



February 24, 2020

ATTY. ROWENA CANDICE M. RUIZ

Executive Director
Government Procurement Policy Board
Technical Support Office
Unit 2506 Raffles Corporate Center
F. Ortigas Jr. Road
Ortigas Center, Pasig City

Dear Atty. Ruiz,

Respectfully submitting herewith the PHilMech's Indicative Annual Procurement Plan for FY 2021.

Please acknowledge receipt.

Thank you.

Very truly yours,

BALDWIN G. JALLORINA, PhD.
Director IV

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PHilMech-OD-F-001 Rev 02 (09.26.19)

"A food-secure Philippines with prosperous farmers and fisherfolk"



Philippine Center for Postharvest Development and Mechanization (PHilMech) Indicative Annual Procurement Plan for FY 2021

| Code (PAP) | Procurement Program/ Project | PMO/ End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | Source of Funds | Estimated Budget (PhP) | | | Remarks (brief description of Program/Project) |
|--|--|------------------|----------------------------------|--|------------------|-----------------|------------------|--------------------|------------------------|--------------|----|--|
| | | | | Ads/Post of IB/REI | Sub/Open of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| A. Supplies and Materials | | | | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Office Supplies | AS | Agency to agency/ shopping | Delegated to the Administrative Division | | | | GoP | 3,265,000.00 | 3,265,000.00 | | To be procured by the Administrative Division as need arises. |
| 310100100002000 310100100003000 | Medical, Dental and Laboratory Supplies | AS | Shopping | Delegated to the Administrative Division | | | | GoP | 1,030,000.00 | 1,030,000.00 | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Fuel, Oil and Lubricants | AS | NP-Small Value | Delegated to the Administrative Division | | | | GoP | 6,621,000.00 | 6,621,000.00 | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | ICT Office Supplies | AS | NP-Small Value | Delegated to the Administrative Division | | | | GoP | 6,270,000.00 | 6,270,000.00 | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Agricultural and Marine Supplies | AS | NP-Small Value | Delegated to the Administrative Division | | | | GoP | 292,000.00 | 292,000.00 | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Other Supplies and Material Expenses | AS | NP- Small Value | Delegated to the Administrative Division | | | | GoP | 5,720,000.00 | 5,720,000.00 | | Provision of additional supplies and materials of PHilMech expenses |
| B. Utilities | | | | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 | Electricity Service | AS | Direct Contracting | Not Applicable | | | | GoP | 7,230,000.00 | 7,230,000.00 | | PHilMech Central Office power supply |
| 310100100003000 | Water Supply | AS | Direct Contracting | Not Applicable | | | | GoP | 270,000.00 | 270,000.00 | | PHilMech Central Office water supply |
| C. Communication | | | | | | | | | | | | |
| | Telecommunication Service | | | | | | | | | | | |
| 100000100001000 310100100002000 310100100003000 | a. Landline | AS | Direct Contracting | Not Applicable | | | | GoP | 140,000.00 | 140,000.00 | | PHilMech Central Office telephone requirements |
| 100000100001000 310100100001000 310100100002000 310100100003000 | b. Cellular load allowance | AS | NP-Small Value | Delegated to the Administrative Division | | | | GoP | 732,000.00 | 732,000.00 | | Provision of cellular load allowance for PHilMech staff |
| 100000100001000 310100100002000 310100100003000 | Postage and Courier Services | AS | NP-Small Value | Delegated to the Administrative Division | | | | GoP | 51,000.00 | 51,000.00 | | Provision for courier services for the efficient and effective mailing deliveries in the PHilMech Central Office |
| 100000100001000 310100100002000 310100100003000 | Internet Subscription Expenses | AD | Direct Contracting | Not Applicable | | | | GoP | 2,112,000.00 | 2,112,000.00 | | Annual internet subscription for PHilMech Offices |

