

AGRICULTURAL CREDIT POLICY COUNCIL 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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>MAINTENANCE AND OPERATING EXPENSES</b>	<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>										
	Travel Expenses		SVP		June				150,000.00	150,000.00		
	- Foreign - 2 (ED & Chief of Staff)		SVP		January to December				360,000.00	360,000.00		
	- Local - 12 (ED & Chief of Staff)											
	Staff Training and Seminars (foreign & local)		SVP		November				50,000.00	50,000.00		
	- Foreign - 1 (ED & Chief of Staff)											
	Supplies (attribution to ACPC total budget for supplies)		Shopping		January, March, May, July, September, November & December				70,000.00	70,000.00		
	Equipment		Shopping		January & July				100,000.00	100,000.00		
	Other MOOE											
	Representation Expense											
	Committee / Interagency Meetings (12 meetings)		Shopping		January - December				156,000.00	156,000.00		
	Field Level Meetings (24 meetings)		Shopping		January - December				312,000.00	312,000.00		
	<b>TOTAL - OED</b>							<b>SB</b>	<b>1,198,000.00</b>	<b>1,198,000.00</b>		

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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>A. MAINTENANCE AND OPERATING EXPENSES</b>	<b>GENDER AND DEV'T.</b>										
	Travel Expenses		SVP		March - December				600,000.00	600,000.00		
	- Foreign - 4		SVP		March & May				96,000.00	96,000.00		
	- Local - 8				April, June - December							
	Seminar and Training Expense		SVP		March, June, September & November				200,000.00	200,000.00		
	Staff Training and Seminars (foreign & local) - Staff								80,000.00	80,000.00		
	- Foreign - 4 (officers/staff, women-farmers)											
	- Local - 8 (staff)											
	Other MOOE											
	Representation Expense											
	Committee / Interagency Meetings (12 meetings)		Shopping		January - December				220,000.00	220,000.00		
	Field Level Meetings (8 meetings)		Shopping		March, June, September & December				132,000.00	132,000.00		
	<b>TOTAL - GAD</b>							<b>SB</b>	<b>1,416,000.00</b>	<b>1,416,000.00</b>		



