

AGRICULTURAL CREDIT POLICY COUNCIL - Revised Annual Procurement Plan for the Second Semester of FY 2019
MOOE AND CO/LO

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			REMARKS
				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO	
	MAINTENANCE AND OPERATING EXPENSES											
	Travel Expenses	OFFICE OF THE EXECUTIVE DIRECTOR	SVP		November				2,480,000.00	2,480,000.00		
	- Foreign								1,200,000.00	1,200,000.00		
	ED, Chief of Staff - 2											
	- Local				January - December				480,000.00	480,000.00		
	ED, Chief of Staff - 24											
	Seminar & Training Expense											
	Staff Training and Seminars (foreign & local)											
	- Foreign				November				400,000.00	400,000.00		
	ED, Chief of Staff (4xP100,000)											
	- Local				January - December				400,000.00	400,000.00		
	OED Staff (4xP100,000)											
	Other MOOE								6,688,000.00	6,688,000.00		
	Representation Expense											
	Committee / Interagency Meetings (24xP21,000)		Shopping		January - December				504,000.00	504,000.00		
	Field Level Meetings (24xP16,000)		Shopping		January - December				384,000.00	384,000.00		
	Repair and Maintenance								100,000.00	100,000.00		
	Membership Dues and Miscellaneous expenses								500,000.00	500,000.00		
	Subscription Expenses								500,000.00	500,000.00		
	Donations		Shopping		July				100,000.00	100,000.00		
	Extraordinary and Miscellaneous expenses								100,000.00	100,000.00		
	PLEA Recognition cum Reception (includes venue, plaques, bags for stakeholders, food, accommodation and other related expenses for the event)		SVP		April				4,000,000.00	4,000,000.00		
	Other Maintenance and Operating Expenses								500,000.00	500,000.00		
	TOTAL - OED							Total	9,168,000.00	9,168,000.00	-	
								GAA	-	-		
								SB	9,168,000.00	9,168,000.00		

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				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO	
	MAINTENANCE AND OPERATING EXPENSES											
	Seminar and Training Expense	GENDER AND DEV'T.	SVP		March, June, September & November			SB	280,000.00	280,000.00		
	Staff Training and Seminars (foreign & local) - Staff								200,000.00	200,000.00		
	- Foreign - 4 (officers/staff, women-farmers)								80,000.00	80,000.00		
	- Local - 8 (staff)											
	TOTAL - GAD							Total	280,000.00	280,000.00	-	
								GAA	-	-		
								SB	280,000.00	280,000.00		

