



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC COMMUNICATION AND  
RESEARCH AND ACTING HEAD OF PROCURING ENTITY

Ma'am:

The Department of Foreign Affairs is pleased to submit its Supplemental Annual Procurement Plan (SAPP) for the Period of July to December 2020, in compliance with Procurement Rules and Regulations and GPPB Circular 02-2020.

Very truly yours,

A handwritten signature in black ink, appearing to read "ERNESTO C. ABELLA", written over a horizontal line.

**ERNESTO C. ABELLA**  
Undersecretary and Acting  
Head of Procuring Entity

**ATTY. ROWENA CANDICE M. RUIZ**

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**DEPARTMENT OF FOREIGN AFFAIRS**  
**Supplemental Annual Procurement Plan July - December 2020**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/RFI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Furnitures and Fixtures (Semi-expendable) Procurement of 30 Executive High Back Chair with headrest	OMEAA	No	Small Value Procurement	N/A	N/A	November 2020	November 2020	GAA 2020	330,000.00	330,000.00	-	
	31st Meeting of the ASEAN-China Joint Working Group on the Implementation of the Declaration on the Conduct of Parties in the South China Sea (JWG-DOC) - Lease of Venue	ASEAN	No	Lease of Venue	N/A	N/A	November 2020	November 2020	ICF	8,184,000.00	8,184,000.00	-	
	Transportation	ASEAN	No	Small Value Procurement	N/A	N/A	November 2020	November 2020	ICF	800,000.00	800,000.00	-	
	Tokens	ASEAN	No	Small Value Procurement	N/A	N/A	November 2020	November 2020	ICF	300,000.00	300,000.00	-	
	Delegate Kits	ASEAN	No	Small Value Procurement	N/A	N/A	November 2020	November 2020	ICF	400,000.00	400,000.00	-	
	Communication Expenses	ASEAN	No	N/A	N/A	N/A	November 2020	November 2020	ICF	15,000.00	15,000.00	-	
	Preventive Maintenance - Signal Booster - Upgrade and maintenance of Communication System of OCA Aseana	OCA	No		N/A	N/A			GAA 2020	100,000.00	100,000.00	-	
	Preventive Maintenance of PA System - Upgrade and maintenance of Communication System of OCA Aseana	OCA	No		N/A	N/A			GAA 2020	500,000.00	500,000.00	-	
	Procurement of ICT Equipment - Supply and delivery of ICT Equipment (Semi-Expendable)	OCA	No	Small Value Procurement	N/A	N/A			GAA 2020	55,100.00	55,100.00	-	
	Procurement of Furniture and Fixtures (Semi-Expendable)	OCA	No	Small Value Procurement	N/A	N/A			GAA 2020	84,100.00	84,100.00	-	
	Repairs and Maintenance for the Procurement of Car tubeless wheels	OCA	No	Small Value Procurement	N/A	N/A			GAA 2020	27,500.00	27,500.00	-	
	Subscription of Internet - Additional Internet Subscription for CO SaN Nicolas	OCA	No	Small Value Procurement / Direct Contracting	N/A	N/A			GAA 2020	11,460.00	11,460.00	-	
	Mobile Subscription of CO - Provision for Postpaid Plan with Mobiles of CO Iloilo	OCA	No	Direct Contracting / Sec. 53.6	N/A	N/A			GAA 2020	1,600.00	1,600.00	-	
	N95 Respirator Masks (1,000 pcs.)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	155,000.00	155,000.00	-	
	Examination Gloves (100 Boxes)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	40,500.00	40,500.00	-	
	Balikbayan Boxes (100 pcs.)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	40,000.00	40,000.00	-	
	Coverall, Protective Suit	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	230,000.00	230,000.00	-	
	Food and Beverage	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	50,000.00	50,000.00	-	
	Alcohol (2,000 bottles)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	480,000.00	480,000.00	-	
	Disinfect spray (1,000 cans)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	780,000.00	780,000.00	-	
	Hand sanitizer (300 boxes)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	135,000.00	135,000.00	-	
	Paper Towel (300 boxes)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	43,500.00	43,500.00	-	
	Surgical masks (300 boxes)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	469,500.00	469,500.00	-	
	Shoe cover (10,000 pairs)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	83,200.00	83,200.00	-	
	Face shield (200 pcs)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	24,960.00	24,960.00	-	
	Goggles (400 pcs)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	62,400.00	62,400.00	-	
	Thermo gun (5 pcs.)	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	39,795.00	39,795.00	-	
	Email Management Services	OUMWA	No	Emergency Procurement	N/A	N/A			GAA 2020	2,400,000.00	2,400,000.00	-	
	GAD Activities / Wellness	ASPAC	No	Emergency Procurement	N/A	N/A			GAA 2020	163,000.00	163,000.00	-	
	Supplies and Materials - Drugs and Medicines Expenses	ASPAC	No	Emergency Procurement	N/A	N/A			GAA 2020	214,600.00	214,600.00	-	
	Semi-Expendable Expenses - Other Supplies and Materials Expenses	ASPAC	No	Emergency Procurement	N/A	N/A			GAA 2020	500,000.00	500,000.00	-	
	Communication Services - Mobile	ASPAC	No	Emergency Procurement	N/A	N/A			GAA 2020	200,000.00	200,000.00	-	
	Procurement of Personal Protective Supplies	IAS	No	Emergency Procurement	N/A	N/A			GAA 2020	51,900.00	51,900.00	-	
	Lease of Motor Vehicle	IAS	No	Emergency Procurement	N/A	N/A			GAA 2020	47,362.20	47,362.20	-	
	Procurement of Local and Foreign Newspaper and Magazine	IAS	No	Emergency Procurement	N/A	N/A			GAA 2020	46,000.00	46,000.00	-	
	Representation Expenses - for MANA Mo 2020 (food, honoraria, token, supplies and personalized facemasks)	MOAO	No	Small Value Procurement	N/A	N/A			GAA 2020	420,000.00	420,000.00	-	

