

**Inter Country Adoption Board Annual Procurement Plan for FY 2016**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement					Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bid	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>I. Policy Formulation and Research</b>											
	1. Board Meetings											
	1.1. Supplies and Materials	ICAB	Shopping					GAA	₱40,800.00			
	2. Research											
	2.1. Supplies	ICAB	Shopping					GAA	₱20,000.00			
	2.2. Research Fee	ICAB	Selection based on Consultant Qualification					GAA	₱200,000.00			
	3. TWG Amendment of Law											
	<b>II. Program Development and Implementation</b>											
	<b>INQUIRIES</b>											
	Communication Service and Supplies (Mailings, Telephone, email)	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱158,760.00			
	<b>ADOPTION APPLICATION</b>											
	Postage and Deliveries Supplies	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱441,696.00			
	<b>CHILDREN CLEAR FOR ICA</b>											
	Postage and Deliveries Supplies	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱754,800.00			
	<b>CHILDREN FOR MATCHING</b>											
	1. On Site Matching - Traveling Expenses											
	1.1. Region VI Iloilo	CWC	Negotiated Procurement - Small Value Procurement	March	March	April	April	GAA	₱64,000.00			
	1.2. MIMAROPA Palawan IV B	CWC	Negotiated Procurement - Small Value Procurement	May	May	June	June	GAA	₱64,000.00			
	1.3. Region IVA	CWC	Negotiated Procurement - Small Value Procurement	September	September	October	October	GAA	₱25,000.00			
	2. Accommodation											
	2.1 Ilo-Ilo	CWC	Negotiated Procurement - Small Value Procurement	March	March	April	April	GAA	₱40,500.00			
	2.2 MIMAROPA Palawan IVB	CWC	Negotiated Procurement - Small Value Procurement	May	May	June	June	GAA	₱40,500.00			
	2.3 Region IVA	CWC	Negotiated Procurement - Small Value Procurement	September	September	October	October	GAA	₱40,500.00			
	3. Transportation (Van rental/taxi)	CWC	Negotiated Procurement - Small Value Procurement					GAA	₱14,000.00			
	4. Supplies	CWC	Shopping					GAA	₱60,000.00			
	<b>PRE-PLACEMENT VISITS</b>											
	1. Travelling Expenses (Regions V, VI, VII, X)	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱120,000.00			
	2. Travelling Expenses (Regions I, III, IV, IVA, NCR)	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱39,000.00			
	3. Per Diem of SWs Regions I, II, V, VI, VII, X	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱33,600.00			
	4. Per Diem of SWs Regions NCR, III, IVA	ICAB	Negotiated Procurement - Small Value Procurement					GAA	₱8,960.00			
	<b>ENTRUSTMENT SERVICES</b>											
	1. Cultural Kit	Adoptive Family	Shopping	May	May	June	June	GAA	₱165,000.00			
	<b>POST PLACEMENT SUPERVISIONS</b>											
	Communication and Supplies	ICAB	Shopping					GAA	₱96,525.00			
	<b>PROGRAM FOR SPECIAL NEEDS CHILDREN</b>											
	1. Hosting Program											
	a. Supplies	Adoptive Child	Shopping					GAA	₱11,250.00			
	b. Travel Kits (40 children, 8 escorts)	Adoptive Child	Shopping					GAA	₱24,000.00			
	c. Travelling Expenses Visit to CCA (c/o FAA)											
	<b>POST ADOPTION SERVICE</b>											
	1. Homeland Tour/Visit											
	a. Souvenirs	Adoptive Child	Shopping					GAA	₱36,000.00			
	b. Supplies	Adoptive Child	Shopping					GAA	₱4,000.00			
	2. Search for Roots											
	a. Supplies	Adoptive Child	Shopping					GAA	₱4,900.00			
	3. Search and Reunion											
	a. Supplies	Adoptive Child	Shopping					GAA				

