



**Philexim**

PHILIPPINE EXPORT-IMPORT CREDIT AGENCY

**BIDS AND AWARDS COMMITTEE (BAC)**

Ref. BAC/L 2018-003

31 January 2018

**MR. DENNIS S. SANTIAGO**

Executive Director III

**GOVERNMENT PROCUREMENT**

**POLICY BOARD (GPPB)**

Technical Support Office

Unit 2506 Raffles Corporate Center

F. Ortigas, Jr. Road, Pasig City

Dear Mr. Santiago:

Pursuant to Section 7.3.5 of the 2016 Revised Implementing Rules and Regulations of the Government Procurement Act (Republic Act 9184), we submit herewith TIDCORP's 2018 Annual Procurement Plan.

Thank you.

A handwritten signature in blue ink, appearing to read 'dynah'.

**ATTY. DYNAH G. NEPOMUCENO-BAYOT**

Chairperson, Bids & Awards Committee

**TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES**  
**ANNUAL PROCUREMENT PLAN FOR CY 2018**

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	MOOE	CO	
84400	Enterprise Risk Management (ERM) Consultant	RMO	NP-53.7 Highly Technical Consultants	N/A	N/A	February	February	GOP	700,000	700,000		Hire a consultant to prepare the ERM of PhilEXIM
78902	Appraisal Services	LAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	573,000	573,000		Acquired/Mortgaged/Dacioned Assets (various dates)
78902	Publication	LAD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	250,000	250,000		for Notice of Sale (various dates)
78902	Security Services	LAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	960,000	960,000		for Antipolo & Subic Properties (PhP20,000 x 2 guards x 2 sites)
18902	Hauling Transportation	LAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	240,000	240,000		To haul acquired assets
78902	Repairs & Maintenance	LAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	300,000	300,000		Acquired assets
78902	Relocation Survey Services	LAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	120,000	120,000		Other assets
78902	Boat Retrieval & Clearing Operations	LAD	Competitive Bidding	January	January	February	February	GOP	3,100,000	3,100,000		To retrieve the Metrostar ferry boat sank in the Manila Bay area.
78902	Removal/Dismantling of Laundry Machinery & Equipment	LAD	NP-53.5 Negotiated Procurement-Emergency Cases	January	N/A	January	January	GOP	2,000,000	2,000,000		Emergency procurement relative to the foreclosed chattels of FreshTex Philippines due to court's order to immediately vacate the warehouse
78902	Handling/Hauling of Laundry Machinery & Equipment	LAD	NP-53.5 Negotiated Procurement-Emergency Cases	January	January	February	February	GOP	1,500,000	1,500,000		
78902	Storage Facility of Laundry Machinery & Equipment	LAD	NP-53.5 Negotiated Procurement-Emergency Cases	January	January	February	February	GOP	5,220,000	5,220,000		
78902	Insurance Coverage	LAD	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GOP	2,334,400	2,334,400		Acquired/Mortgage/Dacioned Assets (GSIS Mandate-various dates)
78701	Appraisal Outsourcing	CMD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GOP	200,000	200,000		collateral appraisal of regular accounts
77802	Hiring of a Third-Party Consultant for Branding Project	CPCD	NP-53.7 Highly Technical Consultants	N/A	N/A	August	August	GOP	1,000,000	1,000,000		Hire a consultant to assist Management in the conceptualization of branding activities, customer feedback mechanism, brand manual
84400	Web Developer	CPCD	NP-53.7 Highly Technical Consultants	N/A	N/A	February	February	GOP	100,000	100,000		Design website of PhilEXIM
77802	Clients Night/Investment Forum/Launching of New Product	CPCD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GOP	400,000	400,000		Hold clients night/forum/launch new program of PhilEXIM
77802	Advertising Consultancy	CPCD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GOP	600,000	600,000		Prepare Advertising Framework for PhilEXIM
77802	Branding Appreciation	CPCD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	100,000	100,000		Attire and Paraphernalia
77802	Business Giveaways	CPCD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GOP	300,000	300,000		Tokens for clients
78201	Annual Planning Sessions	CPCD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	October	October	GOP	300,000	300,000		Conduct of annual planning sessions for CY 2018
77701	Concept, Design and Layout of 2017 Annual Report	CPCD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GOP	350,000	350,000		Digital file
77701	Printing of information Materials	CPCD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	200,000	200,000		Information materials for distribution to target market
85000	Dues and Subscription	CPCD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	35,000	35,000		Journals, Periodicals
77802	Procurement of Exhibit Paraphernalia	CPCD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GOP	20,000	20,000		stands, shelves, etc.
77801	Press Briefings	CPCD	NP-53.9 - Small Value Procurement	July	N/A	July	July	GOP	80,000	80,000		Venue and food
71931	Procurement of Healthcare Services for CY 2018 - 2019	HRAD	Competitive Bidding	January	January	February	February	GOP	2,790,000	2,790,000		P31,000.00/pax for 90 employees

**TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES**  
**ANNUAL PROCUREMENT PLAN FOR CY 2018**

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	MOOE	CO	
71930	Supply and Delivery of Rice	HRAD	Competitive Bidding	January	January	February	February	GOP	3,078,000	3,078,000		50 kilos/month/employee (P55.00/kilo + P100 delivery fee for 90 employees)
98904	Publication	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	150,000	150,000		Vacant Positions in Portals and Newspapers (various dates)
78201	Venue - Teambuilding	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GOP	300,000	300,000		Lease a venue for Teambuilding of officers and staff of PhilEXIM
84400	Hiring of Consultant for Enhanced Competencies	HRAD	NP-53.7 Highly Technical Consultants	N/A	N/A	April	April	GOP	1,000,000	1,000,000		Assist HR to come up with an enhanced competency framework
84400	Hiring of Consultant for TNA and Training Plan	HRAD	NP-53.7 Highly Technical Consultants	N/A	N/A	July	July	GOP	1,000,000	1,000,000		Assist HR to conduct TNA and prepare training plan
98900	Venue - Seminar	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GOP	300,000	300,000		Hold various seminars in relation to the training plan on privately owned venue.
98900	Venue - Seminar	HRAD	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GOP	200,000	200,000		Hold various seminars in relation to the training plan on government owned venue.
98900	Catering Services	HRAD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	200,000	200,000		various dates
78201	Venue - Christmas Party	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	November	November	GOP	150,000	150,000		as part of employee-employer activities
84500	Manpower Services	HRAD	Competitive Bidding	May	May	June	June	GOP	5,000,000	5,000,000		janitors, messenger, drivers and clerks
84600	Security Services for Makati Office	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	960,000	960,000		3 security guards
78601	Cebu Office Lease	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A				672,000	672,000		existing multi-year contract ending June 15, 2019
78601	Lease of Office Storage	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GOP	240,000	240,000		for safekeeping of original credit documents
20601	Repairs and Maintenance for Cebu Office	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	50,000	50,000		various, as need arises
80001	Repairs and Maintenance for Pampanga Warehouse	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	50,000	50,000		various, as need arises
80001	Repairs and Maintenance of Makati Head Office Premises	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	150,000	150,000		various, as need arises
80005	Repairs and Maintenance of Equipment, Furniture and Fixtures for the Makati Head Office	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	150,000	150,000		various, as need arises
80002	Repairs and Maintenance of Vehicles for the Makati Head Office	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	400,000	400,000		various, as need arises
98920	Hauling Services of EFFs and files to Pampanga Warehouse	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	400,000	400,000		transfer of EFFs and files not needed to the new office (files, cabinets, etc.)
85000	Various Newspapers for Makati Head Office	HRAD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GOP	35,000	35,000		one year supply of 4 kinds of newspaper (2 of each kind)
98920	Pest Control Services	HRAD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	40,000	40,000		one year contract
98920	Refilling of Fire Extinguishers	HRAD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	20,000	20,000		for one year life span of pressure and chemical used
76801	Supply and Delivery of Purified Drinking Water	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	72,000	72,000		one year supply


**TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES**  
**ANNUAL PROCUREMENT PLAN FOR CY 2018**

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
86000	Petroleum for vehicles in the Makati Head Office	HRAD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	840,000	840,000		one year consumption
75100	Common Office Supplies and Office Equipment	HRAD	NP-53.5 Agency-to-Agency	N/A	N/A	January	January	GOP	200,000	200,000		to be procured from DBM-PS
75301	Other Office Supplies	HRAD	Shopping	January	N/A	January	January	GOP	200,000	200,000		for supplies not available from DBM PS
75100	Other Office Supplies (Toner for Fuji Xerox)	HRAD	Direct Contracting	N/A	N/A	January	January	GOP	400,000	400,000		consumables of existing printer can be obtained from an exclusive distributor only
20601	New Office - Site Preparation	HRAD	Competitive Bidding	January	January	February	February	GOP	15,000,000		15,000,000	(Renovation for civil, electrical, etc.) with Permits (Bldg./Renovation Permit to Occupancy Permit) and Public Address System
20601	Architectural Design and Project Management	HRAD	Competitive Bidding	January	January	February	February	GOP	2,000,000		2,000,000	for the new office
77500	Main Internet Connection (100 mbps)	TSD	Competitive Bidding	January	January	February	February	GOP	420,000	420,000		Internet connection for the office
77500	Back-up Internet	TSD	Competitive Bidding	January	January	February	February	GOP	210,000	210,000		Back up internet connection for the office
80006	FIS Oracle DB and AS	TSD	Direct Contracting	N/A	N/A	May	May	GOP	330,000	330,000		Licenses required to run the corporate system
80006	FIS Maintenance and Support	TSD	Direct Contracting	N/A	N/A	January	January	GOP	900,000	900,000		Licenses required to run the corporate system
80004	Repairs and Maintenance (consumables)	TSD	Direct Contracting	N/A	N/A	January	January	GOP	200,000	200,000		Consumable parts for printers and IT requirements
80004	Repairs and Maintenance (consumables)	TSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	100,000	100,000		Consumable parts for printers and IT requirements
80006	Anti-Virus	TSD	NP-53.9 - Small Value Procurement	May	N/A	May	May	GOP	80,000	80,000		Licenses required to run the corporate system
80006	Red Hat Linux	TSD	NP-53.9 - Small Value Procurement	November	N/A	November	November	GOP	150,000	150,000		Licenses required to run the corporate system
80006	VMWare - Site Recovery Mgt. (SRM)	TSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GOP	250,000	250,000		Licenses required to run the corporate system
80006	Google Application Subscription	TSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	200,000	200,000		Licenses required to run the corporate system
80006	Offsite Recovery System - Disaster Recovery as a Service	TSD	Competitive Bidding	January	January	February	February	GOP	2,500,000	2,500,000		Back-up through co-location
20702	Laserjet Printer	TSD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	40,000		40,000	Replacement of the EOL printer
20702	Supply and Installation of Structured Cabling	TSD	Competitive Bidding	January	January	February	February	GOP	3,500,000		3,500,000	IT infra installation
20702	Additional Hard Disk for the SAN	TSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	200,000		200,000	As additional storage of data
20702	Desktop/Virtual Desktop	TSD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GOP	1,700,000		1,700,000	Replacement for outdated PCs
20702	Wireless Access Point (WAP)	TSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	100,000		100,000	for WIFI connections for intranet and internet
20702	Router	TSD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	1,200,000		1,200,000	for WIFI connections for intranet and internet
20702	Biometric Attendance with Door Access Equipment	TSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	350,000		350,000	Time and attendance to be installed in the new office
21401	Procurement of three (3) new company vehicles	HRAD	Competitive Bidding	February	February	March	March	GOP	5,000,000		5,000,000	Service vehicle




