



July 16, 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 7.4 of the Implementing Rules and Regulations of 2016 RA 9184, we are pleased to submit to the office of the Government Procurement Policy Board (GPPB) the Amended Annual Procurement Plan FY 2018 of the Center for International Trade Expositions and Missions (CITEM).

Thank you.

Sincerely,

**Ma. Lourdes D. Mediran**

Deputy Executive Director

Cc: Undersecretary Nora K. Terrado

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**IFEX  
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**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil Puyat Avenue, 1300 Pasay City, Philippines  
Telephone: (632) 831-2201 to 09 | Fax: (632) 832-3965/834-0177 | E-mail: [info@citem.com.ph](mailto:info@citem.com.ph)  
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OTS # 46484



July 16, 2018

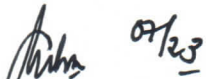

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**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
AMENDED ANNUAL PROCUREMENT PLAN FOR FY 2018**

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCURMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED BUDGET (PHP) as of 04/04/18			REMARKS (BRIEF DESCRIPTION OF PROGRAM/ACTIVITY/ PROJECT)
				ADVERTISEMENT/ POSTING OF IB/REI	SUBMISSION/ OPENING OF BIS	NOTICE OF AWARD	CONTRACT SIGNING		TOTAL	MOOE	CO	
	COMPLETED PROJECTS											
	Manila FAME April 2018		direct contracting, shopping, small value procurement, public bidding					Corporate budget	27,000,000.00	27,000,000.00		
	IFEX Philippines		direct contracting, shopping, small value procurement					Corporate budget	23,000,000.00	23,000,000.00		
	Ambiente (Frankfurt)		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	5,200,000.00	5,200,000.00		
	INDEX Dubai		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	4,500,000.00	4,500,000.00		
	Winter Fancy Food Show		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	6,900,000.00	6,900,000.00		
	Gulfood		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	11,800,000.00	11,800,000.00		
	Foodex		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	4,400,000.00	4,400,000.00		
	UPCOMING PROJECTS											
	Manila FAME October 2018		direct contracting, shopping, small value procurement, public bidding					Corporate budget	30,000,000.00	30,000,000.00		
	CREATE Philippines (Tier 2)		direct contracting, shopping, small value procurement, public bidding					Corporate budget	12,000,000.00	12,000,000.00		
	Maison et Objet Paris		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	6,000,000.00	6,000,000.00		
	International Furniture Fair Tokyo		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	7,000,000.00	7,000,000.00		
	Taipei Food Show		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	1,500,000.00	1,500,000.00		
	SIAL		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	10,200,000.00	10,200,000.00		
	Automechanika (Germany)		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	4,000,000.00	4,000,000.00		

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CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY				SOURCE OF FUNDS	ESTIMATED BUDGET (PHP) as of 04/04/18			REMARKS (BRIEF DESCRIPTION OF PROGRAM/ACTIVITY/PROJECT)
				ADVERTISEMENT/ POSTING OF IB/REI	SUBMISSION/ OPENING OF BIS	NOTICE OF AWARD	CONTRACT SIGNING		TOTAL	MOOE	CO	
	Electronica (Germany)		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	4,300,000.00	4,300,000.00		
	Benchmarking Missions		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	460,000.00	460,000.00		
	MIPCOM (France)		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	3,000,000.00	3,000,000.00		
	Preparatory for Dubai Expo 2020		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	1,500,000.00	1,500,000.00		
	China Asean Expo		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	5,000,000.00	5,000,000.00		
	China International Import Exhibition		negotiated procurement - overseas, direct contracting, small value procurement					Corporate budget	7,000,000.00	7,000,000.00		
	Golden Shell Awards		direct contracting, shopping, small value procurement, public bidding					Corporate budget	1,700,000.00	1,700,000.00		
	<b>GENERAL &amp; ADMINISTRATIVE SUPPORT SERVICES</b>											
	Administrative Services		direct contracting, shopping, small value procurement, public bidding					Corporate budget	20,000,000.00	20,000,000.00		
	Auditing		direct contracting, shopping, small value procurement, public bidding					Corporate budget	3,700,000.00	3,700,000.00		
	Board Secretariat		direct contracting, shopping, small value procurement, public bidding					Corporate budget	500,000.00	500,000.00		
	Human Resources		direct contracting, shopping, small value procurement, public bidding					Corporate budget	7,746,000.00	7,746,000.00		
	Internal Audit		direct contracting, shopping, small value procurement, public bidding					Corporate budget	1,000,000.00	1,000,000.00		
	Training-Learning & Growth		direct contracting, shopping, small value procurement, public bidding					Corporate budget	5,000,000.00	5,000,000.00		
	<b>SUPPORT TO OPERATIONS</b>											
	Institutional Promotions (CORPLAN)		direct contracting, shopping, small value procurement, public bidding					Corporate budget	2,000,000.00	2,000,000.00		
	Institutional Promotions (Corporate Communications)		direct contracting, shopping, small value procurement, public bidding					Corporate budget	3,000,000.00	3,000,000.00		
	International Overhead		direct contracting, shopping, small value procurement, public bidding					Corporate budget	1,000,000.00	1,000,000.00		
	Information Systems Plan		direct contracting, shopping, small value procurement, public bidding					Corporate budget	7,420,000.00	7,420,000.00		
	<b>CAPITAL OUTLAY</b>											
	General Services Division		direct contracting, shopping, small value procurement, public bidding					Corporate budget	4,270,000.00		4,270,000.00	
	Systems Management Development Division		direct contracting, shopping, small value procurement, public bidding					Corporate budget	3,625,000.00		3,625,000.00	
<b>TOTAL</b>									<b>235,721,000.00</b>			