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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. PLANNING	POLICY AND PLANNING AND ACCREDITATION AND CERTIFICATION						GAA				
	1. ACPC Planning and Assessment											
	Unit/Division Planning 10 meetings		Shopping	January						70,000.00	70,000.00	
	2018 Operational Planning Workshop - 1		SVP	February						700,000.00	700,000.00	
	Year-end Assessment Workshop - 1		SVP	December						500,000.00	500,000.00	
	II. POLICY RESEARCH AND ADVOCACY											
	1. Small Farmes and Fisherfolk Indebtedness Survey - 1 research study		SVP	March to June								
	Field Survey - 9 areas to complete remaining 30% of target respondents			March to June						500,000.00	500,000.00	
	- hiring of vehicle (including gasoline)			March to June								
	- meetings (FGD/KI interview/enumerators/coordinations)			March to June								
	- enumerators' fee		March to June									
	- communications		March to June									
	2. Agri Credit Demand Study - 1 research study	Agency to Agency	January to September					SB	2,500,000.00	2,500,000.00		
	MOA with PIDS (for review/signing)		January to February									
	Inception Report		February to March									
	Consultation meeting on the Inception Report		March									
	Review of progress reports with initial report		May									
	Draft Report		June									
	Consultation meeting on the Draft Report		July									
	Final Report		August									
	Training sessions on the methodology employed		September									
	3. State of Financial Inclusion/Exclusion of Small Farmers and Fisherfolk In Poor Areas (for outsourcing) - 2018 - 1 research study	Public Bidding	February to December						2,600,000.00	2,600,000.00		
	TOR		January									
	Publication on PhilGEPS		February									
	Awarding of Contract		March									
	Monitoring and evaluation of activities/outputs		May to December									
	Seminar-conference on study results		December									
	4. Purchase of STATA (software) - 1 system	SVP	March to September						500,000.00	500,000.00		
	5. Printing and publication of completed research studies - 2 books	SVP	July to December						200,000.00	200,000.00		
	III. ACCREDITATION AND CERTIFICATION DIVISION											
	1. Accreditation for Non-Bank Rural Financial Institutions (NBRFIs)											
	Orientation of potential accreditees		May to June, August to September, November to December						500,000.00	500,000.00		
	Program for linking accredited NBRFIs with banks		July and October									
	2. Certification of debt securities/bonds											
	Orientation of issuers of certified agri-agra-compliant debt security		March, June, September and December						200,000.00	200,000.00		
	IV. TRAINING											
	1. Stata		April						100,000.00	100,000.00		
	2. Technical Writing		July						100,000.00	100,000.00		
	3. On debt securities/banking and finance		May						100,000.00	100,000.00		
	4. Gabay - CESB		April, July and October						50,000.00	50,000.00		
	V. SUPPLIES AND EQUIPMENT											
	1. Printer - 1	Shopping	February						15,000.00	15,000.00		
	2. Steel Filing Cabinet (4 drawers) - 3	Shopping	February						30,000.00	30,000.00		
	3. Pocket Wifi - 2	Shopping	February to March						10,000.00	10,000.00		
	4. External Hard Drive (2 Terra byte) - 2	Shopping	February						10,000.00	10,000.00		
	5. Powerbank - 3	Shopping	February						3,000.00	3,000.00		
	6. Coffee Maker - 1	Shopping	February						5,000.00	5,000.00		
	VI. MEETINGS											
	1. Unit meeting/Inter-agency meetings/meeting with clients, etc. - 24 mtgs.	Shopping	January to December						120,000.00	120,000.00		
	TOTAL - PRPS								8,813,000.00	8,813,000.00		

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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Regular Monitoring Activities Field Enumerators (P200/quest x 40 resp x 42 areas) Representation expenses Vehicle rental (32 areas x P 10,500 per area)	MONITORING & EVALUATION STAFF	Shopping Shopping Shopping			February - November February - November February - November			336,000.00 210,000.00 336,000.00	336,000.00 210,000.00 336,000.00		
	SUB-TOTAL - M & E							SB	882,000.00	882,000.00		

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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Regular Monitoring Activities Travelling expenses Airfare (38 areas x P12,000 per area x 2 pax) Bus and SeFare/Toll Fee Per diem (2:ax per area x 57 areas)	MONITORING & EVALUATION STAFF	Shopping Shopping			February - November February, April - June, August January - November			912,000.00 35,000.00 360,000.00	912,000.00 35,000.00 360,000.00		
	SUB-TOTAL - M & E							GAA	1,307,000.00	1,307,000.00		
	TOTAL - M & E								2,189,000.00	2,189,000.00		



