

ANNEX A

Government Procurement Policy Board - Technical Support Office (GPPB-TSO) Annual Procurement Plan for FY 2012

GENERAL APPROPRIATIONS ACT 2012																					
Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (PHP)			Remarks	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
241	Motor Vehicle	Office of the ED	Public Bidding														GAA 2012	1,000,000.00		1,000,000.00	Service vehicle for the GPPB-TSO Executive Director
782	Copier Rental	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	72,000.00	72,000.00		Rental of 1 unit of photocopying machine for a period of 1 year
782	Lease of Parking Space	AFU	Nego Proc (PA) Sec. 53.6														GAA 2012	42,000.00	42,000.00		Parking space for 1 unit of vehicle for a period of 1 year
781	Supply, delivey and printing of GPPB-TSO Documents	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	20,000.00	20,000.00		
781	Bookbinding for GPPB/IATWG Minutes/Resolutions, Circulars and Non/Policy Opinions	LSD	Nego Proc (SVP) Sec.53.9														GAA 2012	1,000.00	1,000.00		Bookbinding of 2011 Issuances and Minutes (10 sets)
786	Lex Libris Updates	LSD	Direct Contracting Sec. 50														GAA 2012	15,000.00	15,000.00		
223	Firewall License	IMD	Nego Proc (SVP) Sec.53.9														GAA 2012	100,000.00		100,000.00	
223	Anti-Virus	IMD	Nego Proc (SVP) Sec.53.9														GAA 2012	100,000.00		100,000.00	
755	Supplies and Materials	AFU	PS/SHP-Sec.52.1 (b)														GAA 2012	218,377.58	218,377.58		Includes fuel for TSO vehicles
893	Webhosting (1 year)	IMD	Nego Proc (SVP) Sec.53.9														GAA 2012	30,000.00	30,000.00		
783	Venue and meals for GPPB Year-end Meeting	LSD	Nego Proc (SVP) Sec.53.9/ Nego Proc (Lease of Venue) Sec.53.10														GAA 2012	102,000.00	102,000.00		
771	Courier Services	AFU	Nego Proc (A to A) Sec.53.5/ Nego Proc (SVP) Sec.53.9														GAA 2012	23,000.00	23,000.00		Courier Services, including postage for GPPB-TSO reply letters
767	Electricity Expense	AFU	DC - WETT Guidelines														GAA 2012	492,000.00	492,000.00		
780	Publication Fee	IMD	Nego Proc (SVP) Sec.53.9														GAA 2012	760,000.00	760,000.00		
782	Repairs and Maintenance of Property, Plant and Equipment	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	96,400.00	96,400.00		
783	Representation Expenses	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	304,940.00	304,940.00		

Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (PhP)			Remarks	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
786	Subscription Expenses	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	20,000.00	20,000.00		
772	Communication Expense	AFU/IMD	DC - WETI Guidelines														GAA 2012	300,259.00	300,259.00		Includes telephone (mobile and landline)
772	Internet Service Provider	AFU	Nego Proc (SVP) Sec.53.9														GAA 2012	103,200.00	103,200.00		
766	Water Expense	AFU	DC - WETI Guidelines														GAA 2012	28,000.00	28,000.00		
	SUB-TOTAL																	3,828,176.58	2,628,176.58	1,200,000.00	
753	Hiring of a Specialist for Software/Program Development for the Online Continuing Education	CBD	Nego Proc (Highly Tech) Sec.53.7														GAA 2012	510,000.00	510,000.00		60 man days at 8,500.00 per day
753	Hiring of a Consultant for the Professionalization Project	CBD	Nego Proc (SVP) Sec.53.9														GAA 2012	480,000.00	480,000.00		60 man days at 8,000.00 per day
753	Recruitment of Additional Trainers for the National Government Agencies in the Different Regions of the PHL	CBD	Nego Proc (Lease of Venue) Sec.53.10														GAA 2012	1,452,000.00	1,452,000.00		Includes hotel accommodation and meals for 4N/5D (live- in), 100-110 pax
753	Trainers' Trainings on CSO and LGU Procurement Manual	CBD	Nego Proc (Lease of Venue) Sec.53.10														GAA 2012	429,000.00	429,000.00		Includes hotel accommodation and meals for 2N/3D (live- in), 55-65 pax
753	Skills Training of Regional New Recruits	CBD	Nego Proc (Lease of Venue) Sec.53.10														GAA 2012	679,800.00	679,800.00		Includes hotel accommodation and meals for 2N/3D (live- in), 90-103 pax
	Hiring of Consultant for the development of APCPI	PMD	Nego Proc (Highly Tech) Sec.53.7														GAA 2012	100,000.00	100,000.00		
	SUB-TOTAL																	3,650,800.00	3,650,800.00		