<b>4. Attendance to Post Adoption Trainings</b>									
a. Registration /Training Fee	Partner Agency	Negotiated Procurement - Small Value Procurement						GAA	₱30,000.00
<b>CASE MANAGEMENT COACHING</b>									
1. Consultative meetings and technical assistance in 11 regions									
a. Bus Fare (La Union, Pampanga, Alabang, NCR)	PDU	Negotiated Procurement - Small Value Procurement						GAA	₱12,000.00
b. Airfare Tuguegarao, Iloilo, Leyte, Zamboanga, Cagayan De Oro, Davao, South Colabato	PDU	Negotiated Procurement - Small Value Procurement						GAA	₱168,000.00
2. Capacity Building Package on ICA Program (40 pax/region target pax)									
a. Supplies	PDU	Shopping						GAA	₱24,000.00
b. Honorarium Resource Person (Honorarium varies on the number of hours/lecture)	PDU	Negotiated Procurement - Small Value Procurement						GAA	₱28,000.00
c. Meals and Hotel Accommodation									
c.1 Region IX	PDU	Negotiated Procurement - Small Value Procurement	Feb	Feb	Mar	Mar		GAA	₱225,600.00
c.2 Region XII	PDU	Negotiated Procurement - Small Value Procurement	April	April	May	May		GAA	₱225,600.00
c.3 Caraga	PDU	Negotiated Procurement - Small Value Procurement	June	June	July	July		GAA	₱225,600.00
c.4 NCR	PDU	Negotiated Procurement - Small Value Procurement	Aug	Aug	Sep	Sep		GAA	₱225,600.00
3. Capacity Building Package (Tier 2) Preparing Children, Case Management and Case Writing (20 pax/region) Regions V, VI IVA, I, NCR									
a. Supplies	PDU	Shopping						GAA	₱15,000.00
b. Meals and Hotel Accommodation (Region V, VI, IVA, NCR, and I)									
b.1 Region V	PDU	Negotiated Procurement - Small Value Procurement	March	March	April	April		GAA	₱232,000.00
b.2 Region VI	PDU	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA	₱232,000.00
b.3 Region IVA	PDU	Negotiated Procurement - Small Value Procurement	July	July	Aug	Aug		GAA	₱232,000.00
b.4 NCR	PDU	Negotiated Procurement - Small Value Procurement	September	September	October	October		GAA	₱232,000.00
b.5 Region I	PDU	Negotiated Procurement - Small Value Procurement	October	October	November	November		GAA	₱232,000.00
c. Digicam	PDU	Shopping	March	March	April	April		GAA	₱35,000.00
4. Mentoring of SW from 1 CCAs (Pilot Test)									
a. Supplies	Social Workers	Shopping						GAA	₱10,000.00
<b>STANDARD SETTING &amp; COMPLIANCE MONITORING</b>									
Accreditation/Re-Accreditation of 18 FAAs									
Barcelona, Spain	ICAB	Negotiated Procurement - Small Value Procurement	April	April	May	May		GAA	₱250,000.00
New York, USA	ICAB	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA	₱125,000.00
Delaware, USA	ICAB	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA	₱125,000.00
France	ICAB	Negotiated Procurement - Small Value Procurement	July	July	Aug	Aug		GAA	₱125,000.00
Ireland	ICAB	Negotiated Procurement - Small Value Procurement	July	July	Aug	Aug		GAA	₱125,000.00
California USA	ICAB	Negotiated Procurement - Small Value Procurement	Sept	Sept	Oct	Oct		GAA	₱125,000.00
Texas, USA	ICAB	Negotiated Procurement - Small Value Procurement	Sept	Sept	Oct	Oct		GAA	₱125,000.00
1. Desk Accreditation/Monitoring of CCAs/CPAs									
a. Supplies	PDU	Shopping						GAA	₱11,000.00
2. Liaison Service Agencies (LSA)									
a. Supplies	ICAB	Shopping						GAA	₱6,000.00
3. Accreditation/ Re- accreditation of 12 FAAs									
<b>NETWORKING, CAPABILITY BUILDING AND ADVOCACY</b>									
1. Dialogues with Local Partners									
ACCAP, Liaison Service, DSWD OBSUs FOs RSCC Heads, DFA/Embassies, NSO, Other NGAs									
1.1. Supplies	ICAB & Partner Agency	Shopping						GAA	₱15,000.00
2. Consultative Dialogues with Central Authority/ Foreign Adoption Agency Program Coordinators/Executive Director									
2.1 Supplies/Communication	ICAB & Partner Agency	Shopping						GAA	₱15,000.00
2.2 Communications/Supplies	ICAB & Partner Agency	Shopping						GAA	₱6,000.00
3. 14th Global Consultation NOC Meetings									

