DOST-PCAARRD
Department of Science and Technology
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT
ISO 9001:2008

1120-2

OFFICE OF THE EXECUTIVE DIRECTOR

January 18, 2018

ATTY. DENNIS S. SANTIAGO
Executive Director
Technical Support Office, GPPB
Unit 2506, Raffles Corporate Center
F. Ortigas Jr., Road, Ortigas Center
Pasig City

Dear **Atty. Santiago**:

In compliance with Rule II – Procurement Planning of RA 9184 and its IRR, we are submitting the attached PCAARRD CY2018 Annual Procurement Plan for your information and perusal.

Thank you.

Very truly yours,

REYNALDO V. EBORA
Acting Executive Director

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OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR FOR ADMINISTRATION,
RESOURCE MANAGEMENT AND SUPPORT SERVICES

15 January 2018

DR. REYNALDO V. EBORA
Acting Executive Director
PCAARRD

Dear **Dr. Ebora**:

We are pleased to submit for your approval the Annual Procurement Plan (APP) for CY 2018. The APP is a consolidation of the different Project Procurement Management Plan (PPMP) submitted by the different procurement coordinating units such as the Finance and Administration Division for Supplies, Materials, and Services; Institution Development Division for Equipment, Consulting and Infrastructure; Management Information Systems Division for Information Technology; and Applied Communication Division for IEC Related Services. The APP reflects the schedule of the procurement activities to be undertaken by PCAARRD this 2018 amounting to PhP95,777,286.00 follows:

Categories	Estimated Budget (PhP)
Goods	**81,562,833.00**
Supplies and materials	12,434,347.00
Equipment	11,695,900.00
Services	50,067,366.00
ICT/AVE	4,365,220.00
IEC	3,000,000.00
Infrastructure	**8,710,000.00**
Consulting Services	**5,504,453.00**
TOTAL	**95,777,286.00**

Recommending Approval by the Bids and Awards Committee:

LEILA C. AMERICA
BAC Member

FEZOIL LUZ C. DECENA
BAC Member

RICHARD E. AMANSEC
BAC Member

RICARDO R. ARGANA
BAC Vice Chairperson

MELVIN B. CARLOS
BAC Chairperson 1/15

Approved:

REYNALDO V. EBORA
Acting Executive Director
Date: 1/18/18

PCAARRD Annual Procurement Plan (APP) for 2018

Code (PAP)	Procurement Program/Project	PMO End-User	Proc. Mode*	Schedule for each Procurement Activity				Source of Fund	Estimated Amount (Php)			Remarks (brief description of Programs/Projects)
				Ad/Post of IB/REI	Sub/Open Award	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	I. GOODS											
	A. Supplies and Materials								**12,434,347.00**	**12,434,347.00**		
301010000	Office Supplies	FAD and other Divs.	AA	N/A				GAA	360,000.00	360,000.00		procure at DBM-PS quarterly
	Office and Computer Supplies (Common-Use Supplies)		PB	2-Mar-18	22-Mar-18	11-Apr-18	18-Apr-18		1,405,000.00	1,405,000.00		
				1-Jun-18	22-Jun-18	5-Jul-18	12-Jul-18		1,065,000.00	1,065,000.00		
				3-Sep-18	24-Sep-18	9-Oct-18	16-Oct-18		1,245,000.00	1,245,000.00		
	Office and Computer Supplies (Not Commonly-Use Supplies)			2-Apr-18	23-Apr-18	11-May-18	18-May-18		1,793,335.00	1,793,335.00		
				3-Oct-18	24-Oct-18	8-Nov-18	16-Nov-18		1,097,012.00	1,097,012.00		
	Gasoline/Lubricants (Fleet Cards)			13-Jan-18	6-Feb-18	19-Feb-18	27-Feb-18		3,000,000.00	3,000,000.00		
	Food Supplies		Sh	on a monthly transaction					190,750.00	190,750.00		
									190,750.00	190,750.00		
									190,750.00	190,750.00		
									190,750.00	190,750.00		
	Other Supplies : Exhibit materials		SV	16-Apr-18	24-Apr-18	4-May-18	11-May-18		950,000.00	950,000.00		
				16-Jul-18	24-Jul-18	3-Aug-18	10-Aug-18		100,000.00	100,000.00		
	Collaterals			16-Apr-18	24-Apr-18	4-May-18	11-May-18		560,000.00	560,000.00		
	Building Supplies		Sh	on a monthly transaction					96,000.00	96,000.00		
	B. Equipment								**11,695,900.00**		**11,695,900.00**	
301010000	ICT Equipment	MISD	PB	1-Apr-18	23-Apr-18	3-May-18	8-May-18		3,709,900.00		3,709,900.00	
301010000	Procurement of 5 units vehicle (2 units passenger Van, 4x2, 2.5L Diesel, M/T; 2 units sports Utility Van, 4x2, 3.0L Diesel, M/T; and 1 unit Electric vehicle, 8 seater)	IDD	PB	2-Mar-18	22-Mar-18	11-Apr-18	18-Apr-18	GAA	7,986,000.00		7,986,000.00	
	C. Services								**50,067,366.00**	**50,067,366.00**		
	Enhanced PABX	MISD	PB	1-Feb-18	21-Feb-18	28-Feb-18	5-Mar-18		480,000.00	480,000.00		
	Preventive Maintenance of Computers		SV	2-Apr-18	10-Apr-18	17-Apr-18	30-Jun-18		350,000.00	350,000.00		
	CCVT Maintenance			2-Apr-18	10-Apr-18	17-Apr-18	30-Jun-18		30,000.00	30,000.00		
	Catering Services	FAD	PB	12-Jan-18	6-Feb-18	19-Feb-18	28-Feb-18		4,800,000.00	4,800,000.00		
	Lease of Venues for seminars/workshops, conferences, trainings & meetings		LV	30-Jan-18	8-Feb-18	19-Feb-18	26-Feb-18		205,800.00	205,800.00		
				2-Apr-18	20-Apr-18	24-Apr-18	30-Apr-18		640,600.00	640,600.00		
				3-Jul-18	10-Jul-18	17-Jul-18	26-Jul-18		358,600.00	358,600.00		
				2-Oct-18	10-Oct-18	18-Oct-18	26-Oct-18		253,400.00	253,400.00		
	Professional Services		NP	on a monthly transaction					1,386,340.00	1,386,340.00		