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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>1. Travelling Expenses</b> - Orientation on PLEA & SURE - 17 seminars - Participation in their Inter-agency Committees (Gawad Saka, GAD, etc.) - 5 travels - Documentation of Success Stories - 4 travels	PUBLIC AFFAIRS AND COMMUNICATION DIVISION	SVP			January - July April - August January, March, May & July			504,000.00 360,000.00 90,000.00 54,000.00	504,000.00 360,000.00 90,000.00 54,000.00		
	<b>2. Training and Scholarship Expenses</b> - Orientation Seminar for Agri-Credit Desk Officers (ACDO) on the Consolidated Lending Program - 1 orientation - Regional/Provincial Orientation on PLEA & SURE - 16 seminars		SVP			June January - August			1,000,000.00 360,000.00 640,000.00	1,000,000.00 360,000.00 640,000.00		
	<b>3. Advertising - 4 ad placement</b>		Shopping			March, June, September & December			120,000.00	120,000.00		
	<b>4. Representation Expenses</b> - Governing Council Meetings - 4 meetings - Execom/Mancom Meetings - 12 meetings					February, May, August & November			100,000.00 100,000.00	100,000.00 100,000.00		
	<b>5. Printing and Binding</b> Production and Dissemination of IEC Materials - Brochures & Posters (PLEA & SURE) - brochures, posters - Annual Report - 1000 copies - Newsletter - 1500 copies / 2 issues		Shopping SVP Shopping			June September June & December			300,000.00 30,000.00 200,000.00 70,000.00	300,000.00 30,000.00 200,000.00 70,000.00		
	<b>6. Miscellaneous Expenses</b> 6.1 Subscriptions - newspapers and magazine		Shopping			January			80,000.00	80,000.00		
	<b>7. Other Maintenance and Operating Expenses</b> 7.1 Participation in Agri-Fairs & Exhibits - 2 fairs/exhibits 7.2 Participation in Inter-agency Committees (Gawad Saka, GAD, etc.) - 10 mtgs. 7.3 Press Conference/Briefings - 2 conferences 7.4 Institutional Video - 1 video		SVP			May & October April - November June & November June			910,000.00 50,000.00 120,000.00 140,000.00 600,000.00	910,000.00 50,000.00 120,000.00 140,000.00 600,000.00		
	<b>8. Capital Outlay</b> 8.1 Pocket Wifi - 7 pieces 8.2 Data Storage - 7 pieces 8.3 Recorder - 3 units 8.4 Printer w/ Scanner - 2 units		Shopping Shopping Shopping Shopping			May May June January			92,000.00 21,000.00 21,000.00 30,000.00 20,000.00	92,000.00 21,000.00 21,000.00 30,000.00 20,000.00		
	<b>9. Semi-Expendable - Mach &amp; Equip</b>		Shopping			March			72,000.00	72,000.00		
	<b>TOTAL - PACD</b>							SB	3,178,000.00	3,178,000.00		