4. Adoption Concubness Celebration													
4.1. Tarpaulin	ICAB	Shopping						GAA		P600.00			
5. Production of Required Reports, Documentation and IEC Materials													
5.1. CY 2015 Annual Report Printing	ICAB	Shopping						GAA		P25,000.00			
5.2. CY 2016 Semestral Report Printing	ICAB	Shopping						GAA		P12,500.00			
5.3. Supplies and Materials for Accomplishment/Physical/Statistical and Financial Reports (DBM, Senate, Congress, COA, PCW, DSWD, CWC, AO25, PBB Secretariat, MITHI, ICTO, NMDC, OPG, OSM, HRDB, PDPB, CSC	ICAB	Shopping						GAA		P60,000.00			
5.4. Re-printing RA 8043, Updated ICAB Brochures and Leaflets	ICAB	Negotiated Procurement - Small Value Procurement	June	June	July	July		GAA		P200,000.00			
5.5. ICAB Admin and Finance Manual													
5.5.1. Printing of Admin and Finance Manual	ICAB	Negotiated Procurement - Small Value Procurement						GAA		P7,500.00			
5.6. Compilation of ICAB Board Resolution, Law, issuances and Guidelines													
5.6.1. Supplies	ICAB	Shopping						GAA		P4,800.00			
5.6.2. Printing and Binding Services	ICAB	Negotiated Procurement - Small Value Procurement	June	June	Sept	Sept		GAA		P30,000.00			
INSTITUTIONAL STRENGTHENING													
1. Improvement of ICAB's Building													
1.1. Re-painting of ICAB Building and Perimeter Fence (Labor and Materials)	ICAB	Negotiated Procurement - Small Value Procurement	Oct	Oct	Nov	Nov		GAA		P200,000.00			
1.2. Relocation of Septic Tank (labor and Materials)	ICAB	Negotiated Procurement - Small Value Procurement	July	July	Aug	Aug		GAA		P275,000.00			
1.2.1 Meeting with DBM, Engineer and Architect	ICAB	Negotiated Procurement - Small Value Procurement						GAA		P7,000.00			
1.2.2 Consultation Fee Building Lay out	ICAB	Negotiated Procurement - Small Value Procurement	March	March	March	March		GAA		P50,000.00			
1.3. TWG for building Rehabilitation/relocation													
2. Data Management													
2.1. Professional/Consultants Fee (PISICA)	ICAB	Selection based on Consultant Qualification						GAA		P36,000.00			
2.2. Professional Fee (Conditional Allocation)	ICAB	Selection based on Consultant Qualification						GAA		P60,000.00			
3. Trainings, Seminars, Conferences and Meetings Attended by ICAB Secretariat, Board, ICPC													
3.1. 2015 Program Review and 2016 Planning Workshop (Jan)	ICAB	Negotiated Procurement - Small Value Procurement	Jan	Jan	Jan	Jan		GAA		P83,500.00			
3.1.1. Accommodation and Meals	ICAB	Negotiated Procurement - Small Value Procurement	Jan	Jan	Jan	Jan		GAA		P75,500.00			
3.1.2. Supplies	ICAB	Shopping						GAA		P8,000.00			
3.2. CY 2017 Program Planning	ICAB	Negotiated Procurement - Small Value Procurement	Feb	Feb	Feb	Feb		GAA		P106,000.00			
3.2.1. Accommodation and Meals	ICAB	Negotiated Procurement - Small Value Procurement						GAA		P90,000.00			
3.2.2. Supplies	ICAB	Shopping						GAA		P16,000.00			
3.3. CY 2016 Program Review and CT 2018 Planning Workshop	ICAB	Negotiated Procurement - Small Value Procurement	April	April	April	April		GAA		P223,000.00			
3.3.1. Accommodation and Meals	ICAB	Negotiated Procurement - Small Value Procurement						GAA		P180,000.00			
3.3.2. Supplies	ICAB	Shopping						GAA		P8,000.00			
3.4. Staff Development	ICAB	Negotiated Procurement - Small Value Procurement	March	March	April	April		GAA		P294,000.00			
3.4.1. Accommodation and Meals	ICAB	Negotiated Procurement - Small Value Procurement	March	March	April	April		GAA		P216,000.00			
3.4.2. Supplies	ICAB	Shopping	March	March	March	March		GAA		P12,800.00			
3.4.3. Honorarium Resource Person	ICAB	Selection based on Consultant Qualification	March	March	March	March		GAA		P36,000.00			
3.5. Family Day	ICAB	Negotiated Procurement - Small Value Procurement	Sept	Sept	Sept	Sept		GAA		P80,000.00			
3.6. Woman's Celebration	ICAB	Negotiated Procurement - Small Value Procurement						GAA		P199,800.00			
3.6.1. Forum on Reproductive Health	ICAB	Negotiated Procurement - Small Value Procurement	Feb	Feb	Feb	Feb		GAA		P120,000.00			
3.6.2. Forum on Solo Parents Act	ICAB	Negotiated Procurement - Small Value Procurement	March	March	March	March		GAA		P30,000.00			
3.6.3. Forum on Expanded Senior Citizens Act/Protection of Women Senior Citizens	ICAB	Negotiated Procurement - Small Value Procurement	March	March	March	March		GAA		P48,000.00			
3.6.7. Tarpaulins	ICAB	Shopping						GAA		P1,800.00			
3.7. Lakbay Aral	ICAB	Negotiated Procurement - Small Value Procurement	Sept	Sept	Oct	Oct		GAA		P250,000.00			
3.7.1. Supplies	ICAB	Shopping						GAA		P10,000.00			
3.7.2. Accommodation	ICAB	Negotiated Procurement - Small Value Procurement	Sept	Sept	Oct	Oct		GAA		P124,000.00			
3.7.3. Entrance Fee to Tourist Spot	ICAB	Negotiated Procurement - Small Value Procurement	Oct	Oct	Oct	Oct		GAA		P42,000.00			

