

**PUBLIC ASSISTANCE AND INFORMATION OFFICE**

**PAIO Memo No. 804, s. 2021**

**MEMORANDUM**

**F O R : Acting Director IV MARIA VICTORIA M. SALAZAR**  
Office for Financial and Assets Management

**SUBJECT: *Submission of FY 2022 Indicative PPMP for Non-CSE/PAP***

May we submit PAIO's FY 2022 Office's Indicative Project Procurement Management Plan for Non-Common Supplies/Equipment or Projects/Activities/ Programs amounting to P25,064,136.70, in compliance with OFAM Memo No. 324, s. 2021.

Please acknowledge receipt hereof.

  
**MARIA LUISA SALONGA-AGAMATA**  
Director IV

29 June 2021

**2022 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT : PUBLIC ASSISTANCE AND INFORMATION OFFICE**  
(HAP, CCB, IMCP, EODB)

**Charged to GAA/ISSP /TRUST FUNDS**  
**Projects, Programs and Activities (PAPs)**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SOURCE OF FUND	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												REMARKS
						Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
<b>Capital Outlay (CO):</b>																		
CO 1 (HAP)	Scanner, Colored, Double sided, feeder type	1	25,000.00	Prior Year Savings (CPAG Fund)	NP-53.9 - Small Value Procurement	X												
CO 2 (HAP)	Colored Laser Printer	1	75,000.00	Prior Year Savings (CEAG Fund)	NP-53.9 - Small Value Procurement	X												
CO 3 (OD)	Scanner - 30,000.00 Printer - 10,000.00 Office IT Equipment - 30,000.00	As needed	70,000.00	ISSP	Shopping	X												
CO 4 (CCB)	Desktop computers (with OS, UPS, MS Office, Anti-virus and Adobe reader)	unit	997,000.00	ISSP	Competitive Bidding			X										
CO 05 (PMRD)	Upgrading of cameras	1 lot	303,600.00		Competitive bidding													
CO 06 (PMRD)	Purchase of digital billboard	1	220,000.00		Competitive bidding													
<b>Maintenance and Operating Expenses (MOOE)</b>																		
PATO-01	Lease of Venue with Provision of Meals for PATO's TMA for 26 pax + 15 CCB @P5,000.00 per head	1 Lot	246,000.00	Fiscal Autonomy Trust Receipts (FATR)	Negotiated Procurement - Lease of Venue (NP-LV)		X											
PATO-02	Lease of Venue with Provision of Meals for PATO's Strategic Planning for 15 pax @1000.00 for 2 days	1 Lot	30,000.00	General Appropriations Act (Current Year Budget)	Negotiated Procurement - Lease of Venue (NP-LV)	X												
PATO-03	Training/Seminar for continuing L&D of PATO	41 pax	328,000.00	General Appropriations Act (Current Year Budget)	Direct Contracting													
PATO-04	Purchase of Meals/Supplies for School Meal Program	1 Lot	26,000.00	General Appropriations Act (Current Year Budget)	Shopping		X											
PATO-05	Procurement of various non CSE supplies (yellow bond, special paper, self linking stamp, ink, etc.)	As needed	10,000.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	
PATO-06	Repair and maintenance of computers, equipments, furniture/fixtures	As needed	30,000.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	
PATO-07	Zoom subscription	1 Lot	9,600.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	
PATO-08	Purchase of Office Appliance/Equipment Microphone - 5,000.00 Others - 20,000.00	As needed	25,000.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	
PATO-09	Various Fuel oil and lubricants	As needed	30,000.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	

continuing

Dependent on budget approval  
Dependent on budget approval

Replacement of unserviceable printer

ISSP

Procurement of 16 desktop computer package (with OS, UPS, MS Office, Anti-virus and Adobe reader at P62,000 per unit)