PCAARRD Annual Procurement Plan (APP) for 2018

Code (PAP)	Procurement Program/Project	PMO End-User	Proc. Mode*	Schedule for each Procurement Activity				Source of Fund	Estimated Amount (Php)			Remarks (brief description of Programs/Projects)
				Ad/Post of IB/REI	Sub/Open Award	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
301010000	Travel (Airfares/Busfares)	FAD	NP	on a monthly transaction				GAA	9,679,896.00	9,679,896.00		
	Transportation Services		PB	12-Jan-18	23-Jan-18	13-Feb-18	20-Feb-18		3,000,000.00	3,000,000.00		
	Communication:											
	Mailing Publication/Metered Stamps		AA	on a monthly transaction					1,518,000.00	1,518,000.00		Los Baños PhilPost
	Private Courier and cargo logistic		SV	4-Dec-17	20-Dec-17	3-Jan-18	5-Feb-18		600,000.00	600,000.00		
	Prepaid Celcards		Sh	4-Dec-17	20-Dec-17	3-Jan-18	5-Feb-18		272,580.00	272,580.00		
	Telephone (Landline)		DC	on a monthly transaction					1,698,000.00	1,698,000.00		
	Electrical		DC	on a monthly transaction					6,198,000.00	6,198,000.00		
	Water		DC	on a monthly transaction					600,000.00	600,000.00		
	Security Services		PB	contract from 2016-2018					6,630,000.00	6,630,000.00		
	Janitorial Services		PB	17-Nov-17	11-Dec-17	4-Jan-18	10-Jan-18		4,626,000.00	4,626,000.00		for 2018-2020
	Repair/Maintenance of Office Equipment		SV	on a monthly transaction					221,700.00	221,700.00		
	Pest Control (non-structural)		SV	18-Dec-17	27-Dec-17	4-Jan-18	10-Jan-18		99,000.00	99,000.00		
	Rental Services (Lights and Sounds, Tents, Land and Water Vehicles, etc.)		SV	12-Jan-18	22-Jan-18	26-Jan-18	8-Feb-18		337,100.00	337,100.00		
			SV	16-Apr-18	26-Apr-18	15-May-18	22-May-18		906,700.00	906,700.00		
			SV	16-Jul-18	26-Jul-18	9-Aug-18	15-Aug-18		826,900.00	826,900.00		
	Vehicle Maintenance		SV	on a monthly transaction					1,480,000.00	1,480,000.00		
	Building and Grounds Maintenance		SV	on a monthly transaction					568,000.00	568,000.00		
	Repair/Maintenance of Streetlights		SV	on a monthly transaction					120,000.00	120,000.00		
	Repair/Maintenance of Airconditioner and Elevator		SV	on a monthly transaction					550,000.00	550,000.00		
	Repair/Maintenance of Fire Alarm		SV	2-Apr-18	20-Apr-18	24-Apr-18	30-Apr-18		40,000.00	40,000.00		
	Repair/Maintenance of Generator		SV	on a monthly transaction					200,000.00	200,000.00		
	Refil of Fire Extinguisher		SV	2-Oct-18	22-Oct-18	30-Oct-18	9-Nov-18		120,000.00	120,000.00		
	Polo Shirt with PCAARRD logo printin for cultural activities		SV	2-Apr-18	20-Apr-18	24-Apr-18	30-Apr-18		504,000.00	504,000.00		
	Other Services: Adversiting Services		SV	on a monthly transaction					85,000.00	85,000.00		
	Subscription Services		SV	on a monthly transaction					64,000.00	64,000.00		
	Notarial Services		SV	on a monthly transaction					69,150.00	69,150.00		
	Registration Fees		SV	1-Mar-18	8-Mar-18	9-Mar-18	13-Mar-18		528,600.00	528,600.00		
	Towing Services		NP	1-Mar-18	8-Mar-18	13-Mar-18	13-Mar-18		20,000.00	20,000.00		