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**Supplemental Annual Procurement Plan July - December 2020**

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/B/EI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Other Supplies and Materials - Emergency Procurement of Medical Supplies	MOAO	No	Small Value Procurement	N/A	N/A			GAA 2020	5,000.00	5,000.00		
	Other Supplies and Materials	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	210,755.17	210,755.17		
	Library and Other Reading Materials Subscription Expenses	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	200,000.00	200,000.00		
	Rent - Motor Vehicle	OSEC	No	Competitive Bidding	N/A	N/A			GAA 2020	451,034.00	451,034.00		
	Semi Expendable Office Equipment - Microwave, Rangehood, Table Built-in-Oven, Electric Cooktop, Multi-cooker, Cofee maker	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	45,000.00	45,000.00		
	R&M Building - Repair of Kitchen / Pantry	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	50,000.00	50,000.00		
	Environmental / Sanitary Services	OSEC	No	Shopping	N/A	N/A			GAA 2020	18,000.00	18,000.00		
	ICT Software Subscription	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	50,000.00	50,000.00		
	Training Expenses	OSEC	No	Small Value Procurement	N/A	N/A			GAA 2020	75,000.00	75,000.00		
	Other Supplies and Materials Expenses - Alcohol, surgical gloves, disinfectant spray, hand sanitizer, paper towel, face shield and etc.	OFMS	No	Small Value Procurement	N/A	N/A			GAA 2020	350,000.00	350,000.00		
	Desktop computer, laptop Universal Services Protocol (USP) Server and Lot Network attached storage	OFMS	No		N/A	N/A			GAA 2020	8,600,000.00	8,600,000.00		
	Representation Expenses	OSEC	No		N/A	N/A			GAA 2020	575,000.00	575,000.00		
	Furniture and Fixtures (Semi Expendable)	OSEC	No		N/A	N/A			GAA 2020	25,000.00	25,000.00		
	ICT Software Subscription - Email mangement Services (additional Email Account)	OAMSS	No		N/A	N/A			GAA 2020	2,400,000.00	2,400,000.00		
	Legal Services - Notarial fees	GAD	No		N/A	N/A			GAA 2020	5,000.00	5,000.00		
	Other Supplies and Materials	UP	No		N/A	N/A			GAA 2020	186,000.00	186,000.00		
	ICT Equipment (Smi Expendable)	UP	No		N/A	N/A			GAA 2020	90,000.00	90,000.00		
	Library and Other Reading Materials Subscription Expenses	UP	No		N/A	N/A			GAA 2020	119,948.00	119,948.00		
	Drugs and Medicines	UP	No		N/A	N/A			GAA 2020	56,099.36	56,099.36		
	General Services - Environmental / Sanitary Services - Office disinfection	OUMWA	No		N/A	N/A			GAA 2020	50,000.00	50,000.00		
	Augmentation - Office Supplies - Purchase of various paper materials & products, office equipment & accessories	DFA-Mindanao	No	Small Value Procurement	N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	13,714.97	13,714.97		
	Augmentation - Other Supplies / Materials Expense - Purchase of various electrical equipment / components / supplies	DFA-Mindanao	No	Small Value Procurement	N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	57,825.12	57,825.12		
	Augmentation - Other supplies / Materials / components / supplies Purchase of PPEs and other Covid-19 related materials for official use	DFA-Mindanao	No	Small Value Procurement	N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	25,000.00	25,000.00		
	Augmentation - ICT Office Supplies - Purchase of printer supplies / consumables	DFA-Mindanao	No	Small Value Procurement	N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	39,888.80	39,888.80		
	Augmentation - Semi Expendable - Equipment / ICT - Purchase of various / common ICT equipment devices and accessories, Purchase of one (1) IP Phone unit (VOIP)	DFA-Mindanao	No	Small Value Procurement	N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	116,398.00	116,398.00		
	Augmentation - Repairs and Maintenance (motor vehicle) - Purchase of a new battery, car cover, tail light (LH), car mat & Tires for DFA Min's Official vehicle	DFA-Mindanao	No		N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	50,000.00	50,000.00		