PAIO-10	Meals and snacks for meetings/Johnson officer	As needed	8,000.00	General Appropriations Act (Current Year Budget)	Shopping	X	X	X	X	X	X	X	X	X	X	X	X	AS NEEDED
PAIO-11	Travelling Expenses	As needed	100,000.00	General Appropriations Act (Current Year Budget)														AS NEEDED
PAIO-12	Purchase of 12th Refrigerator	As needed	20,000.00	General Appropriations Act (Current Year Budget)	Shopping	X												AS NEEDED
PAIO-13	Various representation expenses	As needed	27,200.00	GAA														for PMRD activities
PAIO-14	Various fuel, oil, and lubricants expenses	As needed	23,590.00	GAA														for PMRD activities
PAIO-15	Printing of quarterly CIVIL Service Reporter	4000 copies	550,000.00	GAA	Competitive bidding													for PMRD activities (PAIO MOOE)
PAIO-16	Purchase of weekend newspapers		13,200.00	GAA	Shopping													for PMRD activities
PAIO-17	Cable TV subscription	Monthly	14,000.00	GAA														for PMRD activities
PAIO-18	Various communication expenses (prepaid credit)	As needed	3,200.00	GAA														for PMRD activities (PAIO MOOE)
PAIO-19	Salary of graphic artist	Monthly	366,321.60	GAA														10,000 for token (5,000.00 per batch) and meals for participants 26 participants and 4 facilitators (15 pax per session) @ 500.00
PAIO-20	Purchase of meals and token for resource speaker for the conduct of Stress De Briefing for PAIO Staff	2 batches	25,000.00	GAA														

Maintenance and Operating Expenses (MOOE)		OTHER PROJECTS																	
HAP 01	Procurement in Goods and Services (Courier Services)	1 lot	150,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														courier services
HAP 02	Procurement of Print Ads for the 2022 Search for Outstanding Government Workers	4	365,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement	X													65k for the launch (hall page), 100k each for seminars, winners and post (1 whole page)
HAP 03	Printing of HAP Collaterals (posters, booklet for guidelines)	1 lot	120,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														2500 copies posters (55,000) and 2500 copies guidelines (65,000.00)
HAP 04	Printing of HAP Collaterals ( 500 copies Far from the Ordinary )	1 lot	300,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														500 copies @600 per copy
HAP 05	Procurement of lease of venue for the accommodation of awardees with provision for meals for the rehearsals	1 lot	1,276,000.00	General Appropriations Act (Current Year Budget)	NP-53.10 Lease of Real Property and Venue														62 rooms double for 2 days (7000X62X2) and 3 rooms (8000X3X2 days) for technical team plus meals for the rehearsals 120 pax@ 3000 (6 individual and 4 gprs with 5 members for pnb and csc pay and 10 for dbb)
HAP 06	Procurement of Meals (cocktails 750.00 and meals for 1500.00 ) for awardees and guest during the awards rites for 350 guest @1500 per head	1 lot	787,500.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														cocktails 350.00@750 and 350.00@1500 for meals if allowed by OP
HAP 07	Procurement of meals for HAP Committee meetings (PLB/SCCPAG AND DNB) 1ST AND SECOND MEETING	2	60,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														2 meetings per award category for 20 pax @750/pax
HAP 08	Procurement of meals for HAP Committee meetings (PLB/SCCPAG AND DNB) FINAL MEETINGS FOR 3 CATEGORIES	2	100,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement														budget for 50k each if outside of CSC

HAP No	Description	Quantity	Value	Act	Procurement	YEAR ROUND										Remarks	
HAP 09	Procurement of Goods and Services (Bus Rental)	3 units	90,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement												3 units tourist bus (1 for awardees and 1 for guest from the hotel and 1 for other guest) csc bus is for csc officials and employees.
HAP 10	Procurement of Goods and Services (copier rental)	1 lot	20,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement												rental
HAP 11	Procurement of Medals for PLB and CSC Pag winners ( 26 per category) with BSP	52	3,143,400.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X							BSP rate 50700 per medallion for 26 plb and 26 csc pag) 62x 50700
HAP 12	Procurement of Medals for DNB winners ( 10) with BSP	10	488,000.00	General Appropriations Act (Current Year Budget)	NP-53.5 Agency-to-Agency					X							BSP rate 48,800 per medallion for 10 individual winners (48,800x10)
HAP 13	Procurement of Plaques for PLB and CS pagasa Winners 10 per category	20	60,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X							3000 each for 20 winners
HAP 14	Procurement of Trophies for DNB winners ( 10 @ 20,000)	10	200,000.00	General Appropriations Act (Current Year Budget)	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services					X							10 DNB winners only
HAP 15	Procurement of gift checks as token for Committee members for 3 awards category (1k denomination )	395	395,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X							Token for National Committee on Awards
HAP 16	Procurement of meals for Technical Team, Pre and Posts Awards rites	1 lot	30,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement						X						750/day, budget for 20 pax ( tech team)
HAP 17	Procurement of meals for HAP representatives re conduct of briefing of Committee meetings (5 pax per meeting @ 500 per head	1 lot	25,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement	X				X							upon request for Committee members
HAP 18	Purchase of Cellcards for HAP Secretariat	1 lot	15,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X	X	X	X				cell card for 3 mos for HAP TEAM during eval period (500x10)
HAP 19	Purchase of Cellcards for HAP Secretariat/Technical team	1 lot	4,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement												cell card for 20 tech team for 2 days (awards rites)
HAP 20	Payment of HAP Clearances	1 lot	30,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement						X						sandigan bayan, OMB clearance, PNP, CHR, PDEA
HAP 21	Printing of PLBI guidelines to include forms and checklist	1 lot	60,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X	X						Revised PLBI Guidelines
HAP 22	PRODUCTION OF PLBI DOCUMENTARY	1 lot	60,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement						X						Purchase of ID tags, Notebooks, ballpens, alcohol and folder
HAP 23	Supplies and Materials for TRACBI	1 lot	24,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement	X											In coordination with RTVM
HAP 24	PRODUCTION OF HAP DOCUMENTARY WITH RTVM	1 lot	180,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement						X						