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				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO
	I. PLANNING	POLICY AND PLANNING AND ACCREDITATION	SVP						700,000.00	700,000.00	
	ACPC Planning and Assessment								700,000.00	700,000.00	
	Workshop on the Operationalization of the FY 2019 Agency Plan (Review of FY 2019 plan implementation thru a reenacted budget and Preparation of a Catch-up Plan)						July				
	II. STUDIES/RESEARCH								4,966,685.00	4,966,685.00	
	Small Farmers and Fisherfolk Indebtedness Survey 2020 Survey								530,000.00	530,000.00	
	- Review of survey design and questionnaire - 3						October		20,000.00	20,000.00	
	- Proposal - 1						November		10,000.00	10,000.00	
	- Pre-testing of questionnaire - 1						November		500,000.00	500,000.00	
	Assessment of Credit Demand of Small Farmers and Fishers in the Philippines						June		3,391,685.00	3,391,685.00	
	- Approved study terms of reference (TOR)		Agency to Agency				June				
	- Procurement of Consultant/Bidding						June				
	- Negotiations with and/or Contracting of Consultant						June				
	- Monitoring of Consultant's activities and outputs						June				
	- Presentation of findings by Consultant for finalization of report/Review draft report						July - October				
	- Review and Approval/acceptance of final report						November				
	- Presentation of findings to the ACPC Governing Council						December				
	Countryside Bank Survey (Mail/Online/Survey/FGD/KII)								145,000.00	145,000.00	
	- Inception report: study plan, contacts database, & survey - 1 questionnaire						July		10,000.00	10,000.00	
	- Mail/Online Survey/FGD/KII						August - October		100,000.00	100,000.00	
	- Data analysis and report writing - 3						October - November		20,000.00	20,000.00	
	- Presentation of findings to the ACPC Mancom/staff and agri credit/banking experts - 1						November		5,000.00	5,000.00	
	- Finalization of report - 2						November		10,000.00	10,000.00	
	- Presentation of findings to the ACPC Governing Council						December				
	Fintech and the Small-Farmers and Fisherfolk/A review of the Philippine Agri-Credit								900,000.00	900,000.00	
	- Review of literature						July		10,000.00	10,000.00	
	- Concept paper/proposal:drafting & approval						July		50,000.00	50,000.00	
	- Inception report: study plan & instruments						July		40,000.00	40,000.00	
	- Data gathering						August - October		700,000.00	700,000.00	
	- Data processing, analysis, and report writing						October - November		60,000.00	60,000.00	
	- Presentation of findings to the ACPC Mancom/staff and agri credit experts						November		10,000.00	10,000.00	
	- Finalization of report						November		20,000.00	20,000.00	
	- Presentation of findings to the ACPC Governing Council						December		10,000.00	10,000.00	
	Agricultural Value Chain Financing with Capacity Building								7,000,000.00	7,000,000.00	
	- Concept paper/proposal:drafting & approval						July				
	- Drafting/signing of Memorandum of Agreement						August				
	- Research implementation						August - December				
	III. SYSTEM/TRAINING/SEMINARS/CONFERENCES								1,266,000.00	1,266,000.00	
	1. Subscription to Stata with PDF Document Set										
	- Training on the use of Stata						September - October		126,000.00	126,000.00	
	- Subscription to Stata with PDF Document Set for 5 individual users including hardware requirement and technical support						September		660,000.00	660,000.00	
	2. RA 10000 orientation seminars						June - November		126,000.00	126,000.00	
	3. Policy Forum						December		354,000.00	354,000.00	
	IV. SUPPLIES/EQUIPMENT								25,000.00	25,000.00	
	1. Printer		Shopping				July - August		25,000.00	25,000.00	
	TOTAL - PPAC							Total	13,957,685.00	13,957,685.00	-
								GAA	3,103,000.00	3,103,000.00	
								SB	10,854,685.00	10,854,685.00	

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			REMARKS
				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO	
		MONITORING & EVALUATION STAFF							-	-		
	TOTAL - M & E							Total	-	-		
								GAA	-	-		
								SB	-	-		

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				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO	
	1. Training and Scholarship Expenses - Orientation Seminar for Agri-Credit Desk Officers (ACDO) on the Agri-Credit Programs - 1 orientation - Regional Orientation on Credit Programs - 16 seminars 2. Advertising - 4 ad placement 3. Printing and Binding Production and Dissemination of IEC Materials - Brochures (ACPC - 5,000, PLEA - 5,000, SURE - 2,000 CLEA- 2,000 & MLEA - 2,000 copies) - Annual Report - 500 copies - Newsletter - 1,500 copies per issue / 3 issues 4. Miscellaneous Expenses Subscriptions - newspapers and magazine	COMMUNICATION, INFORMATION AND PUBLIC AFFAIRS DIVISION	Lease of Real Property & Venue Lease of Real Property & Venue Direct Contracting SVP SVP SVP SVP	June February - September March, June, September & December March September April, August & December January	SB GAA SB SB SB SB	600,000.00 200,000.00 400,000.00 120,000.00 620,000.00 240,000.00 200,000.00 180,000.00 80,000.00	600,000.00 200,000.00 400,000.00 120,000.00 620,000.00 240,000.00 200,000.00 180,000.00 80,000.00					
	TOTAL - CPAD				Total	1,420,000.00	1,420,000.00					
					GAA	400,000.00	400,000.00					
					SB	1,020,000.00	1,020,000.00					