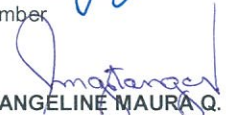


**TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES**  
**ANNUAL PROCUREMENT PLAN FOR CY 2018**

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	MOOE	CO	
23102	Arising Technologies	TSD	NP-53.9 - Small Value Procurement	January	N/A	January	January	GOP	1,500,000		1,500,000	For new technologies and licenses on anticipated upgrades
23102	Firewall for Head Office	TSD	Competitive Bidding	February	February	March	March	GOP	1,700,000	-	1,700,000	
23102	Core & Distribution Switches	TSD	Competitive Bidding	February	February	March	March	GOP	2,800,000	-	2,800,000	
22601	Supply and Installation of Airconditioning Units (32 units)	HRAD	Competitive Bidding	February	February	March	March	GOP	3,200,000		3,200,000	for the new office
22601	Transfer of Office Cubicles	HRAD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	400,000		400,000	dismantling, transportation and assembly of old office cubicles
22601	Supply and Installation of Telephone Requirements (voice) (cabling)	HRAD	Competitive Bidding	March	March	April	April	GOP	1,500,000		1,500,000	for the new office
98920	Hauling Services	HRAD	NP-53.9 - Small Value Procurement	April	N/A	April	April	GOP	200,000	200,000		transfer of EFFs to the new office (files, cabinets, etc.)
78601	Lease of Office Space with 3 mos. advance and 3 mos. deposit	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GOP	13,500,000	13,500,000		for the new Office Space with 3 mos. advance and 3 mos. deposit
78601	Lease of Parking Space	HRAD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GOP	864,000	864,000		(12 slots) with 3 mos. advance and 3 mos. deposit
78100	Insurance Premium	HRAD	NP-53.5 Agency-to-Agency	N/A	N/A	May	May	GOP	200,000	200,000		for office equipment, furniture and fixtures (EFF) - GSIS Mandate
84400	Hiring of ISO Certifying Body	CGO	NP-53.7 Highly Technical Consultants	N/A	N/A	July	July	GOP	500,000	500,000		Hire an ISO certifying body to certify PhilEXIM to ISO 9001:2015
84400	Hiring of ISO Consultant - ISO 9001:2015	CGO	NP-53.7 Highly Technical Consultants	N/A	N/A	July	July	GOP	610,000	610,000		Hire an ISO consultant to assist PhilEXIM in the documentation and preparation for ISO 9001:2015
23102	Financial Information System	FSD	Competitive Bidding	October	October	November	November	GOP	5,000,000		5,000,000	Reprogramming of existing FIS to incorporate the revised chart of accounts required by COA
98920	PhilEXIM Official Receipts	TOD	NP-53.5 Agency-to-Agency	N/A	N/A	March	March	GOP	17,000	17,000		replenishment of inventory of ORs
75101	16 Digits Desktop Electronic Calculator	TOD	NP-53.9 - Small Value Procurement	March	N/A	March	March	GOP	15,000	15,000		2 units for TOD
75100	Pointer Laser Pen	RC1	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	1,200	1,200		for presentation purposes
20701	Electric Typewriter	HRAD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GOP	19,500		19,500	replacement of unit
<b>TOTAL</b>									<b>106,486,100</b>	<b>61,276,600</b>	<b>45,209,500</b>	

Evaluated by:

  
**MARILOU A. MEDINA**  
 Chief Financial Officer

**TRADE AND INVESTMENT DEVELOPMENT CORPORATION OF THE PHILIPPINES  
ANNUAL PROCUREMENT PLAN FOR CY 2018**

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Recommending Approval:				<b>BIDS AND AWARDS COMMITTEE</b>								
 <b>MILAGROS M. BAET</b> Member				 <b>ESTRELLITA N. TESORO</b> Member				 <b>MARIA SANDRA S. SALVADOR</b> Member				
 <b>EVANGELINE MAURA Q. GOTANGCO</b> Vice Chairperson				 <b>DYNAH G. NEPOMUCENO-BAYOT</b> Chairperson								
Approved by:												
 <b>ISABELO G. GUMARU</b> Officer-In-Charge												