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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Office Supplies	PROGRAM DEVELOPMENT DIVISION	Shopping			January - December			469,062.00	469,062.00		
	- Bond Paper A4 - 72 reams		Shopping			January - December			11,880.00	11,880.00		
	- Bond Paper Legal - 48 reams		Shopping			January - December			9,504.00	9,504.00		
	- Bond Paper A4 with ACPC letterhead - 24 reams		Shopping			January - December			18,480.00	18,480.00		
	- Bond Paper Legal with ACPC letterhead - 24 reams		Shopping			January, March, May, July, September & November			21,120.00	21,120.00		
	- Calculator - 10 pieces		Shopping			January			5,500.00	5,500.00		
	- Cork Board - 10 pieces		Shopping			January			5,500.00	5,500.00		
	- Correction Tape - 60 pieces		Shopping			January, April, July & October			2,640.00	2,640.00		
	- Document tray - 12 pieces		Shopping			January			10,560.00	10,560.00		
	- Envelope, brown (documentary), A4 with ACPC letterhead - 500 pieces		Shopping			January, April, July & October			6,600.00	6,600.00		
	- Envelope, brown (documentary), Legal with ACPC letterhead - 500 pieces		Shopping			January, April, July & October			8,250.00	8,250.00		
	- Envelope, white (mailing) with ACPC letterhead - 500pcs/box		Shopping			January, April, July & October			4,400.00	4,400.00		
	- Envelope, expanding, Legal, - 100 pcs/box - 4 boxes		Shopping			January, April, July & October			3,520.00	3,520.00		
	- Fastener, metal - 50 pcs/box - 10 boxes		Shopping			January, April, July & October			825.00	825.00		
	- Folder, pressboard - 10 boxes		Shopping			January, April, July & October			27,500.00	27,500.00		
	- Folder, L-type, plastic, Legal - 50 pcs/pack - 5 packs		Shopping			January, April, July & October			1,650.00	1,650.00		
	- Folder, L-type, plastic, A4 - 50 pcs/pack - 5 packs		Shopping			January, April, July & October			1,375.00	1,375.00		
	- Flash drive 64 GB - 45 pieces		Shopping			January, April, July & October			74,250.00	74,250.00		
	- Gel pen, assorted colors - 100 pieces		Shopping			January, April, July & October			2,200.00	2,200.00		
	- Glue stick - 60 tubes		Shopping			January, April, July & October			2,970.00	2,970.00		
	- HP Ink 678 black - 12 cartridges		Shopping			January, March, May, July, September & November			5,280.00	5,280.00		
	- HP Ink 678 tricolor - 12 cartridges		Shopping			January, March, May, July, September & November			5,280.00	5,280.00		
	- Ink refill (4 colors) - 108 sets		Shopping			January - December			142,560.00	142,560.00		
	- Ink/Desktop Ink - 16 cartridges		Shopping			January, May, July & October			70,400.00	70,400.00		
	- Magazine file box - 60 pieces		Shopping			January, April, July			9,900.00	9,900.00		
	- Memo pad - ACPC letterhead - 36 pads		Shopping			January - December			3,168.00	3,168.00		
	- Notebook - 30 pieces		Shopping			January - December			1,650.00	1,650.00		
	- Notepad, stick-on, assorted sizes - 60 pads		Shopping			January - December			6,600.00	6,600.00		
	- Stick-on Tab/Film Marker - 100 packs		Shopping			January, April, July & October			5,500.00	5,500.00		
	Other Supplies and Equipment								351,460.00	351,460.00		
	- External Hard Drive 2TB - 11 pieces		Shopping			January			60,500.00	60,500.00		
	- Powerbank (20000 mah) - 10 pieces		Shopping			January			38,500.00	38,500.00		
	- Pocket wifi - 21 pieces		Shopping			January			46,200.00	46,200.00		
	- Digital voice recorder - 1 piece		Shopping			January			5,500.00	5,500.00		
	- Wireless presenter/clicker - 5 pieces		Shopping			January			13,750.00	13,750.00		
	- Air Purifier - 1 piece		Shopping			January			33,000.00	33,000.00		
	- Air Filter - 12 pieces		Shopping			January - December			33,000.00	33,000.00		
	- Glass board - 1 piece		Shopping			January			5,500.00	5,500.00		
	- Glass Coffee Table Set - 1 set		Shopping			January			22,000.00	22,000.00		
	- Filing cabinet (4 drawers) - 10 units		Shopping			January			93,500.00	93,500.00		
	TOTAL - PDD							SB	820,512.00	820,512.00		

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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CQ	
	A. PERSONNEL SERVICES / HONORARIUM Legal Service (OSG) - 4 staff	FUND MANAGEMENT STAFF		January - December					180,000.00	180,000.00		
	B. MAINTENANCE AND OPERATING EXPENSES								2,619,200.00	2,619,200.00		
	Travel Expense - Local - 11 staff			January - December					1,000,000.00	1,000,000.00		
	Semi-Expendable - Office Equipment, Furnitures & Fixtures											
	- Steel Open Rack (5 Layers) - 2 units		Shopping	February					20,000.00	150,000.00		
	- Heavy Duty Steel Filing Cabinet (3 drawers) - 1 unit		Shopping	February					8,000.00	480,000.00		
	- Tape Recorder with Memory Card - 2 units		Shopping	February					23,200.00			
	Other Professional Services											
	- Geodetic Engineers - 10 properties		SVP	March - October					250,000.00	1,100.00		
	Repair and Maintenance											
	- Repair and Maintenance - Building & Other Structure		Shopping	April - June, August - September					150,000.00	2,200.00		
	Taxes, Duties & Licenses											
	- Duties & Licenses			February - December					830,000.00	1,650.00		
	Representation Expenses											
	- Committee/Inter-agency Meetings - 24 meetings			January - December					120,000.00	15,180.00		
	- Field Level Meetings - 32 meetings			January - December					80,000.00	792.00		
	Litigation/Acquired Asset Expenses											
	- Attendance to Court Hearings - 8 attendance			February, March, May, June, August, Sept, October, December					128,000.00	2,200.00		
	Other MOOE			March, June, August, & December					10,000.00	10,000.00		
	TOTAL - FMS							SB	2,799,200.00	2,799,200.00		