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	I. MAINTENANCE AND OTHER OPERATING EXPENSES TRAINING/SEMINARS/WORKSHOPS - Orientation Seminar/Program Assessment	PROGRAM DEVELOPMENT DIVISION	Lease of Real Property & Venue						1,500,000.00 1,500,000.00	1,500,000.00 1,500,000.00		
	TOTAL - PDD							Total	1,500,000.00	1,500,000.00		
								GAA	1,000,000.00	1,000,000.00		
								SB	500,000.00	500,000.00		

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	MAINTENANCE AND OPERATING EXPENSES											
	Training & Seminar Expenses	FUND MANAGEMENT STAFF						GAA/SG	209,200.00	209,200.00		
	FMS Planning Workshop - 4		Lease of Real Property & Venue		June & November				209,200.00	209,200.00		
	Staff Training and Seminars (local) - 8				February, May, August & November				-			
	Rent/Lease Expense - Vehicles							SB	300,000.00	300,000.00		
	Hiring of Vehicles		SVP		January - December							
	Repairs and Maintenance of Acquired Properties - 20		SVP					SB	200,000.00	200,000.00		
	Litigation/Court Hearing Expenses - 6		Agency to Agency		February, March, May, June, September, October			SB	428,000.00	428,000.00		
	Relocation Services - 20		SVP		February - December			SB	400,000.00	400,000.00		
	Annotation and Registration Fees - 40		Agency to Agency		February - December			SB	800,000.00	800,000.00		
								Total	2,337,200.00	2,337,200.00		
	TOTAL - FMS							GAA	50,000.00	50,000.00		
								SB	2,287,200.00	2,287,200.00		

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	1. Capital Outlay											
	ICT Equipment	INFORMATION SERVICES AND MANAGEMENT DIVISION										
	- Tablet device - 40		SVP		March				750,000.00		750,000.00	
	- Multimedia Software - 1		SVP		July				70,000.00		70,000.00	
	- Web Database Mgt. Software -1		SVP		July				50,000.00		50,000.00	
	- Desktop Computer - 37		Public Bidding		August				1,950,000.00		1,950,000.00	
	- Laptop Computer - 42		Public Bidding		August				1,530,000.00		1,530,000.00	
	- Network Printer - 1		SVP		August				200,000.00		200,000.00	
	- Smart TV - 8		SVP		December				400,000.00		400,000.00	
	- Door Access Security Equipment - 6		SVP		September				150,000.00		150,000.00	
	- Data Analysis and Statistical Software - 5		SVP		December				660,000.00		660,000.00	
	- All-in-One Printer (Various) - 34		SVP		August & December				372,000.00		372,000.00	
	2. MOOE											
	Training Expenses											
	- ACPCMIS Training		SVP		March - November				900,000.00	900,000.00		
	Office Supplies Expenses											
	- ICT Office Supplies				January, April, July and October				100,000.00	100,000.00		
	Subscription Expenses											
	- Fiber Internet - 1 (renewal)		Direct Contracting		March, May, July, September & November				1,560,000.00	1,560,000.00		
	- Cloud Office - 1 (renewal)		Direct Contracting		January - December				300,000.00	300,000.00		
	- Firewall - 1 (renewal)		Direct Contracting		April				150,000.00	150,000.00		
	Repairs and Maintenance											
	- ICT Equipment - 1				March, June, September and December				100,000.00	100,000.00		
	Other MOOE											
	- Email Service - 150 (renewal)		Direct Contracting		March				300,000.00	300,000.00		
	- Compliance to DPA Consultancy - 1		SVP		July - August				590,000.00	590,000.00		
	- Digitization of ACPC RSBSA Enrollment Forms		SVP		September			SB	100,000.00	100,000.00		
								Total	10,132,000.00	4,000,000.00	6,132,000.00	
	TOTAL - ISMD							GAA	10,132,000.00	4,000,000.00	6,132,000.00	
								SB	100,000.00	100,000.00		

