



# PHILIPPINE RICE RESEARCH INSTITUTE

PHILRICE CENTRAL EXPERIMENT STATION

June 4, 2015

**ATTY. DENNIS S. SANTIAGO**

Executive Director

Government Procurement and Policy Board (GPPB)

Unit 2506 Raffles Corporate Center

F. Ortigas Jr. Road, Ortigas Center Pasig City

Attention: **Monitoring Division**

Sir:

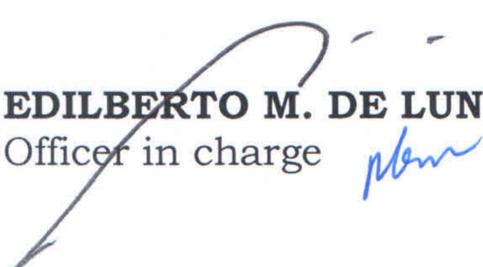
In compliance to EO 662, respectfully submitting herewith the Philippine Rice Research Institute (PhilRice) 2015 Annual Procurement Plan with the following breakdown:

<b>Station/Branch</b>	<b>Amount</b>
PhilRice Central Experiment Station	Php 311,142,745.93
PhilRice Agusan	5,349,010.82
PhilRice Batac	6,630,533.00
PhilRice CMU	22,919,204.24
PhilRice Isabela	2,623,018.26
PhilRice Los Baños	3,976,296.00
PhilRice Midsayap	17,982,005.56
PhilRice Negros	14,616,164.32
<b>Total</b>	<b>Php 385,231,978.13</b>

Thank you very much.

Very truly yours,

**EDILBERTO M. DE LUNA**

Officer in charge 



Clean, Green, Practical, and Smart Rice Farming Systems for Competitiveness, Sustainability, and Resilience (Clean GPS for CSR)



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| [www.pinoyrkb.com](http://www.pinoyrkb.com) | Liaison Office: 3rd Flr. ATI Bldg., Elliptical Road, Diliman, Quezon City | Tel: (02) 920-5129 | Mobile: 0920-906-9052



Annual Procurement Plan for FY 2015

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	Advs/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Total		MOOE	CO				
<b>OFFICE SUPPLIES AVAILABLE IN DBM-PS</b>																						
PS	Procurement of office supplies from DBM	R & D	A to A															RTF	328,694.74	328,694.74		1st quarter requirement
PS	Procurement of office supplies from DBM	R & D	A to A															RTF	128,750.96	128,750.96		2nd quarter requirement
PS	Procurement of office supplies from DBM	R & D	A to A															RTF	112,215.84	112,215.84		3rd quarter requirement
PS	Procurement of office supplies from DBM	R & D	A to A															RTF	48,593.89	48,593.89		4th quarter requirement
PS	Procurement of office supplies from DBM	GAS/R & D	A to A															GOP	539,206.00	539,206.00		1st quarter requirement
PS	Procurement of office supplies from DBM	GAS/R & D	A to A															GOP	312,335.80	312,335.80		2nd quarter requirement
PS	Procurement of office supplies from DBM	GAS/R & D	A to A															GOP	357,137.24	357,137.24		3rd quarter requirement
PS	Procurement of office supplies from DBM	GAS/R & D	A to A															GOP	155,205.93	155,205.93		4th quarter requirement
PS	Janitorial supplies available in DBM	GAS/R & D	A to A															GOP/RTF	488,502.87	488,502.87		Quarterly procurement
<b>SUPPLIES NOT AVAILABLE IN DBM-PS</b>																						
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															RTF	395,654.74	395,654.74		1st quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															RTF	160,574.33	160,574.33		2nd quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															RTF	118,172.98	118,172.98		3rd quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															RTF	50,183.68	50,183.68		4th quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															GOP	398,684.63	398,684.63		1st quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															GOP	101,285.24	101,285.24		2nd quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															GOP	174,479.70	174,479.70		3rd quarter requirement
	Procurement of office supplies not available from DBM-PS	R & D	SVP/Shopping															GOP	47,013.40	47,013.40		4th quarter requirement
	Procurement of office supplies not available from DBM-PS	GAS	SVP/Shopping															GOP	262,713.13	262,713.13		1st quarter requirement
	Procurement of office supplies not available from DBM-PS	GAS	SVP/Shopping															GOP	140,956.10	140,956.10		2nd quarter requirement
	Procurement of office supplies not available from DBM-PS	GAS	SVP/Shopping															GOP	117,981.89	117,981.89		3rd quarter requirement
	Customized certificate holder	GAS	SVP/Shopping															GOP	39,015.16	39,015.16		4th quarter requirement
	Customized Research Notebook	Development R & D	SVP															GOP	115,679.80	115,679.80		
		GAS/R & D	SVP															GOP	4,278.00	4,278.00		
	Printing of letterhead & mailing envelope	GAS/R & D	SVP															GOP	8,873.36	8,873.36		
	Procurement of toner for copier & Riso consumables	R & D	Direct Contracting															RTF	227,014.91	227,014.91		
	Procurement of toner for copier & Riso consumables	GAS/R & D	Direct Contracting															GOP	504,303.78	504,303.78		

