

PHILIPPINE EMBASSY

OTTAWA

ANNUAL PROCUREMENT PLAN (2024)

Code (UACS/P AP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Procurement Activity Schedule					Source of Funds	ABC (PhP)			Remarks (Brief Description of Project, Programs, and Activities)
				Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Inspection & Acceptance		TOTAL	MOOE	CO	
	OFFICIAL TRAVELS (Transportation and DSA)												
	Diplomatic		Direct Retail Purchase						MOOE		3,042,749.17		
	Participation in the Winter Escapade		Direct Retail Purchase						MOOE				
	Participation in the 19th ICAO TRIP Symposium		Direct Retail Purchase						MOOE				
	Official Visit to Halifax, Nova Scotia		Direct Retail Purchase						MOOE				
	Participation in the Team Canada Trade Mission		Direct Retail Purchase						MOOE				
	Migration Forum (Toronto)		Direct Retail Purchase						MOOE				
	Consular and Economic Consulations (CEC) in Vancouver		Direct Retail Purchase						MOOE				
	MANA MO Event		Direct Retail Purchase						MOOE				
	GAD Training		Direct Retail Purchase						MOOE				
	Official Visit to Charlottetown, PEI		Direct Retail Purchase						ATN Funds		203,000.00		
	MANA MO Event (Speakers)		Direct Retail Purchase						MOAO Funds		578,000.00		
	Consular												
	Consular Outreach - Montreal, Halifax, Fredericton, Happy Valley-Goosebay	Consular Section	Direct Retail Purchase						MOOE		1,265,000.00		
	Consular Outreach - Montreal, Halifax, Fredericton, Happy Valley-Goosebay	Consular Section	Direct Retail Purchase						COMELEC Funds		775,136.41		
	Consular Outreach - Montreal, Quebec and Charlottetown, Prince Edward Island	Consular Section	Direct Retail Purchase						ATN/COMELEC Funds		1,458,715.14		
	Airfare for Regional ATN, Contingency Plan, and Consular Caucus, Los Angeles USA	Consular Section	Direct Retail Purchase						ATN Funds		261,159.04		
	Other Travels												
	Airfare / Shipment Expenses for Personnel Rotation	Administrative Section	Direct Retail Purchase						PS				
	PROJECTS AND ACTIVITIES												
	Professional / Personal Development Trainings and Seminars/Team Building Activity Seminar/Workshop on 5S Methodology	Administrative Section	SVP (Sec. 53. 9)						MOOE		527,000.00		
	Microsoft Excel Training	Administrative Section	SVP (Sec. 53. 9)						MOOE				
	Family Picnic	Administrative Section	SVP (Sec. 53. 9)						MOOE				
	Floral Arrangement Training	Administrative Section	SVP (Sec. 53. 9)						MOOE				
	Team Building Activity	Administrative Section	SVP (Sec. 53. 9)						MOOE				
	Planning Session	Administrative Section	SVP (Sec. 53. 9)						MOOE				
	MANA MO Event	Political Section	SVP (Sec. 53. 9)						M/OAO Funds		578,000.00		