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	I. MAINTENANCE & OTHER OPERATING EXPENSES Training Expenses - PUNLA/PLEA (DA-ACPC-CDA tie-up) - 4 training per month - Trainers Training - 5 - Competency Training - 2 Other Professional Services (for resource persons) USM Training/Workshop Office Rental Office Supplies	INSTITUTIONAL CAPACITY BUILDING DIVISION	Lease of Real Property and Venue SVP Lease of Venue Property & Venue Lease of Real Property & Venue Shopping	February - November June May & September January - October				GAA/SB GAA USM	2,500,000.00 2,000,000.00 230,000.00 270,000.00 3,000,000.00 754,000.00 656,000.00 84,000.00 14,000.00	2,500,000.00 2,000,000.00 230,000.00 270,000.00 3,000,000.00 754,000.00 656,000.00 84,000.00 14,000.00		
	TOTAL - ICBD							Total	6,254,000.00	6,254,000.00		
								GAA	5,000,000.00	5,000,000.00		
								SB	500,000.00	500,000.00		
								USM	754,000.00	754,000.00		

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				Ads/Post of	Sub/Open of	Notice of	Contract		Total	MOOE	CO	
	MAINTENANCE & OTHER OPERATING EXPENSES Other Supplies - Polo Shirt (10) Other MOOE (various items)	FINANCE MANAGEMENT DIVISION	Shopping SVP	March				SB SB	5,000.00 1,500,000.00	5,000.00 1,500,000.00		
	TOTAL - FMD							Total	1,505,000.00	1,505,000.00		
								GAA	-	-		
								SB	1,505,000.00	1,505,000.00		

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	I. MAINTENANCE & OTHER OPERATING EXPENSES	ADMINISTRATIVE DIVISION										
	Labor and Wages											
	- Hiring of Contract of Service Personnel					January & July		GAA	55,543,000.00	55,543,000.00		
	- Hiring of Contract of Service Personnel					January & July		SB	17,543,000.00	17,543,000.00		
									38,000,000.00	38,000,000.00		
	Janitorial Services (3 janitors)		Public Bidding			December		GAA	787,000.00	787,000.00		
	Security Services (2 security guards)		Public Bidding			December		GAA	986,000.00	986,000.00		
	Training and seminars											
	- Team Building (venue, food, accommodation, team building service provider, bus rental, team building t-shirts and other related expenses)		Lease of Real Property & Venue			June		GAA / SB	6,638,900.00	6,638,900.00		
	- Staff Development Training								1,058,300.00	1,058,300.00		
						March, June & September			5,580,600.00	5,580,600.00		
	Repair and Maintenance		Shopping			January - December		GAA / SB	590,000.00	590,000.00		
	- Transportation Equipment - 11 ACPC Vehicles											
	- Airconditioning Units - 31											
	Other Supplies and Materials (for ACPC Vehicles)											
	- Vacuum Cleaner 12V		Shopping			March		GAA / SB	410,000.00	410,000.00		
	- Air Freshener (My Shaldan)		Shopping			January - December						
	- Feather Duster		Shopping			January						
	- Chamois/Rag		Shopping			January						
	- Fire Extinguisher		Shopping			August - December						
	Insurance		SVP			January, February, April, May, June, Aug, Sept, Oct		GAA / SB	568,000.00	568,000.00		
	Postage		SVP			January - December		SB	75,000.00	75,000.00		
	Traveling Expenses											
	- GFA (Plane Fare)		Agency to Agency			March, April, July, October		GAA / SB	15,330,750.00	15,330,750.00		
	Office Supplies											
	- Epson L6170 ink (Black) - 8 bottles		Shopping			Year Round		GAA / SB	1,874,000.00	1,874,000.00		
	- Epson L6170 ink (Cyan) - 8 bottles		Shopping			Year Round			2,400.00	2,400.00		
	- Epson L6170 ink (Magenta) - 8 bottles		Shopping			Year Round			2,400.00	2,400.00		
	- Epson L6170 ink (Yellow) - 8 bottles		Shopping			Year Round			2,400.00	2,400.00		
	- Photopaper (Matte) - 10 packs		Shopping			March			2,000.00	2,000.00		
	- ACPC Letterhead, A4 size, 80 gsm - 30 reams		Shopping			July			22,500.00	22,500.00		
	- ACPC Letterhead, legal size, 80 gsm - 20 reams		Shopping			July			19,000.00	19,000.00		
	- ACPC Notepad, 1/4 of A4 size paper - 200 reams		Shopping			July			8,000.00	8,000.00		
	- ACPC Memopad, 8.5 x 5.5" - 200 reams		Shopping			July			16,000.00	16,000.00		
	- Brown Envelope with ACPC Letterhead, A4 size - 1000 pcs		Shopping			July			10,000.00	10,000.00		
	- Brown Envelope with ACPC Letterhead, legal size - 700 pcs		Shopping			July			9,100.00	9,100.00		
	- ACPC ID Cards - 215 pcs		Shopping			February			47,300.00	47,300.00		
	- ACPC Anniversary Poloshirt - 400 pcs		SVP			February			280,000.00	280,000.00		
	- ACPC Jacket - 110 pcs		SVP			February			302,500.00	302,500.00		
	- Women's Month Poloshirt - 30 pcs		Shopping			March			15,000.00	15,000.00		
	- World Food Day Poloshirt - 132 pcs		Shopping			October			79,200.00	79,200.00		
	- Refill of Fire Extinguisher - 10 tanks		Shopping			August			6,000.00	6,000.00		
	- Photopaper (Matte) - 10 packs		Shopping			March			2,000.00	2,000.00		
	- Film Marker - 200 packs		Shopping			Year Round			8,000.00	8,000.00		
	- Ballpen (Black) - 2000 pcs		Shopping			Year Round			13,000.00	13,000.00		
	- Ballpen (Blue) - 100 pcs		Shopping			Year Round			650.00	650.00		
	- Ballpen (Red) - 50 pcs		Shopping			Year Round			325.00	325.00		
	- Glue Stick - 150 pcs		Shopping			Year Round			3,750.00	3,750.00		
	- Board Paper - 10 packs		Shopping			Year Round			1,000.00	1,000.00		
	- Toner Cartridge for 2 Kyocera Network Printers - 16 cartridge		Direct Contracting			Year Round			136,000.00	136,000.00		
	- Other office supplies					Year Round			883,075.00	883,075.00		


