

ISTANBUL PCG: ANNUAL PROCUREMENT PLAN FOR 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/Activity/Project)
				Advertisement / Posting of IB/REI	Submission / Opening of Bids	Notice of Award	Contract Signing		Total	
5020102000	TRAVEL: Transport + DSA								282,476.04	
	Meeting in Sakarya	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	12,743.28	DSA only,by land,2 pax
	Meetings in Canakkale	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	43,056.84	DSA only,by land,2 pax
	Meetings in Yalova	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	12,743.28	DSA only,by land,2 pax
	Meetings in Balikesir	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Bilecik	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Bursa	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Edirne	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Kocaeli	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Kizilirmaci	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	25,486.56	DSA only,by land,2 pax
	Meetings in Tekirdag	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	12,743.28	DSA only,by land,2 pax
	Meetings in Ankara	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	48,270.00	3 times, 1 pax, by air
5020201002	TRAINING EXPENSES								190,000	
	Turkish Language Lessons	Consular	RA9184 Sec. 48	Q4	Q4	Q4	Q4	MOOE	190,000	10 pax, 1 level
	RENT/LEASE EXPENSES								7,687,360	
5029905001	Rent-Bldgs and Structures	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	7,047,360	Ongoing office rental
5029905003	Rent-Motor Vehicles									
	Van for Delegations	Consular	GPPB-28-2017	as needed	as needed	as needed	as needed	MOOE	483,000	Official Guests
	Van for Arriving Personnel/Guests	Consular	GPPB-28-2017	as needed	as needed	as needed	as needed	MOOE	30,000	For personnel and guests
5029905004	Rent-Equipment	Consular	GPPB-28-2017	as needed	as needed	as needed	as needed	MOOE	127,000	For events
	UTILITIES EXPENSES								769,302.88	
5020401000	Water Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	45,253.13	
5020402000	Electricity Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	633,543.75	
5020403000	Gas/Heating Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	90,506	
	COMMUNICATIONS SERVICES								463,001	
5020501000	Pouch (FEDEX) and Courier/Postage	Consular	RA9184 Sec.48	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	150,000	
5020502001	Mobile-ATN and Consul General	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	90,506.25	

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5020502002	Landline (Office)	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	105,590.63	
5020503000	Internet (Office & CG Residence)	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	116,903.91	
	PROFESSIONAL SERVICES								2,126,896.88	
5021199000	Salaries of COS Personnel	Consular	RA9184 Sec. 48	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	2,126,896.88	
	GENERAL SERVICES								176,708.75	
5021202000	Janitorial Services	Consular	RA9184 Sec. 48	Q1	Q1	Q1	Q1	MOOE	126,708.75	
5021299001	ICT Services	Consular	RA9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	50,000	
	TAXES, INSURANCE PREMIUMS AND OTHER FEES								67,879.69	
5021503000	Insurance - Official Car	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	67,879.69	
	OTHER MAINTENANCE AND OPERATING EXPENSES								10,000	
5029902000	Printing of Citizen's Charter/Standees	Consular	GPPB-28-2017	Q1-Q3	Q1-Q3	Q1-Q3	Q1-Q3	MOOE	10,000	
	SUBSCRIPTION EXPENSES								35,152	
5029907004	Zoom (PRO) Annual Plan	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	8,000	
5029907099	Newspaper and Magazines	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	27,151.88	
	REPAIR AND MAINTENANCE								122,150	
5021306001	Annual Vehicle Maintenance	Consular	RA 9184 Sec. 48	Q4	Q4	Q4	Q4	MOOE	34,000	Once a year
5021306001	Change of Season Tires	Consular	RA 9184 Sec. 48	Q2&Q4	Q2&Q4	Q2&Q4	Q2&Q4	MOOE	12,000	Twice a year
5021306001	Washing/Waxing of Vehicles	Consular	RA 9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	5,000	at least 20 times a year
5021307000	Repair/Replacement of Office Lights	Consular	RA 9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	36,000	
5021307000	Carpet Washing (550 sq meters)	Consular	RA 9184 Sec. 48	Q3	Q3	Q3	Q3	MOOE	27,000	Once a year
5021305002	Air Purifier Maintenance (6 Units)	Consular	RA 9184 Sec. 48	Q4	Q4	Q4	Q4	MOOE	8,150	Once a year
	SUPPLIES AND MATERIALS								464,722	
5020309000	Fuel, Oil and Lubricants	Consular	GPPB-05-2018	N/A	N/A	N/A	N/A	MOOE	100,000	(incl. for official trips)
5020301001	Printer Toners (12 sets)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	95,333.25	

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5020301001	Photocopier Toners (4 units)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	21,721.50	
5020399000	Replacement Air Filters (for 6 Units)	Consular	GPPB-28-2017	Q4	Q4	Q4	Q4	MOOE	66,704.75	
5020322001	Indoor Flags with Poles (2 sets)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	15,084.38	
5020322002	Room Heaters	Consular	GPPB 28-2017	Q4	Q4	Q4	Q4	MOOE	50,000.00	
5020399000	Pantry Supplies									
	Paper Towel (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,290	
	Dishwashing Liquid (12 bottles)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,892	
	Dishwasher Tablets (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,987	
	Dishwashing Scrub (16 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	400	
	Kitchen Towels (cloth, 6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,561	
	Garbage Bags (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,131	
	Coffee Filters (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,131	
	Snacks/Refreshments (Meetings)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	15,000	
5020399000	Toilet Supplies									
	Liquid Soap (60 liters)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,168	
	Toilet Deodorizer (24 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,720	
	Toilet Paper (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	7,693	
	Roll Towel (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	7,693	
5020399000	Anti-Covid Materials/Supplies									
	Face Masks (30 boxes, 50s)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	5,656	
	Hand Sanitizing Liquid (60 liters)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,771	
	Disinfectant Spray (20 bottles)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	7,543	
	Disposable Gloves (6 boxes)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,620	
5020399000	Drinking Water (380 liters)	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	3,017	
5020399000	Earthquake Kits (25 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	9,500	
5020399000	Drinking Water (in 19 liter dispensers)	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	4,000	
5020301002	Office Supplies Expenses									
	Label Stickers (6 packs, 100s)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,941	
	Batteries (48 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,000	
	Name/Consular Stamps (6 pcs)	Consular	GPPB-28-2017	Q2-Q3	Q2-Q3	Q2-Q3	Q2-Q3	MOOE	1,810	
	Transparent Tape (6 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	850	

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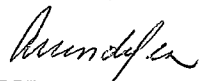
Recommending Chairperson


 LORENA JOY BANAGODOS
 Procurement Committee Chairperson

Certified Funds Available


 FERNANDO BAYAD
 Finance Officer

Approved By:


 ARVIN DE LEON
 Head of Procuring Entity

16 December 2020