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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>C. MAINTENANCE AND OPERATING EXPENSES</b>	<b>FUND MANAGEMENT STAFF</b>										
	<i>Travel Expense - Local - 10 staff</i>					January to December			1,200,000.00	1,200,000.00		
	<i>Training and Seminar and Expense</i>											
	- FMS Planning Workshop - 3		Shopping			February, July and October			150,000.00	150,000.00		
	- Staff Training and Seminars (local) - 3		Shopping			May, August and November			150,000.00	150,000.00		
	<i>Office Supplies Expenses</i>											
	- Magazine Box File - 150 pieces		Shopping			February			24,750.00	24,750.00		
	- Brown Envelope, A4 size w/ ACPC Letterhead - 100 pieces		Shopping			February			1,100.00	1,100.00		
	- Brown Envelope, Legal size w/ ACPC Letterhead - 100 pieces		Shopping			February			1,320.00	1,320.00		
	- White Mailing Envelope w/ ACPC Letterhead (500 pcs. per box) - 6 boxes		Shopping			February			5,775.00	5,775.00		
	- Plastic Envelope Organizer		Shopping			February			2,200.00	2,200.00		
	- Plastic Envelope Expanding (clear)		Shopping			February			2,750.00	2,750.00		
	- Clear Book		Shopping			February			1,650.00	1,650.00		
	- L-shape Plastic Envelope Legal size		Shopping			February			3,234.00	3,234.00		
	- ACPC Memo Pad, 8.5"x5.5"		Shopping			February			1,980.00	1,980.00		
	- ACPC Letterhead, A4 size 80 gsm		Shopping			February			15,180.00	15,180.00		
	- Correction Tape - rewrite		Shopping			February			792.00	792.00		
	- Stick-On Tab		Shopping			February			1,430.00	1,430.00		
	- Glue Stick		Shopping			February			1,069.20	1,069.20		
	- Toner Cartridge TK-7109 for Kyocera Network Printer		Shopping			February & July			20,572.75	20,572.75		
	- HP Ink 704 Black		Shopping			January, March, May, July & September			2,200.00	2,200.00		
	- HP Ink 704 Colored		Shopping			January, March, May, July & September			2,200.00	2,200.00		
	- HP Ink 678 Black		Shopping			January, March, June & August			7,425.00	7,425.00		
	- HP Ink 678 Colored		Shopping			January, March, June & August			7,425.00	7,425.00		
	- Ballpen (Pilot)		Shopping			February			792.00	792.00		
	- Rubber, Eraser		Shopping			February			155.10	155.10		
	- Bond Paper, A4		Shopping			February			9,900.00	9,900.00		
	- Bond Paper, Legal		Shopping			February			1,980.00	1,980.00		
	<i>Fuel, Oil &amp; Lubricants Expenses</i>		Shopping			January to December			180,000.00	180,000.00		
	<i>Postage &amp; Courier Services</i>		Shopping			January to December			24,000.00	24,000.00		
	<i>Telephone Expenses - Mobile</i>											
	- Cellcards - 120 pieces		Shopping			January to December			12,000.00	12,000.00		
	<i>Other Professional Services</i>											
	- Geodetic Engineers - 10		SVP			May, August & November			200,000.00	200,000.00		
	<i>Rent/Lease Expense - (Vehicles)</i>											
	- Hiring of Vehicles		Shopping			February to December			495,000.00	495,000.00		
	<i>Financial Expenses</i>											
	- Other Financial Charges - Commission Fees for Real Estate Brokers					May & September			500,000.00	500,000.00		
	<b>SUB TOTAL - FMS</b>							<b>GAA</b>	<b>3,026,880.05</b>	<b>3,026,880.05</b>		
	<b>TOTAL - FMS</b>								<b>5,826,080.05</b>	<b>5,826,080.05</b>		

