

ISTANBUL PCG: ANNUAL PROCUREMENT PLAN FOR 2022

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							312,500.00		
	Meetings in Sakarya	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	12,500.00	DSA only,by land,2 pax
	Meetings in Canakkale	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	47,500.00	DSA only,by land,2 pax
	Meetings in Yalova	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	14,500.00	DSA only,by land,2 pax
	Meetings in Balikesir	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Bilecik	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Bursa	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Edirne	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Kocaeli	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Kirklareli	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Tekirdag	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	15,000.00	DSA only,by land,2 pax
	Meetings in Ankara	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	52,000.00	3 times, 1 pax, by air
5020201002	TRAINING EXPENSES								685,000.00	
	Turkish Language Lessons	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	190,000.00	10 pax, Level 2
	Training/Retooling Seminars for Admin. Officer, Finance Officer & Property Officer	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	450,000.00	
	Team Building Activity	Consular	RA9184 Sec. 48	Q3-Q4	Q3-Q4	Q3-Q4	Q3-Q4	MOOE	45,000.00	10 pax
	RENT/LEASE EXPENSES								8,424,100.00	
5029905001	Rent-Bldgs and Structures	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	7,752,100.00	Ongoing office rental
5029905003	Rent-Motor Vehicles									
	Van for Delegations	Consular	GPPB-28-2017	as needed	as needed	ass needed	as needed	MOOE	532,000.00	Official Guests
5029905004	Rent-Equipment	Consular	GPPB-28-2017	as needed	as needed	ass needed	as needed	MOOE	140,000.00	For events
	UTILITIES EXPENSES								847,000.00	
5020401000	Water Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	50,000.00	
5020402000	Electricity Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	697,000.00	

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5020102000	TRAVEL: Transport + DSA								312,500.00	
	Meetings in Sakarya	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	12,500.00	DSA only,by land,2 pax
	Meetings in Canakkale	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	47,500.00	DSA only,by land,2 pax
	Meetings in Yalova	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	14,500.00	DSA only,by land,2 pax
	Meetings in Balikesir	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Bilecik	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Bursa	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Edirne	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Kocaeli	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Kirklareli	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	28,500.00	DSA only,by land,2 pax
	Meetings in Tekirdag	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	15,000.00	DSA only,by land,2 pax
	Meetings in Ankara	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	52,000.00	3 times, 1 pax, by air
5020201002	TRAINING EXPENSES								685,000.00	
	Turkish Language Lessons	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	190,000.00	10 pax, Level 2
	Training/Retooling Seminars for Admin. Officer, Finance Officer & Property Officer	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	450,000.00	
	Team Building Activity	Consular	RA9184 Sec. 48	Q3-Q4	Q3-Q4	Q3-Q4	Q3-Q4	MOOE	45,000.00	9 pax 10
	RENT/LEASE EXPENSES								8,424,100.00	
5029905001	Rent-Bldgs and Structures	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	7,752,100.00	Ongoing office rental
5029905003	Rent-Motor Vehicles									
	Van for Delegations	Consular	GPPB-28-2017	as needed	as needed	ass needed	as needed	MOOE	532,000.00	Official Guests
5029905004	Rent-Equipment	Consular	GPPB-28-2017	as needed	as needed	ass needed	as needed	MOOE	140,000.00	For events
	UTILITIES EXPENSES								847,000.00	
5020401000	Water Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	50,000.00	
5020402000	Electricity Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	697,000.00	

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5020403000	Gas/Heating Expenses	Consular	CIR-2454-OUA-2020	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	100,000.00	
	COMMUNICATIONS SERVICES								497,900.00	
5020501000	Pouch (FEDEX) and Courier/Postage	Consular	RA9184 Sec.48	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	165,000.00	
5020502001	Mobile-ATN and Consul General	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	99,600.00	
5020502002	Landline (Office)	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	116,300.00	
5020503000	Internet (Office & CG Residence)	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	117,000.00	
	PROFESSIONAL SERVICES								2,126,900.00	
5021199000	Salaries of COS Personnel	Consular	RA9184 Sec. 48	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	2,126,900.00	
	GENERAL SERVICES								181,800.00	
5021202000	Janitorial Services	Consular	RA9184 Sec. 48	Q1	Q1	Q1	Q1	MOOE	126,800.00	
5021299001	ICT Services	Consular	RA9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	55,000.00	
	TAXES, INSURANCE PREMUMS AND OTHER FEES								136,000.00	
5021503000	Insurance - Official Car(s)	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	136,000.00	(including van)
	OTHER MAINTENANCE AND OPERATING EXPENSES								0	
	SUBSCRIPTION EXPENSES								36,000.00	
5029907004	Zoom (PRO) Annual Plan	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	8,000.00	
5029907099	Newspaper and Magazines	Consular	GPPB-28-2017	Q1	Q1	Q1	Q1	MOOE	28,000.00	
	REPAIR AND MAINTENANCE								188,000.00	
5021306001	Annual Vehicle Maintenance	Consular	RA 9184 Sec. 48	Q4	Q4	Q4	Q4	MOOE	74,000.00	Once a year (for 2 cars)
5021306001	Change of Season Tires	Consular	RA 9184 Sec. 48	Q2&Q4	Q2&Q4	Q2&Q4	Q2&Q4	MOOE	28,000.00	Twice a year (for 2 cars)
5021306001	Washing/Waxing of Vehicles	Consular	RA 9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	11,000.00	20 times a year (for 2 cars)