| | | | | | | | | | |
|--|--|----|--------------------|--|-----|--------------|--------------|--|---|
| 310100100001000 310100100002000 310100100003000 | Cable satellite, telegraph, and radio expenses | AD | Direct Contracting | Not Applicable | GoP | 35,000.00 | 35,000.00 | | Annual subscription of cable television services for various PHilMech's Dormitory |
| D. Advertisement | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Advertising Expenses | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 212,000.00 | 212,000.00 | | Advertising requirements of different PHilMech Offices |
| E. Subscription | | | | | | | | | |
| 100000100001000 310100100002000 310100100003000 | ICT Software Subscription | AS | NP-Small Value | Delegated to Administrative Division | GoP | 391,000.00 | 391,000.00 | | Provision of ICT Software License |
| 100000100001000 310100100002000 | Library and other reading materials | AS | NP-Small Value | Delegated to Administrative Division | GoP | 20,000.00 | 20,000.00 | | Provision of Library and reading materials |
| 310100100002000 | Other Subscription | AS | NP-Small Value | Delegated to Administrative Division | GoP | 156,000.00 | 156,000.00 | | Provisions of other subscriptions |
| F. Repair and Maintenance | | | | | | | | | |
| 100000100001000 310100100002000 | Buildings | AS | NP-Small Value | Delegated to Administrative Division | GoP | 1,550,000.00 | 1,550,000.00 | | Repair and maintenance of PHilMech's Building |
| 100000100001000 310100100002000 310100100003000 | Motor Vehicles | AS | SVP | Delegated to the Administrative Division | GoP | 3,718,000.00 | 3,718,000.00 | | Repair and maintenance of PHilMech's motor vehicles |
| 310100100002000 | Other structures | AS | NP- Small Value | Delegated to Administrative Division | GoP | 5,000.00 | 5,000.00 | | Repair and maintenance of PHilMech's other structures |
| 100000100001000 310100100002000 310100100003000 | Other Machinery and Equipment | AS | SVP-NP Small Value | Delegated to the Administrative Division | GoP | 170,000.00 | 170,000.00 | | Repair and maintenance of PHilMech's machinery equipment |
| 100000100001000 310100100002000 310100100003000 | Furniture and Fixtures | AS | SVP-NP Small Value | Delegated to the Administrative Division | GoP | 100,000.00 | 100,000.00 | | Repair and maintenance of other structures |
| 100000100001000 310100100002000 310100100003000 | Information and Communication Technology Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 827,000.00 | 827,000.00 | | Repair and maintenance of Information and Communication Technology Equipment |
| 100000100001000 310100100002000 310100100003000 | Office Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 330,000.00 | 330,000.00 | | Repair and maintenance of PHilMech's Office Equipment |
| 100000100001000 310100100002000 310100100003000 | Agricultural and Forestry Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 130,000.00 | 130,000.00 | | Repair and maintenance of PHilMech's Agricultural and Forestry Equipment |
| 100000100001000 310100100003000 | Technical and Scientific Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 1,530,000.00 | 1,530,000.00 | | Repair and maintenance of PHilMech's Technical & Scientific Equipment |

| | | | | | | | | | |
|--|--|----|--------------------------|--|-----|------------|------------|--|--|
| 100000100001000 | Other PPE | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 180,000.00 | 180,000.00 | | Repair and maintenance of PHilMech's other Property, Plant and Equipment |
| 310100100002000 | | | | | | | | | |
| 310100100003000 | | | | | | | | | |
| G. Repair and Maintenance (Semi-Expendable) | | | | | | | | | |
| 100000100001000 | Office Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 15,000.00 | 15,000.00 | | Repair and maintenance of PHilMech's Semi-Expendable Office Equipment |
| 310100100002000 | | | | | | | | | |
| 100000100001000 | Information and Communication Technology Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 10,000.00 | 10,000.00 | | Repair and maintenance of Semi-Expendable Information and Communication Technology Equipment |
| 310100100002000 | | | | | | | | | |
| 310100100002000 | Printing Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 5,000.00 | 5,000.00 | | Repair and maintenance of Semi-Expendable Printing Equipment |
| 310100100003000 | Technical and Scientific Equipment | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 50,000.00 | 50,000.00 | | Repair and maintenance of PHilMech's Semi-Expendable Technical & Scientific Equipment |
| 310100100003000 | Furniture and Fixtures | AS | SVP.NP Small Value | Delegated to the Administrative Division | GoP | 5,000.00 | 5,000.00 | | Repair and maintenance of PHilMech's Semi-Expendable Furniture and Fixtures |
| H. Semi-Expendable Machinery and Equipment/Furniture and Fixtures | | | | | | | | | |
| 100000100001000 | Office Equipment | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 926,000.00 | 926,000.00 | | Provision of additional office equipment and replacement of old office equipment. |
| 310100100001000 | | | | | | | | | |
| 310100100002000 | | | | | | | | | |
| 310100100003000 | | | | | | | | | |
| 100000100001000 | ICT Equipment | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 345,000.00 | 345,000.00 | | Provision of additional/replacement of ICT Equipment |
| 310100100001000 | | | | | | | | | |
| 310100100002000 | | | | | | | | | |
| 310100100003000 | | | | | | | | | |
| 310100100002000 | Agricultural and Forestry Equipment | AS | NP- Small Value/shopping | Delegated to the Administrative Division | GoP | 489,000.00 | 489,000.00 | | Repair and maintenance of PHilMech's Agricultural Equipment |
| 310100100003000 | | | | | | | | | |
| 100000100001000 | Communication Equipment | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 55,000.00 | 55,000.00 | | Provision of repair/maintenance of Communication Equipment |
| 310100100002000 | | | | | | | | | |
| 100000100001000 | Disaster Response and Rescue Equipment | AS | NP- Small Value | Delegated to the Administrative Division | GoP | 90,000.00 | 90,000.00 | | Provision of additional and maintenance of Disaster Response and Rescue Equipment |
| 310100100003000 | | | | | | | | | |
| 310100100002000 | Technical and Scientific Equipment | AS | NP- Small Value | Delegated to the Administrative Division | GoP | 310,000.00 | 310,000.00 | | Provision of additional and replacement of Technical and Scientific Equipment |
| 310100100003000 | | | | | | | | | |