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					
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO						
	1. Capital Outlay	INFORMATION SYSTEMS MANAGEMENT DIVISION	Public Bidding						1,860,000.00	1,860,000.00							
	ICT Equipment								April	670,000.00			670,000.00				
	- Desktop - 31 units								March	60,000.00			60,000.00				
	- Laptop - 15 units								March	100,000.00			100,000.00				
	- Printer - 4 units								March	30,000.00			30,000.00				
	- LCD Projector - 3 units								January	30,000.00			30,000.00				
	- Survey Device/Tablet - 6 units								March								
	- NAS External Hard Drive - 2 units																
	2. MOOE									Shopping			March & May	100,000.00	100,000.00		
	Subscription													20,000.00	20,000.00		
	- Email Service - 60	1,465,500.00	1,465,500.00														
	- Cloud Storage - 1																
	- Internet (Continuation of current service provider)																
	Repairs and Maintenance - IT Equipment - 4		Shopping	March, June, September & November	50,000.00	50,000.00											
SUB-TOTAL					GAA	4,385,500.00	4,385,500.00										
	1. Capital Outlay	INFORMATION SYSTEMS MANAGEMENT DIVISION	SVP						800,000.00	800,000.00							
	ICT Equipment								April	76,500.00			76,500.00				
	- Laptop - 20 units								March	50,000.00			50,000.00				
	- All-on-One Printer - 17 units								March	33,000.00			33,000.00				
	- Network Printer - 1 unit								March	270,000.00			270,000.00				
	- LCD Projector - 1 unit								January	240,000.00			240,000.00				
	- Survey Device/Tablet - 18 units								March	16,000.00			16,000.00				
	- Data Monitoring Device/Tablet - 4 units																
	- Headset - 8 pieces																
	2. MOOE									Shopping			April	80,000.00	80,000.00		
	Subscription	110,000.00	110,000.00														
	- Email Service - 40	120,000.00	120,000.00														
	- Software - 2	50,000.00	50,000.00														
	- Firewall Software - 1																
- Website Security License - 2																	
3. Professional Services		SVP	July	600,000.00	600,000.00												
- ICT Consultancy Services - 2																	
SUB-TOTAL					SB	2,445,500.00	2,445,500.00										
TOTAL - ISMD						6,831,000.00	6,831,000.00										



