350.00	1,050.00	do							do
3	pk	Sugar Brown 1klo/pk	103.00	309.00	do							do
2	pk	Biscuit Chocolate Chips	55.00	110.00	do							do
		TOTAL AMOUNT		**12,648.00**								do

Prepared by:

Gina M. Torred
Administrative Aid - SP

Noted by:

Katrina C. Pineda
OIC, ITSED Division

Recommending Approval:

Atty. Anna Grace I. Marpuri
OIC-DM, Corporate Services Dept.

Ma. Lourdes D. Mediran
(Deputy Executive Director)

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

Annual Procurement Program CY 2018
Office Supplies and Materials

DIVISION : **Legal Unit**

AOE	PhP 30,000.00
Less (5% of Php 1,500.00) Contingency	- 1,500.00
Net AOE	Php 28,500.00

Summarized of Allotted Expenses on Quarterly Basis:

1st Quarter	:	Php 12,451.50
2nd Quarter	:	7,145.50
3rd Quarter	:	1,516.50
4th Quarter	:	5,266.50
Actual AOE		Php 26,380.00

Net AOE	Php 28,500.00
Actual AOE	- 26,380.00
	Php 2,120.00

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

Office files/2016 APP/mw/Ddeb

LEGAL UNIT
1st Quarter
(Jan.-March 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						Preprocurement		Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
						ABC2	Conference							
	OFFICE SUPPLIES													
5	Ballpen, pilot (blue)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (black)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (red)	pc.	0	23.10	Shopping	0.00								
8	Battery, AA, Energizer	pc	0	40.00	Shopping	0.00								
9	Battery, AAA, Energizer	pc	0	40.00	Shopping	0.00								
26	Clip foldback 1 1/4	bx	0	23.00	Shopping	0.00								
27	Clip foldback 1 5/8	bx	0	35.00	Shopping	0.00								
28	Clip paper, plastic coated, small	bx	0	15.00	Shopping	0.00								
29	Clip paper, plastic coated, 2" (big size)	bx	0	10.00	Shopping	0.00								
32	Coverboard, clear vu, plastic, A4	rm	1	650.00	Shopping	650.00								
33	Coverboard, clear vu, plastic, long	rm	1	750.00	Shopping	750.00								
35	Coverboard, moroccan, A4 (black, biege)	rm	1	270.00	Shopping	270.00								
36	Coverboard, moroccan, long (black, biege)	rm	0	300.00	Shopping	0.00								
48	Envelope, ordinary, brown, long	pc.	0	10.50	Shopping	0.00								
49	Envelope, ordinary, brown, short	pc.	0	10.50	Shopping	0.00								
	Subtotal					**1670.00**								

BAC APPROVED

							PROCUREMENT SCHEDULE							
Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
50	Envelope, expanding w/string, long	pc	0	25.00	Shopping	0.00								
51	Envelope, expanding w/string, short	pc	0	20.00	Shopping	0.00								
52	Envelope, letter, CITEM w/o window	bundle	0	1000.00	Shopping	0.00								
56	Eraser, rubber	pc	0	15.75	Shopping	0.00								
64	Folder, L-type, plastic, A4, transparent	pc	0	6.00	Shopping	0.00								
66	Folder, L-type, plastic,transparent,long	pc	0	8.00	Shopping	0.00								
73	Folder, pressboard, long	pc	5	15.00	Shopping	75.00								
90	Flag Tab (sign here)	pk	3	128.00	Shopping	384.00								
78	Glue Stick, permanent	tube	0	65.00	Shopping	0.00								
83	Ink for stamp pad	btl	0	31.50	Shopping	0.00								
87	Letterhead, CITEM	rm	0	4200.00	Shopping	0.00								
92	Note pad, 3x3 100 sheets/pad	pad	3	60.00	Shopping	180.00								
93	Paper, bond, 80 gsm A4	rm	5	185.00	Shopping	925.00								
94	Paper, bond, 80 gsm long	rm	2	200.00	Shopping	400.00								
98	Paper, copy A4	rm	5	220.50	Shopping	1,102.50								
99	Paper, copy long	rm	2	231.00	Shopping	462.00								
112	Pencil, mongol #2	pc	0	6.50	Shopping	0.00								
113	Pen, marking, flourescent,(yellow,green,neon green)	pc	0	40.00	Shopping	0.00								
	Subtotal					3528.50								

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BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
114	Pen, marking, permanent	pc	0	40.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (black)	pc	0	45.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (blue)	pc	5	45.00	Shopping	225.00								
119	Pen,sign,Pilot, 0.5 (red)	pc	0	45.00	Shopping	0.00								
133	Ring binder, 1 1/2"	pc	3	40.00	Shopping	120.00								
134	Ring binder, 2"	pc	3	50.00	Shopping	150.00								
140	Record book, official, 300 pages	pc	2	89.00	Shopping	178.00								
142	Staple wire # 33/35	pc	0	42.00	Shopping	0.00								
39	Cutter, HD	pc	0	30.00	Shopping	0.00								
	Subtotal					673.00								
	IT SUPPLIES AND ACCESSORIES													
11	Flash Drive (USB) 16GB	pc	1	500.00	Shopping	500.00								
12	External Hard Drive 500GB	pc	0	2,900.00	Shopping	0.00								
49	Epson T-6641 (black)	bx	4	600.00	Shopping	2400.00								
50	Epson T-6642 (cyan)	bx	2	600.00	Shopping	1200.00								
51	Epson T-6643 (magenta)	bx	2	600.00	Shopping	1200.00								
52	Epson T-6644 (yellow)	bx	2	600.00	Shopping	1200.00								
	Subtotal					6,500.00								

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BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	TANGIBLE SUPPLIES													
1	Calculator, 12 digits, casio	pc	0	350.00	Shopping	0.00								
7	Ruler, ordinary	pc	0	25.00	Shopping	0.00								
9	Scissor, HD	pc	0	85.00	Shopping	0.00								
12	Tape, dispenser	pc	0	90.00	Shopping	0.00								
163	Tape, Transparent 1"	rl	2	40.00	Shopping	80.00								
	Subtotal					80.00								
	TOTAL					**12,451.50**								

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

Item

BAC APPROVED

LEGAL UNIT
2nd Quarter
(April-June 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	OFFICE SUPPLIES													
5	Ballpen, pilot (blue)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (black)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (red)	pc.	0	23.10	Shopping	0.00								
8	Battery, AA, Energizer	pc	0	40.00	Shopping	0.00								
9	Battery, AAA, Energizer	pc	0	40.00	Shopping	0.00								
26	Clip foldback 1 1/4	bx	0	23.00	Shopping	0.00								
27	Clip foldback 1 5/8	bx	0	35.00	Shopping	0.00								
28	Clip paper, plastic coated, small	bx	0	15.00	Shopping	0.00								
29	Clip paper, plastic coated, 2" (big size)	bx	0	10.00	Shopping	0.00								
32	Coverboard, clear vu, plastic, A4	bx	0	650.00	Shopping	0.00								
33	Coverboard, clear vu, plastic, long	pc	0	750.00	Shopping	0.00								
35	Coverboard, moroccan, A4 (black)	bx	0	270.00	Shopping	0.00								
36	Coverboard, moroccan, long (black)	rm	0	300.00	Shopping	0.00								
48	Envelope, ordinary, brown, long	pc.	0	10.50	Shopping	0.00								
49	Envelope, ordinary, brown, short	pc.	0	10.50	Shopping	0.00								
	Subtotal					**0.00**								

BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
50	Envelope, expanding w/string, long	pc	0	25.00	Shopping	0.00								
51	Envelope, expanding w/string, short	pc	0	20.00	Shopping	0.00								
52	Envelope, letter, CITEM w/o window	bundle	0	1000.00	Shopping	0.00								
56	Eraser, rubber	pc	0	15.75	Shopping	0.00								
64	Folder, L-type, plastic, A4 (assorted colors)	pc	5	6.00	Shopping	30.00								
66	Folder, L-type, plastic,transparent,long	pc	5	8.00	Shopping	40.00								
73	Folder, pressboard, long	pc	5	15.00	Shopping	75.00								
90	Flag Tab, (sign here)	pk	2	128.00	Shopping	256.00								
78	Glue Stick, permanent	tube	0	65.00	Shopping	0.00								
83	Ink for stamp pad	btl	0	31.50	Shopping	0.00								
87	Letterhead, CITEM	rm	0	4200.00	Shopping	0.00								
92	Note pad, 3x3 100 sheets/pad	pad	2	60.00	Shopping	120.00								
93	Paper, bond, 80 gsm A4	rm	5	185.00	Shopping	925.00								
94	Paper, bond, 80 gsm long	rm	2	200.00	Shopping	400.00								
98	Paper, copy, A4	rm	5	220.50	Shopping	1,102.50								
99	Paper, copy long	rm	2	231.00	Shopping	462.00								
112	Pencil, mongol #2	pc	0	650.00	Shopping	0.00								
113	Pen, marking, flourescent, (yellow,green,neon green)	pc	0	40.00	Shopping	0.00								
	Subtotal					3410.50								

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BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
114	Pen, marking, permanent	pc	0	40.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (black)	pc	0	45.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (blue)	pc	3	45.00	Shopping	135.00								
119	Pen,sign,Pilot, 0.5 (red)	pc	0	45.00	Shopping	0.00								
133	Ring binder, 1 1/2"	pc	0	40.00	Shopping	0.00								
134	Ring binder, 2"	pc	0	50.00	Shopping	0.00								
140	Record book, official, 300 pages	pc	0	89.00	Shopping	0.00								
142	Staple wire # 33/35	pc	0	42.00	Shopping	0.00								
49	Epson T-6641 (black)	pc	3	600.00	Shopping	1800.00								
50	Epson T-6642 (cyan)	pc	1	600.00	Shopping	600.00								
51	Epson T-6643 (magenta)	pc	1	600.00	Shopping	600.00								
52	Epson T-6644 (yellow)	pc	1	600.00	Shopping	600.00								
	Subtotal					3,735.00								
	TOTAL					**7,145.50**								

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

LEGAL UNIT
3rd Quarter
(July-September 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	OFFICE SUPPLIES													
5	Ballpen, pilot (blue)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (black)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (red)	pc.	0	23.10	Shopping	0.00								
8	Battery, AA, Energizer	pc	0	40.00	Shopping	0.00								
9	Battery, AAA, Energizer	bx	0	40.00	Shopping	0.00								
26	Clip foldback 1 1/4	bx	0	223.00	Shopping	0.00								
27	Clip foldback 1 5/8	bx	0	35.00	Shopping	0.00								
28	Clip paper, plastic coated, small	bx	0	15.00	Shopping	0.00								
29	Clip paper, plastic coated, 2" (big size)	bx	0	10.00	Shopping	0.00								
32	Coverboard, clear vu, plastic, A4	bx	0	650.00	Shopping	0.00								
33	Correction Tape	pc	5	52.00	Shopping	260.00								
35	Coverboard, moroccan, A4	bx	0	270.00	Shopping	0.00								
36	Coverboard, moroccan, long	bx	0	300.00	Shopping	0.00								
48	Envelope, ordinary, brown, long	pc.	0	10.50	Shopping	0.00								
49	Envelope, ordinary, brown, short	pc.	0	10.50	Shopping	0.00								
	Subtotal					**260.00**								

BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
50	Envelope, expanding w/string, long	pc	0	25.00	Shopping	0.00								
51	Envelope, expanding w/string, short	pc	0	20.00	Shopping	0.00								
52	Envelope, letter, CITEM w/o window	bundle	0	1000.00	Shopping	0.00								
56	Eraser, rubber	pc	0	15.75	Shopping	0.00								
64	Folder, L-type, plastic, A4	pc	0	6.00	Shopping	0.00								
66	Folder, L-type, plastic,transparent,long	pc	0	8.00	Shopping	0.00								
73	Folder, pressboard, long	pc	0	15.00	Shopping	0.00								
78	Glue Stick, permanent	tube	0	65.00	Shopping	0.00								
83	Ink for stamp pad	btl	0	31.50	Shopping	0.00								
87	Letterhead, CITEM	rm	0	4200.00	Shopping	0.00								
92	Note pad, 3x3 100 sheets/pad	pad	0	60.00	Shopping	0.00								
93	Paper, bond, 80 gsm A4	rm	2	185.00	Shopping	370.00								
94	Paper, bond, 80 gsm long	rm	0	200.00	Shopping	0.00								
98	Paper, copy, A4	rm	3	220.50	Shopping	661.50								
99	Paper, copy long	rm	0	231.00	Shopping	0.00								
112	Pencil, mongol #2	pc	0	6.50	Shopping	0.00								
113	Pen, marking, flourescent, (neon green)	pc	0	40.00	Shopping	0.00								
	Subtotal					1031.50								

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BAC APPROVED

							PROCUREMENT SCHEDULE

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
114	Pen, marking, permanent	pc	0	40.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (black)	pc	0	45.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (blue)	pc	5	45.00	Shopping	225.00								
119	Pen,sign,Pilot, 0.5 (red)	pc	0	45.00	Shopping	0.00								
133	Ring binder, 1 1/2"	pc	0	40.00	Shopping	0.00								
134	Ring binder, 2"	pc	0	50.00	Shopping	0.00								
140	Record book, official, 300 pages	pc	0	89.00	Shopping	0.00								
142	Staple wire # 33/35	pc	0	42.00	Shopping	0.00								
49	Epson T-6641 (black)	pc	0	600.00	Shopping	0.00								
50	Epson T-6642 (cyan)	pc	0	600.00	Shopping	0.00								
51	Epson T-6643 (magenta)	pc	0	600.00	Shopping	0.00								
52	Epson T-6644 (yellow)	pc	0	600.00	Shopping	0.00								
	Subtotal					225.00								
	TOTAL					**1,516.50**								

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

LEGAL UNIT
4th Quarter
(October-December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						Preprocurement		Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
						ABC2	Conference							
	OFFICE SUPPLIES													
5	Ballpen, pilot (blue)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (black)	pc	0	23.10	Shopping	0.00								
5	Ballpen, pilot (red)	pc.	0	23.10	Shopping	0.00								
8	Battery, AA, Energizer	pc	0	40.00	Shopping	0.00								
9	Battery, AAA, Energizer	pc	0	40.00	Shopping	0.00								
26	Clip foldback 1 1/4	bx	0	23.00	Shopping	0.00								
27	Clip foldback 1 5/8	bx	0	35.00	Shopping	0.00								
28	Clip paper, plastic coated, small	bx	0	15.00	Shopping	0.00								
29	Clip paper, plastic coated, 2" (big size)	bx	0	10.00	Shopping	0.00								
32	Coverboard, clear vu, plastic, A4	bx	0	650.00	Shopping	0.00								
33	Coverboard, clear vu, plastic, long	bx	0	750.00	Shopping	0.00								
35	Coverboard, moroccan, A4	bx	0	270.00	Shopping	0.00								
36	Coverboard, moroccan, long	bx	0	300.00	Shopping	0.00								
48	Envelope, ordinary, brown, long	bx	0	10.50	Shopping	0.00								
49	Envelope, ordinary, brown, short	bx	0	10.50	Shopping	0.00								
	Subtotal					**0.00**								

BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
50	Envelope, expanding w/string, long	pc	0	25.00	Shopping	0.00								
51	Envelope, expanding w/string, short	pc	0	20.00	Shopping	0.00								
52	Envelope, letter, CITEM w/o window	bundle	0	100.00	Shopping	0.00								
56	Eraser, rubber	pc	0	15.75	Shopping	0.00								
72	Fastener,plastic	bx	0	30.00	Shopping	0.00								
64	Folder, L-type, plastic, A4	bx	0	6.00	Shopping	0.00								
66	Folder, L-type, plastic,transparent,long	pc	0	8.00	Shopping	0.00								
73	Folder, pressboard, long	pc	0	15.00	Shopping	0.00								
78	Glue Stick, permanent	tube	0	65.00	Shopping	0.00								
83	Ink for stamp pad	btl	0	31.50	Shopping	0.00								
87	Letterhead, CITEM	rm	0	2400.00	Shopping	0.00								
92	Note pad, 3x3 100 sheets/pad	pad	2	60.00	Shopping	120.00								
93	Paper, bond, 80 gsm A4	rm	3	185.00	Shopping	555.00								
94	Paper, bond, 80 gsm long	rm	0	200.00	Shopping	0.00								
98	Paper, copy, A4	rm	3	220.50	Shopping	661.50								
99	Paper, copy long	rm	0	231.00	Shopping	0.00								
112	Pencil, mongol #2	pc	0	6.50	Shopping	0.00								
113	Pen, marking, flourescent, (neon green)	pc	0	40.00	Shopping	0.00								
	Subtotal					1336.50								

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BAC APPROVED

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
114	Pen, marking, permanent	pc	0	40.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (black)	pc	0	45.00	Shopping	0.00								
119	Pen,sign,Pilot, 0.5 (blue)	pc	4	45.00	Shopping	180.00								
119	Pen,sign,Pilot, 0.5 (red)	pc	0	45.00	Shopping	0.00								
133	Ring binder, 1 1/2"	pc	3	10.00	Shopping	30.00								
134	Ring binder, 2"	pc	3	40.00	Shopping	120.00								
140	Record book, official, 300 pages	pc	0	40.00	Shopping	0.00								
142	Staple wire # 33/35	pc	0	40.00	Shopping	0.00								
49	Epson T-6641 (black)	pc	3	600.00	Shopping	1800.00								
50	Epson T-6642 (cyan)	pc	1	600.00	Shopping	600.00								
51	Epson T-6643 (magenta)	pc	1	600.00	Shopping	600.00								
52	Epson T-6644 (yellow)	pc	1	600.00	Shopping	600.00								
	Subtotal					3,930.00								
	TOTAL					**5,266.50**								

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT PLAN FOR CY 2018
Office Supplies and Materials

Office of the Department Manager
Communications and Creative Services Department

Budget Source	:	AOE	
Budget Allocation For CY 2018	:	PHP	40,000.00
1st Quarter	:	PHP	11,072.00
2nd Quarter	:	PHP	8,959.50
3rd Quarter	:	PHP	11,077.75
4th Quarter	:	PHP	8,872.25
TOTAL (1ST – 4th Quarter)	:	**PHP**	**39,981.50**
AOE Remaining Budget	:	**PHP**	**18.50**

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 11/23/17
SECRETARIAT

Prepared by:

Amelia P. Ortilla
Secretary II

Recommending Approval:

Arturo Cruz Dimaano
Department Manager III, MarComm

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

AOE Budget Allocation

1st Quarter Request for Supplies & Materials

Communications & Creative Services Department (Office of the Department Manager)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Folder, L-type, A4 (trasparent)	pc	30	6.00	Shopping	180.00								
	Folder, L-type, long (transparent)	pc	10	8.00	-do-	80.00								
	Glue stick, permanent	tube	2	65.00	-do-	130.00								
	Paper, copy, 80 gsm, A4	rm	10	190.00	-do-	1,900.00								
	Paper, copy, 80 gsm, Long	rm	1	230.00	-do-	230.00								
	Pen, sign, Pilot, black, 0.5	pc	5	65.00	-do-	325.00								
	Pen, sign, Pilot, red, 0.5	pc	3	65.00	-do-	195.00								
	Pen, marking permanent , black	pc	3	40.00	-do-	120.00								
	Record book, official 300 pages	pc	1	100.00	-do-	100.00								
	Correction Tape, Tombo	pc	3	52.00	-do-	156.00								
	Air Freshener, aerosol type, 280 ml	can	1	190.00	-do-	190.00								
	Alcohol, 70% isoprophyl, 500 ml	btl	2	80.00	-do-	160.00								
	Disinfectant Spray (Lysol) 510 g or 18 oz	btl	1	450.00	-do-	450.00								
	Soap, hand soft liquid, 250 ml	btl	1	150.00	-do-	150.00								
	Table napkin, flat	pck	1	70.00	-do-	70.00								
	Tissue, unscented, 200 folds	box	5	58.00	-do-	290.00								
	Tissue paper, 2 ply	rl	12	20.00	-do-	240.00								
	Toiler duck	pc	1	190.00	-do-	190.00								
	Dishwashing Liquid, 500 ml	btl	2	130.00	-do-	260.00								
	Note pad, 3x3, 100 sheets/pad	pad	7	60.00	-do-	420.00								
	Folder, Pressboard, Long	pc	10	15.00	-do-	150.00								
	Folder, Plastic w/ Slide A4	pc	10	7.00	-do-	70.00								
	Folder, Plastic w/ Slide Long	pc	10	8.00	-do-	80.00								
	Canister, ceramic (for coffee, creamer)	set	1	420.00	-do-	420.00								
	Staple Wire #33/35	box	2	50.00	-do-	100.00								
	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	1,500.00								
	Dish tray, small/personal size	pc	1	500.00	-do-	500.00								
	Coffee, Brewed	pk	2	350.00	-do-	700.00								
	Creamer, Coffeemate, 500g	pk	2	103.00	-do-	206.00								
	Sugar, brown	pk	2	60.00	-do-	120.00								
	Carbon Film, Long	bx	1	350.00	-do-	350.00								
	Clearbook, Long	pc	2	50.00	-do-	100.00								
	Ring Binder 3/4'	pc	2	20.00	-do-	40.00								
	Calling Cards	bx	3	300.00	-do-	900.00								
	Sub-total Budget					**Php11,072.00**								

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Date: 11/23/17
SECRETARIAT

CTEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

AOE Budget Allocation

2nd Quarter Request for Supplies & Materials

Communications & Creative Services Department (Office of the Department Manager)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Battery,AA, energizer	pc	4	40.00	Shopping	**160.00**								
	Battery, AAA, energizer	pc	4	40.00	Shopping	**160.00**								
	Correction Tape, Tombo	pc	3	52.00	Shopping	**156.00**								
	Folder, L-type, A4 (trasparent)	pc	20	6.00	-do-	**120.00**								
	Folder, L-type, long (transparent)	pc	5	8.00	-do-	**40.00**								
	Glue stick, permanent	tube	2	65.00	-do-	**130.00**								
	Note pad, 3x3, 100 sheets/pad	pad	7	60.00	-do-	**420.00**								
	Notebook, Steno	pc	1	20.00	-do-	**20.00**								
	Paper, copy, 80 gsm, A4	rm	10	190.00	-do-	**1,900.00**								
	Paper, copy, 80 gsm, Long	rm	1	230.00	-do-	**230.00**								
	Pen, marking permanent , black	pc	2	40.00	-do-	**80.00**								
	Pen, marking, white board, blue / black	pc	4	40.00	-do-	**160.00**								
	Pen, sign, Pilot, black, 0.4	pc	3	70.00	-do-	**210.00**								
	Pen, Sign Pilot, Black 0.5	pc	3	65.00	-do-	**195.00**								
	Pen, Sign Pilot, red 0.5	pc	2	65.00	-do-	**130.00**								
	Ballpen, Pilot, Black	pc	5	23.10	-do-	**115.50**								
	Toiler duck cleaner	pc	1	190.00	-do-	**190.00**								
	Record book, official 300 pages	pc	1	100.00	-do-	**100.00**								
	Tape, Transparent 1"	rl	1	15.00	-do-	**15.00**								
	Tape, Masking 1"	ri	1	60.00	-do-	**60.00**								
	Tape, masking 2"	rl	1	110.00	-do-	**110.00**								
	Disinfectant Spray (Lysol) 510 g or 18 oz	btl	1	450.00	-do-	**450.00**								
	Alcohol, 70% isoprophyl, 500 ml	btl	3	80.00	-do-	**240.00**								
	Dishwashing Liquid, 500 ml	btl	2	116.00	-do-	**232.00**								
	Tissue, unscented, 200 folds	box	5	58.00	-do-	**290.00**								
	Tissue paper, 2 ply	rl	12	20.00	-do-	**240.00**								
	Coffee, Brewed	pk	2	350.00	-do-	**700.00**								
	Creamer, Coffeemate, 500g	pk	2	103.00	-do-	**206.00**								
	Sugar, brown	pk	2	60.00	-do-	**120.00**								
	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	**1,500.00**								
	Calling Cards	bxs	2	300.00	-do-	**600.00**								
	Sub-total Budget					**Php8,959.50**								

Item

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

AOE Budget Allocation

3rd Quarter Request for Supplies & Materials

Communications & Creative Services Department (Office of the Department Manager)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Correction Tape, Tombo	pc	3	52.00	Shopping	**156.00**								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	1	110.00	Shopping	**110.00**								
	Folder, Pressboard, Long	pc	10	15.00	-do-	**150.00**								
	Folder, L-type, A4 (trasparent)	pc	20	6.00	-do-	**120.00**								
	Glue stick, permanent	tube	2	65.00	-do-	**130.00**								
	Paper, copy, 80 gsm, A4	rm	10	190.00	-do-	**1,900.00**								
	Paper, copy, 80 gsm, Long	rm	1	230.00	-do-	**230.00**								
	Pen, Sign Pilot, Black 0.5	pc	3	65.00	-do-	**195.00**								
	Pen, sign, Pilot, black, 0.4	pc	3	70.00	-do-	**210.00**								
	Pen, sign, Pilot, red, 0.5	pc	3	65.00	-do-	**195.00**								
	Pen, marking, white board, blue / black	pc	4	40.00	-do-	**160.00**								
	Ballpen, Pilot, Black	pc	5	23.10	-do-	**115.50**								
	Ring Binder 1/2"	pc	2	15.00	-do-	**30.00**								
	Ring Binder 1"	pc	2	30.00	-do-	**60.00**								
	Tape, Transparent 1"	rl	1	15.00	-do-	**15.00**								
	Tape, Masking 1"	ri	1	60.00	-do-	**60.00**								
	Tape, masking 2"	rl	1	110.00	-do-	**110.00**								
	Toiler duck	pc	1	190.00	-do-	**190.00**								
	Record Book, official, 300 pages	pc	1	89.25	-do-	**89.25**								
	Airfreshener aerosol type 280ml	can	1	190.00	-do-	**190.00**								
	Disinfectant Spray (Lysol) 510 g or 18 oz	btl	1	450.00	-do-	**450.00**								
	Dishwashing Liquid, 500 ml	btl	1	116.00	-do-	**116.00**								
	Soap, hand soft liquid, 250 ml	btl	1	150.00	-do-	**150.00**								
	Table napkin, flat	pck	1	70.00	-do-	**70.00**								
	Tissue, unscented, 200 folds	box	5	58.00	-do-	**290.00**								
	Tissue paper, 2 ply	rl	12	20.00	-do-	**240.00**								
	Coffee, Brewed	pk	2	350.00	-do-	**700.00**								
	Creamer, Coffeemate, 500g	pk	2	103.00	-do-	**206.00**								
	Sugar, brown	pk	2	60.00	-do-	**120.00**								
	Note pad, 3x3, 100 sheets/pad	pad	7	60.00	-do-	**420.00**								
	Ink Bottle, EPSON T6642, T6643, T6644 (1 btl @color)	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	**1,500.00**								
	Calling Cards	bx	3	300.00	-do-	**900.00**								
	Sub-total Budget					**Php11,077.75**								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

AOE Budget Allocation

4th Quarter Request for Supplies & Materials

Communications & Creative Services Department (Office of the Department Manager)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Battery,AA, energizer	pc	4	40.00	Shopping	**160.00**								
	Battery, AAA, energizer	pc	4	40.00	Shopping	**160.00**								
	Clearbook, Long	pc	2	50.00	-do-	**100.00**								
	Correction Tape, Tombo	pc	3	52.00	Shopping	**156.00**								
	Datafiler w/ lip	pc	1	105.00	-do-	**105.00**								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	1	110.00	-do-	**110.00**								
	Folder, L-type, A4 (trasparent)	pc	20	6.00	-do-	**120.00**								
	Folder, Pressboard, Long	pc	10	15.00	-do-	**150.00**								
	Glue stick, permanent	tube	2	65.00	-do-	**130.00**								
	Notebook, Steno	pc	1	20.00	-do-	**20.00**								
	Paper, copy, 80 gsm, A4	rm	10	190.00	-do-	**1,900.00**								
	Paper, copy, 80 gsm, Long	rm	1	230.00	-do-	**230.00**								
	Pen, Sign Pilot, Black 0.5	pc	3	65.00	-do-	**195.00**								
	Pen, sign, Pilot, black, 0.4	pc	3	70.00	-do-	**210.00**								
	Pen, sign, Pilot, red, 0.5	pc	3	65.00	-do-	**195.00**								
	Pen, marking permanent , black	pc	3	40.00	-do-	**120.00**								
	Pen, marking, white board, blue / black	pc	4	40.00	-do-	**160.00**								
	Record Book, official, 300 pages	pc	1	89.25	-do-	**89.25**								
	Alcohol, 70% isoprophyl, 500 ml	btl	2	80.00	-do-	**160.00**								
	Dishwashing Liquid, 500 ml	btl	1	116.00	-do-	**116.00**								
	Soap, hand soft liquid, 250 ml	btl	1	150.00	-do-	**150.00**								
	Table napkin, flat	pck	1	70.00	-do-	**70.00**								
	Tissue, unscented, 200 folds	box	5	58.00	-do-	**290.00**								
	Tissue paper, 2 ply	rl	12	20.00	-do-	**240.00**								
	Toiler duck	pc	1	190.00	-do-	**190.00**								
	Coffee, Brewed	pk	2	350.00	-do-	**700.00**								
	Creamer, Coffeemate, 500g	pk	2	103.00	-do-	**206.00**								
	Sugar, brown	pk	2	60.00	-do-	**120.00**								
	Note pad, 3x3, 100 sheets/pad	pad	7	60.00	-do-	**420.00**								
	Ink Bottle, EPSON T6641 Black	btl	2	500.00	-do-	**1,000.00**								
	Calling Cards	bxs	3	300.00	-do-	**900.00**								
	Sub-total Budget					**Php8,872.25**								

BAC APPROVED

Prepared by:

Amelia P. Ortilla
Secretary II

Recommending Approval:

Arturo Cruz Dimaano
Department Manager III, CCSD

Maria Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Trugonon
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

OFFICE OF THE DEPARTMENT MANAGER
Consumer Business Department

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 11/23/19
SECRETARIAT

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	14,181.50	
2nd Quarter		7,321.00	
3rd Quarter		9,580.50	
4th Quarter		7,810.50	
TOTAL	PhP	38,893.50	
Savings	**PhP**		**1,106.50**

Prepared by:

ANNA THELMA C. PAJULAS

Requested by:

DORIS U. GACHO
OIC - Department Manager

Recommending Approval:

MA.LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

BIDS AND AWARDS COMMITTEE — CITEM — RECEIVED — By: — Date: 11/23/17 — SECRETARIAT

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Airfreshener, aerosol type	can	1	190.00	Shopping	190.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Ballpen, M&G (black/blue/red)	pcs	9	10.00	Shopping	90.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Business Card (Printing) 100pcs/box	box	1	300.00	Shopping	300.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Diswashing Liquid, 500ml	btl	1	130.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Clear Book (long)	pc	2	50.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Clear Book (short)	pc	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Clear vu (plastic) - A4	pc	50	6.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Coverboard, moroccan (black) - A4	bx	50	3.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Envelope, Brown Ordinary (short)	pc	5	10.50	-do-	52.50		-do-		-do-	-do-	-do-	-do-	-do-
12	Envelope, Brown Ordinary (long)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Envelope, Expanding w/ String(long) brown	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Envelope, Expanding w/ String(short) brown	pc	5	23.00	-do-	115.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Flag Tab (sign here)	pck	2	128.00	-do-	256.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Folder, L-type, Plastic (colored) (short)	pc	5	7.00	-do-	35.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Folder, Brown Ordinary (short)	pc	10	6.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Folder, Pressboard (long)	pc	5	15.00	-do-	75.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Folder, Plastic w/ slide (short)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Glue Stick, Permanent	tube	1	65.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Gum Mailing Label	pcs	100	0.58	-do-	58.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Letterhead - CITEM (New)	rm	1	4,000.00	-do-	4,000.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

CITEM

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
31	Paper, Copy - long	rm	1	230.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Pen, Pilot Hi-tech Point V5RS (black)	pc	1	65.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Pen, Pilot G-Tec - C4 (refil) (black,blue,red)	pc	3	45.00	-do-	135.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Pen, Flourescent (red, black, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Permanent (red, black, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, Whiteboard (red, black, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Ring Binder ¼"	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Ring Binder ½"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Ring Binder ¾"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Ring Binder 5/8"	pc	1	20.00	-do-	20.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Ring Binder 7/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
42	Ring Binder 7/16"	pc	1	15.00	-do-	15.00		-do-		-do-	-do-	-do-	-do-	-do-
43	Ring Binder 5/16	pc	1	10.00	-do-	10.00		-do-		-do-	-do-	-do-	-do-	-do-
44	Ring Binder 1"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
45	Ring Binder 1½"	pc	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
46	Ring Binder 1-1/8"	pc	1	30.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
47	Ring Binder 2"	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
48	Tea, Banaba (21 teabags/box)	bx	1	150.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
49	Coffee (Brewed Coffee) - HazelNut	pck	2	350.00	-do-	700.00		-do-		-do-	-do-	-do-	-do-	-do-
50	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
51	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
52	Table Napkin (folded)	pck	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
53	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
54	Tissue, unscented, 200 folds	bx	2	58.00	-do-	116.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**14,181.50**								

Item 4

BAC APPROVED

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Ballpen, M&G (black/blue/red)	pcs	9	10.00	Shopping	90.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Business Card (Printing) 100pcs/box	box	1	300.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (long) Blue	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Databinder 15x10½x3 w/side mechanism	pc	1	110.00	-do-	110.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Paper, Copy - short	rm	1	170.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Paper, Carbon A4	bx	1	250.00	-do-	250.00		-do-		-do-	-do-	-do-	-do-	-do-
13	**Post-it** pad, 100 sheets/pad (neon color)	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	-do-	81.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Record Book 300 pages	pc	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Coffee (Brewed Coffee) - HazelNut	pck	1	350.00	-do-	350.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Tissue, unscented, 200 folds	bx	2	60.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**7,321.00**								

BAC APPROVED

CITEM

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter													
1	Business Card (Printing) 100pcs/box	box	1	300.00	Shopping	300.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Clear Book (long)	pc	1	50.00	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Clear Book (short)	pc	1	40.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear vu (plastic) - A4	pc	50	6.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Coverboard, moroccan (black) - A4	bx	50	3.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, Brown Ordinary (short)	pc	5	10.50	-do-	52.50		-do-		-do-	-do-	-do-	-do-	-do-
8	Envelope, Brown Ordinary (long)	pc	10	10.50	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Envelope, Brown Ordinary (A4)	pc	10	10.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Envelope, Expanding w/ String(long)	pc	10	28.00	-do-	280.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Envelope, Expanding w/ String(short)	pc	5	23.00	-do-	115.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Folder, L-type, Plastic (colored) (short)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Folder, Brown Ordinary (long)	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Folder, Brown Ordinary (short)	pc	10	6.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Folder, Pressboard (long)	pc	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Folder, Plastic w/ slide (long)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Folder, Plastic w/ slide (A4)	pc	5	8.00	-do-	40.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Glue Stick, Permanent	tube	1	65.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Gum Mailing Label	pcs	100	0.50	-do-	50.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
25	**Post-it** pad, 3 x 4, 100 sheets/pad	pad	2	200.00	-do-	400.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Paper, Copy - long	rm	1	230.00	-do-	230.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Pen, Pilot Hi-tech Point V5RS (blue)	pc	1	65.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Pen, Pilot G-Tec - C4 (refil) (black,blue,red)	pc	3	45.00	-do-	135.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Pen, Flourescent (red, blac, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Pen, Permanent (red, black, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Pen, Whiteboard (red, black, blue)	pc	3	40.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
33	Table Napkin (folded)	pck	1	38.00	-do-	38.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Coffee (Brewed Coffee) - HazelNut	pck	2	350.00	-do-	700.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Tissue, unscented, 200 folds	bx	2	60.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**9,580.50**								

Item

BAC APPROVED

CONSUMER BUSINESS DEPARTMENT
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	1	69.00	Shopping	69.00		3-Jan-18		3-Jan-18	3-Jan-18	5-Jan-18	12-Jan-18	13-Jan-18
2	Ballpen, M&G (black/blue/red)	pcs	3	10.00	-do-	30.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Business Card (Printing) 100pcs/box	box	1	300.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Clear Book (long) Blue	pc	2	50.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Databinder 15x10½x3 w/side mechanism	pc	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	1	105.00	-do-	105.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Envelope, CITEM, w/ window	pc	50	2.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Folder, L-Type, Plastic (colored) long	pc	10	9.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Folder, L-Type, Plastic (colored) short	pc	10	7.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Folder, plastic w/ slide A4	pc	10	8.00	-do-	80.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Ink Bottle, EPSON T6641 Black	btl	3	500.00	-do-	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Paper, Copy - A4	rms	10	190.00	-do-	1,900.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Paper, Copy - short	rm	1	170.00	-do-	170.00		-do-		-do-	-do-	-do-	-do-	-do-
17	**Post-it** pad, 100 sheets/pad	pad	2	100.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Pen, Pilot G-Tec C4 (refil) (black,blue,red)	pc	3	27.00	-do-	81.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Record Book 300 pages	pc	1	200.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Tissue paper 2 ply	rl	10	20.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Tissue, unscented, 200 folds	bx	2	57.75	-do-	115.50		-do-		-do-	-do-	-do-	-do-	-do-
22	Coffee (Brewed Coffee) - HazelNut	pck	2	350.00	-do-	700.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Coffeemate (100 pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Sugar (100pcs/pack)	pck	1	100.00	-do-	100.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					7,810.50								
	TOTAL					38,893.50								

Prepared by:

ANNA THELMA C. PAJULAS

Requested by:

DORIS U. GACHO
OIC-Department Manager

Recommending Approval:

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
Office Supplies and Materials

Office of the Department Manager
Corporate Services Department

AOE BUDGET ALLOCATION	:	PHP 40,000.00
Less 5% Contingency	:	PHP 2,000.00
NET AOE	:	**PHP 38,000.00**

1st Quarter	:	PHP 10,088.65
2nd Quarter	:	PHP 7,658.50
3rd Quarter	:	PHP 8,167.50
4th Quarter	:	PHP 7,658.50
TOTAL APP (1st - 4th Quarter)	:	**PHP 33,573.15**

NET AOE	:	**PHP 38,000.00**
TOTAL APP (1st - 4th Quarter)	:	**PHP 33,573.15**
AOE REMAINING BUDGET	:	**PHP 4,426.85**

Prepared by:

JESSICA LURIENNE MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018
Office Supplies and Materials

Office of the Department Manager
Corporate Services Department

AOE BUDGET ALLOCATION	:	PHP 40,000.00
Less 5% Contingency	:	PHP 2,000.00
NET AOE	:	**PHP 38,000.00**

1st Quarter	:	PHP 10,088.65
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TOTAL APP (1st - 4th Quarter)	:	**PHP 33,573.15**

NET AOE	:	**PHP 38,000.00**
TOTAL APP (1st - 4th Quarter)	:	**PHP 33,573.15**
AOE REMAINING BUDGET	:	**PHP 4,426.85**

Prepared by:

JESSICA LURIENNE MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ANNUAL PROCUREMENT PROGRAM (APP) CY 2018 | **OFFICE OF THE DM - CORPORATE SERVICES DEPARTMENT** | **Mode of Procurement : Small Value Procurement**

PARTICULARS	UNIT	UNIT COST	1st QUARTER		2nd QUARTER		3rd QUARTER		4th QUARTER		TOTAL QTY	TOTAL AMOUNT
			QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT		
Ballpen, Pilot (Black)	pcs	23.10	5	115.50	3	69.30	3	69.30	3	69.30	14	323.40
Ballpen, Pilot (Blue)	pcs	23.10	5	115.50	3	69.30	3	69.30	3	69.30	14	323.40
Ballpen, Pilot (Red)	pcs	23.10	3	69.30	3	69.30	3	69.30	3	69.30	12	277.20
Calculator compact 12 digit	pc	350.00	1	350.00	0	0.00	0	0.00	0	0.00	1	350.00
Carbon, Film A4	pc	250.00	1	250.00	0	0.00	0	0.00	0	0.00	1	250.00
Correction Tape	pcs	52.00	2	104.00	0	0.00	0	0.00	0	0.00	2	104.00
Clear Vu, Plastic, A4	pcs	7.50	3	22.50	3	22.50	3	22.50	3	22.50	12	90.00
Clip, foldback, 1/2"	bx	18.00	2	36.00	2	36.00	2	36.00	2	36.00	8	144.00
Clip, foldback, 1"	bx	20.00	2	40.00	2	40.00	2	40.00	2	40.00	8	160.00
Clip, foldback, 3/4"	bx	12.00	2	24.00	2	24.00	2	24.00	2	24.00	8	96.00
Clip, foldback, 2"	bx	60.00	2	120.00	2	120.00	2	120.00	2	120.00	8	480.00
Coverboard, moroccan, A4 (Black)	pcs	2.70	3	8.10	3	8.10	3	8.10	3	8.10	12	32.40
Data Filer 15-1/2" x 10-1/2" x 5-1/2" (Black)	pcs	105.00	2	210.00	0	0.00	2	210.00	0	0.00	4	420.00
Eraser for whiteboard	pc.	20.00	1	20.00	0	0.00	0	0.00	0	0.00	1	20.00
Envelope, expanding, transparent, long,	pc.	9.00	2	18.00	0	0.00	0	0.00	0	0.00	2	18.00
Envelope, expanding, transparent, short	pc.	30.00	2	60.00	0	0.00	0	0.00	0	0.00	2	60.00
Eraser, rubber	pc.	15.75	1	15.75	0	0.00	0	0.00	0	0.00	1	15.75
Fastener, plastic	bx.	30.00	1	30.00	0	0.00	0	0.00	0	0.00	1	30.00
Folder, L-type, Plastic, Transparent, A4	pcs.	6.00	10	60.00	5	30.00	5	30.00	5	30.00	25	150.00
Folder, L-type, plastic, transparent, Long	pcs.	7.00	5	35.00	0	0.00	0	0.00	0	0.00	5	35.00
Folder, pressboard, long (green)	pcs	15.00	2	30.00	2	30.00	2	30.00	2	30.00	8	120.00
Flag Tab (Sign here)	pck.	128.00	2	256.00	2	256.00	2	256.00	2	256.00	8	1024.00
Glue, 130 grms.	pcs	45.00	1	45.00	0	0.00	0	0.00	0	0.00	1	45.00
Ink for Stamp Pad (blue)	btl.	31.50	1	31.50	0	0.00	0	0.00	0	0.00	1	31.50
Paper, clip 2"	bx	10.00	2	20.00	0	0.00	0	0.00	0	0.00	2	20.00
Paper, clip 1"	bx	15.00	3	45.00		0.00		0.00	0	0.00	3	45.00
Paper, copy, A4	rm	220.50	5	1102.50	4	882.00	4	882.00	4	882.00	17	3748.50
Paper, Sticker, A4	pck.	80.00	1	80.00	0	0.00	0	0.00	0	0.00	1	80.00
Pen, marking, permanent (Black)	pc.	40.00	1	40.00	0	0.00	1	40.00	0	0.00	2	80.00
Pen, marking, fluorescent (Yellow)	pc.	40.00	1	40.00	1	40.00	1	40.00	1	40.00	4	160.00
Pen, marking, whiteboard (Black)	pc.	40.00	1	40.00	0	0.00	1	40.00	0	0.00	2	80.00
Pen, sign pen, Pilot (Black)	pcs	45.00	5	225.00	1	45.00	2	90.00	1	45.00	9	405.00
Pen, sign pen, Pilot (Blue)	pcs	45.00	3	135.00	1	45.00	2	90.00	1	45.00	7	315.00
Pen, sign pen, Pilot (Red)	pc	45.00	3	135.00	1	45.00	2	90.00	1	45.00	7	315.00
Pad, sticky note 3x3	pad	60.00	3	180.00	3	180.00	3	180.00	3	180.00	12	720.00
Record Book, Official, 300 pages	pcs	89.00	3	267.00	2	178.00	2	178.00	2	178.00	9	801.00
Scissors	pc	85.00	1	85.00	0	0.00	0	0.00	0	0.00	1	85.00
Staplewire, #33/35 copper	bx	42.00	2	84.00	0	0.00	2	84.00	0	0.00	4	168.00
Stapler remover	pc.	45.00	1	45.00	0	0.00	0	0.00	0	0.00	1	45.00
Tape, Transparent 1"	rl.	15.00	2	30.00	0	0.00	0	0.00	0	0.00	2	30.00
Ink bottle EPSON T6643 Magenta	btl	600.00	2	1200.00	2	1200.00	2	1200.00	2	1200.00	8	4800.00
Ink bottle EPSON T6644 Yellow	btl	600.00	2	1200.00	2	1200.00	2	1200.00	2	1200.00	8	4800.00
Ink bottle epson, T6641 Black	btl	600.00	3	1800.00	3	1800.00	3	1800.00	3	1800.00	12	7200.00
Ink bottle epson, T6642 Cyan	btl	600.00	2	1200.00	2	1200.00	2	1200.00	2	1200.00	8	4800.00
Alcohol, 70%, isoprophyl, 500ml	btl	69.00	1	69.00	1	69.00	1	69.00	1	69.00	4	276.00
TOTAL				**10088.65**		**7658.50**		**8167.50**		**7658.50**		**33573.15**

Prepared by:

JESSICA LORIENNE B. MENDOZA
Techinical Staff, Coroprate Services Department

BAC APPROVED

Recommending Approval:

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

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN | OFFICE OF THE DM - CORPORATE SERVICES DEPARTMENT | FIRST QUARTER (January - February - March)

QTY	UNIT	CONTRACT PACKAGE (DESCRIPTION)	UNIT PRICE	ABC2	PROCUREMENT METHOD	PRE-PROCUREMENT CONFERENCE	PROCUREMENT SCHEDULE						
							ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST QUALIFICATION	AWARD OF CONTRACT	RELEASE / DELIVERY
5	pcs	Ballpen, Pilot (Black)	23.10	115.50	SHOPPING								
5	pcs	Ballpen, Pilot (Blue)	23.10	115.50	SHOPPING								
3	pcs	Ballpen, Pilot (Red)	23.10	69.30	SHOPPING								
1	pc	Calculator compact 12 digit	350.00	350.00	SHOPPING								
1	pc	Carbon, Film A4	250.00	250.00	SHOPPING								
2	pcs	Correction Tape	52.00	104.00	SHOPPING								
3	pcs	Clear Vu, Plastic, A4	7.50	22.50	SHOPPING								
2	bx	Clip, foldback, 1/2"	18.00	36.00	SHOPPING								
2	bx	Clip, foldback, 1"	20.00	40.00	SHOPPING								
2	bx	Clip, foldback, 3/4"	12.00	24.00	SHOPPING								
2	bx	Clip, foldback, 2"	60.00	120.00	SHOPPING								
3	pcs	Coverboard, moroccan, A4 (Black)	2.70	8.10	SHOPPING								
2	pcs	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (Black)	105.00	210.00	SHOPPING								
1	pc.	Eraser for whiteboard	20.00	20.00	SHOPPING								
2	pc.	Envelope, expanding, transparent, long,	9.00	18.00	SHOPPING								
2	pc.	Envelope, expanding, transparent, short	30.00	60.00	SHOPPING								
1	pc.	Eraser, rubber	15.75	15.75	SHOPPING								
1	bx.	Fastener, plastic	30.00	30.00	SHOPPING								
10	pcs.	Folder, L-type, Plastic, Transparent, A4	6.00	60.00	SHOPPING								
5	pcs.	Folder, L-type, plastic, transparent, Long	7.00	35.00	SHOPPING								
2	pcs	Folder, pressboard, long (green)	15.00	30.00	SHOPPING								
2	pck.	Flag Tab (Sign here)	128.00	256.00	SHOPPING								
1	pcs	Glue, 130 grms.	45.00	45.00	SHOPPING								
1	btl.	Ink for Stamp Pad (blue)	31.50	31.50	SHOPPING								
2	bx	Paper, clip 2"	10.00	20.00	SHOPPING								
3	bx	Paper, clip 1"	15.00	45.00	SHOPPING								
5	rm	Paper, copy, A4	220.50	1102.50	SHOPPING								
1	pck.	Paper, Sticker, A4	80.00	80.00	SHOPPING								
1	pc.	Pen, marking, permanent (Black)	40.00	40.00	SHOPPING								
1	pc.	Pen, marking, fluorescent (Yellow)	40.00	40.00	SHOPPING								
1	pc.	Pen, marking, whiteboard (Black)	40.00	40.00	SHOPPING								
5	pcs	Pen, sign pen, Pilot (Black)	45.00	225.00	SHOPPING								
3	pcs	Pen, sign pen, Pilot (Blue)	45.00	135.00	SHOPPING								
3	pc	Pen, sign pen, Pilot (Red)	45.00	135.00	SHOPPING								
3	pad	Pad, sticky note 3x3	60.00	180.00	SHOPPING								
3	pcs	Record Book, Official, 300 pages	89.00	267.00	SHOPPING								
1	pc	Scissors	85.00	85.00	SHOPPING								
2	bx	Staplewire, #33/35 copper	42.00	84.00	SHOPPING								
1	pc.	Stapler remover	45.00	45.00	SHOPPING								
2	rl.	Tape, Transparent 1"	15.00	30.00	SHOPPING								
2	btl	Ink bottle EPSON T6643 Magenta	600.00	1200.00	SHOPPING								
2	btl	Ink bottle EPSON T6644 Yellow	600.00	1200.00	SHOPPING								
3	btl	Ink bottle epson, T6641 Black	600.00	1800.00	SHOPPING								
2	btl	Ink bottle epson, T6642 Cyan	600.00	1200.00	SHOPPING								
1	btl	Alcohol, 70%, isoprophyl, 500ml	69.00	69.00	SHOPPING								
		TOTAL		**10088.65**									

Prepared by:

JESSICA LURIENNE B. MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN | OFFICE OF THE DM - CORPORATE SERVICES DEPARTMENT | SECOND QUARTER (April - May - June)

QTY	UNIT	CONTRACT PACKAGE (DESCRIPTION)	UNIT PRICE	ABC2	PROCUREMENT METHOD	PRE-PROCUREMENT CONFERENCE	PROCUREMENT SCHEDULE						
							ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST QUALIFICATION	AWARD OF CONTRACT	RELEASE / DELIVERY
3	pcs	Ballpen, Pilot (Black)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Blue)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Red)	23.10	69.30	SHOPPING								
0	pc	Calculator compact 12 digit	350.00	0.00	SHOPPING								
0	pc	Carbon, Film A4	250.00	0.00	SHOPPING								
0	pcs	Correction Tape	52.00	0.00	SHOPPING								
3	pcs	Clear Vu, Plastic, A4	7.50	22.50	SHOPPING								
2	bx	Clip, foldback, 1/2"	18.00	36.00	SHOPPING								
2	bx	Clip, foldback, 1"	20.00	40.00	SHOPPING								
2	bx	Clip, foldback, 3/4"	12.00	24.00	SHOPPING								
2	bx	Clip, foldback, 2"	60.00	120.00	SHOPPING								
3	pcs	Coverboard, moroccan, A4 (Black)	2.70	8.10	SHOPPING								
0	pcs	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (Black)	105.00	0.00	SHOPPING								
0	pc.	Eraser for whiteboard	20.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, long,	9.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, short	30.00	0.00	SHOPPING								
0	pc.	Eraser, rubber	15.75	0.00	SHOPPING								
0	bx.	Fastener, plastic	30.00	0.00	SHOPPING								
5	pcs.	Folder, L-type, Plastic, Transparent, A4	6.00	30.00	SHOPPING								
0	pcs.	Folder, L-type, plastic, transparent, Long	7.00	0.00	SHOPPING								
2	pcs	Folder, pressboard, long (green)	15.00	30.00	SHOPPING								
2	pck.	Flag Tab (Sign here)	128.00	256.00	SHOPPING								
0	pcs	Glue, 130 grms.	45.00	0.00	SHOPPING								
0	btl.	Ink for Stamp Pad (blue)	31.50	0.00	SHOPPING								
0	bx	Paper, clip 2"	10.00	0.00	SHOPPING								
0	bx	Paper, clip 1"	15.00	0.00	SHOPPING								
4	rm	Paper, copy, A4	220.50	882.00	SHOPPING								
0	pck.	Paper, Sticker, A4	80.00	0.00	SHOPPING								
0	pc.	Pen, marking, permanent (Black)	40.00	0.00	SHOPPING								
1	pc.	Pen, marking, fluorescent (Yellow)	40.00	40.00	SHOPPING								
0	pc.	Pen, marking, whiteboard (Black)	40.00	0.00	SHOPPING								
1	pcs	Pen, sign pen, Pilot (Black)	45.00	45.00	SHOPPING								
1	pcs	Pen, sign pen, Pilot (Blue)	45.00	45.00	SHOPPING								
1	pc	Pen, sign pen, Pilot (Red)	45.00	45.00	SHOPPING								
3	pad	Pad, sticky note 3x3	60.00	180.00	SHOPPING								
2	pcs	Record Book, Official, 300 pages	89.00	178.00	SHOPPING								
0	pc	Scissors	85.00	0.00	SHOPPING								
0	bx	Staplewire, #33/35 copper	42.00	0.00	SHOPPING								
0	pc.	Stapler remover	45.00	0.00	SHOPPING								
0	rl.	Tape, Transparent 1"	15.00	0.00	SHOPPING								
2	btl	Ink bottle EPSON T6643 Magenta	600.00	1200.00	SHOPPING								
2	btl	Ink bottle EPSON T6644 Yellow	600.00	1200.00	SHOPPING								
3	btl	Ink bottle epson, T6641 Black	600.00	1800.00	SHOPPING								
2	btl	Ink bottle epson, T6642 Cyan	600.00	1200.00	SHOPPING								
1	btl	Alcohol, 70%, isoprophyl, 500ml	69.00	69.00	SHOPPING								
		TOTAL		**7658.50**									

Prepared by:

JESSICA LURIENNE B. MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN | OFFICE OF THE DM - CORPORATE SERVICES DEPARTMENT | THIRD QUARTER (July - August - September)

QTY	UNIT	CONTRACT PACKAGE (DESCRIPTION)	UNIT PRICE	ABC2	PROCUREMENT METHOD	PRE-PROCUREMENT CONFERENCE	PROCUREMENT SCHEDULE						
							ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST QUALIFICATION	AWARD OF CONTRACT	RELEASE / DELIVERY
3	pcs	Ballpen, Pilot (Black)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Blue)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Red)	23.10	69.30	SHOPPING								
0	pc	Calculator compact 12 digit	350.00	0.00	SHOPPING								
0	pc	Carbon, Film A4	250.00	0.00	SHOPPING								
0	pcs	Correction Tape	52.00	0.00	SHOPPING								
3	pcs	Clear Vu, Plastic, A4	7.50	22.50	SHOPPING								
2	bx	Clip, foldback, 1/2"	18.00	36.00	SHOPPING								
2	bx	Clip, foldback, 1"	20.00	40.00	SHOPPING								
2	bx	Clip, foldback, 3/4"	12.00	24.00	SHOPPING								
2	bx	Clip, foldback, 2"	60.00	120.00	SHOPPING								
3	pcs	Coverboard, moroccan, A4 (Black)	2.70	8.10	SHOPPING								
2	pcs	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (Black)	105.00	210.00	SHOPPING								
0	pc.	Eraser for whiteboard	20.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, long,	9.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, short	30.00	0.00	SHOPPING								
0	pc.	Eraser, rubber	15.75	0.00	SHOPPING								
0	bx.	Fastener, plastic	30.00	0.00	SHOPPING								
5	pcs.	Folder, L-type, Plastic, Transparent, A4	6.00	30.00	SHOPPING								
0	pcs.	Folder, L-type, plastic, transparent, Long	7.00	0.00	SHOPPING								
2	pcs	Folder, pressboard, long (green)	15.00	30.00	SHOPPING								
2	pck.	Flag Tab (Sign here)	128.00	256.00	SHOPPING								
0	pcs	Glue, 130 grms.	45.00	0.00	SHOPPING								
0	btl.	Ink for Stamp Pad (blue)	31.50	0.00	SHOPPING								
0	bx	Paper, clip 2"	10.00	0.00	SHOPPING								
0	bx	Paper, clip 1"	15.00	0.00	SHOPPING								
4	rm	Paper, copy, A4	220.50	882.00	SHOPPING								
0	pck.	Paper, Sticker, A4	80.00	0.00	SHOPPING								
1	pc.	Pen, marking, permanent (Black)	40.00	40.00	SHOPPING								
1	pc.	Pen, marking, fluorescent (Yellow)	40.00	40.00	SHOPPING								
1	pc.	Pen, marking, whiteboard (Black)	40.00	40.00	SHOPPING								
2	pcs	Pen, sign pen, Pilot (Black)	45.00	90.00	SHOPPING								
2	pcs	Pen, sign pen, Pilot (Blue)	45.00	90.00	SHOPPING								
2	pc	Pen, sign pen, Pilot (Red)	45.00	90.00	SHOPPING								
3	pad	Pad, sticky note 3x3	60.00	180.00	SHOPPING								
2	pcs	Record Book, Official, 300 pages	89.00	178.00	SHOPPING								
0	pc	Scissors	85.00	0.00	SHOPPING								
2	bx	Staplewire, #33/35 copper	42.00	84.00	SHOPPING								
0	pc.	Stapler remover	45.00	0.00	SHOPPING								
0	rl.	Tape, Transparent 1"	15.00	0.00	SHOPPING								
2	btl	Ink bottle EPSON T6643 Magenta	600.00	1200.00	SHOPPING								
2	btl	Ink bottle EPSON T6644 Yellow	600.00	1200.00	SHOPPING								
3	btl	Ink bottle epson, T6641 Black	600.00	1800.00	SHOPPING								
2	btl	Ink bottle epson, T6642 Cyan	600.00	1200.00	SHOPPING								
1	btl	Alcohol, 70%, isoprophyl, 500ml	69.00	69.00	SHOPPING								
		TOTAL		**8167.50**									

Prepared by:

JESSICA LURIENNE B. MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

BAC APPROVED

Approved by:

~~CLAYTON H.~~ TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN

OFFICE OF THE DM - CORPORATE SERVICES DEPARTMENT

FOURTH QUARTER (October - November - December)