## Annual Procurement Plan for FY 2015

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 IABE	Pre-bid Cont	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							
Printing of tarpaulin, banner, birthday card	R & D	SVP																	Quarterly Procurement	RTF	199,610.00	199,610.00		will be grouped together according to category (tarp & paper printing)
Printing of tarpaulin, banner, birthday card	GAS/R & D	SVP																	Quarterly Procurement	GOP	326,500.00	326,500.00		will be grouped together according to category (tarp & paper printing)
Learning materials for the day care center	GAS	SVP																	Quarterly Procurement	GOP	8,500.00	8,500.00		will be grouped together according to category (tarp & paper printing) educational chart, toys & video for children
Placard & placard stand	Research	SVP																	Wei & Dry Season	RTF/GOP	67,200.00	67,200.00		
Communication (cellcards)	R & D	SVP																		RTF	192,430.00	192,430.00		P5,200.00 RTF, P 62,000.00 GOP will be procured as per approved PR
Communication (cellcards)	R & D	SVP																		RTF	128,050.00	128,050.00		will be procured as per approved PR
Communication (cellcards)	R & D	SVP																		RTF	97,350.00	97,350.00		will be procured as per approved PR
Communication (cellcards)	R & D	SVP																		RTF	101,250.00	101,250.00		will be procured as per approved PR
Communications	GAS/R & D	SVP																		GOP	347,384.00	347,384.00		1st to 4th quarter (will be procured as per approved PR)
IT Consumables (toners/ink)	R & D	SVP																		RTF	1,109,526.39	1,109,526.39		quarterly procurement (1st to 4th quarter)
IT accessories, peripherals and other consumables	R & D	SVP																		RTF	986,605.40	986,605.40		UPS, sd card, keyboard, dvd, flash drive etc
IT accessories, peripherals and other consumables	GAS	SVP																	Quarterly Procurement	GOP	285,007.10	285,007.10		remnantufactured toners will be separated from original toner requirements. Colored inks will be as per approved PR only.
IT Consumables (toners/ink)	GAS	SVP																	Quarterly Procurement	GOP	512,155.99	512,155.99		remnantufactured toners will be separated from original toner requirements. Colored inks will be as per approved PR only.
IT Consumables (toners/ink)	GAS	SVP																	Quarterly Procurement	GOP	388,741.22	388,741.22		remnantufactured toners will be separated from original toner requirements. Colored inks will be as per approved PR only.
IT Consumables (toners/ink)	GAS	SVP																	Quarterly Procurement	GOP	317,177.34	317,177.34		remnantufactured toners will be separated from original toner requirements. Colored inks will be as per approved PR only.
IT accessories, peripherals and other consumables	R & D	SVP																	Quarterly Procurement	GOP	257,564.20	257,564.20		remnantufactured toners will be separated from original toner requirements. Colored inks will be as per approved PR only.
Network devices and peripherals	R & D	SVP																	Quarterly Procurement	GOP	812,979.29	812,979.29		mouse, UPS, USB Hub, mouse pad, external HDD, etc
IT Consumables (toners/ink)	R & D	SVP																	Quarterly Procurement	GOP	316,230.00	316,230.00		rj 22 plug, fiber optic cables, patch panel, UTP cat6, etc
IT Consumables (toners/ink)	R & D	SVP																	Quarterly Procurement	GOP	674,771.47	674,771.47		PRs for the colored ink/toners will be coming from end-users
IT Consumables (toners/ink)	R & D	SVP																	Quarterly Procurement	GOP	410,439.44	410,439.44		PRs for the colored ink/toners will be coming from end-users
IT Consumables (toners/ink)	R & D	SVP																	Quarterly Procurement	GOP	351,601.27	351,601.27		PRs for the colored ink/toners will be coming from end-users
IT Consumables (toners/ink)	R & D	SVP																	Quarterly Procurement	GOP	154,096.00	154,096.00		PRs for the colored ink/toners will be coming from end-users
IT Equipment	R & D	SVP																	Quarterly Procurement	GOP/RTF	1,285,000.00	1,285,000.00		PRs for the colored ink/toners will be coming from end-users
Mailing stamps	R & D	SVP																	Quarterly Procurement	GOP	67,750.00	67,750.00		
Software	GAS/DVC	SVP																	Quarterly Procurement	GOP/RTF	864,000.00	864,000.00		1st, 2nd & 3rd quarter requirements