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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	1. Program Committee Meetings - Program Coordinating Committee - 4 @ P12K - Program Executive Committee - 4 @ P12K - National Executive Committee - 2 @ P15K	INSTITUTIONAL CAPACITY BUILDING DIVISION		March, June, September & December					48,000.00	48,000.00		
				March, June, September & December					48,000.00	48,000.00		
				June & December					30,000.00	30,000.00		
	2. Mid-Year and Year-End Assessment and Planning Workshop-Cooperatives - 2 @ P25K		Shopping	June & December					50,000.00	50,000.00		
	3. Mid-Year and Year-End Assessment and Planning Workshop-Microfinance - 2 @ P25K		Shopping	June & December					50,000.00	50,000.00		
	4. ICB Training for Cooperatives		Shopping	January to November					106,000.00	106,000.00		
	5. ICB Training of Partner Financial Institutions - 9 @ P50K		Shopping	February - October					450,000.00	450,000.00		
	6. Office Space Rental - 12 months @ P7K		Shopping	January - December					84,000.00	84,000.00		
	7. Vehicle Repair/Maintenance in Davao City (SGD 182) - Renewal of Insurance and Registration (LTO) - Repair and Maintenance		Shopping	February					8,000.00	8,000.00		
			Shopping	January - December					120,000.00	120,000.00		
	8. Office Supplies		Shopping	February & July					14,000.00	14,000.00		
	9. Professional Services			January - December					626,300.00	626,300.00		
	SUB-TOTAL							GAA	1,634,300.00	1,634,300.00		
	1. Capital Outlay (ICB Unit) - Overhead Projector - 1 unit - Sofa Set and Center Table - 1 set	INSTITUTIONAL CAPACITY BUILDING DIVISION	Shopping	January					25,000.00	25,000.00		
			Shopping	January					20,000.00	20,000.00		
	2. Financial Assistance to NGOs/Pos											
	3. Professional Services - PDO-III (Dina Mejias) - FA-IV (Ronnie Tabucanon) - PDO-IV (Charleston Dulay)			January - December					481,200.00	481,200.00		
				January - December					682,900.00	682,900.00		
				January - December					682,900.00	682,900.00		
	4. Maintenance & Other Operating Expenses A. Semi Expendable - Bookshelf - 1 unit - Filing Cabinet - 3 units		Shopping	April					10,000.00	10,000.00		
			Shopping	January					15,000.00	15,000.00		
	B. Traveling Expenses			January - December					1,000,000.00	1,000,000.00		
	C. Training expenses (PUNL/IPLEA, DA-ACPC-CDA tie-up) - 4 trainings per month			February - November					1,500,000.00	1,500,000.00		
	D. Representation Expenses - 6 meetings per month		Shopping	January - December					72,000.00	72,000.00		
	E. Membership Dues - 1 membership fee			February					20,000.00	20,000.00		
	5. Training and Scholarship - Trainers Training - 5 - Competency Training - 2			June					30,000.00	30,000.00		
				May & September					70,000.00	70,000.00		
	SUB-TOTAL							SB	4,609,000.00	4,609,000.00		
	TOTAL - ICB								6,243,300.00	6,243,300.00		


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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>Capital Outlay</b>	FINANCE MANAGEMENT DIVISION										
	Office Equipment											
	- Microwave - 2 units		Shopping			February & June			10,000.00	10,000.00		
	- Steel Filing Cabinet (4 drawers)- 3 units		Shopping			February & June			36,000.00	36,000.00		
	- Steel Filing Cabinet (2 drawers)- 2 units		Shopping			February & June			20,000.00	20,000.00		
	- Paper Shredder - 1 unit		Shopping			February & June			6,700.00	6,700.00		
	- Coffee maker - 1 unit		Shopping			February & June			5,000.00	5,000.00		
	- 3 in 1 Printer - 2 units		Shopping			February & June			14,000.00	14,000.00		
	<b>ICT Equipment</b>											
	- Voice Recorder - 1 piece		Shopping			Februaray to May			5,000.00	5,000.00		
	<b>Other Supplies and Materials</b>											
	- ACPC Letterhead, A4 - 10 reams		Shopping			January to December			7,000.00	7,000.00		
	- ACPC Letterhead, legal - 5 reams		Shopping			January to December			4,500.00	4,500.00		
	- Finance Poloshirt - 10 pieces		Shopping			February to March			3,300.00	3,300.00		
	<b>TOTAL - FMD</b>							SB	111,500.00	111,500.00		