QTY	UNIT	CONTRACT PACKAGE (DESCRIPTION)	UNIT PRICE	ABC2	PROCUREMENT METHOD	PRE-PROCUREMENT CONFERENCE	PROCUREMENT SCHEDULE						
							ADVERTISEMENT	ELIGIBILITY SCREENING	SUBMISSION & RECEIPT	BID EVALUATION	POST QUALIFICATION	AWARD OF CONTRACT	RELEASE / DELIVERY
3	pcs	Ballpen, Pilot (Black)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Blue)	23.10	69.30	SHOPPING								
3	pcs	Ballpen, Pilot (Red)	23.10	69.30	SHOPPING								
0	pc	Calculator compact 12 digit	350.00	0.00	SHOPPING								
0	pc	Carbon, Film A4	250.00	0.00	SHOPPING								
0	pcs	Correction Tape	52.00	0.00	SHOPPING								
3	pcs	Clear Vu, Plastic, A4	7.50	22.50	SHOPPING								
2	bx	Clip, foldback, 1/2"	18.00	36.00	SHOPPING								
2	bx	Clip, foldback, 1"	20.00	40.00	SHOPPING								
2	bx	Clip, foldback, 3/4"	12.00	24.00	SHOPPING								
2	bx	Clip, foldback, 2"	60.00	120.00	SHOPPING								
3	pcs	Coverboard, moroccan, A4 (Black)	2.70	8.10	SHOPPING								
0	pcs	Data Filer 15-1/2" x 10-1/2" x 5-1/2" (Black)	105.00	0.00	SHOPPING								
0	pc.	Eraser for whiteboard	20.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, long,	9.00	0.00	SHOPPING								
0	pc.	Envelope, expanding, transparent, short	30.00	0.00	SHOPPING								
0	pc.	Eraser, rubber	15.75	0.00	SHOPPING								
0	bx.	Fastener, plastic	30.00	0.00	SHOPPING								
5	pcs.	Folder, L-type, Plastic, Transparent, A4	6.00	30.00	SHOPPING								
0	pcs.	Folder, L-type, plastic, transparent, Long	7.00	0.00	SHOPPING								
2	pcs	Folder, pressboard, long (green)	15.00	30.00	SHOPPING								
2	pck.	Flag Tab (Sign here)	128.00	256.00	SHOPPING								
0	pcs	Glue, 130 grms.	45.00	0.00	SHOPPING								
0	btl.	Ink for Stamp Pad (blue)	31.50	0.00	SHOPPING								
0	bx	Paper, clip 2"	10.00	0.00	SHOPPING								
0	bx	Paper, clip 1"	15.00	0.00	SHOPPING								
4	rm	Paper, copy, A4	220.50	882.00	SHOPPING								
0	pck.	Paper, Sticker, A4	80.00	0.00	SHOPPING								
0	pc.	Pen, marking, permanent (Black)	40.00	0.00	SHOPPING								
1	pc.	Pen, marking, fluorescent (Yellow)	40.00	40.00	SHOPPING								
0	pc.	Pen, marking, whiteboard (Black)	40.00	0.00	SHOPPING								
1	pcs	Pen, sign pen, Pilot (Black)	45.00	45.00	SHOPPING								
1	pcs	Pen, sign pen, Pilot (Blue)	45.00	45.00	SHOPPING								
1	pc	Pen, sign pen, Pilot (Red)	45.00	45.00	SHOPPING								
3	pad	Pad, sticky note 3x3	60.00	180.00	SHOPPING								
2	pcs	Record Book, Official, 300 pages	89.00	178.00	SHOPPING								
0	pc	Scissors	85.00	0.00	SHOPPING								
0	bx	Staplewire, #33/35 copper	42.00	0.00	SHOPPING								
0	pc.	Stapler remover	45.00	0.00	SHOPPING								
0	rl.	Tape, Transparent 1"	15.00	0.00	SHOPPING								
2	btl	Ink bottle EPSON T6643 Magenta	600.00	1200.00	SHOPPING								
2	btl	Ink bottle EPSON T6644 Yellow	600.00	1200.00	SHOPPING								
3	btl	Ink bottle epson, T6641 Black	600.00	1800.00	SHOPPING								
2	btl	Ink bottle epson, T6642 Cyan	600.00	1200.00	SHOPPING								
1	btl	Alcohol, 70%, isoprophyl, 500ml	69.00	69.00	SHOPPING								
		TOTAL		**7658.50**									

Prepared by:

JESSICA LURIENNE B. MENDOZA
Techinical Staff, Coroprate Services Department

Recommending Approval:

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

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

Item

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Office Supplies and Materials

OFFICE OF THE DEPARTMENT MANAGER
Service Business Department

Budget Source: **AOE**

Budget Allocation for CY 2018	**PhP**		40,000.00
1st Quarter	Php	17,246.00	
2nd Quarter		4,682.00	
3rd Quarter		12,335.00	
4th Quarter		4,682.00	
TOTAL	PhP	38,945.00	
Savings	**PhP**		**1,055.00**

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 11/23/17
SECRETARIAT

Prepared by:

ROANNA MARIE ELIZALDE
Secretary I

Noted by:

MARJO F. EVIO
Chief, GSD

Recommending Approval:

DORIS U. GACHO
OIC-DM, CBD

WILMA G. DULAY
OIC, Accounting Div.

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
SERVICE BUSINESS DEPARTMENT
Office Supplies - AOE
1st to 4th Quarter of 2018

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	2	69.00	Shopping	138.00		5-Jan-18		12-Jan-18	12-Jan-18	26-Jan-18	31-Jan-18	7-Feb-18
2	Airfreshener, aerosol type	can	1	190.00	Shopping	190.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Ballpen, M&G (black/blue/red/purple - 2each)	pcs	8	10.00	Shopping	80.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Business Card (Printing) 100pcs/box	box	1	400.00	Shopping	400.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Cookies, chocolate	tin	2	300.00	Shopping	600.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Coffee brewed/ground 500g	pck	2	400.00	Shopping	800.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Creamer, sachets (50pcs x 3g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Sugar, brown, sachets (50pcs x 7g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Correction tape, tombo	pc	6	52.00	Shopping	312.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Diswashing Liquid, 500ml	btl	1	130.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Disinfectant Spray (Lysol)	btl	1	450.00	Shopping	450.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Clear Book (long)	pc	2	50.00	Shopping	100.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Clear Book (short)	pc	2	40.00	Shopping	80.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Clear vu (plastic) - A4	pc	10	26.00	Shopping	260.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Clip foldback, 3/4", 12s per box	bx	1	12.00	Shopping	12.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Clip foldback, 1", 12s per box	bx	1	22.00	Shopping	22.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Clip foldback, 1-1/4", 12s per box	bx	1	23.00	Shopping	23.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Coverboard, moroccan (black) - A4	bx	1	270.00	Shopping	270.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Databinder 15x10½x3 w/side mechanism	pc	5	110.00	Shopping	550.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	5	110.00	Shopping	550.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Dater self-inking	pc	1	150.00	Shopping	150.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Envelope, Brown Ordinary (short)	pc	10	10.50	Shopping	105.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Envelope, Brown Ordinary (long)	pc	10	10.50	Shopping	105.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Envelope, Expanding w/ String(long)	pc	10	28.00	Shopping	280.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Envelope, Expanding w/ String(short)	pc	10	23.00	Shopping	230.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	Shopping	90.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Folder, L-type, Plastic (colored) (A4)	pc	15	7.00	Shopping	105.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Glue Stick, Permanent	tube	1	65.00	Shopping	65.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ink Bottle, EPSON T6641 Black	btl	4	500.00	Shopping	2,000.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6642 Cyan	btl	2	500.00	Shopping	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ink Bottle, EPSON T6643 Magenta	btl	2	500.00	Shopping	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
31	Ink Bottle, EPSON T6644 Yellow	btl	2	500.00	Shopping	1,000.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Letterhead - CITEM (New)	rm	1	4,200.00	Shopping	4,200.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Paper, Copy, 80gsm A4	rms	10	185.00	Shopping	1,850.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Paper, Copy, 80gsm, long	rm	1	200.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Pilot Hi-tech Point V5RS (black, blue, red)	pc	3	65.00	Shopping	195.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, marking, Flourescent (assorted color)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Permanent (red, black, blue)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Pen, sign, Artline fine pt 0.4 (black, red)	pc	2	65.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Pen, Whiteboard (red, black, blue)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Table Napkin (folded)	pck	3	38.00	Shopping	114.00		-do-		-do-	-do-	-do-	-do-	-do-
41	Tissue paper 2 ply	rl	10	20.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-

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CITEM

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
42	Tissue, unscented, 200 folds	bx	2	60.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**17,246.00**								
	2nd Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	2	69.00	Shopping	138.00		13-Apr-18		20-Apr-18	20-Apr-18	4-May-18	9-May-18	16-May-18
2	Cookies, chocolate	tin	1	300.00	Shopping	300.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Coffee brewed/ground 500g	pck	1	400.00	Shopping	400.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Creamer, sachets (50pcs x 3g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Sugar, brown, sachets (50pcs x 7g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Diswashing Liquid, 500ml	btl	1	130.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6641 Black	btl	3	500.00	Shopping	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Table Napkin (folded)	pck	3	38.00	Shopping	114.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Tissue paper 2 ply	rl	10	20.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Tissue, unscented, 200 folds	bx	2	60.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**4,682.00**								
	3rd Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	2	69.00	Shopping	138.00		13-Jul-18		20-Jul-18	20-Jul-18	3-Aug-18	8-Aug-18	15-Aug-18
2	Airfreshener, aerosol type	can	1	190.00	Shopping	190.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Ballpen, M&G (black/blue/red/purple)	pcs	3	10.00	Shopping	30.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Business Card (Printing) 100pcs/box	box	1	400.00	Shopping	400.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Cookies, chocolate	tin	1	300.00	Shopping	300.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Coffee brewed/ground 500g	pck	1	400.00	Shopping	400.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Creamer, sachets (50pcs x 3g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Sugar, brown, sachets (50pcs x 7g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Correction tape, tombo	pc	3	52.00	Shopping	156.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Diswashing Liquid, 500ml	btl	1	130.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Disinfectant Spray (Lysol)	btl	1	450.00	Shopping	450.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Clear Book (long)	pc	2	50.00	Shopping	100.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Clear Book (short)	pc	2	40.00	Shopping	80.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Clear vu (plastic) - A4	pc	5	26.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Clip foldback, 3/4", 12s per box	bx	1	12.00	Shopping	12.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Clip foldback, 1", 12s per box	bx	1	22.00	Shopping	22.00		-do-		-do-	-do-	-do-	-do-	-do-
17	Clip foldback, 1-1/4", 12s per box	bx	1	23.00	Shopping	23.00		-do-		-do-	-do-	-do-	-do-	-do-
18	Coverboard, moroccan (black) - A4	bx	5	270.00	Shopping	1,350.00		-do-		-do-	-do-	-do-	-do-	-do-
19	Databinder 15x10½x3 w/side mechanism	pc	5	110.00	Shopping	550.00		-do-		-do-	-do-	-do-	-do-	-do-
20	Datafiler w/ Lip, 15½" x 10½" x 5½"	pc	5	110.00	Shopping	550.00		-do-		-do-	-do-	-do-	-do-	-do-
21	Envelope, Brown Ordinary (short)	pc	10	10.50	Shopping	105.00		-do-		-do-	-do-	-do-	-do-	-do-
22	Envelope, Brown Ordinary (long)	pc	10	10.50	Shopping	105.00		-do-		-do-	-do-	-do-	-do-	-do-
23	Envelope, Expanding w/ String(long)	pc	10	28.00	Shopping	280.00		-do-		-do-	-do-	-do-	-do-	-do-
24	Envelope, Expanding w/ String(short)	pc	10	23.00	Shopping	230.00		-do-		-do-	-do-	-do-	-do-	-do-
25	Folder, L-type, Plastic (colored) (Long)	pc	10	9.00	Shopping	90.00		-do-		-do-	-do-	-do-	-do-	-do-
26	Glue Stick, Permanent	tube	1	65.00	Shopping	65.00		-do-		-do-	-do-	-do-	-do-	-do-
27	Ink Bottle, EPSON T6641 Black	btl	3	500.00	Shopping	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
28	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
29	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
30	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-

BAC APPROVED

Item

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
31	Paper, Copy, 80gsm A4	rms	10	185.00	Shopping	1,850.00		-do-		-do-	-do-	-do-	-do-	-do-
32	Paper, Copy, 80gsm, long	rm	1	200.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-
33	Pen, Pilot Hi-tech Point V5RS (black, blue, red)	pc	3	65.00	Shopping	195.00		-do-		-do-	-do-	-do-	-do-	-do-
34	Pen, marking, Flourescent (assorted color)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
35	Pen, Permanent (red, black, blue)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
36	Pen, sign, Artline fine pt 0.4 (black, red)	pc	2	65.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
37	Pen, Whiteboard (red, black, blue)	pc	3	40.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
38	Table Napkin (folded)	pck	3	38.00	Shopping	114.00		-do-		-do-	-do-	-do-	-do-	-do-
39	Tissue paper 2 ply	rl	10	20.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-
40	Tissue, unscented, 200 folds	bx	2	60.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**12,335.00**								
	4th Quarter													
1	Alcohol, 70% isoprophyl 500ml	btl	2	69.00	Shopping	138.00		14-Oct-18		21-Oct-18	21-Oct-18	4-Nov-18	7-Nov-18	14-Nov-18
2	Cookies, chocolate	tin	1	300.00	Shopping	300.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Coffee brewed/ground 500g	pck	1	400.00	Shopping	400.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Creamer, sachets (50pcs x 3g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Sugar, brown, sachets (50pcs x 7g per pack)	pck	2	70.00	Shopping	140.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Diswashing Liquid, 500ml	btl	1	130.00	Shopping	130.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Ink Bottle, EPSON T6641 Black	btl	3	500.00	Shopping	1,500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Ink Bottle, EPSON T6642 Cyan	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Ink Bottle, EPSON T6643 Magenta	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Ink Bottle, EPSON T6644 Yellow	btl	1	500.00	Shopping	500.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Table Napkin (folded)	pck	3	38.00	Shopping	114.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Tissue paper 2 ply	rl	10	20.00	Shopping	200.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Tissue, unscented, 200 folds	bx	2	60.00	Shopping	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**4,682.00**								
	GRAND TOTAL					**38,945.00**								

Prepared by:

ROANNA MARIE ELIZALDE

Noted by:

MARJO F. EVIO
Chief, GSD

Recommending Approval:

DORIS U. GACHO
OIC-DM, CBD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR
(SAVINGS FROM SUPPLIES)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Electric Airpot		1	3,800.00	Shopping	3,800.00								
	Subtotal					3,800.00								
	TOTAL					**3,800.00**								
	Prepared by:					Approved by:								
	EDWINA D. ARELLANO					**MA. LOURDES D. MEDIRAN**								
	Secretary II					Deputy Executive Director								

RECEIVED
15 MAR 2018
Lucile

BAC APPROVED

ANNUAL PROCUREMENT PROGRAM (APP) 2018

Office Supplies and Materials

NOV 20, 2017
Date:
Time:
No.:

Office of the Deputy Executive Director

AOE BUDGET ALLOCATION	:	**Php40,000.00**
Less 5% Contingency		2,000.00
NET AOE	:	
First Quarter	:	8,433.00
Second Quarter	:	6,371.00
Third Quarter	:	15,020.00
Fourt Quarter	:	6,368.00
Total APP (1st to 4th Quarter)	:	**Php36,192.00**
AOE Remaining Budget	:	**Php3,808.00**

Prepared by:

EDWINA D. ARELLANO
Office of the Deputy Executive Director

w/ attached
11/22
6:00 pm

Approved By:

MA. LOURDES D.MEDIRAN
Deputy Executive Director

Noted By:

CLAYTON H. TUGONON
Executive Director

ANNUAL PROCUREMENT PROGRAM (APP) 2018
Office Supplies and Materials

Office of the Deputy Executive Director

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By:
Date: NOV 22 2017

AOE BUDGET ALLOCATION	:	**Php40,000.00**
Less 5% Contingency		2,000.00
NET AOE	:	
First Quarter	:	8,433.00
Second Quarter	:	6,371.00
Third Quarter	:	15,020.00
Fourt Quarter	:	6,368.00
Total APP (1st to 4th Quarter)	:	**Php36,192.00**
AOE Remaining Budget	:	**Php3,808.00**

Prepared by:

EDWINA D. ARELLANO
Office of the Deputy Executive Director

Approved By:

MA. LOURDES D.MEDIRAN
Deputy Executive Director

Noted By:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
Office of the Deputy Executive Director
First Quarter 2018

BIDS AND AWARDS COMMITTEE CITEM RECEIVED By: NOV 22 2017 SECRETARIAT

QTY	Contract Package (Description)	Unit Price Php	ABC Php	Procurement Method	Pre-Procurement Conference	Procurement Schedule						
						Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Release / Delivery Date
3	biscuits (skyflakes & sunflower)	180.00	540.00	shopping								
3	coffee nescafe 3 in 1 (36 sachets)	200.00	600.00	shopping								
10	Tissue Uncented, 200 folds	58.00	580.00	shopping								
10	tissue paper, 2 ply	20.00	200.00	shopping								
3	Dishwashing Liquid (Joy 500 ML)	130.00	390.00	shopping								
4	Table Napkin (Sanicare)	38.00	152.00	shopping								
30	Folder L-type, Plastic, transparent (A4/short)	6.00	180.00	shopping								
30	Folder L-type, Plastic, transparent (long/white)	9.00	270.00	shopping								
10	Flag Tab (Sing Here)	128.00	1280.00	shopping								
4	Paper clip 1" 100"s	15.00	60.00	shopping								
1	Paper copy 80 gsm, A3	420.00	420.00	shopping								
5	paper copy A4	185.00	925.00	shopping								
1	paper colored (blue) A4	280.00	280.00	shopping								
2	pen marking permanent (Black & Blue)	40.00	80.00	shopping								
3	pen marking flourescent (yellow green)	40.00	120.00	shopping								
5	pen sign pen, V5 (black)	45.00	225.00	shopping								
5	pen sign pen, V7 (black)	45.00	225.00	shopping								
10	ballpen, ordinary	7.00	70.00	shopping								
12	sticky note 3 x 3 (pop up note)	60.00	720.00	shopping								
4	staple wire #33/35, copper	42.00	168.00	shopping								
4	Tape transparent 1"	15.00	60.00	shopping								
12	sticky note 3 x 3 (pop up note)	60.00	720.00	shopping								
4	staple wire #33/35, copper	42.00	168.00	shopping								
	TOTAL		Php8,433.00									

Prepared by:

Edwina D. Arellano
Office of the Deputy Executive Director

Approved By:

MA. LOURDES D. MEDIRAN
Deputy Executive Director, CITEM

Noted By:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
Office of the Deputy Executive Director
S Second Quarter 2018

QTY	Contract Package (Description)	Unit Price	ABC	Procurement	Pre-Procurement	Procurement Schedule						
						Advertisement	Eligibility	Submission &	Bid	Post	Award of	Release /
		Php	Php	Method	Conference		Screening	Receipt of Bids	Evaluation	Qualification	Contract	Delivery Date
3	coffee nescafe 3 in 1 (36 sachets)	200.00	600.00	shopping								
3	biscuit (skyflakes and mamon tostado)	180.00	540.00	shopping								
10	Flag tabs (Sign Here)	128.00	1280.00	shopping								
10	Tissue Uncented, 200 folds	58.00	580.00	shopping								
10	tissue paper, 2 ply	20.00	200.00	shopping								
4	table napkin, (sanicare)	38.00	152.00	shopping								
3	Dishwashing liquid / 500 ml	130.00	390.00	shopping								
4	alcohol isophrophyl 500ml	69.00	276.00	shopping								
3	Handsoup (500ml)	150.00	450.00	shopping								
3	pen marking flourescent (yellow green)	40.00	120.00	shopping								
5	pen sign pen, V5 (black)	45.00	225.00	shopping								
5	pen sign pen, V7 (black)	45.00	225.00	shopping								
12	Sticky note (3 x3) pop up colored	60.00	720.00	shopping								
5	record book	89.00	445.00	shopping								
4	staple wire	42.00	168.00	shopping								
	TOTAL		**6,371.00**									