COMMON-USE SUPPLIES AND EQUIPMENT

Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (PhP)			Remarks	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
Common Electrical Supplies																					
	BALLAST, 36 watts																	1,450.80	1,450.80		
	BATTERY, size AA, alkaline, 2 pcs./packet																	1,820.00	1,820.00		
	BATTERY, size AAA, alkaline, 2 pcs./packet																	1,456.00	1,456.00		
	FLUORESCENT TUBE, 18 watts																	642.80	642.80		

Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (Php)			Remarks
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO	
	FLUORESCENT TUBE, 36 watts																677.00	677.00		
	STARTER, 4-40 watts																74.60	74.60		
	TAPE, electrical																182.00	182.00		
Common Computer Supplies																				
	COMPACT DISK CASE																203.36	203.36		
	COMPACT DISK RECORDABLE, min. of 650MB, 70 min. running time																879.00	879.00		
	COMPACT DISK REWRITABLE, 650MB/74 min. capacity																664.80	664.80		
	DVD RECORDABLE, 16x speed, 4.7GB capacity																1,755.00	1,755.00		
	FLASH DRIVE, 8GB, USB 2.0 and play																4,680.00	4,680.00		
	INK CARTRIDGE, Lexmark # 27, colored																4,692.00	4,692.00		
	INK CARTRIDGE, Lexmark # 17, black																3,937.20	3,937.20		
	TONER CARTRIDGE, HP Q3960A																13,872.00	13,872.00		
Common Office Supplies																				
	AIR FRESHENER, 280ml/can																2,221.44	2,221.44		
	ALCOHOL, 70% Isopropyl																3,770.00	3,770.00		
	CARTOLINA, white, 20s/pack																286.00	286.00		
	CLIP, backfold, 25mm, 12s/box																208.40	208.40		
	DATA FILE BOX, (5"x9"x15-3/4")																2,578.80	2,578.80		
	DATA FOLDER, w/finger ring.(3" x 9" x 15")																2,828.80	2,828.80		
	ENVELOPE,documentary(10"x15"),5 00s/box																1,154.40	1,154.40		
	ENVELOPE, expanding, kraft, legal size, 100s/box																675.86	675.86		
	ENVELOPE, mailing white, 500s/box																319.56	319.56		
	ENVELOPE, expanding, plastic, legal size																413.60	413.60		
	ENVELOPE,documentary, A4, 500s/box																1,052.48	1,052.48		
	ERASER, blackboard/whiteboard																45.76	45.76		
	FILE ORGANIZER, expanding, legal, assorted colors																832.00	832.00		

Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (PhP)			Remarks
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO	
	FOLDER, tagboard, legal size, 100s/box																8,278.40	8,278.40		
	FOLDER, tagboard, A4 size, 100s/box																1,268.80	1,268.80		
	FOLDER, clear plastic, L-type, A4 size, 50s/pack																2,970.24	2,970.24		
	FOLDER, clear plastic, L-type, legal size, 50s/pack																405.36	405.36		
	INDEX TAB, self-adhesive, 5 sets/box																6,760.00	6,760.00		
	MAGAZINE FILE BOX, large																892.20	892.20		
	MARKER, fluorescent, 3 colors/set																832.00	832.00		
	MARKING PEN, whiteboard, black																301.60	301.60		
	MARKING PEN, whiteboard, blue																301.60	301.60		
	MARKING PEN, whiteboard, red																75.40	75.40		
	MARKING PEN, permanent, black																572.80	572.80		
	MARKING PEN, permanent, blue																572.80	572.80		
	MARKING PEN, permanent, red																143.20	143.20		
	NOTE BOOK, stenographer's																1,348.20	1,348.20		
	NOTE PAD, (3"x3")																4,368.00	4,368.00		
	NOTE PAD, (3"x4")																2,080.00	2,080.00		
	NOTE PAD, (2"x3")																1,248.00	1,248.00		
	PAPER, PPC, A4																43,305.00	43,305.00		
	PAPER, thermal, 210mmx30M																2,184.00	2,184.00		
	PAPER, multicopy, A4																1,393.20	1,393.20		
	PAPER FASTENER, non-rust metal, 50 sets/box																2,297.12	2,297.12		
	PAPER CLIP, gem type, jumbo, 48mm, 100s/box																312.00	312.00		
	PAPER CLIP, gem type, 32mm, 100s/box																176.80	176.80		
	PENCIL, lead, w/eraser																597.36	597.36		
	PUSH PIN, hammer head type, 100s/box																180.00	180.00		
	RECORD BOOK, 300 pages																504.40	504.40		
	RIBBON CARTRIDGE, fabric, Iwata E2A time recorder																1,872.00	1,872.00		
	RING BINDER, (1/2"x44"), plastic																131.10	131.10		