| | | | | | | | | | |
|--|-------------------------------|----|----------------------|--|-----|---------------|---------------|--|--|
| 100000100001000 310100100002000 310100100003000 | Other Machinery and Equipment | AS | NP- Small Value | Delegated to the Administrative Division | GoP | 330,000.00 | 330,000.00 | | Provision for additional and repair of other Machinery Equipment |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Furniture and Fixtures | AS | NP- Small Value | Delegated to the Administrative Division | GoP | 543,000.00 | 543,000.00 | | Provision of additional /replacement of Furniture and Fixtures |
| 310100100002000 310100100003000 | Books | AS | NP- Small Value | Delegated to the Administrative Division | GoP | 80,000.00 | 80,000.00 | | Provision of additional Books |
| I. General Services | | | | | | | | | |
| 100000100001000 310100100002000 | Janitorial Services | AS | Public Bidding | To renew the existing contract of the winning contractor | GoP | 2,400,000.00 | 2,400,000.00 | | Provision of Janitorial services for PHilMech offices. |
| 100000100001000 310100100002000 | Security Services | AS | Public Bidding | To renew the existing contract of the winning contractor | GoP | 4,400,000.00 | 4,400,000.00 | | Provision of Security services for PHilMech offices |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Other General Services | AS | Public Bidding/SVP | Delegated to Administrative Division | GoP | 799,000.00 | 799,000.00 | | Hiring of Science/Laboratory Aide and other non-skilled Job Orders as help for the project implementations |
| J. Professional Services | | | | | | | | | |
| 100000100001000 | Auditing Services | AS | Not Applicable | Delegated to Administrative Division | GoP | 20,000.00 | 20,000.00 | | Provision of Auditing Services for the efficient and transparent PHilMech transactions |
| 100000100001000 | Consultancy Services | AS | Public Bidding/ SVP | Delegated to Administrative Division | GoP | 1,434,000.00 | 1,434,000.00 | | Provision of Consultancy Services for PHilMech Project Implementation |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Other Professional Services | AS | Public Bidding/ SVP | Delegated to Administrative Division | GoP | 48,260,000.00 | 48,260,000.00 | | Hiring of Science/Laboratory Aide and other non-skilled Job Orders as help for the project implementations |
| K. Taxes, Insurance Premiums and Other Fees | | | | | | | | | |
| 100000100001000 310100100002000 310100100003000 | Taxes, Duties and Licenses | AS | NP- Agency to Agency | Not Applicable | GoP | 160,000.00 | 160,000.00 | | Payment of taxes, duties and licenses of PHilMech properties, |
| 100000100001000 | Fidelity Bond Premiums | AS | NP-Agency to Agency | Not Applicable | GoP | 30,000.00 | 30,000.00 | | Payment of Fidelity Bond Premiums of PHilMech |
| 100000100001000 310100100002000 310100100003000 | Insurance | AS | NP-Agency to Agency | Not Applicable | GoP | 1,975,000.00 | 1,975,000.00 | | Payment of insurance of PHilMech properties |
| 100000100001000 | Labor and wages | AS | NP-Agency to Agency | Delegated to the Administrative Division | GoP | 5,288,000.00 | 5,288,000.00 | | Labor and wages of PHilMech personnel |
| L. Training Expenses | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Training Expenses | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 10,656,000.00 | 10,656,000.00 | | Provision of training venue, food and accommodation during the conduct of PHilMech's trainings |