Prepared by:

Edwina D. Arellano
Office of the Deputy Executive Director

Approved by:

MA. LOURDES D. MEDIRAN
Deputy Executive Director, CITEM

Noted by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN
Office of the Deputy Executive Director
Third Quarter 2018

QTY	Contract Package (Description)	Unit Price Php	ABC Php	Procurement Method	Pre-Procurement Conference	Procurement Schedule						
						Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Release / Delivery Date
3	biscuits (skyflakes, mamon tostado & fita)	180.00	520.00	shopping								
3	coffee nescafe 3 in 1 (36 sachets)	200.00	600.00	shopping								
10	Tissue Uncented, 200 folds	58.00	580.00	shopping								
10	tissue paper, 2 ply	20.00	200.00	shopping								
4	table napkin, (sanicare)	38.00	152.00	shopping								
2	alcohol isophrophyl 500ml	69.00	138.00	shopping								
4	dishwashing liquid / 500 ml.	130.00	520.00	shopping								
3	hand soup 250ml (safeguard)	150.00	450.00	shopping								
5	pen sign pen, V5 (black)	45.00	225.00	shopping								
5	pen sign pen, V7 (black)	45.00	225.00	shopping								
3	tape transparent 1"	15.00	45.00	shopping								
5	correction tape	52.00	260.00	shopping								
5	paper copy A4	185.00	925.00	shopping								
30	Folder L-type, Plastic, transparent (A4/short)	6.00	180.00	shopping								
5	epson ink bottle (L110/ T6641) Black	500.00	2,500.00	~~small value p.~~ SHOPPING								
15	epson ink bottle (L110/ T664) Yellow/Blue/Pink	500.00	7,500.00	SHOPPING								
	TOTAL		**Php15,020.00**									

Prepared by:

Edwina D. Arellano
Office of the Deputy Executive Director

Approved By:

MA. LOURDES D. MEDIRAN
Deputy Executive Director, CITEM

Noted By:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

PROJECT PROCUREMENT MANAGEMENT PLAN
Office of the Deputy Executive Director
Fourth Quarter 2018

QTY	Contract Package (Description)	Unit Price Php	ABC Php	Procurement Method	Pre-Procurement Conference	Procurement Schedule						
						Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Award of Contract	Release / Delivery Date
3	biscuits (skyflakes & mamon tostado)	180.00	520.00	shopping								
3	coffee nescafe 3 in 1 (36 sachets)	200.00	600.00	shopping								
10	Tissue Uncented, 200 folds	58.00	580.00	shopping								
10	tissue paper, 2 ply	20.00	200.00	shopping								
2	alcohol isophrophyl 500ml	69.00	138.00	shopping								
4	dishwashing liquid / 500 ml.	130.00	520.00	shopping								
3	hand soup 250ml (safeguard)	150.00	450.00	shopping								
5	pen sign pen, V5 (black)	45.00	225.00	shopping								
5	pen sign pen, V7 (black)	45.00	225.00	shopping								
3	tape transparent 1"	15.00	45.00	shopping								
10	flagtabs (sign here)	128.00	2280.00	shopping								
5	paper copy A4	185.00	925.00	shopping								
30	Folder L-type, Plastic, transparent (A4/short)	6.00	180.00	shopping								
	TOTAL		**Php6,368.00**									

Prepared By:

Edwina D. Arellano
Office of the Deputy Executive Director

Approved By:

MA. LOURDES D. MEDIRAN
Deputy Executive Director, CITEM

Noted by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

MEMORANDUM

TO	:	All Concerned
FROM	:	**ATTY. ANNA GRACE I. MARPURI** OIC – Corporate Services Department
SUBJECT	:	**Submission of PPMP for CY 2018**
DATE	:	07 November 2017

This is in connection with the PS-DBM requirement for all government agencies including GOCCs to submit their Annual Procurement Plan for Common-Use Supplies for CY 2018 not later than 30 November 2017.

In view of the above, please submit your signed Project Procurement Management Plan (PPMP) to BAC Secretariat on or before **22 November 2017** for consolidation. Please refer to the attached document for your budget allocation.

We are hoping for your prompt action.

Thank you.

Project Procurement Management Plan for CY 2018
AOE Budget Allocation
Quarterly Request for Supplies & Materials
Office of the Executive Director

A.O.E. **Php 70,000.00**

Breakdown as follows:

First Quarter		14,905.75
Second Quarter		10,666.95
Third Quarter		9,405.75
Fourth Quarter		9,405.75
TOTAL	**Php**	**44,384.20**
AOE REMAINING BUDGET	**Php**	**25,615.80**

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 11/22/17
SECRETARIAT

Prepared by:

Maricris D. Ortega
SP - Admin. Aide

Recommended by:

HOLCHI FRANCES P. QUIBILAN
Office of the Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

First Quarter 2018

BIDS AND AWARDS COMMITTEE RECEIVED By: Date: 11/22/17

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
2	Ballpen Pilot, Black	10.00	20.00	SHOPPING								
4	Ballpen M&G(Blue,red)*2pcs red, 2 pcs blue**	10.00	40.00	SHOPPING								
1	Battery AAA Energizer	40.00	40.00	SHOPPING								
1	Battery AA Energizer	40.00	40.00	SHOPPING								
3	Correction tape Tombo	52.00	156.00	SHOPPING								
15	Folder,L-type, plastic, transparent A4	10.00	150.00	SHOPPING								
5	Folder, pressboard, long (green)	15.00	75.00	S								
5	Folder, L-type plastic, transparent long	8.00	40.00	S								
15	Paper, copy, A4	190.00	2850.00	S								
3	Pad sticky note, 3x3, (post it) 3m	60.00	180.00	S								
3	Pen, Sign,Pilot,Black, 0.5 v5	65.00	195.00	S								
3	Official Record book, 300 pages	89.25	267.75	S								
1	Notebook steno	20.00	20.00	S								
2	Staple wire #33/35, copper	42.00	84.00	S								
2	Tape, transparent, 1"	20.00	40.00	S								
	Calling Card of ED Clayton Tugonon	300.00		S								
	Complimentary card	70.00		S								
2	Alcohol, 70% isoprophyl 500ml	80.00	160.00	S								
1	Dishwashing liquid	130.00	130.00	S								
1	Disinfectant spray(lysol white)510 or 18oz	450.00	450.00	S								
1	Soap, hand soft liquid (250ml)	150.00	150.00	S								
2	Soap detergent	28.00	56.00	S								
3	Table napkin (sanicare)	38.00	114.00	S								
10	Tissue,unscented,200 folds,facial tissue	58.00	580.00	S								
1	Hand sanitizer, (250ml)	90.00	90.00	S								
1	Creamer,coffeemate,500 grams	103.00	103.00	S								

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BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

First Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
	Coffee, brewed/grinded 100 grams			S								
1	Lipton Green Tea 50's	250.00	250.00	S								
3	Sugar, washed, 1 kilo/pack	75.00	225.00	S								
1	Coffee Filter for 1-4 cup coffeemakers	200.00	200.00	S								
2	Epson L350-C13T-664100 (black)	500.00	1000.00	S								
2	Epson L350-C13T-664100 (cyan)	500.00	1000.00	S								
2	Epson L350-C13T-664100 (magenta)	500.00	1000.00	S								
2	Epson L350-C13T-664100 (yellow)	500.00	1000.00	S								
1	Aluminum foil	200.00	200.00	S								
1	Fuji Xerox Toner	4,000.00	4,000.00	S								
	TOTAL		14905.75									S

Item

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Second Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
2	Ballpen Pilot, Black	23.10	46.20	S								
4	Ballpen M&G(Blue,red)*2pcs red, 2 pcs blue**	10.00	40.00	S								
1	Battery AAA Energizer	40.00	40.00	S								
1	Battery AA Energizer	40.00	40.00	S								
3	Correction tape Tombo	52.00	156.00	S								
15	Folder,L-type, plastic, transparent A4	10.00	150.00	S								
5	Folder, pressboard, long (green)	15.00	75.00	S								
5	Folder, L-type plastic, transparent long	8.00	40.00	S								
15	Paper, copy, A4	190.00	2850.00	S								
3	Note Pad, 3x3, 100 sheets/pad(post it)	60.00	180.00	S								
3	Pen, Sign,Pilot,Black, 0.5 v5	65.00	195.00	S								
3	Official Record book, 300 pages	89.25	267.75	S								
1	Notebook steno	20.00	20.00	S								
2	Staple wire #33/35, copper	42.00	84.00	S								
2	Tape, transparent, 1"	20.00	40.00	S								
500	Calling Card of ED Clayton Tugonon	300.00	1500.00	S								
500	Complimentary card	70.00		S								
2	Alcohol, 70% isoprophyl 500ml	80.00	160.00	S								
1	Dishwashing liquid	130.00	130.00	S								
1	Disinfectant spray(lysol white)510 or 18oz	450.00	450.00	S								
1	Soap, hand soft liquid (250ml)	150.00	150.00	S								
2	Soap detergent	28.00	56.00	S								
3	Table napkin (sanicare)	38.00	114.00	S								
5	Tissue,unscented,200 folds,facial tissue	58.00	290.00	S								
1	Hand sanitizer, (250ml)	90.00	90.00	S								
1	Creamer,coffeemate,500 grams	103.00	103.00	S								

Item

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Second Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
	Coffee, brewed/grinded 100 grams			S								
1	Ice tea lemon 400g	75.00	75.00	S								
3	Sugar, white, 1 kilo/pack	75.00	225.00	S								
2	Coffee Filter for 1-4 cup coffeemakers	200.00	400.00	S								
2	Epson L350-C13T-664100 (black)	500.00	1000.00	S								
1	Epson L350-C13T-664100 (cyan)	500.00	500.00	S								
1	Epson L350-C13T-664100 (magenta)	500.00	500.00	S								
1	Epson L350-C13T-664100 (yellow)	500.00	500.00	S								
1	Aluminum foil	200.00	200.00	S								
	Fuji Xerox Toner											
	TOTAL		10666.95									

CITEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Third Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
2	Ballpen M&G, Black	10.00	20.00	S								
4	Ballpen M&G(Blue,red)*2pcs red, 2 pcs blue**	10.00	40.00	S								
1	Battery AAA Energizer	40.00	40.00	S								
1	Battery AA Energizer	40.00	40.00	S								
3	Correction tape Tombo	52.00	156.00	S								
15	Folder,L-type, plastic, transparent A4	10.00	150.00	S								
5	Folder, pressboard, long (green)	15.00	75.00	S								
5	Folder, L-type plastic, transparent long	8.00	40.00	S								
15	Paper, copy, A4	190.00	2850.00	S								
3	Note Pad, 3x3, 100 sheets/pad(post it)	60.00	180.00	S								
3	Pen, Sign,Pilot,Black, 0.5 v5	65.00	195.00	S								
3	Official Record book, 300 pages	89.25	267.75	S								
1	Notebook steno	20.00	20.00	S								
2	Staple wire #33/35, copper	42.00	84.00	S								
2	Tape, transparent, 1"	20.00	40.00	S								
	Calling Card of ED Clayton Tugonon	300.00										
	Complimentary card	70.00										
2	Alcohol, 70% isoprophyl 500ml	80.00	160.00	S								
1	Dishwashing liquid	130.00	130.00	S								
1	Disinfectant spray(lysol white)510 or 18oz	450.00	450.00	S								
1	Soap, hand soft liquid (250ml)	150.00	150.00	S								
2	Soap detergent	28.00	56.00	S								
3	Table napkin (sanicare)	38.00	114.00	S								
10	Tissue,unscented,200 folds,facial tissue	58.00	580.00	S								
1	Hand sanitizer, (250ml)	90.00	90.00	S								
1	Creamer,coffeemate,500 grams	103.00	103.00	S								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Third Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
	Coffee, brewed/grinded 100 grams											
1	Lipton Green Tea 50's	250.00	250.00	(								
3	Sugar, washed, 1 kilo/pack	75.00	225.00	(								
1	Coffee Filter for 1-4 cup coffeemakers	200.00	200.00	(								
2	Epson L350-C13T-664100 (black)	500.00	1000.00	(								
1	Epson L350-C13T-664100 (cyan)	500.00	500.00	(								
1	Epson L350-C13T-664100 (magenta)	500.00	500.00	(								
1	Epson L350-C13T-664100 (yellow)	500.00	500.00	(								
1	Aluminum foil	200.00	200.00	(								
	Fuji Xerox Toner											
	TOTAL		9405.75									

BAC APPROVED Item

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Fourth Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
2	Ballpen M&G, Black	10.00	20.00	S								
4	Ballpen M&G(Blue,red)*2pcs red, 2 pcs blue**	10.00	40.00	S								
1	Battery AAA Energizer	40.00	40.00	S								
1	Battery AA Energizer	40.00	40.00	S								
3	Correction tape Tombo	52.00	156.00	S								
15	Folder,L-type, plastic, transparent A4	10.00	150.00	S								
5	Folder, pressboard, long (green)	15.00	75.00	S								
5	Folder, L-type plastic, transparent long	8.00	40.00	S								
15	Paper, copy, A4	190.00	2850.00	S								
3	Note Pad, 3x3, 100 sheets/pad(post it)	60.00	180.00	S								
3	Pen, Sign,Pilot,Black, 0.5 v5	65.00	195.00	S								
3	Official Record book, 300 pages	89.25	267.75	S								
1	Notebook steno	20.00	20.00	S								
2	Staple wire #33/35, copper	42.00	84.00	S								
2	Tape, transparent, 1"	20.00	40.00	S								
	Calling Card of ED Clayton Tugonon	300.00		S								
	Complimentary card	70.00		S								
2	Alcohol, 70% isoprophyl 500ml	80.00	160.00	S								
1	Dishwashing liquid	130.00	130.00	S								
1	Disinfectant spray(lysol white)510 or 18oz	450.00	450.00	S								
1	Soap, hand soft liquid (250ml)	150.00	150.00	S								
2	Soap detergent	28.00	56.00	S								
3	Table napkin (sanicare)	38.00	114.00	S								
10	Tissue,unscented,200 folds,facial tissue	58.00	580.00	S								
1	Hand sanitizer, (250ml)	90.00	90.00	S								
1	Creamer,coffeemate,500 grams	103.00	103.00	S								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office of the Executive Director

Fourth Quarter 2018

Qty	Contract Package (Description)	Unit Cost	ABC	Procurement Method	Procurement Schedule							
					Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Release/Delivery Date
	Coffee, brewed/grinded 100 grams											
1	Lipton Green Tea 50's	250.00	250.00	S								
3	Sugar, washed, 1 kilo/pack	75.00	225.00	S								
1	Coffee Filter for 1-4 cup coffeemakers	200.00	200.00	S								
2	Epson L350-C13T-664100 (black)	500.00	1000.00	S								
1	Epson L350-C13T-664100 (cyan)	500.00	500.00	S								
1	Epson L350-C13T-664100 (magenta)	500.00	500.00	S								
1	Epson L350-C13T-664100 (yellow)	500.00	500.00	S								
1	Aluminum foil	200.00	200.00	S								
	Fuji Xerox Toner											
	TOTAL		9405.75									

Prepared by:

Maricris D. Ortega
SP-Admin Aide

Noted by:

Holchi Frances P. Quibilan
Office of the Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

CITEM

PROCUREMENT
2018 SUPPLIES
(1st and 2nd Quarter)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Time: 01/25/18
SECRETARIAL

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
1	Correction Tape	pc	25	**60.00**	~~SVP~~ S	1500.00								
4	Note Pad 3X4	pc	10	**60.00**	~~-do-~~ S	600.00								
5	Ballpen M&G	pc	40	**10.00**	~~-do-~~ S	400.00								
6	Ballpen Pilot V5 (10 Blue/ 10 Black)	pc	20	**50.00**	~~-do-~~ S	1000.00								
7	Ballpen Pilot V7 (10 Blue/ 10 Black)	pc	20	**50.00**	~~-do-~~ S	1000.00								
10	Folder, L-Type, Plastic, Transparent A4	pc	240	**10.00**	~~-do-~~ S	2400.00								
13	Folder, L-Type, Plastic, Transparent Long	pc	240	**10.00**	~~-do-~~ S	2400.00								
14	Scoth Tape 2"	pc	10	**50.00**	~~-do-~~ S	500.00								
22	Epson ink bottle (L100, L350) - 6641blk	btl	10	**300.00**	~~-do-~~ S	3000.00								
23	Epson ink bottle (L100, L350) - 6642 cyan	btl	5	**300.00**	~~-do-~~ S	1500.00								
24	Epson ink bottle (L100, L350) - 6643 magenta	btl	5	**300.00**	~~-do-~~ S	1500.00								
25	Epson ink bottle (L100, L350) - 6644 yellow	btl	5	**300.00**	~~-do-~~ S	1500.00								
	SUBT-TOTAL					**17,300.00**								

BAC APPROVED

CTEM

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
27	Record Book 300 pages	pc	10	**95.00**	-do-	950.00								
29	Alcohol, 70% Isoprophyl, 500ml	btl	5	**75.00**	-do-	375.00								
30	Copy Paper A4 80GSM	rm	50	**180.00**	-do-	9000.00								
31	Copy Paper Long 80GSM	rm	10	**200.00**	-do-	2000.00								
	Subtotal					**12,325.00**								
	GRAND TOTAL					**29,625.00**								

Prepared by:

MARILESS G. MONTEMAYOR
Administrative Assistant V

Recommending Approval:

REYNALDO R. GONZALES
OIC, General Services Division

JAIME ANTONIO S. SANDOVAL
OIC, Corporate Services Department

Approved by:

CLAYTON M. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN 2018

Special Projects Division

OFFICE SUPPLIES

(1st Quarter - January to March)

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule						Release / Delivery Date
						Pre-Procurement Conference	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	
3	pcs	Correction Tape	52.00	156.00	Shopping							
10	pc	Envelope, expanding w/ string, long	28.00	280.00	Shopping							
10	rm	Copy Paper, A4 80gsm	185.00	1,850.00	Shopping							
5	rm	Copy Paper, Long, 80gsm	230.00	1,150.00	Shopping							
10	pcs	Folder, L-type, plastic, transparent, long	8.00	80.00	Shopping							
10	pcs	Folder, ordinary, long	7.00	70.00	Shopping							
3	pcs	Glue, 130 gms.	52.00	156.00	Shopping							
4	btl	Ink Bottle, Epson (L350)6641 black	500.00	2,000.00	Shopping							
3	btl	Ink Bottle, Epson (L350)6642 cyan	500.00	1,500.00	Shopping							
3	btl	Ink Bottle, Epson (L350)6643 magenta	500.00	1,500.00	Shopping							
3	btl	Ink Bottle, Epson (L350)6644 yellow	500.00	1,500.00	Shopping							
5	pcs	Sticky Notes 3x3	500.00	2,500.00	Shopping							
1	pck	Pencil, Mongol #2	80.00	80.00	Shopping							
5	pcs	Pen, marking, permanent, Black & Blue	7.00	35.00	Shopping							
5	pcs	Pen, marking, whiteboard, Blue & Black	40.00	200.00	Shopping							
5	pcs	Pen, sign, Pilot, 0.5, (Black 4)	40.00	200.00	Shopping							
3	pcs	Pen, sign, Pilot, 0.5, (Red 2)	45.00	135.00	Shopping							
5	pcs	Clear Book, Long	45.00	225.00	Shopping							
6	rolls	Tape Transparent 1"	25.00	150.00	Shopping							
3	rolls	Tape Transparent 2"	35.00	105.00	Shopping							
5	pck	Special Paper (white or cream) gsm 120	80.00	400.00	Shopping							
2	box	Calling Cards	300.00	600.00	Shopping							
4	box	Storage box, black , 11" x15-3/4 x 11	260.00	1,040.00	Shopping							
4	pcs	Data filer 15 1/2" x 10 1/2" x 5-1/2" Customize Black	600.00	2,400.00	Shopping							
5	pcs	Databinder, 15" x 10 1/2 x 3", side mechanism Customize Black	105.00	525.00	Shopping							
5	pks	Folder L-type transparent A4	110.00	550.00	Shopping							
1	box	Staple wire	40.00	40.00	Shopping							
1	pc	Gluegun small	100.00	100.00	Shopping							
		SUBTOTAL		**19,527.00**								
		(2nd Quarter - April to June)										
9	rm	Copy Paper, A4 80gsm	185.00	1,665.00	Shopping							
3	rm	Copy Paper, Long, 80gsm	230.00	690.00	Shopping							
5	pcs	Sticky Notes 3x3	500.00	2,500.00	Shopping							
5	pks	Folder L-type transparent A4	110.00	550.00	Shopping							
6	rolls	Tape Transparent 1"	25.00	150.00	Shopping							
9	pcs	Pen, sign, Pilot, 0.5, (Black 4)	40.00	360.00	Shopping							
1	box	Staple wire	40.00	40.00	Shopping							
		SUBTOTAL		**5,955.00**								