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				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO	
	RING BINDER, (3/4"x44"), plastic																187.20	187.20		
	RING BINDER, (1" x 44"), plastic																187.20	187.20		
	RING BINDER, (2" x 44"), plastic																421.95	421.95		
	RULER, plastic, 12"																36.40	36.40		
	SIGN PEN, black																4,977.60	4,977.60		
	SIGN PEN, blue																4,977.60	4,977.60		
	SIGN PEN, red																2,488.80	2,488.80		
	STAMP PAD INK, violet, 50ml.																54.08	54.08		
	STAMP PAD, felt pad																49.92	49.92		
	STAPLE WIRE, standard, #35																519.60	519.60		
	TAPE, adding machine																42.64	42.64		
	TAPE, masking (2"), 48mm, 50 meters length																251.46	251.46		
	TAPE, transparent, (1"), 24mm, 50 meters																1,248.00	1,248.00		
	TAPE, transparent, (2"), 48mm, 50 meters																61.14	61.14		
	TAPE, packaging, 48mm, 50 meters length																115.44	115.44		
	TIME CARD, for Amano Bundy Clock, 100s/bndl																293.28	293.28		
	TOILET TISSUE, 12 rolls/pack																6,115.00	6,115.00		
	TWINE, plastic, one kilo per roll																228.80	228.80		
Common Office Devices																				
	CUTTER, heavy duty,																270.40	270.40		
	PUNCHER, heavy duty																572.00	572.00		
	SCISSORS, (6")																187.20	187.20		
	SHARPENER, single cutterhead																294.70	294.70		
	STAPLER, heavy duty, standard																1,628.40	1,628.40		
	STAPLE REMOVER, twin jaws																196.40	196.40		
	TAPE DISPENSER, heavy duty, for 24mm(1")																80.46	80.46		
	WASTE BASKET, plastic																314.85	314.85		

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				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
Common Janitorial Supplies																					
	BATHROOM SOAP, 70gms.																	582.40	582.40		
	BROOM, soft (tambo)																	478.40	478.40		
	CLEANSER, powder, 350gms.																	415.68	415.68		
	DETERGENT POWDER, 500gms.																	558.30	558.30		
	DETERGENT BAR																	561.60	561.60		
	DISINFECTANT SPRAY, 340 gm.																	1,143.78	1,143.78		
	FURNITURE CLEANER, 400ml/can																	2,945.28	2,945.28		
	INSECTICIDE, 600ml.(420g)/can																	465.92	465.92		
	MOPHEAD, 100% rayon, 400g																	861.12	861.12		
	RAG, COTTON, (7") In diameter																	524.16	524.16		
	TOILET BOWL & URINAL CLEANER, 900ml																	748.80	748.80		
	TOILET DEODORANT CAKE, 99%, 50gms.																	665.60	665.60		
	TRASHBAG, plastic, black, (XL)																	3,528.86	3,528.86		
Legal Size Paper																					
	PAPER, for PPC																	3,466.60	3,466.60		
	PAPER, multicopy, legal, for laser printing																	698.88	698.88		
Common Office Equipment																					
	AIRPOT, 4.0 liters, w/ dispenser																	1,144.00	1,144.00		
	CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source																	805.40	805.40		
Handbook on Procurement																					
	HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																	36,900.00	36,900.00		

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				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
	a. Procurement of Goods & Services, 110-115 pages																				
	b. Procurement of Civil Works, 139-149 pages																				
	c. Procurement of Consulting Services, 139-149 pages																				
	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(6th Edition), 6" x 9", 265 pages																19,440.00	19,440.00			
Office Supplies																					
	Ballpen (100 black, 100 blue, 20 red)																3,000.00	3,000.00			
Computer Supplies																					
	TONER CARTRIDGE, HP Q3971A																14,140.00	14,140.00			
	TONER CARTRIDGE, HP Q3972A																14,140.00	14,140.00			
	TONER CARTRIDGE, HP Q3973A																14,140.00	14,140.00			
	TONER CARTRIDGE, HP Q3964A																27,000.00	27,000.00			
	DVD mini, rewritable																2,500.00	2,500.00			
	TONER CARTRIDGE, HP CC530A																20,257.20	20,257.20			
	TONER CARTRIDGE, HP CC531A																19,000.56	19,000.56			
	TONER CARTRIDGE, HP CC532A																19,000.56	19,000.56			
	TONER CARTRIDGE, HP CC533A																19,000.56	19,000.56			
	SUB-TOTAL (CSE)																392,659.42	392,659.42			
CONTINUING APPROPRIATION 2011																					
Code (P/A/P)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule/Milestone of Activities												Source of Funds	Estimated Budget (Php)			Remarks	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
229	One (1) unit Fax Machine	AFU	PS														GAA 2011	4,139.20		4,139.20	
223	IT Equipment	IMD	Nego Proc (SVP) Sec.53.9														GAA 2011	362,000.00		362,000.00	Includes Lan Switch, two (2) units UPS and nine (9) units laptop