Prepared by:

JAIMI ANTONIO S. SANDOVAL  
Head, BAC Secretariat

Evaluated by:

WILMA G. DULAY  
Division Chief, Budget

Recommended by:

ATTY. ANNA GRACE I. MARPURI  
BAC Chairperson

Approved by:

MA. LOURDES D. MEDIRAN  
Deputy Executive Director

UNDERSECRETARY NORA K. TERRADO



**PROJECT PROCUREMENT MANAGEMENT PLAN FOR CY 2018**  
Philippine Participation in the China International Import Expo (CIIE) 2018

Qty	Contract Package (Description)	Unit Cost	Procurement Method	ABC	Procurement Schedule						
					Pre- Procurement Conference	Advertise- ment	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluatio n	Post- Qualificati on	Award of Contract
	<b>1. SPACE RENTAL</b>										
	1.1 National Pavilion (Space cost - 160 sqm)										
	1.2 Enterprise Zone (Space Cost - 100 booths x 2160/9sqm)		NP	572,000.00							
	1.3 Enterprise Zone (Space Cost - 50 booths x 2160/9sqm)										
	<b>Sub-total</b>			572,000.00							
	<b>2. BOOTH CONSTRUCTION</b>										
	2.1 National Pavilion Design and Construction(USD 260/sqmx160sqm)										
	2.2 Enterprise Zone Booth Enhancement (USD70/sqm x 900sqm)		NP	948,000.00							
	2.3 Electrical Installation and consumption, and other utilities		NP	640,000.00							
	2.4 Additional Props & Display Materials		NP	156,000.00							
	2.5 Rental of additional IT equipment/device, etc										
	2.6 Exhibit Curator		PB	1,200,000.00							
	<b>Sub-total</b>			2,944,000.00							
	<b>3. STAND SERVICES - Stand Assistants/Interpreters</b>										
	3.1 Stand Cleaning/ Disposal of Empties										
	3.2 Stand Security										
	3.3 Internet Connection										
	3.4 Stand Photography										
	3.5 Stand Hostesses/Assistants/Interpreters										
	3.6 Stand Hospitality										
	<b>4. PROMOTIONS &amp; PUBLICITY</b>										
	4.1 PR										
	4.2 Print/Online Ad Placement/BannerBoards										
	4.3 Collaterals										
	a. Directory of Exhibitors/ Brochures		SVP	300,000.00							
	b. Press Kits, Personalized USB)										
	4.4 Press Tokens/Buyers' Giveaways										
	4.5 Photography/Videography										
	4.6 Translation Services										
	<b>Sub-total</b>			300,000.00							
	<b>5. SPECIAL EVENTS</b>										
	5.1 VIP/Buyer Reception										
	5.2 Conference Requirements										
	5.3 Cultural Performers/Artists										
	<b>6. TRAVEL</b>										
	6.1 Local Travel / Roadshow / Briefings										
	a. Plane Fare		SVP	86,000.00							
	b. Hotel Accommodation			52,000.00							
	c. Per Diem / Insurance / Travel Expenses			24,000.00							
	d. Inland Transportation			12,000.00							
	6.2 Pre-Fair / Organizer Meetings/ Site Inspection										
	a. Plane Fare (US\$ 690 x 3pax)		SVP	107,640.00							
	b. Hotel Accommodation (DSA rate US\$ 239 x 61% x 3 nights x 3 pax)			68,229.72							
	c. Per Diem (DSA rate US\$239 x 39% x 4 days x 3 pax)			58,163.04							
	d. Inland Transportation			52,000.00							
	e. Pre-Travel Expenses			4,500.00							
	f. Travel Insurance			621.00							