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			Pre-Proc Conference	Adsp/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO				
Messenger services	R & D	SVP																			LBP, postage, mailing fee, etc	
Venue meals and accommodation	GAS/R & D	SVP																				1st quarter
Venue meals and accommodation	GAS/R & D	SVP																				2nd quarter
Venue meals and accommodation	GAS/R & D	SVP																				4th quarter
Other supplies	R & D	SVP																				roller chain, sprayer, plastic casing
Fire fighting supplies	GAS/R & D	SVP																				servo motor, piston pump
Supply of various labor including emergency labor	R & D	SVP																				1st to 4th quarter
Threshing, hauling, drying, bagging and piling of borders, mandays	R & D	SVP																				1st & 3rd quarter
Land preparation	BDD	NP																				twice per season
Manual harvesting, bagging and hauling	BDD	NP																				twice per season
Spraying of Mango trees	BDD	NP																				twice per season
Seed processing and piling, mandays	BDD	NP																				twice per season
Rice Transplanters	BDD	NP																				twice per season
Side plowing	BDD	NP																				twice per season
Man-carabao, pulling of threshing equipment	BDD	NP																				twice per season
Semi-expendable supplies	GAS/R & D	SVP																				1st quarter
Semi-expendable supplies	GAS/R & D	SVP																				2nd quarter
Semi-expendable supplies	GAS/R & D	SVP																				3rd quarter
NFA license renewal	GAS	A to A																				
Renewal of BFAD License to Operate	GAS	A to A																				
GS1 annual fee	GAS	A to A																				
LTO Registration	GAS	A to A																				
Vehicle Insurance	GAS	A to A																				
Electricity bill	GAS	DC																				
Module design development	IPAD	SVP																				
Customized Training	IPAD	SVP																				
Direct contracting supply of labor & materials	REMD	Direct Contracting																				
Effective Micro-organisms	IRB & BDD	Direct Contracting																				
Reloading of easytrip & epass	PPD	Direct Contracting																				
Cable tv subscription	Dorm	Direct Contracting																				
Calibration, analysis fee, preventive maintenance, etc	R & D	SVP																				
Will follow the PhilRice procurement calendar.																						
Lay out artist	Development	SVP																				
Various rental fee	GAS/R & D	SVP																				
Provision of security services	GAS	Public Bidding																				
Various subscription	IPAD	DC / SVP																				
Periodic Servicing & general check-up of vehicle	GAS																					
One lot pest monitoring & database	108-RTF																					
One lot plant color index	108-RTF																					
One lot vehicle rental	108-RTF																					
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			Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Notice of Award	Contract Signing	Notice to Proceed		Delivery/Completion	Acceptance/Turnover	Total		MOOE	CO
Training fee	RTF	Public Bidding/SVP																	1st quarter
Tokens & souvenirs	RTF	Public Bidding/SVP																	2nd quarter
Tokens & souvenirs	RTF	Public Bidding/SVP																	3rd quarter
Tokens & souvenirs	RTF	Public Bidding/SVP																	4th quarter
Tokens & souvenirs	GAS/R & D	Public Bidding/SVP																	1st quarter
Tokens & souvenirs	GAS/R & D	SVP																	2nd quarter
Tokens & souvenirs	GAS/R & D	SVP																	3rd quarter
Tokens & souvenirs	GAS/R & D	SVP																	4th quarter
Other supplies & materials	R & D	Public Bidding/SVP																	1st quarter
Other supplies & materials	BDD	SVP																	2nd quarter
Other supplies & materials	BDD	SVP																	3rd quarter
Other supplies & materials	BDD	SVP																	4th quarter
Other supplies & materials	R & D	SVP																	1st quarter
Other supplies & materials	R & D	SVP																	2nd quarter
Other supplies & materials	R & D	SVP																	3rd quarter
Other supplies & materials	R & D	SVP																	4th quarter
Other supplies & materials	R & D	SVP																	
3 units Vehicle (pick-up)	GAS/R & D	Public Bidding																	
Diesel & Gasoline	GAS	Public Bidding																	
Benchmark Cascade Freeze Drying System	174A-RTF	Public Bidding																	
4 units truck	GAS/R & D	Public Bidding																	
Various laboratory supplies for PBBD	PBBD	Public Bidding																	
Various IT equipment & software	PRISM	Public Bidding																	
One lot ArcGIS software	PRISM	Direct Contracting																	
Supply & delivery of tires inclusive of wheel alignment	PPD	Public Bidding																	
Various laboratory equipment	ABCRE	Public Bidding																	
Various agri machineries	REMD/STD	SVP																	
Procurement of various IT supplies & peripherals	GAS/R & D	Public Bidding/SVP																	
Various office appliance (aircon, cabinet, etc)	GAS/R & D	Public Bidding/SVP																	
Various office equipment	GAS/R & D	Public Bidding/SVP																	
Various scientific & technical equipment	R & D	Public Bidding/SVP																	
Motorcycle with side car ( 2 sets)	REMD	SVP																	
1st quarter production of campaign and collaterals for the rural transformation movement	RTM	SVP																	
Accommodation (training/workshop)	ODED D	SVP																	
Agri Hackathon competition & seminar	ISD	SVP																	
Conduct of Competency Enhancement Training for Admin Support Staff (training fee/venue/meals/accommodation/token)	SDC	SVP																	
Conduct of Devcom short courses (training fee/venue/meals/accommodation/token)	SDC	SVP																	