3.7.4. Honorarium Tour Guide	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P12,000.00		
3.8. Year End Convocation	ICAB	Negotiated Procurement - Small Value Procurement	Nov	Nov	Dec	Dec		GAA	P100,000.00		
3.8.1. Supplies	ICAB	Shopping						GAA	P5,000.00		
3.8.2. Venue	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P23,000.00		
3.9. ICAB Anniversary Celebration	ICAB	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA	P150,000.00		
3.9.1. Supplies and Materials (Anniversary Planner)	ICAB	Shopping	May	May	June	June		GAA	P75,000.00		
3.9.2. Venue and Meals	ICAB	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA	P75,000.00		
3.10. Continuing Education (In-House)											
a. Honorarium (3.10.2/3.10.3/3.10.4)	ICAB	Selection based on Consultant Qualification						GAA	P48,000.00		
3.10.1. ICA Process and Procedures on Relative Adoption											
3.10.2. Government Accounting and Auditing Procedures											
3.10.3. Handling Sexual Abuse Cases											
3.10.4. CSC Rules and Regulation											
3.10.5. ICA Process and Procedures on Post Adoption Service											
3.11. Physical Fitness/Health and Wellness	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P120,000.00		
3.12. Integrity Management Orientation											
3.12.1. Accommodation and Meals (DP/Full Payment)	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P259,200.00		
3.12.2. Supplies	ICAB	Shopping						GAA	P7,000.00		
3.12.3. Tokens/Prizes	ICAB	Shopping						GAA	P5,000.00		
3.13. Emergency Drill											
3.13.1. Supplies	ICAB	Shopping						GAA	P5,000.00		
3.13.2. Stretcher/Wheelchair	ICAB	Shopping						GAA	P10,000.00		
3.13.3. First Aid Kit	ICAB	Shopping	Feb	Feb	Mar	Mar		GAA	P15,000.00		
3.13.3.1. Honorarium Resource Persons	Partner Agency	Selection based on Consultant Qualification						GAA	P48,000.00		
3.14. Basic Life Support	Partner Agency	Selection based on Consultant Qualification									
3.14.1. Honorarium Resource Person	Partner Agency	Selection based on Consultant Qualification	March	March	May	May		GAA	P24,000.00		
3.14.2. Supplies	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P12,800.00		
3.15. GAD Training	ICAB	Negotiated Procurement - Small Value Procurement					b	GAA	P599,400.00		
3.15.1. Training Orientation on GDFPS (2 days)	ICAB	Negotiated Procurement - Small Value Procurement	March	March	April	April		GAA			
3.15.2. Training Orientation on GMEF and HGDG (4 days)	ICAB	Negotiated Procurement - Small Value Procurement	April	April	May	May		GAA			
3.15.3. Refresher Course on Gender Sensitivity/WEDGE (2 days)	ICAB	Negotiated Procurement - Small Value Procurement	May	May	June	June		GAA			
3.15.4. Training Gender Analysis and Crafting Gender Agenda (3 days)	ICAB	Negotiated Procurement - Small Value Procurement	June	June	July	July		GAA			
3.15.4.1 Supplies	ICAB	Shopping						GAA	P19,200.00		
3.15.4.2. Transportation	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P72,000.00		
3.15.4.3. Accommodation and Meals	ICAB	Negotiated Procurement - Small Value Procurement	April, June & July	April, June & July	April, June & July	April, June & July		GAA	P376,200.00		
3.16. Property Management System Seminar	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P5,000.00		
3.17. Upgraded/Updated Tax Rules and Regulation	ICAB	Selection based on Consultant Qualification						GAA	P5,000.00		
3.18. Updated Procurement System Laws, Rules and Regulation	ICAB	Selection based on Consultant Qualification						GAA	P22,500.00		
3.19. Laws, Rules and Regulations on Audit of Government Expenditures	ICAB	Selection based on Consultant Qualification						GAA	P18,500.00		
3.20. Mid-Year AGIA Convention	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P14,800.00		
3.21. FAGBA Convention	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P14,800.00		
3.22. AGAP Convention	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P14,800.00		
3.23. Basic Internal Control Concept and Internal Auditing Principles and Practices	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P10,000.00		
3.24. CSC Leadership and Supervisor's Training	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P25,000.00		
3.25. MS Office, Excel, PPP Orientation Libre Office	ICAB	Negotiated Procurement - Small Value Procurement	Jan	Jan	Jan	Jan		GAA	P10,000.00		
3.25.1. Supplies	ICAB	Shopping						GAA	P2,000.00		
3.26. NMDC											
3.26.1. Supplies and Materials								GAA	P2,000.00		