Semi-Expendable Equipment - 3 in 1 printer - 2 units - Scanner - 1 unit - Microwave - 2 units - Steel Filing Cabinet (4 drawers) - 9 units - Steel Filing Cabinet (2 drawers) - 1 unit - Coffee Maker - 1 unit - Dry Seal Maker - 1 piece - Water Dispenser - 1 unit - Emergency Light - 10 units - Spotlight - 2 sets - Electric Stand Fan - 4 units - Other Semi Expendable			Shopping		GAA / SB	477,500.00	477,500.00		
			Shopping			10,000.00	10,000.00		
			Shopping			15,000.00	15,000.00		
			Shopping			10,000.00	10,000.00		
			Shopping			76,500.00	76,500.00		
			Shopping			10,000.00	10,000.00		
			Shopping			5,000.00	5,000.00		
			Shopping			2,750.00	2,750.00		
			Shopping			10,000.00	10,000.00		
			Shopping			30,000.00	30,000.00		
			Shopping			6,000.00	6,000.00		
			Shopping			8,000.00	8,000.00		
						294,250.00	294,250.00		
Other MOOE:						14,983,000.00	14,983,000.00		
Accountable Forms Expenses			Agency to Agency		GAA	13,000.00	13,000.00		
Non-Accountable Forms Expenses			Agency to Agency		GAA	11,000.00	11,000.00		
Fuel, Oil & Lubricants Expenses			Direct Contracting		GAA / SB	1,600,000.00	1,600,000.00		
Water Expenses			Direct Contracting		GAA / SB	299,000.00	299,000.00		
Electricity Expenses			Direct Contracting		GAA / SB	1,948,000.00	1,948,000.00		
Postage and Courier Services			Direct Contracting		GAA	109,000.00	109,000.00		
Telephone Expenses - Landline			Direct Contracting		GAA / SB	852,000.00	852,000.00		
Telephone Expenses - Mobile			Direct Contracting		GAA / SB	909,000.00	909,000.00		
Internet Subscription Expenses			Direct Contracting		GAA / SB	1,700,000.00	1,700,000.00		
Consultancy Services			Public Bidding		GAA	1,000,000.00	1,000,000.00		
Other Professional Services			SVP		GAA / SB	542,000.00	542,000.00		
Other General Services			SVP		GAA / SB	78,000.00	78,000.00		
Repair & Maint. - Bldng. & Other Struct.			Public Bidding		SB	1,200,000.00	1,200,000.00		
Repair & Maint. - Mach & Equipment (OF)			SVP		SB	143,000.00	143,000.00		
Repair & Maint. - Mach & Equipment (IT)			SVP		SB	50,000.00	50,000.00		
Repair & Maint. - Furniture and Fixtures			SVP		GAA / SB	65,000.00	65,000.00		
Repair & Maint. - Other Prop., Plant, & Equip.			SVP		GAA / SB	150,000.00	150,000.00		
Fidelity Bond Premiums			SVP		GAA	45,000.00	45,000.00		
Advertising Expenses			SVP		GAA	11,000.00	11,000.00		
Printing and Publication Expenses			SVP		GAA / SB	572,000.00	572,000.00		
Rent/Lease Expense (Office Equipment)			SVP		GAA	445,000.00	445,000.00		
Rent/Lease Expense (IT Equipment)			SVP		GAA	500,000.00	500,000.00		
Rent/Lease Expense (Facilities)			SVP		GAA / SB	1,600,000.00	1,600,000.00		
Rent/Lease Expense (Vehicles)			SVP		GAA / SB	25,000.00	25,000.00		
Subscription Expenses			SVP		GAA / SB	226,000.00	226,000.00		
Scholarship Grants/Expenses			SVP		GAA	150,000.00	150,000.00		
Semi-Expendable - Furn., Fixt. & Books Exp.			SVP		SB	200,000.00	200,000.00		
Extraordinary & Miscellaneous Expenses			SVP		SB	15,000.00	15,000.00		
Fidelity Bond Premiums			SVP		SB	50,000.00	50,000.00		
Transportation and Delivery Expenses			SVP		SB	75,000.00	75,000.00		
Membership Dues and Contribution			SVP		SB	350,000.00	350,000.00		
Donations			SVP		SB	50,000.00	50,000.00		