**BAC APPROVED**

**CIIE**

08 MAY 2018

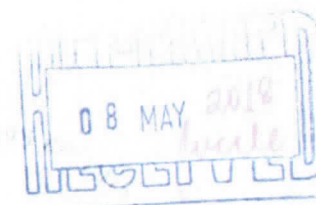
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Rowena G. Mendoza  
OIC-DM, Consumer Business Department

Nora K. Terrado  
Undersecretary



**BAC APPROVED**






**PROJECT PROCUREMENT MANAGEMENT PLAN**  
CITEM  
**AMENDED CAPEX FOR 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	Aircon Units (6 units) Inverter Type Floor Mounted 5TR	1,170,000.00	PB								
2	Office Furniture										
	Office/Conference Chairs 200 units	1,000,000.00	SV <i>PB</i>								
	Conference Tables 3 units	120,000.00	SV								
	Office Desk/Tables 58 units	580,000.00	SV								
3	Repair/Replacement of Standby Generator 125KVA	1,200,000.00	<del>SV/PB</del> <i>PB</i>								
4	Professional Sound System 16 Channels; 4 speakers, 8 wireless mic	200,000.00	SV								
	<b>TOTAL</b>	<b>4,270,000.00</b>									

Prepared by:

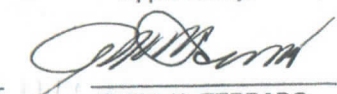
  
**REYNALDO R. GONZALES**  
OIC-DC, Gen. Services Div

Recommended by

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

Approved by:

  
**MA. LOURDES D. MEDIRAN**  
Deputy Executive Director

  
**NORA K. TERRADO**  
Undersecretary

PB Public Bidding  
SV Small Value




✓ Supersedes previous submissions  
✓ That undergo procurement process.

**PROJECT PROCUREMENT MANAGEMENT PLAN  
SYSTEMS MANAGEMENT AND DEVELOPMENT  
CAPEX 2018**

Qty	Unit	Contract Package (Description)	Estimated Cost	ABC 2	Procurement Method	Procurement Schedule							Release / Delivery Date
						Pre- Procurement Conference	Advertise- ment	Eligibility Screening	Submission and Receipt of Bids	Bid Evaluation	Post Qualification	Awards of Contract	
		<b>IT Hardware/Software</b>											
3	units	Desktop PC	180,000.00	540,000.00	SVP								
3	units	Laptop PC	90,000.00	270,000.00	SVP								
4	units	Document Scanner	50,000.00	200,000.00	SVP								
1	units	Document Camera	35,000.00	35,000.00	SVP								
1	unit	Network Switch (Managed)	30,000.00	30,000.00	SVP								
3	units	Network Switch (Unmanaged)	24,000.00	72,000.00	SVP								
2	units	Projector	80,000.00	160,000.00	SVP								
2	units	Motorized Projector Screen	20,000.00	40,000.00	SVP								
11	units	1D / 2D Scanner	27,000.00	297,000.00	SVP								
2	units	Label Printer	17,000.00	34,000.00	SVP								
1	units	Label Printer (colored)	93,000.00	93,000.00	SVP								
2	units	Smart Kiosk	200,000.00	400,000.00	SVP								
2	units	Point of Sales System	100,000.00	200,000.00	SVP								
1	unit	Point to Point Wireless Bridge Bundle	150,000.00	150,000.00	SVP								
2	units	Video Transmitter and Receiver	50,000.00	100,000.00	SVP								
1	unit	Surge Protection Device	174,000.00	174,000.00	SVP								
1	lic	MySQL Monitoring Tool	50,000.00	50,000.00	SVP								
4	lic	Database Administration Tool	20,000.00	80,000.00	SVP								
1	unit	Inventory Management System	300,000.00	300,000.00	SVP								
1	unit	Procurement System	400,000.00	400,000.00	SVP								
				<b>3,625,000.00</b>									

Prepared by:

  
John Eric T. Tomas  
SR Programmer  
Systems Management and Dev't Division

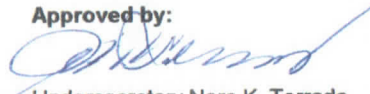
Reviewed and Endorsed by:

  
Clodualdo D. Evis  
Information Technology Officer - II  
Systems Management and Dev't Division


Recommending Approval

  
Atty. Anna Grace I. Marpur  
OIC Department Manager,  
Corporate Services Department

Approved by:

  
Undersecretary Nora K. Terrado  
Officer In Charge, CITEM



  
Ma. Lourdes D. Mediran  
Deputy Executive Director