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				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
223	One (1) unit router	IMD	Nego Proc (SVP) Sec.53.9														GAA 2011	2,000.00	2,000.00		
753	Lease of Venue (Hotel Accommodations and Meals) for Skills Training of NCR New Recruits	CBD	Nego Proc (Lease of Venue) Sec.53.10														GAA 2011	462,000.00	462,000.00		2N/3D (live-in); 60-70 pax
765	Training Supplies and Materials	CBD	PS/SHP-Sec.52.1 (b)														GAA 2011	37,308.00	37,308.00		For the Skills Training of NCR New Recruits, Regional Recruitment and Skills Training of Regional New Recruits
781	Printing of Training Materials	CBD	Nego Proc (SVP) Sec.53.9														GAA 2011	18,000.00	18,000.00		For the Skills Training of NCR New Recruits, Regional Recruitment and Skills Training of Regional New Recruits
771	Postage Stamp	CBD	Nego Proc (SVP) Sec.53.9														GAA 2011	5,000.00	5,000.00		For the Regional Recruitment and Skills Training of NCR New Recruits
781	Printing Services of GPPB-TSO office documents	AFU	Nego Proc (SVP) Sec.53.9														GAA 2011	18,000.00	18,000.00		Includes printing of TSO forms, letterheads, envelopes and other office documents
221	One (1) set Conference Microphones	IMD	Public Bidding														GAA 2011	1,000,000.00		1,000,000.00	
222	Office furnitures and equipment	AFU	Nego Proc (SVP) Sec.53.9														GAA 2011	322,000.00		322,000.00	
223	Surge protector	AFU	Nego Proc (SVP) Sec.53.9														GAA 2011	3,000.00		3,000.00	
222	Supply, Delivery and Installation of Roller Blinds	AFU	Nego Proc (SVP) Sec.53.9														GAA 2011	5,000.00		5,000.00	

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				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		Total	MOOE	CO		
250	One (1) unit Coffee Maker	AFU	Nego Proc (SVP) Sec.53.9														GAA 2011	8,000.00		8,000.00	
753	Airfare/Transportation for On-site Visits of Trainings in Luzon, Visayas and Mindanao	CBD	Nego Proc (SVP) Sec.53.9														GAA 2011	30,500.00	30,500.00		2 TSO personnel per batch
783	Tokens for GPPB Members	AFU	PS/SHP-Sec.52.1 (b)														GAA 2011	50,000.00	50,000.00		
SUB-TOTAL (CONTINUING)																		2,326,947.20	622,808.00	1,704,139.20	
JAPAN SOCIAL DEVELOPMENT FUND																					
	Hiring of a Training Specialist for the Development of Training Design and Module for the Trainers' Training for the CSO and LGU Procurement Manual	CBD	Individual Selection - World Bank Guidelines														JSDF	300,000.00	300,000.00		27 intermittent days
	Two (2) batches of Trainers' Training on CSO and LGU Procurement Manual	CBD	World Bank Guidelines														JSDF	580,000.00	580,000.00		Includes lease of venue (hotel accommodation and meals), airfare, supplies and materials and printing of training materials; 1st batch - 26 pax, 2nd batch - 30 pax
	Hiring of Consultant for APCPI/OMES development	PMD	Individual Selection - World Bank Guidelines														JSDF	300,000.00	300,000.00		
	Training Roll-out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual	CBD	Shopping - World Bank Guidelines														JSDF	2,900,000.00	2,900,000.00		Includes hotel accommodation and meals for 360 pax
	Training of Roll out of APCPI	PMD	Shopping - World Bank Guidelines														JSDF	1,800,000.00	1,800,000.00		
	Printing of CSO (1 Volume) and LGU (1 Volume) Procurement Manuals	CBD	Shopping - World Bank Guidelines														JSDF	800,000.00	800,000.00		1,200 copies each procurement manual
SUB-TOTAL (JSDF)																		6,680,000.00	6,680,000.00		
TOTAL																		16,878,583.20	13,974,444.00	2,904,139.20	

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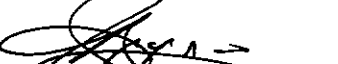
DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established,
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and
5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project


Prepared by:


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Recommended for Approval by:


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 Chairperson, BAC

APPROVED:


DENNIS S. SANTIAGO
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