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	PH-CA Dialogue / Forum	Political / Economic Sections	SVP (Sec. 53. 9)					ATN Funds		693,600.00		
	FISC Event	Cultural Section	SVP (Sec. 53. 9)					ATN Funds		86,700.00		
	SUPPLIES AND MATERIALS EXPENSES											
	Office Supplies Expenses	Property Section						MOOE		580,596.54		
	ICT Office Supplies											
	input/output and storage devices, cables	Property Section						MOOE		110,000.00		
	Semi-Expendable M&E - Office Equipment	Property Section	SVP (Sec. 53. 9); Shopping (Sec. 52)					MOOE		100,000.00		
	Semi-Expendable M&E - Information and Communications Technology Equipment (ICT)	Property Section	SVP (Sec. 53. 9)					MOOE		110,000.00		
	Semi-Expendable FF&B - Furniture and Fixtures	Property Section	SVP (Sec. 53. 9)					MOOE		51,980.27		
	Semi-Expendable FF&B - Other Supplies and Materials Expenses	Property Section	SVP (Sec. 53. 9); Shopping (Sec. 52)					MOOE				
	Hosting supplies and equipment (cutlery, glassware, stemware, cooking ware and appliances, cooking gas, and storage boxes)	Property Section	SVP (Sec. 53. 9); Shopping (Sec. 52)					MOOE		200,000.00		
	Garbage management equipment	Property Section	SVP (Sec. 53. 9)					MOOE				
	Flag Pole	Property Section	SVP (Sec. 53. 9)					MOOE				
	Storage racks	Property Section	SVP (Sec. 53. 9)					MOOE				
	GASOLINE AND MOTOR SUPPLIES							MOOE				
	Petroleum, oil, and Lubricant Products	Property Section	SVP (Sec. 53. 9)					MOOE		468,622.09		
	R&M - OFFICIAL VEHICLES							MOOE				
	Repairs and Maintenance of Official Vehicles	Property Section	SVP (Sec. 53. 9)					MOOE		800,734.90		
	R&M - BUILDINGS AND OTHER STRUCTURES							MOOE				
	Property Maintenance Services	Property Section	SVP (Sec. 53. 9)					MOOE				
	Minor renovations and repairs									2,835,597.61		
	Maintenance consumables (light											
	Other Structure:											
	Handicap Lift Maintenance	Property Section						MOOE				
	Elevator and Handicap Lift Safety	Property Section						MOOE				
	Elevator and Handical Lift	Property Section						MOOE		190,000.00		
	Gas Boiler Maintenance	Property Section						MOOE				
	Generator Sets	Property Section						MOOE				
	Air Conditioning System	Property Section						MOOE				
	R&M - OFFICE EQUIPMENT											
	R&M - Office Equipment	Property Section						MOOE		300,000.00		
	Communication Technology	Property Section						MOOE				
	WI-FI Access Points	Property Section						MOOE		55,500.00		
	UTILITY EXPENSES											
	Water Expenses	Property Section	Renewal of Contract					MOOE		250,000.00		
	Electricity Expenses	Property Section	Renewal of Contract					MOOE		850,000.00		
	Gas/Heating Expenses	Property Section	Renewal of Contract					MOOE		450,000.00		
	COMMUNICATIONS SERVICES							MOOE				
	Postage and Courier Services	Property Section	SVP (Sec. 53. 9)					MOOE		810,000.00		
	Mobile	Property Section	Renewal of Contract					MOOE		381,000.00		
	Landline	Property Section	Renewal of Contract					MOOE		475,000.00		
	Internet Subscription Expenses	Property Section	Renewal of Contract					MOOE		522,000.00		
	Cable, Satellite, Telegraph and Radio Expenses	Property Section	Renewal of Contract per Appendix 21 (WETI)					MOOE		120,000.00		
	PROFESSIONAL SERVICES							MOOE				

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Other Professional Services	Administrative Section						MOOE		8,224,000.00	
GENERAL SERVICES							MOOE			
Janitorial Services	Property Section	Public Bidding					MOOE		1,650,000.00	
Environment/Sanitary	Property Section	SVP (Sec. 53. 9)							100,000.00	
Building Disinfection	Property Section	SVP (Sec. 53. 9)					MOOE			
Security Services	Property Section	SVP (Sec. 53. 9)					MOOE			
Security System Maintenance	Property Section	SVP (Sec. 53. 9)					MOOE			
Elevator Emergency Monitoring	Property Section	SVP (Sec. 53. 9)					MOOE		200,000.00	
Fire Monitoring and Alarm	Property Section	SVP (Sec. 53. 9)					MOOE			
Security Monitoring Services	Property Section	SVP (Sec. 53. 9)					MOOE			
Other General Services		SVP (Sec. 53. 9)								
Key duplication	Property Section	SVP (Sec. 53. 9)					MOOE			
Carpet Cleaning	Property Section	SVP (Sec. 53. 9)					MOOE			
Rugs and Carpet Rental	Property Section	SVP (Sec. 53. 9)					MOOE			
Garden and Lawn Maintenance	Property Section	SVP (Sec. 53. 9)					MOOE			
Snow Clearing (Winter)	Property Section	SVP (Sec. 53. 9)					MOOE			
Other Cleaning services	Property Section	SVP (Sec. 53. 9)					MOOE			
Hauling Services	Property Section	SVP (Sec. 53. 9)					MOOE			
Other General Services - ICT	Property Section	SVP (Sec. 53. 9)					MOOE			
Website Design and Development	Property Section	SVP (Sec. 53. 9)							450,000.00	
TAXES, INSURANCE PREMIUMS, AND OTHER EXPENSES							MOOE			
Taxes and Duties	Finance Section						MOOE		201,000.00	
Insurance:							MOOE			
Building Insurance (Chancery)	Property Section						MOOE			
Building Insurance (Residence)	Property Section						MOOE			
Motor Vehicles	Property Section						MOOE			
PRINTING AND PUBLICATIONS							MOOE			
Printing Services (Cultural Materials)	Cultural Section	SVP (Sec. 53. 9)					MOOE			
GAD Materials	Cultural Section	SVP (Sec. 53. 9)					MOOE			
Banners, Streamers, Seals,	Cultural Section	SVP (Sec. 53. 9)					MOOE			
Greetings, Gifts, and Invitation Cards	Administrative Section	SVP (Sec. 53. 9)					MOOE			
Other Printing Services	Property Section	SVP (Sec. 53. 9)					MOOE			
Books and materials for the 75 Faces of Migration Event	Cultural Section	SVP (Sec. 53. 9)					ATN Funds		115,600.00	
RENT/LEASE EXPENSES		SVP (Sec. 53. 9)					MOOE			
Motor Vehicle	Property Section	SVP (Sec. 53. 9)					MOOE		185,000.00	
Equipment:										
Postage Meter	Property Section	SVP (Sec. 53. 9)					MOOE		243,000.00	
Photocopiers	Property Section	SVP (Sec. 53. 9)					MOOE			
ICT Machinery and Equipment	Property Section	SVP (Sec. 53. 9)					MOOE		84,000.00	
Venues for Diplomacy Meetings and Activities	Political/Economic Section	Lease of Real Property and Venue (Sec. 53.10)					MOOE			
ASEAN Day	Political/Economic Section	Lease of Real Property and Venue (Sec. 53.10)					MOOE			
ASEAN Family Day	Political/Economic Section	Lease of Real Property and Venue (Sec. 53.10)					MOOE			
Family Picnic	Administrative Section	Lease of Real Property and Venue (Sec. 53.10)					MOOE			
Storage Space	Property Section	Property and Venue					MOOE			
Consular Outreach Venues									400,000.00	
SUBSCRIPTION EXPENSES										
Library and Other Reading										