Other MOOE Notarial Fee Cultural and Athletic Activities - PWD/SC - Recreational physical activity and sports Conduct of Annual Physical Exam Other other MOOE			SVP	January - December	GAA	1,355,000.00	1,355,000.00	
						80,000.00	80,000.00	
			SVP			105,000.00	105,000.00	
			SVP	March - June		50,000.00	50,000.00	
			SVP	March		55,000.00	55,000.00	
			SVP			184,000.00	184,000.00	
			SVP			986,000.00	986,000.00	
II. CAPITAL OUTLAY								
Conversion of Unit 3007 into Office Space			Public Bidding		SB	2,800,000.00		2,800,000.00
Motor Vehicle						1,300,000.00		1,300,000.00
- Motor Vehicle			Public Bidding	July-September	GAA	1,300,000.00		1,300,000.00
Office Machinery and Equipment					SB	500,000.00		500,000.00
- Aircon Unit - 1 (M&E)			SVP	August				
- Aircon Unit - 1 (Server Room)			SVP	December				
- Heavy Duty Shredders - 10 units			SVP	June				
Furniture and Fixtures								
- Re-layout of 28/F - 140 units			SVP	January-December	SB	300,000.00		300,000.00
TOTAL - AD	GRAND TOTAL				TOTAL	102,828,024.00	97,928,024.00	4,900,000.00
					GAA	40,307,274.00	39,007,274.00	1,300,000.00
					SB	62,520,750.00	58,920,750.00	3,600,000.00
					TOTAL	149,381,909.00	138,349,909.00	11,032,000.00
					GAA	61,002,274.00	53,570,274.00	7,432,000.00
					SB	88,635,635.00	85,035,635.00	3,600,000.00
					USM	754,000.00	754,000.00	

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