CITEM

BAC APPROVED

BIDS AND AWARDS COMMITTEE
CITEM
RECEIVED
By:
Date: 2/8/18
SECRETARIAT

(3rd - 4th Quarter - July to December)

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule						Release / Delivery Date
						Pre-Procurement Conference	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qual	Awards of Contract	
5	pcs	Ballpen, Black, M & G	10.00	50.00	Shopping							
5	pcs	Correction Tape	52.00	260.00								
10	rm	Copy Paper, A4 80gsm	185.00	1,850.00								
2	rm	Copy Paper, Long, 80gsm	230.00	460.00								
10	pcs	Folder, L-type, plastic, transparent A4	8.00	80.00								
5	pcs	Folder, ordinary, long	7.00	35.00								
2	pcs	Correction Tape	52.00	104.00								
3	btl	Ink Bottle, Epson (L350)6641 black	500.00	1,500.00								
3	btl	Ink Bottle, Epson (L350)6642 cyan	500.00	1,500.00								
3	btl	Ink Bottle, Epson (L350)6643 magenta	500.00	1,500.00								
3	btl	Ink Bottle, Epson (L350)6644 yellow	500.00	1,500.00								
4	pcs	Sticky Notes 3x3	500.00	2,000.00								
1	pck	Sticker Paper, A4, Matte (10 pcs/packs)	80.00	80.00								
1	pck	Pencil, Mongol #2	80.00	80.00								
5	pcs	Pen, sign, Pilot, 0.5, (Black 4)	40.00	200.00								
1	box	Staple wire	40.00	40.00								
5	pcs	Tape Transparent 1"	50.00	250.00								
		SUBTOTAL		**11,489.00**								
		GRAND TOTAL		**36,971.00**								

Prepared by:

Janine S. Briones
TIDS

Noted by:

Eva Mariquina
OIC, Special Projects Division

Recommending Approval:

Marjo F. Evio
OIC-DM, Service Business Department

Jaime Antonio Sandoval
OIC-DM, Corporate Services Dept.

Approved by:

05/07
Ma. Lourdes D. Mediran
Deputy Executive Director

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 12/8/18
SECRETARIAT

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN CY 2018
AOE BUDGET ALLOCATION
QUARTERLY REQUEST FOR SUPPLIES AND MATERIALS
AS OF NOVEMBER 16, 2017

STREDO DIVISION

BIDS AND AWARDS COMMITTEE RECEIVED By: Date: 11/25/17 SECRETARIAT

AOE	40,000.00
LESS: (5% CONTINGENCY)	2,000.00
NET AOE	38,000.00

SUMMARIZED OF ALLOTTED EXPENSES ON QUARTERLY BASIS

FIRST QUARTER	18,795.00
SECOND QUARTER	8,425.00
THIRD QUARTER	6,345.00
FOURTH QUARTER	4,375.00
ACTUAL AOE	37,940.00

NET AOE	38,000.00
ACTUAL AOE	37,940.00
AOE REMAINING BUDGET	60.00

Prepared by:

Lucile G. Mosquera
Information Systems Analyst II
STREDO Division

Noted by:

Jaime Antonio S. Sandoval
Chief, STREDO Division

Recommending Approval:

Atty. Anna Grace I. Marpuri
OIC, Corporate Services

Approved by:

Clayton H. Tugonon
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: STREDO DIVISION
1ST QUARTER 2018

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
11/28/17
SECRETARIAT

Common-Use Supplies

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
10	PCS.	PEN, PILOT HI-TECH POINT V5RS (BLACK)	65.00	650.00	Shopping							
10	PCS.	PEN, PILOT HI-TECH POINT V5RS (BLUE)	65.00	650.00	Shopping							
20	PCS.	BALLPEN PILOT (BLACK)	23.10	462.00	Shopping							
10	PCS.	CORRECTION TAPE	52.00	520.00	Shopping							
50	PCS.	ENVELOPE, ORDINARY, BROWN, LONG	10.50	525.00	Shopping							
60	PCS.	FOLDER, ORDINARY, LONG	7.00	420.00	Shopping							
6	RLS.	LABEL STICKER, DIRECT THERMAL (3.5 (W) x 2.5 (H)) 1"CORE	1,000.00	6,000.00	Shopping							
5	BXS.	PAPER CLIP 2" 100s	10.00	50.00	Shopping							
5	BXS.	PAPER CLIP 1" 100s	15.00	75.00	Shopping							
15	RMS.	PAPER, COPY, 80 GSM, A4	185.00	2,775.00	Shopping							
5	RMS.	PAPER, COPY, 80 GSM, LEGAL	200.00	1,000.00	Shopping							
20	RLS.	TAPE, TRANSPARENT, 1"	15.00	300.00	Shopping							
20	RLS.	TAPE, TRANSPARENT, 2"	40.00	800.00	Shopping							
10	RLS.	TAPE, TRANSPARENT, 3"	55.00	550.00	Shopping							
10	RLS.	TAPE, PACKAGING 3"	80.00	800.00	Shopping							
5	PK.	FLAG TAB (SIGN HERE)	128.00	640.00	Shopping							
5	PCS.	PEN, MARKING, WHITEBOARD (BLACK)	40.00	200.00	Shopping							
5	PCS.	PEN, MARKING PERMANENT (BLACK)	40.00	200.00	Shopping							
2	PCS.	MESSENGERIAL BAGS	1,000.00	2,000.00	Shopping							
2	PCS.	RECORD BOOK 300 PAGES	89.00	178.00	Shopping							
Total Amount				**18,795.00**								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: STREDO DIVISION
2ND QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
5	RLS.	TAPE, DOUBLE ADHESIVE W/O FOAM 1"	85.00	425.00	Shopping							
4	PCS.	EPSON INK BOTTLE (L100, L350) - 6641 BLACK	500.00	2,000.00	Shopping							
4	PCS.	EPSON INK BOTTLE (L100, L350) - 6642 CYAN	500.00	2,000.00	Shopping							
4	PCS.	EPSON INK BOTTLE (L100, L350) - 6643 MAGENTA	500.00	2,000.00	Shopping							
4	PCS.	EPSON INK BOTTLE (L100, L350) - 6644 YELLOW	500.00	2,000.00	Shopping							
Total Amount				**8,425.00**								

Item

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: STREDO DIVISION
3RD QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
1	PC	EXTERNAL DRIVE (SEAGATE) 1 TB	4,000.00	4,000.00	Shopping							
5	BTLS.	ALCOHOL, 70% ISOPROPHYL, 500 ML	69.00	345.00	Shopping							
4	PCS.	EPSON INK BOTTLE (L100, L350) - 6641 BLACK	500.00	2,000.00	Shopping							
TOTAL				**6,345.00**								

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: STREDO DIVISION
4TH QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule						
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
15	RMS.	PAPER, COPY, 80 GSM, A4	185.00	2,775.00	Shopping							
5	RMS.	PAPER, COPY, 80 GSM, LEGAL	200.00	1,000.00	Shopping							
10	PCS	PEN, MARKING, FLOURESCENT (YELLOW)	40.00	400.00	SVP							
10	BXS.	CLIP FOLDBACK 1/2" (PER BOX) 12's	20.00	200.00	SVP							
		TOTAL		**4,375.00**								
		TOTAL		**37,940.00**								
		CONTINGENCY (OTHER SUPPLIES)		**2,060.00**								
		Grand total		**40,000.00**								

Item

BAC APPROVED

Submitted By:

JAIME ANTONIO S. SANDOVAL
Chief, STREDO

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE BUDGET ALLOCATION
QUARTERLY REQUEST FOR SUPPLIES AND MATERIALS
AS OF 10 NOVEMBER 2017

SYSTEMS MANAGEMENT & DEVELOPMENT DIVISION

AOE	PHP 40,000.00
LESS (5% CONTINGENCY)	-2,000.00
NET AOE	PHP 38,000.00

SUMMARIZED OF ALLOTTED EXPENSES ON QUARTERLY BASIS:

1ST	PHP 13,607.00
2ND	10,104.50
3RD	6,535.25
4TH	6,513.95
ACTUAL AOE	PHP 36,780.70

NET AOE	PHP 38,000.00
ACTUAL AOE	36,780.70.00
SAVINGS	PHP 1, 219.30

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By:
Date: NOV 22 2017

BAC APPROVED

Prepared by:
MARK C. JALMASCO
TIDA
Systems Management & Devt.

Noted by:
CLODUALDO D. EVIO
Officer-In-Charge
Systems Management & Devt.

Recommending Approval:
Atty. ANNA GRACE I. MARPURI
DM-OIC, Corporate Services

Approved by:
CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: MANAGEMENT INFORMATION & SERVICES
OFFICE SUPPLIES
QUARTER: 1ST QUARTER 2018

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule							Release / Delivery Date
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	
20	pc	Battery, AAA, energizer	40.00	800.00	Shopping		do	do	do	do	do	do	do
1	box	Clip, foldback, 1"	20.00	20.00	Shopping		do	do	do	do	do	do	do
1	box	Clip, foldback, 1-1/4"	23.00	23.00	Shopping		do	do	do	do	do	do	do
9	pc	Correction tape	52.00	468.00	Shopping		do	do	do	do	do	do	do
9	pc	Data Filer 15-1/2" x 10-1/2" x 5-1/2"	105.00	945.00	Shopping		do	do	do	do	do	do	do
10	pc	DVD rewritable, DVD+R, 4GB with case	63.00	630.00	Shopping		do	do	do	do	do	do	do
50	pc	Envelope, expanding w/ string, long 20s	25.00	1,250.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (black)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (cyan)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (magenta)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (yellow)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
30	pc	Envelope, ordinary, brown, long	10.50	315.00	Shopping		do	do	do	do	do	do	do
30	pc	Folder, ordinary, long	7.00	210.00	Shopping		do	do	do	do	do	do	do
30	pc	Folder, ordinary, short	6.00	180.00	Shopping		do	do	do	do	do	do	do
10	tube	Mighty Bond,	50.00	500.00	Shopping		do	do	do	do	do	do	do
9	pad	note pad, 3x3, 100 sheets pad	60.00	540.00	Shopping		do	do	do	do	do	do	do
5	rm	Paper, copy, 80 gsm, A4	190.00	950.00	Shopping		do	do	do	do	do	do	do
5	pc	Pen, marking, fluorescent [1-orange, 2-yellow green]	40.00	200.00	Shopping		do	do	do	do	do	do	do
5	pc	Pen, marking, permanent	40.00	200.00	Shopping		do	do	do	do	do	do	do
5	pc	Pen, marking, white board	40.00	200.00	Shopping		do	do	do	do	do	do	do
1	pc	Pencil Sharpener	441.00	441.00	Shopping		do	do	do	do	do	do	do
20	pc	Pencil, Mongol #2	6.00	120.00	Shopping		do	do	do	do	do	do	do
5	pc	Ring Binder, 1 "	84.00	420.00	Shopping		do	do	do	do	do	do	do
3	kl	Rugs	63.00	189.00	Shopping		do	do	do	do	do	do	do
4	pc	Scissor HD, 8"	85.00	340.00	Shopping		do	do	do	do	do	do	do
3	bx	Staple wire #33/35, copper	42.00	126.00	Shopping		do	do	do	do	do	do	do
2	pc	Stapler remover	45.00	90.00	Shopping		do	do	do	do	do	do	do
10	pc	Tape, carpet 2"	45.00	450.00	Shopping		do	do	do	do	do	do	do
Total Amount				13,607.00									

Prepared by:

MARK C. JALMASCO
SP-TIDA
Systems Management & Development Division

Noted by:

CLODUALDO D. EVIO
Officer-In-Charge
Systems Management & Development Division

Recommending Approval:

Atty. Anna Grace L. Marpuri
OIC, Corporate Services

Approved by:

CLAYTON H. TUSONON
Executive Director

BAC APPROVED

BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: NOV 2 2 2017
SECRETARIAT

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: MANAGEMENT INFORMATION & SERVICES
OFFICE SUPPLIES
QUARTER: 2ND QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release / Delivery Date
5	pc	Adaptor, Universal	57.75	288.75	Shopping		do	do	do	do	do	do	do
10	pc	Battery, AA, energizer	40.00	400.00	Shopping		do	do	do	do	do	do	do
10	pc	Battery, AAA, energizer	40.00	400.00	Shopping		do	do	do	do	do	do	do
10	pc	DVD recordable, DVD+R, 4GB with case	33.00	330.00	Shopping		do	do	do	do	do	do	do
5	pc	DVD rewritable, DVD+R, 4GB with case	63.00	315.00	Shopping		do	do	do	do	do	do	do
20	pc	Envelope, expanding w/ string, long	25.00	500.00	Shopping		do	do	do	do	do	do	do
20	pc	Envelope, expanding w/string, short	20.00	400.00	Shopping		do	do	do	do	do	do	do
20	pc	Envelope, ordinary, brown, long	10.50	210.00	Shopping		do	do	do	do	do	do	do
1	pc	Eraser, rubber	15.75	15.75	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (black)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (cyan)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (magenta)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
2	pc	Epson ink bottle (L100, L350) - 6641 (yellow)	500.00	1,000.00	Shopping		do	do	do	do	do	do	do
10	pc	Folder, ordinary, short	6.00	60.00	Shopping		do	do	do	do	do	do	do
30	pc	Folder, L-type, Plastic, Transparent Long (colored)	9.00	270.00	Shopping		do	do	do	do	do	do	do
30	pc	Folder, ordinary, long	7.00	210.00	Shopping		do	do	do	do	do	do	do
2	tube	Glue stick permanent	65.00	130.00	Shopping		do	do	do	do	do	do	do
10	tube	Mighty Bond,	50.00	500.00	Shopping		do	do	do	do	do	do	do
3	rm	Paper, copy, 80 gsm, A4	420.00	1,260.00	Shopping		do	do	do	do	do	do	do
5	pc	Pen, marking, fluorescent [1-orange, 1-yellow green]	40.00	200.00	Shopping		do	do	do	do	do	do	do
2	pc	Pen, marking, permanent	40.00	80.00	Shopping		do	do	do	do	do	do	do
2	pc	Pen, marking, white board	40.00	80.00	Shopping		do	do	do	do	do	do	do
20	pc	Pencil, Mongol #2	6.00	120.00	Shopping		do	do	do	do	do	do	do
1	box	Rubber band	85.00	85.00	Shopping		do	do	do	do	do	do	do
4	pc	Ring Binder, 1"	30.00	120.00	Shopping		do	do	do	do	do	do	do
4	pc	Ring Binder, 3/4"	20.00	80.00	Shopping		do	do	do	do	do	do	do
1	kl	Rag, white	70.00	70.00	Shopping		do	do	do	do	do	do	do
Total Amount				**10,124.50**			do	do	do	do	do	do	do

Prepared by:

MARK C. JALMASCO
SP-TIDA
Systems Management & Development Division

Noted by:

CLODUALDO D. EVIO
Officer-In-Charge
Systems Management & Development Division

Recommending Approval by:

Atty. Anna Grace I. Marpuri
OIC, Corporate Services

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: MANAGEMENT INFORMATION & SERVICES
OFFICE SUPPLIES
QUARTER: 3RD QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release / Delivery Date
5	pc	Adaptor, universal	57.75	288.75	Shopping		do	do	do	do	do	do	do
10	pc	Ballpen, Pilot, black	23.10	231.00	Shopping		do	do	do	do	do	do	do
10	pc	Battery, AA, energizer	40.00	400.00	Shopping		do	do	do	do	do	do	do
10	pc	Battery, AAA, energizer	40.00	400.00	Shopping		do	do	do	do	do	do	do
10	pc	CD recordable, 700mb/80min with case	30.00	300.00	Shopping		do	do	do	do	do	do	do
10	pc	CD rewritable, 700MB/80mins with case	38.50	385.00	Shopping		do	do	do	do	do	do	do
10	pc	DVD recordable, DVD+R, 4GB with case	33.00	330.00	Shopping		do	do	do	do	do	do	do
10	rl	Electrical tape, big, ordinary	32.00	320.00	Shopping		do	do	do	do	do	do	do
40	pc	Envelope, ordinary, brown, long	2.00	80.00	Shopping		do	do	do	do	do	do	do
1	pc	Glue, 130 grms.	60.00	60.00	Shopping		do	do	do	do	do	do	do
40	pc	Envelope, expanding w/ string, long	10.00	400.00	Shopping		do	do	do	do	do	do	do
40	pc	Envelope, expanding w/ string, short	9.00	360.00	Shopping		do	do	do	do	do	do	do
40	pc	Folder, ordinary, long	5.25	210.00	Shopping		do	do	do	do	do	do	do
3	kl	Rugs	63.00	189.00	Shopping		do	do	do	do	do	do	do
5	pc	Pen, marking, permanent	40.00	200.00	Shopping		do	do	do	do	do	do	do
2	rm	Paper, copy, 80 gsm, A4	420.00	840.00	Shopping		do	do	do	do	do	do	do
2	pc	Pen, marking, fluorescent [1-orange, 1-yellow green]	40.00	80.00	Shopping		do	do	do	do	do	do	do
10	pc	Pen, sign pen, v5 (black)	45.00	450.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, carpet, 2" [1-black, 1-gray]	160.00	320.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, masking, 1" x 25m	56.00	112.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, masking, 2" x 25m	106.00	212.00	Shopping		do	do	do	do	do	do	do
5	rl	Tape, packaging 2"	31.50	157.50	Shopping		do	do	do	do	do	do	do
6	rl	Tape, transparent 2"	35.00	210.00	Shopping		do	do	do	do	do	do	do
Total Amount				6,535.25									

Prepared by:

MARK C. JALMASCO
SP-TIDA
Systems Management & Development Division

Noted by:

CLODUALDO D. EVIO
Officer-In-Charge
Systems Management & Development Division

Recommending Approval by:

Atty. Anna Grace I. Marpuri
OIC, Corporate Services

Approved by:

CLAYTON P. TUGONON
Executive Director

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN
DIVISION: MANAGEMENT INFORMATION & SERVICES
OFFICE SUPPLIES
QUARTER: 4TH QUARTER 2018