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Code (PAP)	Procurement Program/Project	PMO End-User	Proc. Mode*	Schedule for each Procurement Activity				Source of Fund	Estimated Amount (Php)			Remarks (brief description of Programs/Projects)
				Ad/Post of IB/REI	Sub/Open Award	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	D. ICT /AVE								**4,365,220.00**	**4,365,220.00**	**-**	
301010000	Software Licenses	MISD	PB	1-Feb-18	21-Feb-18	28-Feb-18	5-Mar-18		538,500.00	538,500.00		
	Wired Internet Connection								1,527,360.00	1,527,360.00		
	Wireless Internet (postpaid)		SV	11-Aug-17	17-Aug-17	2-Oct-17	2-Oct-17		361,860.00	361,860.00		contracted
	Procurement of various ICT/AVE supplies		PB	1-Feb-18	21-Feb-18	28-Feb-18	5-Mar-18		1,937,500.00	1,937,500.00		
	E. IEC Related Services								**3,000,000.00**	**3,000,000.00**		
301010000	Printing of IEC materials	ACD	PB	31-Jan-18	7-Feb-18	15-Feb-18	28-Mar-18	GAA	1,070,000.00	1,070,000.00		
			PB	2-Apr-18	28-Apr-18	4-May-18	11-May-18		710,000.00	710,000.00		
			SV	26-May-18	4-Jun-18	8-Jun-18	28-Jun-18		400,000.00	400,000.00		
			PB	3-Sep-18	24-Sep-18	29-Sep-18	5-Oct-18		820,000.00	820,000.00		
	TOTAL FOR GOODS								**81,562,833.00**	**69,866,933.00**	**11,695,900.00**	
302010001	**II. CIVIL WORKS**							GAA				
	Improvement of Fence going to PCAARRD Rear Gate at Motorpool	IDD	PB	14-Mar-18	5-Apr-18	16-Apr-18	30-Apr-18		1,000,000.00	1,000,000.00		
	Improvement of Parking Area and Driveway of E.O. Tan Hall and BPK Building		PB	14-Mar-18	5-Apr-18	16-Apr-18	30-Apr-18		2,000,000.00	2,000,000.00		
	Improvement of BPK Dorm Rooms		PB	2-May-18	23-May-18	30-May-18	7-Jun-18		1,710,000.00	1,710,000.00		
	Improvement of Storm Drainage System and Sanitary Drainage System of PCAARRD Staff Housing		PB	2-May-18	23-May-18	30-May-18	7-Jun-18		2,000,000.00	2,000,000.00		
	Budget for Emergency Repair Works and Variation Work Orders		PB	N/A					2,000,000.00	2,000,000.00		
	TOTAL FOR CIVIL WORKS								**8,710,000.00**	**8,710,000.00**		
302010000	**III. CONSULTING SERVICES**							GAA				
	Consultant Services for the project "Harmonizing Biosafety Guidelines and Research Protocols on Biosafetey in the ASEAN Region"	SERD	Sec. 53.6	8-Dec-17	15-Dec-17	3-Jan-18	15-Jan-18		4,659,413.00	4,659,413.00		
	Procurement of Services of a Certifying Body for PCAARRD ISO 9001:2015 Quality Management System Certification	PCMD	SV	13-Dec-17	20-Dec-17	3-Jan-18	15-Jan-18		445,040.00	445,040.00		
	Architectual & Engineering (A&E) Design Preparation for the proposed project " Improvement of E.O. Tan Hall"		SV	22-Jan-18	31-Jan-18	7-Feb-18	15-Feb-18		300,000.00	300,000.00		

PCAARRD Annual Procurement Plan (APP) for 2018

Code (PAP)	Procurement Program/Project	PMO End-User	Proc. Mode*	Schedule for each Procurement Activity				Source of Fund	Estimated Amount (Php)			Remarks (brief description of Programs/Projects)
				Ad/Post of IB/REI	Sub/Open Award	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	Architectual & Engineering (A&E) Design Preparation for the proposed project "Improvement of Storm Drainage System and Sanitary Drainage System of PCAARRD Staff Housing"	IDD	SV	22-Jan-18	31-Jan-18	7-Feb-18	15-Feb-18		100,000.00	100,000.00		
	TOTAL FOR CONSULTING SERVICES								5,504,453.00	5,504,453.00		
	GRAND TOTAL								95,777,286.00	84,081,386.00	11,695,900.00	

* AA - Agency to Agency
DC - Direct Contracting
LV - Lease of Venue
NP - Negotiated Procurement
PB - Public Bidding
Sh - Shopping
SV - Small Value
Sec. 53.6 - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

Prepared by:

ELYVER B. MALIGALIG
Sci. Res. Spec. II 9/18/17

Noted by:

MELVIN B. CARLOS
Officer-in-Charge, ODED-ARMSS
and Chairperson , BAC