HAP 25	Printing of HAP/PLBI Certificates and Resolutions (Colored) and notarial fees	1 lot	100,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement															for HAP/PLBI related concerns	
HAP 26	PURCHASE OF GASOLINE	1 lot	10,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement															for HAP related activities	
HAP 27	Travelling Expenses /accommodation and meals for production team/Purchase of Cellcards for PLBI technical team	1 lot	102,500.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement				X											Travelling Expenses/ Meals and Cell Cards (100,000) and (2500) for 5 tech team 500.00 each	
HAP 28	Travelling expenses/meals of HAP Docu team/AND PURCHASE OF Cellcards for HAP Team	1 lot	162,500.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement				X											2500. (5 tech team @500.00 each CELLCARD ) and 100,000.00 for travel expenses and meal	
HAP 28	Printing of Certificate holder for Plibi/HAP with CSC Logo 2 folds	1 lot	200,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement															For use of HAP and PLBI Certificates	
HAP 30	Purchase of meals re: coordination meeting with OP	1 lot	10,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X										meeting for the conduct of Awards Rites	
HAP 31	Purchase of Filipinana for ushers/usherettes	1 lot	105,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement				X											30 sets @ 3500	
HAP 32	Printing of souvenir Program with cover	1 lot	60,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X										P300.00 for 350 copies	
HAP 33	Purchase of meals for Regional CSC Guests	1 lot	40,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement					X										meals for CSC Officials and guest housed at the CSC dorm (pre and post awards)	
HAP 34	Payment of DSWD permit for the Fun run	1 lot	1,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement			X												Permit for the PCSA Anniversary Activity	
HAP 35	Subscription (ZOOM)	1 LOT	9,600.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement															for meetings with CSROS and Committee Deliberations	
HAP 36	Purchase of Non-Cse supplies	various	88,800.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement															ink, special papers, ribbons, stickers, tape, box, folders etc	
HAP 37	Printing of HAP and PLBI Certificates, Resolutions and Notarial Fees	1 lot	100,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement				X	X	X	X	X	X	X	X	X	X	X	Certificate of Recognition for PLBI, Certificate of HAP Semi-Finalists, Winners and Resolutions	
HAP 38	Conduct of TRACBI Lease of Venue with provision of meals	1 lot	1,350,000.00	General Appropriations Act (Current Year Budget)	NP-53.9 - Small Value Procurement				X											3 participants per region; 2 participants from CO and 10 from PAIO (Secretariat and Technical Team including Directors and Speakers) for 3 days (5000x90x3)	
CCB 1	Rental Services for photocopier machine	lot	12,000.00	General Appropriations Act (Current Year Budget)	Direct Contracting				X	X	X	X	X	X	X	X	X	X	X	Monthly rental services for photocopier machine used by CCB	
CCB 2	Monthly Subscription Expenses for CCB SMS/TextCSC	mo	72,000.00	General Appropriations Act (Current Year Budget)	Direct Contracting				X	X	X	X	X	X	X	X	X	X	X	Montly subscription expenses for mobile numbers 09088816565 and 09178398272	
CCB 3	Monthly Subscription Expenses for PLDT (IP/PN/ISDN)	mo	604,800.00	ISSP	Direct Contracting				X	X	X	X	X	X	X	X	X	X	X	Monthly subscription expenses for CCB IP/PN/ISDN	
CCB 4	10% PLDT Retention Fee	lot	1,406,953.33	ISSP	Direct Contracting														X	Payment for PLDT retention fee	
CCB 5	CCB System Upgrade	lot	5,000,000.00	ISSP	Competitive Bidding				X	X	X	X	X	X	X	X	X	X	X	X	Upgrading of CCB system and software