Qty	Unit	Contract Package (Description)	Unit Price	ABC	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release / Delivery Date
5	pc	Battery, AA, energizer	30.00	150.00	Shopping		do	do	do	do	do	do	do
5	pc	Battery, AAA, energizer	30.00	150.00	Shopping		do	do	do	do	do	do	do
30	pc	Envelope, ordinary, brown, long	1.89	56.70	Shopping		do	do	do	do	do	do	do
30	pc	Envelope, ordinary, brown, short	1.26	37.80	Shopping		do	do	do	do	do	do	do
30	pc	Envelope, expanding w/ string, long	10.50	315.00	Shopping		do	do	do	do	do	do	do
30	pc	Envelope, expanding w/ string, short	9.35	280.50	Shopping		do	do	do	do	do	do	do
20	pc	pencil, mongol #2	6.30	126.00	Shopping		do	do	do	do	do	do	do
20	pc	Folder, L-type, plastic, colored A4 [green]	8.40	168.00	Shopping		do	do	do	do	do	do	do
10	pc	Folder, ordinary, long	5.25	52.50	Shopping		do	do	do	do	do	do	do
2	tube	Mighty bond	42.00	84.00	Shopping		do	do	do	do	do	do	do
5	pc	Notebook, steno	10.50	52.50	Shopping		do	do	do	do	do	do	do
2	rm	Paper,copy, 80 gsm, A4	420.00	840.00	Shopping		do	do	do	do	do	do	do
1	pc	Record book, official, 300 pages	89.25	89.25	Shopping		do	do	do	do	do	do	do
10	rl	Tape, carpet, 2" [1-black]	157.50	1,575.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, masking, 1" x 25m	42.00	84.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, masking, 2" x 25m	89.25	178.50	Shopping		do	do	do	do	do	do	do
5	rl	Tape, packaging 2"	31.50	157.50	Shopping		do	do	do	do	do	do	do
2	rl	Tape, transparent 1"	21.00	42.00	Shopping		do	do	do	do	do	do	do
2	rl	Tape, transparent 2"	31.50	63.00	Shopping		do	do	do	do	do	do	do
10	pc	CD recordable, 700MB/80mins with case	27.17	271.70	Shopping		do	do	do	do	do	do	do
20	pc	CD rewritable, 700MB/80mins with case	39.00	780.00	Shopping		do	do	do	do	do	do	do
10	pc	DVD, recordable, DVD+R, 4GB with case	33.00	330.00	Shopping		do	do	do	do	do	do	do
10	pc	DVD, rewritable, DVD+R, 4GB with case	63.00	630.00	Shopping		do	do	do	do	do	do	do
		Total Amount		**6,513.95**									
		Grand Total		**36,780.70**									

Prepared by:

MARK C. JALMASCO
SP-TIDA
Systems Management & Development Division

Noted by:

CLODUALDO D. EVIO
Officer-In-Charge
Systems Management & Development Division

Recommending Approval by:

Atty. Anna Grace I. Marpuri
OIC, Corporate Services

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

Item

PROJECT PROCUREMENT MANAGEMENT PLAN
SYSTEMS MANAGEMENT AND DEVELOPMENT DIVISION
MOOE 2018

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule							
						Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	Release / Delivery Date
		MOOE											
250	lic	Web Security software (annual subscription)	1,600.00	400,000.00									
150	lic	Antivirus renewal	1,000.00	150,000.00									
		(annual subscription)											
1	yr	Internet Subscription (Primary)	1,075,200.00	1,075,200.00									
1	yr	Internet Subscription (Secondary)	1,075,200.00	1,075,200.00									
1	yr	Marketing Mgmt solutions Subscription	950,000.00	950,000.00									
1	yr	Social Media Account Management Solutions Subscription	100,000.00	100,000.00									
1	yr	Microsoft 365 E2 Subscription	1,770,000.00	1,770,000.00									
1	yr	Adobe Cloud Subscription	1,045,000.00	1,045,000.00									
1	yr	Tablet PC Subscription	390,000.00	390,000.00									
1	yr	ICT Subscription/Hardware Supplies/	252,600.00	252,600.00									
		maintenance/ peripherals/repair											
1	pcs	Laser Printer	10,000.00	10,000.00									
4	pcs	Access Point/Router	14,000.00	56,000.00									
3	pcs	Uninterrupted Power Supply (UPS)	12,000.00	36,000.00									
10	pcs	Single Board PC	5,000.00	50,000.00									
		ICT Trainings	30,000.00	30,000.00									
		Meetings	10,000.00	10,000.00									
				7,400,000.00									

DTG APPROVED
27 MAR 2018
BAC APPROVED
Item

Prepared by:

CLODUALDO D. EVIO
Information Technology Officer - II
OIC - SMDD

Reviewed and Endorsed by:

ATTY. ANNA GRACE MARPURI
OIC - DM
Corporate Services

Recommending Approval

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
Common-Use Supplies

CCSD
Visual Design Division

Budget Source: AOE

Budget Allocation for CY 2018	**PHP**	**40,000.00**
1st Quarter	PHP	12,700.00
2nd Quarter	PHP	9,510.00
3rd Quarter	PHP	9,990.00
4th Quarter	PHP	7,780.00
TOTAL: (1st to 4th Quarter)	**PHP**	**39,980.00**

BIDS AND AWARDS COMMITTEE SECRETARIAT
RECEIVED
By:
Date: NOV 2 2 2017

Prepared by:

DINDO A. HABELITO
SP-Division Clerk

Recommending Approval:

ROWENA G. MENDOZA
Officer-In-Charge, VDD

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

Visual Design Division
Communications and Creative Services Department

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurem Conference	Ivertiseme	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	1st Quarter													
1	Ballpen, PILOT, black	pc	5	22.00	-do-	110.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Notebook, steno	pc	5	15.00	-do-	75.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Paper, copy A4	rm	4	185.00	-do-	740.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Print Cartridge, Epson T6731 Black	pc	4	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Print Cartridge, Epson T6732 Cyan	pc	4	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Print Cartridge, Epson T6733 Magenta	pc	4	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Print Cartridge, Epson T6734 Yellow	pc	4	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Print Cartridge, Epson T6735 LCyan	pc	4	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Print Cartridge, Epson T6736 Lmagenta	pc	3	600.00	-do-	1,800.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Post-it-pad, 3x3, 100 sheets/pad	pad	5	18.00	-do-	90.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Glue, 40 gsm.	pc	5	13.00	-do-	65.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Spray Adhesive	btl	1	700.00	-do-	700.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Tape, transparent 1"	rl.	8	15.00	-do-	120.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**12,700.00**								

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BIDS AND AWARDS COMMITTEE
RECEIVED
By:
Date: 2 3 2017
SECRETARIAT

Visual Design Division
Communications and Creative Services Department

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	2nd Quarter													
1	Mighty bond	tube	5	40.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Paper, copy A4	rm	5	210.00	-do-	1,050.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Paper, copy A3	rm	3	400.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Pencil, Mongol #2	pc	10	6.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Print Cartridge, Epson T6641 Black	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Print Cartridge, Epson T6642 Cyan	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Print Cartridge, Epson T6643 Magenta	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Print Cartridge, Epson T6644 Yellow	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Print Cartridge, Epson T6731 Black	pc	1	600.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Print Cartridge, Epson T6732 Cyan	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Print Cartridge, Epson T6733 Magenta	pc	1	600.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Print Cartridge, Epson T6734 Yellow	pc	1	600.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Print Cartridge, Epson T6735 LCyan	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Print Cartridge, Epson T6736 Lmagenta	pc	1	600.00	-do-	600.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Paper, sticker, A4, Glossy (10 pcs/pk)	pk	5	40.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**9,510.00**								

BAC APPROVED

Item

Visual Design Division
Communications and Creative Services Department

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	3rd Quarter													
1	Ballpen, PILOT, black	pc	5	22.00	-do-	110.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Glue stick, permanent	tube	3	60.00	-do-	180.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Paper, copy A3	rm	1	400.00	-do-	400.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Paper, copy A4	rm	5	210.00	-do-	1,050.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Print Cartridge, Epson T6731 Black	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Print Cartridge, Epson T6732 Cyan	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Print Cartridge, Epson T6733 Magenta	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Print Cartridge, Epson T6734 Yellow	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Print Cartridge, Epson T6735 LCyan	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Print Cartridge, Epson T6736 Lmagenta	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Paper, sticker, A4, Matt (10 pcs/pk)	pk	5	40.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Spray Adhesive	btl	1	700.00	-do-	700.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Tape, transparent 1"	rl.	10	15.00	-do-	150.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**9,990.00**								

BAC APPROVED

Item

Visual Design Division
Communications and Creative Services Department

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	4th Quarter													
1	Ballpen, PILOT, black	pc	5	22.00	-do-	110.00		-do-		-do-	-do-	-do-	-do-	-do-
2	Battery, AA, energizer	pc	8	40.00	-do-	320.00		-do-		-do-	-do-	-do-	-do-	-do-
3	Battery, AAA, energizer	pc	8	40.00	-do-	320.00		-do-		-do-	-do-	-do-	-do-	-do-
4	Notebook spiral (for office)	pc	5	110.00	-do-	550.00		-do-		-do-	-do-	-do-	-do-	-do-
5	Pad sticky note 3x3	pad	5	60.00	-do-	300.00		-do-		-do-	-do-	-do-	-do-	-do-
6	Paper, sticker, A4, Matt (10 pcs/pk)	pk	10	40.00	-do-	400.00		-do-		-do-	-do-	-do-	-do-	-do-
7	Paper, sticker, A4, Glossy (10 pcs/pk)	pk	5	40.00	-do-	200.00		-do-		-do-	-do-	-do-	-do-	-do-
8	Paper, copy A4	rm	5	210.00	-do-	1,050.00		-do-		-do-	-do-	-do-	-do-	-do-
9	Pencil, Mongol #2	pc	10	6.00	-do-	60.00		-do-		-do-	-do-	-do-	-do-	-do-
10	Pen, marking, permanent, black	pc	2	35.00	-do-	70.00		-do-		-do-	-do-	-do-	-do-	-do-
11	Print Cartridge, Epson T6641 Black	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
12	Print Cartridge, Epson T6642 Cyan	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
13	Print Cartridge, Epson T6643 Magenta	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
14	Print Cartridge, Epson T6644 Yellow	pc	1	500.00	-do-	500.00		-do-		-do-	-do-	-do-	-do-	-do-
15	Print Cartridge, Epson T6735 LCyan	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
16	Print Cartridge, Epson T6736 Lmagenta	pc	2	600.00	-do-	1,200.00		-do-		-do-	-do-	-do-	-do-	-do-
	Sub-Total					**7,780.00**								
	TOTAL					**39,980.00**								

Prepared By:

DINDO AMPARO HABELITO
SP-Division Clerk

Recommended by:

ROWENA G. MENDOZA
Officer-In-Charge, VDD

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

BAC APPROVED

CLAYTON H. TUGONON
Executive Director

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

Office Supplies and Materials

Web Marketing Division

BIDS AND AWARDS COMMITTEE
CTEM
RECEIVED
By:
Date: 11/23/17
SECRETARIAT

Budget Source	:	AOE	
Budget Allocation for CY 2018	:	PHP	40,000.00
1st Quarter	:	PHP	15,905.00
2nd Quarter	:	PHP	9,344.50
3rd Quarter	:	PHP	9,039.00
4th Quarter	:	PHP	5,705.00
Total (1st – 4th Quarter)	:	PHP	39,993.50
AOE Remaining Budget	:	PHP	6.50

Thank you Ma'am

Prepared by:

Russel D. Briones
SP/Trade & Industry
Development Analyst

Noted by:

11/22/2017
Roberto B. Heneral
SP/Officer-in-Charge

Recommending Approval:

Arturo Cruz Dimaano
Department Manager III
Communications and
Creative Services Department

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Tugonon
Executive Director

CTEM

BAC APPROVED

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE Budget Allocation
1st Quarter Request for Supplies & Materials

BIDS AND AWARDS COMMITTEE CTEM RECEIVED By: Date: 11/23/17 SECRETARIAT

WEB MARKETING DIVISION

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Ballpen, Pilot (Black)	pc	10	23.10	Shopping -do-	231.00								
	Clearbook, Long	pc	2	50.00	-do-	100.00								
	Clip, foldback 2'	bx	2	60.00	-do-	120.00								
	Clip, foldback 1 5/8"	bx	2	35.00	-do-	70.00								
	Correction Tape, Tombo	pc	2	52.00	-do-	104.00								
	Datafiler	pc	6	105.00	-do-	630.00								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	3	110.00	-do-	330.00								
	Folder, L-type, A4 (trasparent)	pc	12	6.00	-do-	72.00								
	Folder, L-type, A4 (colored)	pc	12	7.00	-do-	84.00								
	Folder, L-type, Long (trasparent)	pc	10	8.00	-do-	80.00								
	Notebook, Steno	pc	4	20.00	-do-	80.00								
	Pad, sticky note 3x3, 100 sheets/pad	pad	3	60.00	-do-	180.00								
	Pad, sticky note 3x4, 100 sheets/pad	pad	3	60.00	-do-	180.00								
	Paper, copy, 80 gsm, A4	rm	8	185.00	-do-	1,480.00								
	Pen, sign G1, 0.5, (black)	pc	8	50.00	-do-	400.00								
	Pen, sign V5 (blue)	pc	8	45.00	-do-	360.00								
	Puncher HD	pc	1	550.00	-do-	550.00								
	Tape, transparent 1"	rl	1	15.00	-do-	15.00								
	Tape, double adhesive tape	rl	1	70.00	-do-	70.00								
	Scissor HD 8"	pc	1	85.00	-do-	85.00								
	Stapler, HD with remover	pc	1	352.00	-do-	352.00								
	Staple Wire #33/35, copper	box	1	42.00	-do-	42.00								
	Storage box 11"x15 3/4 x 11	box	4	300.00	-do-	1,200.00								
	Tape Dispenser	pc	1	90.00	-do-	90.00								
	Ink Bottle, EPSON (L100,L350) T6641 Black	btl	6	500.00	-do-	3,000.00								
	Ink Bottle, EPSON (L100,L350) T6642 Cyan	btl	4	500.00	-do-	2,000.00								
	Ink Bottle, EPSON (L100,L350) T6643 Magenta	btl	4	500.00	-do-	2,000.00								
	Ink Bottle, EPSON (L100,L350) T6644 Yellow	btl	4	500.00	-do-	2,000.00								
	Sub-total Budget					**Php15,905.00**								

BAC APPROVED

CTEM

PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018

AOE Budget Allocation

2nd Quarter Request for Supplies & Materials

WEB MARKETING DIVISION

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Ballpen, Pilot (Black)	pc	5	23.10	-do-	**115.50**								
	Clip, foldback, 1- 1/4"	bx	1	23.00	-do-	**23.00**								
	Clip, foldback, 1"	bx	1	20.00	-do-	**20.00**								
	Correction Tape, Tombo	pc	2	52.00	-do-	**104.00**								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	2	110.00	-do-	**220.00**								
	Flag Tab (Sign here)	pk	3	128.00	-do-	**384.00**								
	Flag Tab (arrow) colored	pk	3	100.00	-do-	**300.00**								
	Folder, L-type, Long (trasparent)	pc	10	8.00	-do-	**80.00**								
	Notebook, Steno	pc	2	20.00	-do-	**40.00**								
	Pad, Sticky note 3x4, 100 sheets/pad	pad	4	60.00	-do-	**240.00**								
	Pad, sticky note 3x3, 100 sheets/pad	pad	4	60.00	-do-	**240.00**								
	Paper Clip 1" 100's	bx	1	15.00	-do-	**15.00**								
	Paper Clip 2" 100's	bx	1	10.00	-do-	**10.00**								
	Paper, copy, 80 gsm, A4	rm	6	185.00	-do-	**1,110.00**								
	Pen, sign G1, 0.5, (black)	pc	3	50.00	-do-	**150.00**								
	Pen, sign V5	pc	3	45.00	-do-	**135.00**								
	Record Book, official, 300 pages	pc	1	89.00	-do-	**89.00**								
	Alcohol, 70% isoprophyl, 500 ml	btl	1	69.00	-do-	**69.00**								
	Ink Bottle, EPSON (L100,L350) T6641 Black	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON (L100,L350) T6642 Cyan	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON (L100,L350) T6643 Magenta	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON (L100,L350) T6644 Yellow	btl	3	500.00	-do-	**1,500.00**								
	Sub-total Budget					**Php9,344.50**								

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PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE Budget Allocation
3rd Quarter Request for Supplies & Materials

WEB MARKETING DIVISION

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Clearbook, Long	pc	2	50.00	-do-	**100.00**								
	Clip, foldback 1/2'	bx	1	18.00	-do-	**18.00**								
	Clip, foldback 3/4"	bx	1	12.00	-do-	**12.00**								
	Correction Tape, Tombo	pc	2	60.00	-do-	**120.00**								
	Paper Clip 1" 100's	bx	2	15.00	-do-	**30.00**								
	Datafiler	pc	4	105.00	-do-	**420.00**								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	3	110.00	-do-	**330.00**								
	Folder, L-type, A4 (trasparent)	pc	10	6.00	-do-	**60.00**								
	Folder, L-type, A4 (colored)	pc	10	7.00	-do-	**70.00**								
	Folder, L-type, Long (trasparent)	pc	5	8.00	-do-	**40.00**								
	Notebook, Steno	pc	2	20.00	-do-	**40.00**								
	Paper, copy, 80 gsm, A4	rm	6	185.00	-do-	**1,110.00**								
	Pen, marking permanent , black	pc	3	40.00	-do-	**120.00**								
	Pen, marking, white board, blue / black	pc	3	40.00	-do-	**120.00**								
	Folder, Pressboard long	pcs	8	15.00	-do-	**120.00**								
	Record Book, official, 300 pages	pc	1	89.00	-do-	**89.00**								
	Pad, sticky note 3x3, 100 sheets/pad	pad	4	60.00	-do-	**240.00**								
	Ink Bottle, EPSON (L100,L350) T6641 Black	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON (L100,L350) T6642 Cyan	btl	3	500.00	-do-	**1,500.00**								
	Ink Bottle, EPSON (L100,L350) T6643 Magenta	btl	3	500.00	-do-	**1,500.00**								
-	Ink Bottle, EPSON (L100,L350) T6644 Yellow	btl	3	500.00	-do-	**1,500.00**								
	Sub-total Budget					Php9,039.00								

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PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018
AOE Budget Allocation
4th Quarter Request for Supplies & Materials

WEB MARKETING DIVISION

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	Procurement Schedule							
							Procurement Conference	Advertisement	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post-Qualification	Award of Contract	Date of Delivery
	Clear book, Long	pc	2	50.00	-do-	**100.00**								
	Clip, foldback 1 5/8"	bx	1	35.00	-do-	**35.00**								
	Clip, foldback 3/4"	bx	1	12.00	-do-	**12.00**								
	Correction Tape, Tombo	pc	2	52.00	-do-	**104.00**								
	Datafiler	pc	1	105.00	-do-	**105.00**								
	Databinder 15" x 10 1/2" x 3", side mechanism	pc	1	110.00	-do-	**110.00**								
	Notebook, Steno	pc	2	20.00	-do-	**40.00**								
	Paper, copy, 80 gsm, A4	rm	4	185.00	-do-	**740.00**								
	Pen, sign G1, 0.5, (black)	pc	2	50.00	-do-	**100.00**								
	Pen, sign V5	pc	2	45.00	-do-	**90.00**								
	Record Book, official, 300 pages	pc	1	89.00	-do-	**89.00**								
	Pad, sticky note 3x4, 100 sheets/pad	pad	3	60.00	-do-	**180.00**								
	Ink Bottle, EPSON (L100,L350) T6641 Black	btl	2	500.00	-do-	**1,000.00**								
	Ink Bottle, EPSON (L100,L350) T6642 Cyan	btl	2	500.00	-do-	**1,000.00**								
	Ink Bottle, EPSON (L100,L350) T6643 Magenta	btl	2	500.00	-do-	**1,000.00**								
	Ink Bottle, EPSON (L100,L350) T6644 Yellow	btl	2	500.00	-do-	**1,000.00**								
	Sub-total Budget					**Php5,705.00**								