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The Globe and Mail Electronic Subscription	Ambassador Office / Political / Economic							MOOE		75,000.00		
The Hill Times Electronic Subscription	Ambassador Office / Political / Economic							MOOE				
ICT Software Subscriptions:												
Computer Softwares/Programs (operating system, office productivity, graphic design applications, QR code generator, etc.)	Property Section	SVP (Sec. 53. 9); Direct Retail Purchase (Sec. 53. 14)						MOOE		82,000.00		
Computer Anti-Virus and VPN Subscription	Property Section	SVP (Sec. 53. 9)						MOOE				
Video Conferencing Platform	Communications Section	SVP (Sec. 53. 9)						MOOE				
Cloud Hosting Services (Website and Virtual Private Server)	Communications Section	SVP (Sec. 53. 9); Direct Retail Purchase (Sec. 53. 14)						MOOE				
Web Domain Services	Communications Section	SVP (Sec. 53. 9)						MOOE				
SMS Notification Services	Communications Section	SVP (Sec. 53. 9)						MOOE				
Other ICT services required by the Embassy Appointment System	Communications Section	SVP (Sec. 53. 9); Direct Retail Purchase (Sec. 53. 14)						MOOE				
Other Subscriptions:		Contracting (Sec. 50)						MOOE				
Subscriptions / Materials supporting the political, economic, and administrative work of Post	Ambassador Office / Political / Economic	SVP (Sec. 53. 9); Direct Retail Purchase (Sec. 53. 14)								55,000.00		
REPRESENTATION EXPENSES												
Post Representation:		Shopping / SVP / Lease of Real Property and Venue						MOOE		2,762,384.92		
Regular Expenses								MOOE				
Regular Staff Meeting								MOOE				
High Level Visits								MOOE				
Pincys on Parliament								MOOE				
Filipino Restaurant Month								MOOE				
ACO Activities								MOOE				
Algonquin Celebration of Cultures								MOOE				
ASEAN Day Food Festival								MOOE				
Launch of Winter Escapade								MOOE				
Internship Program								MOOE				
Flag Raising City Hall								MOOE				
Independence Day Picnic								MOOE				
Independence Day Reception								MOOE				
Embassy Family Picnic								MOOE				
Relations Activities								MOOE				
Paaralan sa Pasuguan								MOOE				
CEC Vancouver								MOOE				
OPM Celebration								MOOE				
GAC International Food Fair								MOOE				
Paskong Pinoy								MOOE				
Rizal Day								MOOE				
Official Gifts								MOOE				
Anti-VAWC Activities								MOOE				
CBD ICAO Activities								MOOE				
Simbang Gabi								MOOE				
PH liquor promotion								MOOE				
Authorized Officers								MOOE		1,226,712.00		

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OTHER MOOE										287,000.00		
Bank Transaction Fees										MOOE	92,000.00	
OTHER PROJECTS												
Procurement of Official Vehicle		Property Section	GPPB Reso 28-2017							CO		5,349,000.00
Procurement of ICT Equipment		Property Section	SVP (Sec. 53. 9)							Building Fund		1,184,113.20
Supply of Storage Units for the Chancery Building		Property Section	SVP (Sec. 53. 9)							Building Fund		475,660.00
Sub-Total											37,654,788.09	7,008,773.20
Total Alloted Budget of Procurement Activities												44,663,561.29

Prepared and Recommended for Approval by:


ALEXANDER JOSEPH A. ESTOMO

First Secretary and Consul
 BAC Chairperson

Approved by:



MARIA ANDRELITA S. AUSTRIA

Ambassador
 Head of the Procuring Entity