3.26.2. Travelling Expenses	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P48,000.00		
3.26.3. Gasoline ( For Meeting at CO)	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P4,000.00		
3.26.4. Communication	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P2,400.00		
2.27. Strengthening of ICABEA											
3.27.1. Regional Forum	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P3,000.00		
3.27.2. General Congress	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P5,000.00		
3.28. PMS/SG3/OMS Orientation Workshop	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P10,000.00		
3.28.1. Supplies and Communication	ICAB	Shopping						GAA	P2,650.00		
3.29. Counseling for the Poor Training								GAA	P30,000.00		
<b>1. PAYMENT OF GENERAL SERVICE</b>											
1. Payment of Communication Service											
1.1. PLDT/Telephone	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P480,000.00		
1.2. Postpaid Plan Mobile	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P24,000.00		
1.3. Payment for Internet	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P276,000.00		
2. Payment of Utilities											
2.1. Water	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P60,000.00		
2.2. Electricity MERALCO	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P840,000.00		
3. Repairs and Maintenance of ICAB Vehicle											
3.1. SIA 818 Toyota Innova	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P80,000.00		
3.2. SEW 600 Toyota Hiace	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P80,000.00		
3.3. SKP 650 Toyota Innova	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P80,000.00		
3.4. Tire Replacement	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P44,000.00		
4. Payment for Gasoline	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P300,000.00		
5. Payment of Security Service	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P765,000.00		
6. Maintenance of Building											
6.1. Renovation of Play Area											
6.1.1. Materials	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P33,433.00		
6.1.2. Labor	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P80,000.00		
7. Maintenance of Aircon	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P32,000.00		
8. Pest Control	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P21,600.00		
9. Purchase of Office Supplies	ICAB	Negotiated Procurement - Procurement Agent						GAA	P2,560,000.00		
10. Purchase Equipment, Furnitures, and Fixtures	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P1,758,000.00		
10.1. PABX	ICAB	Shopping	March	March	April	April		GAA	P180,000.00		
10.2. Computer Desktop	ICAB	Public Bidding	March	March	April	April		GAA	P760,000.00		
10.3. Application Program MS Office Productivity	ICAB	Negotiated Procurement - Procurement Agent	March	March	March	March		GAA	P473,000.00		
10.4. Printer	ICAB	Shopping	March	March	March	March		GAA	P50,000.00		
10.5. Scanner	ICAB	Shopping	May	May	May	May		GAA	P30,000.00		
10.6. Split Type Inverter Airconditioner	ICAB	Shopping	June	June	July	July		GAA	P55,000.00		
10.7. UPS	ICAB	Shopping						GAA	P5,000.00		
10.8. Multimedia Projector	ICAB	Shopping	June	June	June	June		GAA	P35,000.00		
10.9. Tower Fan	ICAB	Shopping						GAA	P4,000.00		
10.10. Shredder	ICAB	Shopping						GAA	P23,300.00		
10.11. Copying Machine	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P90,000.00		
10.12. Anti-Virus	ICAB	Shopping						GAA	P12,950.00		
10.13. ICAB Bag	ICAB	Shopping	Sept	Sept	Sept	Sept		GAA	P60,000.00		
10.14. Mini Philippine Flag	ICAB	Shopping	Sept	Sept	Sept	Sept		GAA	P72,500.00		
10.15. Server	ICAB	Negotiated Procurement - Small Value Procurement	June	June	July	July		GAA	P250,000.00		
11. Payment of Lease	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P590,000.00		
12. Rental of Copying Machine	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P816,000.00		
13. Notarial Service	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P55,000.00		
14. Purchase of Mineral Water	ICAB	Shopping						GAA	P24,000.00		
15. Advertising	ICAB	Negotiated Procurement - Small Value Procurement						GAA	P500,000.00		
16. Printing	ICAB										

