

**DEPARTMENT OF FINANCE
ANNUAL PROCUREMENT PLAN FOR FY 2018**

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/Activity/Project)
				Advertisement / Posting of IB/REI	Submission / Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Common Office Supplies	Various DOF Offices	Agency to Agency / Shopping	Quarterly				Regular Agency Funds	10,182,892.97	10,182,892.97	-	Quarterly requirements of various DOF offices.
	Common Electrical Supplies	Various DOF Offices	Agency to Agency / Shopping	Quarterly				Regular Agency Funds	57,165.48	57,165.48	-	Quarterly requirements of various DOF offices.
	Common Office Device	Various DOF Offices	Agency to Agency	Quarterly				Regular Agency Funds	109,428.82	109,428.82	-	Quarterly requirements of various DOF offices.
	Common Computer Supplies	Various DOF Offices	Agency to Agency / Shopping	Quarterly				Regular Agency Funds	1,712,959.59	1,712,959.59	-	Quarterly requirements of various DOF offices.
	Common Janitorial Supplies	Various DOF Offices	Agency to Agency	Quarterly				Regular Agency Funds	76,941.02	76,941.02	-	Quarterly requirements of various DOF offices.
	Common Office Equipment	Various DOF Offices	Agency to Agency / Shopping	Quarterly				Regular Agency Funds	574,578.23	574,578.23	-	Quarterly requirements of various DOF offices.
	Consumables	Various DOF Offices	Agency to Agency / Shopping	Quarterly				Regular Agency Funds	13,768,452.17	13,768,452.17	-	Ink and toner requirements of various DOF offices.
	Advertising Expenses	Various DOF Offices	Small Value Procurement	n/a				Regular Agency Funds	120,000.00	120,000.00	-	Provision for newspaper publications
	Communication Expenses	Various DOF Offices	Direct Contracting / Small Value Procurement	Monthly				Regular Agency Funds	14,181,150.00	14,181,150.00	-	For landline and mobile expenses.
	General Services	Various DOF Offices	Public Bidding	Dec-17	Dec-17	Feb-18	Feb-18	Regular Agency Funds	33,373,300.44	33,373,300.44	-	Provision for Janitorial and security Services
	Hand Books	Various DOF Offices	Agency to Agency / Shopping	Monthly				Regular Agency Funds	143,708.30	143,708.30	-	Provision for procurement of books
	Internet Subscription Expenses	Various DOF Offices	Public Bidding	1st Quarter				Regular Agency Funds	2,341,000.08	2,341,000.08	-	Provision for internet subscription
	Professional Services	Various DOF Offices	Public Bidding / Negotiated	Dec-17	Dec-17	Feb-18	Feb-18	Regular Agency Funds	76,925,408.29	76,925,408.29	-	Provision for the hiring of professional/experts, consultants and outsourced personnel.

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	Postage and Courier Services	Various DOF Offices	Small Value Procurement	Quarterly				Regular Agency Funds	340,800.00	340,800.00	-	For mailing services.
	Printing and Publication Expenses	Various DOF Offices	Small Value Procurement	2nd Quarter		3rd Quarter		Regular Agency Funds	967,256.80	967,256.80	-	For printing of DOF Annual Report and PH-EITI reports
	Rent/Lease Expenses	Various DOF Offices	Public Bidding / Negotiated Procurement	1st Quarter		2nd Quarter		Regular Agency Funds	39,027,390.56	39,027,390.56	-	Provision for rentals of equipments and venues for DOF offices and international events.
	Repairs and Maintenance	Various DOF Offices	Small Value Procurement	n/a				Regular Agency Funds	4,102,806.59	4,102,806.59	-	Provision for repairs and maintenance of various DOF properties
	Subscription Expenses	Various DOF Offices	Small Value Procurement	Monthly				Regular Agency Funds	1,688,249.00	1,688,249.00	-	Provision for subscription expenses
	Purified Drinking Water	Various DOF Offices	Small Value Procurement	1st Quarter				Regular Agency Funds	275,000.00	275,000.00	-	Provision for drinking water
	Other Maintenance and Operating Expenses	Various DOF Offices	Public Bidding / Small Value Procurement / Shopping	n/a				Regular Agency Funds	20,024,889.94	20,024,889.94	-	Provision for IT equipment maintenance and other operating expenses
	International Strategic Communications (ISC) Consultancy Team	IFG	Public Bidding	Dec-17	Jan-18	Mar-18	Mar-18	KfW - IDF	51,408,467.77	51,408,467.77	-	For the procurement of a consultancy team
	Renovation	DOF	Public Bidding	2nd Quarter		3rd Quarter		Regular Agency Funds	200,000,000.00	-	200,000,000.00	For renovation of DOF Building and Offices
	ICT Equipment	CMIO	Public Bidding / Small Value Procurement	2nd Quarter		3rd Quarter		Regular Agency Funds	58,760,000.00	-	58,760,000.00	DOF IT requirements
GRAND TOTAL									530,161,846.05	271,401,846.05	258,760,000.00	

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