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5021307000	Repair/Replacement of Office and fixtures	Consular	RA 9184 Sec. 48	as needed	as needed	as needed	as needed	MOOE	39,000.00	
5021307000	Carpet Washing (550 sq meters)	Consular	RA 9184 Sec. 48	Q3	Q3	Q3	Q3	MOOE	27,000.00	Once a year
5021305002	Air Purifier Maintenance (6 Units)	Consular	RA 9184 Sec. 48	Q4	Q4	Q4	Q4	MOOE	9,000.00	Once a year
	SUPPLIES AND MATERIALS								561,800.00	
5020309000	Fuel, Oil and Lubricants	Consular	GPPB-05-2018	N/A	N/A	N/A	N/A	MOOE	210,500.00	(incl. official trips for 2 cars)
5020301001	Printer Toners (12 sets)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	98,000.00	
5020301001	Photocopier Toners (4 units)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	25,000.00	
5020399000	Replacement Air Filters (for 6 Units)	Consular	GPPB-28-2017	Q4	Q4	Q4	Q4	MOOE	67,000.00	
5020322001	Indoor Flags with Poles (2 sets)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	16,600.00	
5020399000	Pantry Supplies									
	Paper Towel (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,400.00	
	Dishwashing Liquid (12 bottles)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,000.00	
	Dishwasher Tablets (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,100.00	
	Dishwashing Scrub (16 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	500.00	
	Kitchen Towels (cloth, 6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,600.00	
	Garbage Bags (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,200.00	
	Coffee Filters (6 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,200.00	
	Snacks/Refreshments (Meetings)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	15,500.00	
5020399000	Toilet Supplies									
	Liquid Soap (60 liters)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,500.00	
	Toilet Deodorizer (24 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,000.00	
	Toilet Paper (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	7,800.00	
	Roll Towel (12 packs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	7,800.00	
5020399000	Anti-Covid Materials/Supplies									
	Face Masks (30 boxes, 50s)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	5,800.00	
	Hand Sanitizing Liquid (60 liters)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	4,000.00	
	Disinfectant Spray (20 bottles)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	8,000.00	

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	Disposable Gloves (6 boxes)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	4,000.00	
5020399000	Drinking Water (156 liters)	Consular	GPPB-28-2017	Q2-Q4	Q2-Q4	Q2-Q4	Q2-Q4	MOOE	1,800.00	
5020399000	Drinking Water (in 19 liter dispensers)	Consular	GPPB-28-2017	Q1-Q4	Q1-Q4	Q1-Q4	Q1-Q4	MOOE	16,000.00	
5020301002	Office Supplies Expenses									
	Label Stickers (6 packs, 100s)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	3,000.00	
	Batteries (48 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,200.00	
	Name/Consular Stamps (6 pcs)	Consular	GPPB-28-2017	Q2-Q3	Q2-Q3	Q2-Q3	Q2-Q3	MOOE	2,000.00	
	Transparent Tape (6 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	900.00	
	Masking Tape (5 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	300.00	
	Envelope 105X 240 mm (200 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	400.00	
	Envelope 240X320 mm (200 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	1,000.00	
	Envelope 170X250 mm (200 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	500.00	
	White envelope with PCG address	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	1,000.00	
	A4 Paper (50 reams)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	7,400.00	
	NV Paper with PCG Seal (1000pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	5,700.00	
	Letterhead (1000 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	3,500.00	
5020301002	Notebook (12 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	1,400.00	
	Ball pen, red (5 boxes of 50)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	800.00	
	Ball pen, blue (5 boxes of 50)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	800.00	
	Ball pen, black (5 boxes of 50)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	800.00	
	Sign pen , blue (5 boxes)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	2,800.00	
	Sign pen , black (5 boxes)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	2,800.00	
	Whiteboard Marker (10 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	500.00	
	Whiteboard Eraser (4 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	400.00	
	Pentel Pen (12 pcs)	Consular	GPPB-28-2017	Q3	Q3	Q3	Q3	MOOE	800.00	
5020399000	Cleaning Supplies (Vehicle)									
	Car Air Freshener (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,700.00	
	Car Wax (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,200.00	
	Tire Liquid Wax (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,600.00	
	Sponge for Cars (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,000.00	

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	Towels for Drying (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,500.00	
	Wiper/Glass Cleaner (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	600.00	
	Glass Cleaner Liquid (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	1,900.00	
	Disinfecting Wipes (12 pcs)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	2,800.00	
	70% alcohol Cologne (10 bottles)	Consular	GPPB-28-2017	Q2	Q2	Q2	Q2	MOOE	4,200.00	
							GRAND	TOTAL	13,997,000.00	

Recommending Chairperson



HELEN R. FIRME-SUBIDO
Administrative Officer

Certified Funds Available



FERNANDO BAYAD
Finance Officer

Approved By:



ARVIN DE LEON
Head of Procuring Entity

26 January 2022