Prepared by:

Russel D. Briones
SP/Trade & Industry Development Analyst

Noted by:

for: Roberto Heneral
SP/Officer-in-Charge

Recommending Approval:

Arturo Cruz Dimaano
Department Manager III
Communications and Creative Services Department

11/22

Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:

Clayton H. Yugoton
Executive Director

BAC APPROVED

Annual Procurement Program CY 2018

DIVISION : **Legal Unit (for CITEM BOARD MEETING)**

Estimated No. of Board Meetings for 2018

1st Quarter	:	Php 40,000.00
2nd Quarter	:	40,000.00
3rd Quarter	:	40,000.00
4th Quarter	:	70,000.00
		Php 190,000.00
Miscellaneous	:	Php 10,000.00
AOE	:	Php200,000.00

(Administrative Overhead Expenses)

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

LEGAL UNIT
ESTIMATED EXPENSES FOR 2015 CITEM BOARD MEETING
(January-December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE							
						ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	SERVICES													
	4 Board Meetings													
	(Estimated No. of Board Meetings for 2015)													
	Digital Printing of Board Covers & Breakers		4	15,000.00	~~Small Value~~ SVP	60,000.00								
	Caterer		4	25,000.00	~~Small Value~~ SVP	100,000.00								
	Tokens for Board Members (year-end)			30,000.00	~~Small Value~~ SVP	30,000.00								
	Per diem of Appointive Member of the Board			5,000.00	Small Value	(Part of HRD PS)								
	(5,000 x 4 x 2)													
	TOTAL					**190,000.00**								

BAC APPROVED

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by

CLAYTON H. TUGONON
Executive Director

Annual Procurement Program CY 2018

DIVISION : **Legal Unit (for Renewal of CITEM Directors and Officers Liability Insurance)**

September 2018 to September 2019	:	Php300, 000.00
		Php300, 000.00

(Administrative Overhead Expenses)

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

CITEM

BAC APPROVED

LEGAL UNIT
(SEPT. 2018-SEPT. 2019)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	PROCUREMENT SCHEDULE								
						Preprocurement ABC2	Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Directors and Officers Liability Insurance (DOLI)		26	300,000.00	6 to 6	300,000.00								
	Subtotal					300,000.00								
	TOTAL					**300,000.00**								

Prepared by:

ATTY. ANNA GRACE I. MARPURI
Legal Officer V

Approved by:

CLAYTON H. TUGONON
Executive Director

Clem

BAC APPROVED

HRM DIVISION
SUMMARY OF PPMP
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
1	Bond Premium					600,000.00								
2	CITEM Anniversary Celebration					493,500.00								
3	CITEM Teambuilding					570,000.00								
4	CITEM Year-end Celebration					1,041,000.00								
5	CSC Anniversary Celebration					50,500.00								
6	Special and Other Events					496,000.00								
7	Hiring of Occupational Health Service					260,000.00								
8	Service Providers					—								
9	DBPSC Outsourced Personnel					4,052,900.00								
10	Psychological Exam for Hiring and Promotion					370,000.00								
11	Psychological Testing Materials					182,800.00								
12	Contingency Budget for Employees/ Emergency Assistance					200,000.00								
13	Communication Expenses for 2016					136,800.00								
14	Institutional Training Specialized Training					2,088,000.00								
15	GCG Requirements and Other Related Training					540,000.00								
16	Extraordinary & Miscellaneous Expenses					132,000.00								
	GRAND TOTAL					**11,213,500.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

BAC APPROVED

Approved by:

CLAYTON H. TUGONON
Executive Director

HRM DIVISION
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	**PROCUREMENT SCHEDULE**							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
1	**Bond Premium**					600,000.00								
	Subtotal					**600,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
SPECIAL EVENTS
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
2	**For the CITEM Anniversary Celebration**													
	Caterer for 220 pax	pax	220	**1,200.00**	SVP	264,000.00								
	Backdrop (Tarpaulin)	pc	1	**1,500.00**	SVP	1,500.00								
	Frames for Loyalty Awardees	pc	50	**160.00**	SVP	8,000.00								
	Tokens for Loyalty Awardees		220	**1,000.00**		220,000.00								
	Subtotal:					**493,500.00**								
3	**For CITEM Teambuilding Acitivity (charged to Training Funds)**													
	Venue, Accommodation, Meals and				SVP	480,000.00								
	other Teambuilding Activity													
	Shuttle Services	unit	2	**45,000.00**	SVP	90,000.00								
	Subtotal:					**570,000.00**								
4	**For the CITEM Year-end Celebration**													
	Caterer for 220 pax	pax	220	**550.00**	SVP	121,000.00								
	Prizes for the Raffle				SVP	100,000.00								
	Prizes for the Games				SVP	50,000.00								
	Christmas Package for the Employees		220	**3,500.00**	SVP	770,000.00								
	Subtotal:					**1,041,000.00**								
5	**CSC Anniversary Celebration**													
	Registration Fee for Fun Run		70	**200.00**	-	14,000.00								
	T-shirts to be provided		70	**300.00**	SVP	21,000.00								
	Tarpaulin		1	**1,500.00**	SVP	1,500.00								
	Meals (breakfast) Food Autho		70	**200.00**	-	14,000.00								
	Subtotal:					**50,500.00**								

BAC APPROVED

CITEM

HRM DIVISION
SPECIAL EVENTS
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
6	**Other Events**													
	Tokens				SVP	50,000.00								
	Printing of Tarpaulin/Banners				SVP	20,000.00								
	Flu Vaccine		180	**500.00**	SVP	90,000.00								
	Drug Test for Employees		200	**500.00**	SVP	100,000.00								
	Barong for Drivers		40	**500.00**	SVP	20,000.00								
	Staff/Face to Face Meeting		20	**3,000.00**	-	60,000.00								
	Birthday Cake for Celebrants Food Supply		200	**200.00**	-	40,000.00								
	Mass and Offertory			**3,000.00**	-	36,000.00								
	Printing of CITEM New ID				SVP	60,000.00								
	Printing of Employees Handbook				SVP	20,000.00								
	Subtotal:					**496,000.00**								
	Subtotal:					**2,651,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
OCCUPATIONAL HEALTH SERVICE
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	**PROCUREMENT SCHEDULE**							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
7	Doctor/Physician		1	**500/hour**	SVP	260,000.00								
	at least 4 hours 2 times a week													
	Subtotal					260,000.00								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

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FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CITEM

HRM DIVISION
DBPSC PERSONNEL
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref # 9	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Driver/Mechanic		12	**20,500.00**	PB	2,952,000.00								
				with OT		764,900.00								
	Canvasser/Admin Aide		1	**28,000.00**	PB	336,000.00								
				with OT										
	Subtotal					**4,052,900.00**								

Prepared by:

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Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTONH. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
PSYCHOLOGICAL EXAM
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref # 10	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Managerial Position		10	**15,000.00**	SVP	150,000.00								
	Supervisory Position		10	**8,000.00**	SVP	80,000.00								
	Technical Position		40	**3,000.00**	SVP	120,000.00								
	Clerical Position		10	**2,000.00**	SVP	20,000.00								
	Subtotal					**370,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
PSYCHOLOGICAL TESTING MATERIALS
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref # 11	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Test 1 (Answer Sheets)	pk	10	**3,000.00**	DC	30,000.00								
	Test 2 (Answer Sheets)	pk	10	**3,000.00**	DC	30,000.00								
	Test 3 (Answer Sheets)	pk	10	**3,000.00**	DC	30,000.00								
	Test 4 (Answer Sheets)	pk	10	**2,500.00**	DC	25,000.00								
	Test 5 (Answer Sheets)	pk	10	**2,380.00**	DC	23,800.00								
	Test 6 (Answer Sheets)	pk	5	**650.00**	DC	3,250.00								
	Test 7 (Answer Sheets)	pk	10	**710.00**	DC	7,100.00								
	Test 8 (Answer Sheets)	pk	5	**3,800.00**	DC	19,000.00								
	Test 10 (Answer Sheets)	pk	5	**2,930.00**	DC	14,650.00								
	GRAND TOTAL					**182,800.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
Contingency Budget for Employees/Emergency Assistance
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
12	Contingency Budget for employees/					200,000.00								
	emergency assistance													
	GRAND TOTAL					**200,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON N. TUGONON
Executive Director

BAC APPROVED

HRM DIVISION
Communication Expenses for CY 2018
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref # 13	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	Cellcards (January)	pc	36	**300.00**	S	10,800.00								
	Cellcards (February)	pc	40	**300.00**	S	12,000.00								
	Cellcards (March)	pc	36	**300.00**	S	10,800.00								
	Cellcards (April)	pc	40	**300.00**	S	12,000.00								
	Cellcards (May)	pc	36	**300.00**	S	10,800.00								
	Cellcards (June)	pc	40	**300.00**	S	12,000.00								
	Cellcards (July)	pc	36	**300.00**	S	10,800.00								
	Cellcards (August)	pc	40	**300.00**	S	12,000.00								
	Cellcards (September)	pc	36	**300.00**	S	10,800.00								
	Cellcards (October)	pc	40	**300.00**	S	12,000.00								
	Cellcards (November)	pc	36	**300.00**	S	10,800.00								
	Cellcards (December)	pc	40	**300.00**	S	12,000.00								
	GRAND TOTAL					**136,800.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

CTEM

HRM DIVISION
Institutional Training Specialized Training
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref No. 14	Contract Package (Description)	Unit	Qty.	Estimated Unit Cost	ABC	Procurement Method	PROCUREMENT SCHEDULE						
							Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
Institutional Training Specialized Training													
	Leadership and Management Certification Program (C-PRO)		4	80,000.00	360,000.00								
	Leadership/Managerial Skills Training		20	15,000.00	300,000.00								
	Annual CES Conference		3	24,000.00	72,000.00								
	Decision Making and Risk Analysis		8	7,000.00	56,000.00								
	HR Related Trainings		4	10,000.00	40,000.00								
	Finance/Accounting Related Trainings		3	10,000.00	30,000.00								
	PhilGeps/BAC		8	10,000.00	80,000.00								
	Design-Related Trainings		8	15,000.00	120,000.00								
	Digital Acceleration Program		60	10,000.00	600,000.00								
	Visual Merchandising/Exhibition Design Related Trainings		4	15,000.00	60,000.00								
	MCLE Learning Series		1	10,000.00	10,000.00								
	Overseas Training/Seminars		2	150,000.00	300,000.00								
	IT Related Training		4	15,000.00	60,000.00								
SUB-TOTAL					**2,088,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ITEM

HRM DIVISION
GCG Requirements and Other Related Training
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref No. 15	Contract Package (Description)	Unit	Qty.	Estimated Unit Cost	ABC	Procurement Method	PROCUREMENT SCHEDULE						
							Pre-Procurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract
GCG REQUIREMENTS / COMPETENCY BASED TRAININGS/WORKSHOPS/LEARNINGS SESSIONS						**Budget Source: Training Funds**							
	Organizational Development/Change Management		1	200,000.00	200,000.00								
	Competency-Based Org Structure/Rationalization Plan												
	In-House Training on Competencies		20	4,500.00	90,000.00								
	Gender and Development Training				250,000.00								
GRAND TOTAL					**540,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

Item

HRM DIVISION
EXTRAORDINARY & MISCELLANEOUS EXPENSES
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	**Estimated Unit Cost**	Procurement Method	ABC2	**PROCUREMENT SCHEDULE**							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
16	**Extraordinary and Miscellaneous**					132,000.00								
	Expenses													
	Subtotal					**132,000.00**								

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

BAC APPROVED

ITEM

HRM DIVISION
SERVICE PROVIDERS CHARGED TO AOE
(January - December 2018)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	A. OFFICE OF THE EXECUTIVE DIRECTOR													
	Butler		1	**29,853.64**		355,843.68								
	Company Nurse		1	**49,575.93**		594,911.16								
	Administrative Aide		1	**27,664.40**		331,972.80								
	SUBTOTAL					**1,282,727.64**								
	1. LEGAL SECTION													
	Administrative Aide		1	**31,797.20**		381,566.40								
	SUBTOTAL					**381,566.40**								
	2. COMMUNICATION MANAGEMENT DIVISION													
	Administrative Aide/Clerk		1	**29,653.64**		355,843.68								
	Writer (TIDS)		3	**49,575.93**		1,784,733.48								
	Writer (STIDS)		2	**62,909.98**		1,509,839.52								
	Marketing Communications Officer		1	**105,443.03**		1,265,316.36								
	SUBTOTAL					**4,915,733.04**								
	3. SPONSORSHIP COMMITTEE/HallOne													
	Business Development Manager		1	**105,443.03**		1,265,316.36								
	Technical Staff (STIDS)		1	**49,575.93**		594,911.16								
	SUBTOTAL					**1,860,227.52**								

BAC APPROVED

Item

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	B. OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR													
	1. BAC SECRETARIAT													
	Technical Staff (TIDA)		1	**36,508.20**		438,098.40								
	SUBTOTAL					**438,098.40**								
	2. CASH SECTION													
	Administrative Aide		1	**29,653.64**		355,843.68								
	SUBTOTAL					**355,843.68**								
	3. BUDGET DIVISION													
	Administrative Aide		1	**29,653.64**		355,843.68								
	SUBTOTAL					**355,843.68**								

BAC APPROVED

Item

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	C. COMMUNICATIONS AND CREATIVE SERVICES DEPARTMENT (CCSD)													
	1. EXHIBITION DESIGN DIVISION													
	Exibition Designer (STIDS)		1	**62,909.98**		754,919.76								
	Exhibition Designer (TIDS)		1	**36,508.20**		438,098.40								
	Administrative Aide		1	**31,797.20**		381,566.40								
	SUBTOTAL					**1,574,584.56**								
	2. VISUAL DESIGN DIVISION													
	Graphic Designer (TIDS)		1	**49,575.93**		594,911.16								
	Administrative Aide		1	**29,653.64**		355,843.68								
	SUBTOTAL					**950,754.84**								
	3. WEB MARKETING DIVISION													
	Web Designer (ADC Level)		1	**88,615.68**		1,063,388.16								
	Web Designer (STIDS Level)		1	**53,662.47**		643,949.64								
	Online Writer (STIDS)		1	**53,662.47**		643,949.64								
	Online Writer (TIDA)		2	**36,508.20**		876,196.80								
	Technical Staff (TIDA Level)		1	**31,797.20**		381,566.40								
	SUBTOTAL					**3,609,050.64**								
	4. INFORMATION TECHNOLOGY SERVICE DIVISION													
	Administrative Aide		1	**31,797.20**		381,566.40								
	SUBTOTAL					**381,566.40**								

BAC APPROVED

Item

Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	D. CORPORATE SERVICES DEPARTMENT													
	Technical Staff (TIDA Level)		1	**31,797.20**		381,566.40								
	SUBTOTAL					**381,566.40**								
	1. GENERAL SERVICES DIVISION													
	Utility Worker		2	**29,653.64**		711,687.36								
	Transport Coordinator		1	**36,508.20**		438,098.40								
	Driver		1	**27,664.40**		331,972.80								
	Warehouseman		1	**29,653.64**		355,843.68								
	Messenger		1	**29,653.64**		355,843.68								
	SUBTOTAL					**2,193,445.92**								
	2. HUMAN RESOURCES MANAGEMENT DIVISION													
	Administrative Aide		1	**31,797.20**		381,566.40								
	Technical Staff (TIDA Level)		1	**36,508.20**		438,098.40								
	HR Officer (ADC Level)		1	**88,615.68**		1,063,388.16								
	SUBTOTAL					**1,883,052.96**								
	3. SYSTEMS MANAGEMENT DIVISION													
	Programmer		1	**68,340.94**		820,091.28								
	Computer Technician		2	**36,508.20**		876,196.80								
	Technical Staff (TIDA Level)		1	**36,508.20**		438,098.40								
	SUBTOTAL					**2,134,386.48**								
	4. INDUSTRIAL GOODS SERVICES DIVISION													
	Technical Staff (STIDS)		1	**62,909.98**		754,919.76								
	SUBTOTAL					**754,919.76**								

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Ref #	Contract Package (Description)	Unit	Qty	Estimated Unit Cost	Procurement Method	ABC2	PROCUREMENT SCHEDULE							
							Preprocurement Conference	Advertisement	Eligibility Screening	Submission & Receipt of Bids	Bid Evaluation	Post Evaluation	Award of Contract	Release/ Delivery Date
	E. CONSUMER BUSINESS DEPARTMENT													
	1. FASHION LIFESTYLE DIVISION													
	Administrative Aide		1	31,797.20		381,566.40								
	SUBTOTAL					**381,566.40**								
	2. AGRIMARINE DIVISION													
	Project Manager		1	105,443.03		1,265,316.36								
	Adminitrative Aide		1	31,797.20		381,566.40								
	SUBTOTAL					**1,646,882.76**								

Summary of SP Expenses per Department	
Office of the Executive Director	**8,440,254.60**
Office of the Deputy Executive Director	**1,149,785.76**
Communications and Creative Services Division	**6,515,956.44**
Corporate Services Department	**7,347,371.52**
Consumer Business Department	**2,028,449.16**
GRAND TOTAL	**25,481,817.48**

Prepared by:

SARAH MHAE M. DIAZ
HR Technical Staff

Certified Correct by:

FLORENCE PEARL M. BUENSALIDO
Chief, HRM Division

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services Department

Approved by:

CLAYTON H. TUGONON
Executive Director

Salary Grade Basis: SSL4

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V. CAPITAL EXPENDITURE (CAPEX)

PROJECT PROCUREMENT MANAGEMENT PLAN

CITEM

CAPEX 2018

	Projects	Approved Budget for the Contract/Actual Cost	Procurement Method	Pre-Procurement	Pre-Bidding	Bidding	Post Evaluation	Notice of Award	Award of Contract	Notice to Proceed	Remarks
1	Power Tools	100,000.00	SV								
2	Office Furniture	1,000,000.00	SV								
3	Sound System	200,000.00	SV								
4	Repair of GSP/Hall ONE	700,000.00	SV								
5	Aircon Units (5)	1,000,000.00	SV								
6											
8											
9											
	TOTAL	**3,000,000.00**									

Prepared by:

REYNALDO R. GONZALES
OIC-DC, Gen. Services Div

Recommended by

ATTY. GRACE I. MARPURI
OIC- Corporate Services Group

02/19

MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:

NORA K. TERRADO
Undersecretary

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Based on 2018 DBM Recommended subsidy level.

Capital outlay as follows:

ADMIN (GSD) ₱ 3.000 M
MIS 4.896
TOTAL ₱ 7.896M

02.20.18

Item FY 2018 Corporate Operating Budget
(with comparative figures in FY 2017)

Description	FY 2017		% Realized/ Utilized	FY 2018 based on DBM recommended Subsidy
	Approved Corporate Operating Budget	Actual Obligated Expenses		
I. FUNDING SOURCES				
NG Subsidy	220.000	220.000	100%	231.876
Corporate Revenues	65.500	67.401	102.90%	82.861
Prior Year Savings (Cash Drawdown)	4.294		0%	
Total-Sources	**289.794**	**287.401**	99%	**314.737**
II. BUDGETARY REQUIREMENTS				
Personal Services	61.737	59.785	97%	74.965
MOOE	218.357	207.445	95%	231.876
Capital Outlay	9.700	9.424	97%	7.896
Total-Budget	**289.794**	**276.654**	95%	**314.737**

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