## Annual Procurement Plan for FY 2015

Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity										Source of Funds	Estimated Budget (Php)		CO	Remarks (brief description of Program/Project)		
			Pre-Proc Conference	AdvisPost of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total			MOOE	
Conduct of in-house Training	SDC	SVP																	Various topics for various audience. To be held May to September 2015
Conduct of Moral Recovery Program/Seminars	SDC	SVP																	
Conduct of policy seminar (venue, meals, tokens, miscellaneous	SED	SVP																	
Conduct of Program planning & workshop	CCC	SVP																	
Conduct of project review	SED	SVP																	
Conduct of Rural Transformation Movement Workshop (includes token, venue, accommodation & meals)	RTM	SVP																	
Conduct of SDC Track 1-3	SDC	SVP																	
Conduct of study meeting and workshops	SED	SVP																	
Conduct of Surveillance Audit	ISSO	SVP																	
Conduct of team building activities	SDC	SVP																	
Conduct of Technical Writing Workshop	SDC	SVP																	
Conduct of training (meals & accommodation) includes transpo and other expenses	Future Rice Project	SVP																	
Conduct of Trainings & Workshop	ISSO	SVP																	
Conduct of workshop & training	ISD	SVP																	
Conduct of workshop, meals and snacks	STD	SVP																	
Consultancy services	RCFS	SVP																	
Editing contract for publication	SED	SVP																	
Various fabrication (boom gate, canal, green house & cabinet	FRP/CPG	SVP																	
Genset Annual Servicing Fee	PPD	DC																	
Hazardous waste disposal	ISSO	SVP																	
Information & Communication (internet subscriptions, telephone & mobile phone plans)	ISD	DC																	



### Annual Procurement Plan for FY 2015

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	Advs/Post of IABE	Pre-bid Cont	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual Award	Notice of Award	Contract Signing	Notice to Proceed		Delivery/ Completion	Acceptance/ Turnover	Total		MOOE	CO	
Workshops/meetings/policy forum meals and snacks	GAD	DC																		
Seminar for IT users	ISD	SVP																		
Seminars and conferences	Devcom	SVP																		
Sensory evaluation/meetings/seminars Services ( Communications, license and subscription)	RCFS	SVP																		
Project meetings	ISD	DC																		
Training on benchmarking & operational guidelines	CPD	SVP																		
Rice Museum	Rice Museum	SVP																		
Repair and Maintenance of various equipment	Research	SVP																		
Repair and Maintenance of various equipment	Development	SVP																		
Repair and Maintenance of various equipment	GAS	SVP																		
Agricultural Machineries - CES	IRBAS Program	Public bidding																		
Agricultural Machineries - Agusan	IRBAS Program	Public Bidding																		
Equipment for vermicomposting & mushroom project-CES	IRBAS Program	SVP																		
Equipment for vermicomposting & mushroom project-Agusan	IRBAS Program	SVP																		
Agricultural Machineries - Negros	IRBAS Program	Public Bidding																		
Equipment for vermicomposting & mushroom project -Negros	IRBAS Program	SVP																		
Agricultural Machineries - CMU Satellite Station	IRBAS Program	Public Bidding																		
Equipment for vermicomposting & mushroom project -Isabela	IRBAS Program	SVP																		
Equipment for vermicomposting & mushroom project -Los Baños	IRBAS Program	SVP																		
Equipment for vermicomposting & mushroom project -Bicol	IRBAS Program	SVP																		
Equipment for vermicomposting & mushroom project -Midsayap	IRBAS Program	SVP																		
<b>GRAND TOTAL</b>																				

Prepared by: \_\_\_\_\_

RECOMMENDING APPROVAL : \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

*E.G. ALONZO*  
BAC Secretariat

*Muel abaniel*  
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*Adelaida B. Gray*  
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Phil'ice, Officer-in-Charge