16.1. RA 8043	ICAB	Shopping	Sept	Sept	Sept	Sept	GAA	P27,000.00			
16.2. ICAB Letterhead	ICAB	Shopping	Sept	Sept	Sept	Sept	GAA	P43,200.00			
16.3. Calling Cards	ICAB	Shopping	Sept	Sept	Sept	Sept	GAA	P10,400.00			
16.4. ICAB Stickers	ICAB	Shopping					GAA	P7,400.00			
17. Subscriptions (newspaper, magazines)	ICAB	Shopping					GAA	P12,000.00			
18. Travel Reimbursement	ICAB	Negotiated Procurement - Small Value Procurement					GAA	P50,000.00			
19. Fidelity Bond Insurance											
19.1. Building, Furniture and Equipment	ICAB	Negotiated Procurement - Small Value Procurement					GAA	P65,000.00			
19.2. Vehicles	ICAB	Negotiated Procurement - Small Value Procurement					GAA	P16,500.00			
19.2.1. Registration of Vehicle	ICAB	Negotiated Procurement - Small Value Procurement					GAA	P12,000.00			
19.2.2. ICAB Accountable Officer	ICAB	Negotiated Procurement - Small Value Procurement					GAA	P45,000.00			

Prepared and Submitted by:



SHERWIN F. PEREZ  
AO V - Admin

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
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
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated
5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Approved by:



BERNADETTE B. ABEJO  
Executive Director

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

Breakdown into mooe and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects