

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/Project)	
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover		Total	MOOE	CO		
	3.12.4. Accomodations and Meals (Down Payment and Full Payment)																	216,000			
	3.13. ICAB Anniversary Celebration																	P150,000			
	3.13.1. Supplies and Materials (Anniversary Planner)																	75,000			
	3.13.2. Venue and Meals																	75,000			
	3.14. Property Management System Seminar																	P5,000			
	3.15. Upgraded/Updated Tax Rules and Regulations																	P5,000			
	3.16. Updated Procurement System Laws, Rules and Regulations																	P20,000			
	3.17. Laws, Rules, and Regulations on Audit of Government Expenditures (PAGBA/AGAP)																	P20,000			
	3.18. Mid-Year AGIA Convention																	P10,000			
	3.19. Basic Internal Control Concepts and Internal Auditing Principles and Practices																	P10,000			
	3.20. CSC Leadership and Supervisor's Training																	P50,000			
	3.21. Human Resource Motivation and Leadership Seminar																	P50,000			
	3.22. Website Content Management																	P10,000			
	3.23. E-Gov Systems																	P10,000			
	3.24. MS Office, Excel, PPP Orientation																	P10,000			
	3.24.1. Supplies																	2,000			
	3.24.2. Meals																	8,000			
	3.25. NMDC																	P40,000			
	3.25.1. Supplies & Materials																	2,000			
	3.25.2. Travelling Expenses																	32,000			
	3.25.3. Gasoline (For meeting at CO)																	4,000			
	3.25.4. Communications																	2,000			
	3.26. Strengthening of ICABEA																				
	3.26.1. Regional Forum																	3,000			
	3.26.2. General Congress																	P5,000			
	3.27. PMS/SG3/OMS Orientation Workshop																	P10,000			
	3.27.1. Transportation																	3,750			
	3.27.2. Per Diem 3 days																	3,600			
	3.27.3. Supplies and Communication																	2,650			
	1.1. Internet																	P276,000			
	1.2. PLDT/Telephone																	P517,000			
	1.3. Postpaid Plan Mobile																	P290,000			
	2. Payment of Utilities																				
	2.1. Water																	P60,000			
	2.2. Electricity MERALCO																	P832,000			
	3. Repairs and Maintenance of ICAB Vehicle																				
	3.1. SIA 818																	P120,000			
	3.2. SEW 600																	P80,000			
	3.3. SKP 650																	P100,000			
	4. Payments for Gasoline																	P300,000			
	5. Payment of Security Services																	P765,000			
	6. Maintenance of Building																				
	6.1. Renovation Reading Area																				
	6.1.1. Materials																	P55,269			
	6.1.2. Labor																	P65,000			
	6.2. Renovation Record Area																				
	6.2.1. Materials																	P33,433			
	6.2.2. Labor																	P80,000			
	7. Purchase of Office Supplies																	P2,560,000			
	8. Purchase Equipments, Furnitures, and Fixtures																	P1,758,000			
	8.1. File Compactor		RFQ															540,000			
	8.2. Computer Printer (7)		RFQ									20/07/20015						70,000			
	8.3. Iphone (For Executive Director)		Shopping															35,000			
	8.4. SLR Camera		RFQ															50,000			
	8.5. Digital Camera		Shopping															15,000			
	8.6. Split Type Inverter Airconditioner		RFQ									11/4/2015						220,000			
	8.7. Desk Fan		Shopping															2,000			
	8.8. Water Dispenser		Shopping															4,000			
	8.9. Tower Fan		Shopping															4,000			
	8.10. Chairs		RFQ															94,500			
	8.11. PC Monitors		Shopping															22,340			
	8.12. Shredder		RFQ															23,300			
	8.13. Conference Table		Shopping															60,000			
	8.14. Teleconference System		RFQ															40,000			
	8.15. Anti-Virus		Shopping															10,360			
	8.16. ICAB Bag		Shopping															60,000			
	8.17. Mini Philippine Flag		Shopping															72,500			
	8.18. Executive Diary (Anniversary Planner)		RFQ															300,000			
	8.19. 13th Global Nobely Token		RFQ															135,000			
	9. Payment of Lease																	P590,000			
	10. Notarial Services																	P55,000			

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	11. Advertising																	P500,000			
	12. Printing																	P88,000			
	12.1. RA 8043																	27,000			
	12.2. Calling Cards																	10,400			
	12.3. ICAB Sticker																	7,400			
	12.4. ICAB Letterhead																	43,200			
	13. Subscriptions (newspaper, magazines)																	12,000			
	14. Travel Reimbursement																	P50,000			
	15. Fidelity Bonds/Insurance																				
	15.1. Building, Furnitures and Equipments																	P65,000			
	15.2. Vehicles																	P16,500			
	15.2.1. SKP 650																				
	15.2.2. SEW 600																				
	15.2.3. SIA 818																				
	15.3. ICAB Accountable Officers																	P45,000			

Prepared and Submitted by:

In Coordination With:

Approved by


 MARVIN T. TUNGOL
 PDO III


 JANET T. SANTOS
 AO V-Admin


 ANGELITA N. GUERNIA
 AO V-Budget


 BERNADETTE B. ABEJO
 Executive Director - ICAB

DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. **PMO/End User** - Unit as proponent of program or project

5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

7. **Estimated Budget** - Agency approved estimate of project/program

8. **Remarks** - brief description of program or project

Remarks
 Programs and projects should be aligned with budget documents, and especially those posted at the

Breakdown into mooe
 Any remark that will help GPPB track programs and projects