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					Advertisement/Posting of IB/RFI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Adjustment - Taxes, Duties & License - Renewal of GSIS Insurance of Toyota Innova	DFA-Mindanao	No		N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	2,000.00	2,000.00		
	Augmentation - Printing / Binding publication expense - Printing / Bonding of 2019 Annual Report	DFA-Mindanao	No		N/A	N/A	Oct, Nov, Dec	Oct, Nov, Dec	GAA 2020	6,000.00	6,000.00		
	Augmentation of the Representation Expenses	OUCSCC	No		N/A	N/A			GAA 2020	250,000.00	250,000.00		
	ICT Services for the Highly Technical Consultancy - DPA Compliance Phase 2	OAMSS	No		N/A	N/A			GAA 2020	900,000.00	900,000.00		Continuing Appropriation 2019
	Augmentation of Environment / Sanitary Services	DLIU	No		N/A	N/A			GAA 2020	3,000.00	3,000.00		
	Library and Other Reading Materials Subscription Expenses	OTLA	No		N/A	N/A			GAA 2020	50,000.00	50,000.00		
	Library and Other Reading Materials Subscription Expenses	IAS	No		N/A	N/A			GAA 2020	46,000.00	46,000.00		
	ICT Software - to augment the allotted budget	OUCSCC	No		N/A	N/A			GAA 2020	37,000.00	37,000.00		
	Workshop on WTO Law and Practices - Moderator and Professional Services Fee	OUIER	No	53.7 Highly Technical Consultant	N/A	N/A			GAA 2020	50,000.00	50,000.00		
	ICT Office Supplies - Common Use ICT Office Supplies	OUIER	No		N/A	N/A			GAA 2020	65,000.00	65,000.00		
	MOA with CITEM to support PH participation in the China International Import Expo (CIIE)	OUIER	No		N/A	N/A			GAA 2020	1,000,000.00	1,000,000.00		
	ICT Software Subscription	OUCSCC	No		N/A	N/A			GAA 2020	37,000.00	37,000.00		
	Purchase of Five (5) paper shredders	OMEAA	No		N/A	N/A	Aug	Aug	GAA 2020	48,000.00	48,000.00		
	Purchase of Thirty (30) Executive chairs	OMEAA	No		N/A	N/A	Aug	Aug	GAA 2020	330,000.00	330,000.00		
	Other Supplies and Materials Expenses - ICT Office Supplies	DLIU	No		N/A	N/A	Oct	Oct	GAA 2020	22,050.00	22,050.00		
	Representation Expenses - Gift Items, Grocery Baskets and other representation expenses	OSEC	No		N/A	N/A			GAA 2020	3,000.00	3,000.00		
	Rent - Motor vehicle	OSEC	No		N/A	N/A			GAA 2020	1,050,000.00	1,050,000.00		
	Travelling Expenses - Foreign Travel	OSEC	No		N/A	N/A			GAA 2020	700,000.00	700,000.00		
	Procurement of HRIS Maintenance Program	HRMO	No		N/A	N/A			GAA 2020	500,000.00	500,000.00		
	Rent Expenses - Lease of Motor Vehicle for official use one (1) unit	OTLA	No		N/A	N/A			GAA 2020	5,000,000.00	5,000,000.00		
	Subscription Expenses - ICT Software Subscription	OTLA	No		N/A	N/A			GAA 2020	250,000.00	250,000.00		
	Rent / Lease Expenses - Rents - Motor Vehicles	OAMSS	No		N/A	N/A			GAA 2020	35,000.00	35,000.00		
	Other machinery and Equipment (Semi Expendable)	OSEC	No		N/A	N/A			GAA 2020	1,000,000.00	1,000,000.00		
	ICT Supplies	OSEC	No		N/A	N/A			GAA 2020	9,306.00	9,306.00		
	Other maintenance and Operating Expenses	OSEC	No		N/A	N/A			GAA 2020	2,000.00	2,000.00		
	Extraordinary and Miscellaneous Expenses	OSEC	No		N/A	N/A			GAA 2020	3,000.00	3,000.00		
	Repair and Maintenance - Furniture and Fixtures of Reception Counter and Carpet Tile Flooring	OUIER	No		N/A	N/A			GAA 2020	132,000.00	132,000.00		
	Library and Other Reading Materials Subscription Expenses	OUIER	No		N/A	N/A			GAA 2020	150,000.00	150,000.00		
	Digital capability support for FSPs - ICT Software Subscription Expenses	OUIER	No		N/A	N/A			GAA 2020	15,000.00	15,000.00		
	Philippine Export Promotion Package - Representation Expenses	OUIER	No		N/A	N/A			GAA 2020	620,000.00	620,000.00		
									GAA 2020	7,025,400.00	7,025,400.00		