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|--|---|----|--------------------------------|--|-----|--------------|--------------|--|--|
| M. Awards/Rewards and Prizes | | | | | | | | | |
| 100000100001000 310100100002000 | Awards/Rewards and Prizes | AS | NP-Small Value/shopping | Delegated to the Administrative Division | GoP | 550,000.00 | 550,000.00 | | Provision of rewards and prizes during Anniversary, Trainings and other PHilMech activities |
| N. Printing and Publication | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Printing and Publication | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 2,701,000.00 | 2,701,000.00 | | Printing and Publication of various PHilMech's promotional materials |
| O. Extraordinary and Miscellaneous | | | | | | | | | |
| 100000100001000 | Confidential, Intelligence and Extraordinary Expenses | AS | Not Applicable | Delegated to the Administrative Division | GoP | 118,000.00 | 118,000.00 | | Confidential, Intelligence, Extraordinary Discretionary fund |
| P. Rents | | | | | | | | | |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Motor Vehicle Rentals | AS | NP-Small Value/ Public Bidding | Delegated to the Administrative Division | GoP | 2,934,000.00 | 2,934,000.00 | | Provision of vehicle rental services if there is no available vehicle that could be dispatch |
| 100000100001000 310100100002000 310100100003000 | Equipment Rentals | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 130,000.00 | 130,000.00 | | Provision of equipment rental services that is needed in efficient project implementations |
| 100000100001000 310100100001000 310100100002000 310100100003000 | Building and Structure Rentals | AS | NP-Small Value | Delegated to the Administrative Division | GoP | 110,000.00 | 110,000.00 | | Rent of buildings and structure during project implementation |
| 100000100001000 310100100002000 310100100003000 | Land Rental | AS | NP-Agency to Agency | Delegated to Administrative Division | GoP | 120,000.00 | 120,000.00 | | Annual leasehold of PHilMech land to CLSU |
| Q. REPRESENTATION | | | | | | | | | |
| 100000100001000 310100100001000 310100100003000 | Representation Expenses | AS | Not Applicable | Delegated to the Administrative Division | GoP | 1,202,000.00 | 1,202,000.00 | | Provision of other representation expenses |
| R. TRANSPORTATION | | | | | | | | | |
| 100000100001000 310100100002000 310100100003000 | Transportation and Delivery Expenses | AS | Not Applicable | Delegated to the Administrative Division | GoP | 48,000.00 | 48,000.00 | | Provision of transportation that is needed in efficient project implementations |
| S. CONTRIBUTIONS | | | | | | | | | |
| 100000100001000 | Membership dues and Contributions to Organizations | AS | Not Applicable | Delegated to the Administrative Division | GoP | 120,000.00 | 120,000.00 | | Provision of PHilMech membership dues and contributions to organizations |
| T. TRAVEL EXPENSES | | | | | | | | | |

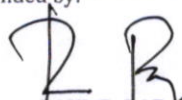
| | | | | | | | | | |
|-----------------|------------------|----|------------------|--|-----|---------------|---------------|--|---|
| 100000100001000 | Local Expenses | AS | Agency to Agency | Delegated to the Administrative Division | GoP | 17,969,000.00 | 17,969,000.00 | | Provision of plane fare for PHilMech staff local travel |
| 310100100001000 | | | | | | | | | |
| 310100100002000 | | | | | | | | | |
| 310100100003000 | | | | | | | | | |
| 100000100001000 | Foreign Expenses | AS | Agency to Agency | Delegated to the Administrative Division | GoP | 300,000.00 | 300,000.00 | | Provision of plane fare for PHilMech staff foreign travel |
| 310100100002000 | | | | | | | | | |
| 310100100002000 | | | | | | | | | |
| 310100100003000 | | | | | | | | | |

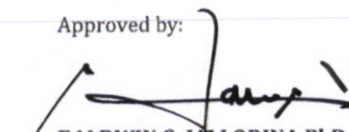
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