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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Job Order Hiring - 80 personnel	ADMINISTRATIVE AND FINANCE MANAGEMENT STAFF		January & July					26,742,312.00	26,742,312.00		
	Janitorial Services - 3 janitors		SVP	January					800,000.00	800,000.00		
	Conduct of Annual Physical Exam - 1		Shopping	March					60,000.00	60,000.00		
	ACPC Council Miscellaneous Expenses - 4		Shopping	March, June, September & December					340,000.00	340,000.00		
	Security Services - 2 security guards & 1 reliever		SVP	January					990,000.00	990,000.00		
	Meeting								110,000.00	110,000.00		
	Interagency meetings (CSC, DA, DOLE, etc)			March, June, September & December					44,000.00	44,000.00		
	Regulars AFMS meeting			January - December					66,000.00	66,000.00		
	Workshop								627,000.00	627,000.00		
	Internal workshops/echo-seminars relative to compliance to requirements of relevant government			April, June, September & December					44,000.00	44,000.00		
	Inter-agency workshops (CSC, DA, etc.) relative to compliance to requirements by relevant government offices			April, June, September & December					33,000.00	33,000.00		
	AFMS Planning/Performance Review workshop		SVP	February - March					275,000.00	275,000.00		
	2018 Planning and 2017 Performance Review workshop		SVP	June - July					275,000.00	275,000.00		
	2018 1st Semester Performance Review & Plan Review & Adjustment Workshop											
	Team Building		SVP	April					880,000.00	880,000.00		
	ISO		Public Bidding	July - December					3,300,000.00	3,300,000.00		
	Training and Seminars								1,380,500.00	1,380,500.00		
	Effective Writing			August					192,500.00	192,500.00		
	Effective Presentation			September					192,500.00	192,500.00		
	Time and Priority Management			May					143,000.00	143,000.00		
	Statistical Package for the Social Sciences (SPSS) Training for Researchers			May					220,000.00	220,000.00		
	Project Development and Packaging			May - June					220,000.00	220,000.00		
	Strategic Performance Management System (for Division Chiefs and Staff)			February					165,000.00	165,000.00		
	Train the Trainer			November					82,500.00	82,500.00		
	Disaster Risk Reduction and Climate Change Mitigation			November					165,000.00	165,000.00		
	Cultural and Athletic Activities								58,500.00	58,500.00		
	Recreational physical activity and sports								29,250.00	29,250.00		
	Educational visits (heritage sites, galleries and museums)			March - June					29,250.00	29,250.00		
				May - June								
	SUB-TOTAL - AFMS							SB	33,098,312.00	33,098,312.00		




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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Furnitures and fixtures Books shelves/cabinets Jr. Executive Chairs Conference Room Remodeling Repainting (28/F & Unit 3007) Venetian Blinds (28th Flr & Unit 3007)	ADMINISTRATIVE AND FINANCE MANAGEMENT STAFF			February - March			SB	2,491,500.00	2,491,500.00		
					February - March				5,500.00	5,500.00		
					February - March				176,000.00	176,000.00		
					February - March				880,000.00	880,000.00		
					February - March				1,100,000.00	1,100,000.00		
					February - March				330,000.00	330,000.00		
	Books							SB	50,000.00	50,000.00		
	Books on learning development and government regulations (for Human Resources and General Services)				February - December				8,250.00	8,250.00		
	Reference materials				February - December				41,750.00	41,750.00		
	R & M - Upholstery of Executive Chairs				February - March			SB	121,000.00	121,000.00		
	Other supplies and materials							SB	626,000.00	626,000.00		
	ACPC Letterhead, A4, 80 gsm, substance 24 - 40 reams				January - December				28,000.00	28,000.00		
	ACPC Letterhead, legal, 80 gsm, substance 24 - 20 reams				January - December				18,000.00	18,000.00		
	ACPC ID cards (PVC) with ID Lace - 100 pcs				July				22,000.00	22,000.00		
	ACPC Anniversary Poloshirt - 500 pieces				February - March				165,000.00	165,000.00		
	ACPC Jacket - 110 pieces				February - March				302,500.00	302,500.00		
	Women's Month Poloshirt - 100 pieces				February - March				30,000.00	30,000.00		
	World Food Day Poloshirt - 100 pieces				August				49,500.00	49,500.00		
	Refill of fire extinguishers - 10 pieces				July				11,000.00	11,000.00		
	SUB-TOTAL - AFMS								3,288,500.00	3,288,500.00		
	TOTAL								40,618,512.00	40,618,512.00		
	GRAND TOTAL								77,244,904.05	77,244,904.05		

Prepared by:

  
EVELYN T. AQUINO  
BAC Secretariat

Budget Office:

  
JONATHAN S. GIRAY  
Financial Analyst V

Approved by:

  
JOCELYN ALMA R. BABALON  
Executive Director