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	Philippine Export Promotion Package - Postage and courier services	OUIER	No		N/A	N/A			GAA 2020	1,159,776.00	1,159,776.00		
	Representation Expenses - Face mask for Lisbon PE	OUIER	No		N/A	N/A			GAA 2020	150,000.00	150,000.00		
	DFA Cultural Officers E-Learning Course - Hiring of Technical Consultant	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	May - Dec	May - Dec	GAA 2020	2,000,000.00	2,000,000.00		
	Virtual Lectures and Workshops	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	500,000.00	500,000.00		
	Focus on Festivals - Hiring of Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	500,000.00	500,000.00		
	Shared Cultural Content Series - Hiring of Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	1,000,000.00	1,000,000.00		
	Cultural Content on the OFW Helpline Page - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	500,000.00	500,000.00		
	Development of Telenovela Diplomacy - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	2,000,000.00	2,000,000.00		
	Culinary Diplomacy - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	1,000,000.00	1,000,000.00		
	Shipment of Purchase of Books of FSPs - Shipment of Purchase of Books of FSPs	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	May - Dec	May - Dec	GAA 2020	2,151,000.00	2,151,000.00		
	Christmas/ Holiday Program - Professional Services - Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting / Sec. 53.6	N/A	N/A	July - Dec	July - Dec	GAA 2020	1,500,000.00	1,500,000.00		
	OUSCR/ OSCR Christmas Gifts - Purchase of Tokens for Christmas	OUIER - CDU	No	Small Value Procurement	N/A	N/A	July - Dec	July - Dec	GAA 2020	1,000,000.00	1,000,000.00		
	OSCR Christmas Gifts - Shipment of OSCR Christmas Gifts to FSPs	OUIER - CDU	No	Small Value Procurement	N/A	N/A	July - Dec	July - Dec	GAA 2020	2,000,000.00	2,000,000.00		
	Philippine Games - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting	N/A	N/A	July - Dec	July - Dec	GAA 2020	1,000,000.00	1,000,000.00		
	Online Webinar Series of Philippine Nation Building - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting	N/A	N/A	July - Dec	July - Dec	GAA 2020	300,000.00	300,000.00		
	State of Philippine Artists - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting	N/A	N/A	July - Dec	July - Dec	GAA 2020	200,000.00	200,000.00		
	Artists Collective Study on Mindanao Silk - Professional Services-Hiring of Highly Technical Consultant/ Project Coordinator/ Resource Person/ Artist	OUIER - CDU	No	Direct Contracting	N/A	N/A	July - Dec	July - Dec	GAA 2020	500,000.00	500,000.00		
	Mobile Services for OSCR Personnel	OUIER - CDU	No		N/A	N/A	July - Dec	July - Dec	GAA 2020	40,000.00	40,000.00		
	ICT Software Subscription	OUIER - CDU	No		N/A	N/A	July - Dec	July - Dec	GAA 2020	100,000.00	100,000.00		
	Covid 19 Precautionary Measures - Lease of Air Purifier	OUIER - CDU	No		N/A	N/A	July - Dec	July - Dec	GAA 2020	150,000.00	150,000.00		
	Covid 19 Preventive Measures - Purchase of Personal Protective Equipment, Masks, Face Shield etc for CDD Personnel	OUIER - CDU	No	Emergency Procurement	N/A	N/A	July - Dec	July - Dec	GAA 2020	100,000.00	100,000.00		
<b>GRAND TOTAL</b>										<b>68,541,672.62</b>	<b>68,541,672.62</b>	<b>-</b>	

DEPARTMENT OF FOREIGN AFFAIRS  
Supplemental Annual Procurement Plan July - December 2020


Prepared by:

  
ATTY. ALVIN C. MALASIG  
BAC Secretariat, Head

Recommended for Approval by:

  
NARCISO T. CASTAÑEDA  
BAC Chairperson

Approved:

  
ERNESTO C. ABELLA  
Undersecretary and Acting  
Head of the Procuring Entity