

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)				
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/ Turnover	Source of Funds	Total	MODE		CO			
I. OFFICE AND OTHER MISC SUPPLIES																							
	Air Freshner		shopping															Budget	\$	143.64			
	Alcohol-12bl/carton		shopping																	95.97			
	Bag (Mobile)		shopping																	269.98			
	Ballpen-Black-12/bx		shopping																	65.34			
	Ballpen-Blue-12/bx		shopping																	65.34			
	Ballpen-Red-12/bx		shopping																	65.34			
	Battery - 9V - 2/pack		shopping																	65.94			
	Battery - Dur/Eng 1021/2032		shopping																	14.98			
	Battery , size AA, Duracell, 36/pack		shopping																	45.98			
	Battery, size AAA, Duracell, 36/pack		shopping																	45.98			
	Cash Register Paper Roll - 1 3/4 x 128, 10/pk		shopping																	209.85			
	Cash Register Ribbon -Sharp A460-Purple		shopping																	55.74			
	Correction Fluid - 3/pack		shopping																	28.95			
	Correction Tape 10/pack		shopping																	299.85			
	Disposables- Plate,Spoon, Fork, Knife		shopping																	500.00			
	Double Clip - Binder Clip - Various Sizes		shopping																	18.98			
	Envelopes - 10x13 -100/bx		shopping																	107.45			
	Envelopes - 12x15 -100/bx		shopping																	49.98			
	Envelopes - 6x9 -100/bx		shopping																	31.98			
	Envelopes - 9x12 - 100/bx		shopping																	397.35			
	Envelopes - Expanding- 10/pack		shopping																	174.95			
	Envelopes - Mailing, Parchment -Ivory 100/pk		shopping																	147.95			
	Envelopes - Mailing, White -100/bx		shopping																	299.88			
	Envelopes-Bubble-6x9 25/pack		shopping																	49.47			
	Envelopes-Bubble-8.5x11, 25/pack		shopping																	70.47			
	Envelopes-Bubble-9.5x13.5, 12/pack		shopping																	33.38			
	Envelopes-Bubble-xLarge - size no.7, 25/pack		shopping																	61.98			
	Eraser -3/pack		shopping																	5.37			
	Eyelet		shopping																	400.00			
	Eyelet Plier		shopping																	59.98			
	Fingerlip Molstener		shopping																	12.87			

PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief descriptor of Program/P object)			
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO		
	Flash Drive - 16G		shopping															\$	68.97			
	Flash Drive - 8G		shopping																139.41			
	Folder-Brown Short-100/bx		shopping																47.94			
	Folder-Brown Long-100/bx		shopping																83.94			
	Folder-Plastic -1" Ring Binder -2/pack		shopping																35.94			
	Folder-Plastic -2" Ring Binder		shopping																29.94			
	Glue Stick 30/pack		shopping																239.00			
	Gold Seal (Notarial) 44/pack		shopping																1,298.00			
	Ink Cartridge - HP 81 Blk.Tri-Color		shopping																2,159.64			
	Ink Cartridge - Canon 240-241 Blk/Color 2/pk		shopping																329.94			
	Ink Cartridge - HP35A Black 1/box		shopping																275.96			
	Ink Cartridge - HP 95-98 Blk - Color Ink		shopping																2,303.64			
	Ink Cartridge - HP 125- Black		shopping																479.94			
	Ink Cartridge - HP 125 - C / M / Y		shopping																787.96			
	Ink Cartridge - HP 74-75 Black/Tri-Color		shopping																81.98			
	Ink Cartridge-IS330 Is350(ISINK34) Neopost		shopping																179.99			
	Special Paper - Custom Certificate 15/pack		shopping																47.94			
	Special Paper - Certificate Folder 6/pack		shopping																113.30			
	Ink Refill Cartridge - Fountain Pen		shopping																29.97			
	Labels-Avery, Sticker		shopping																652.35			
	Light Bulb - Daylight - 40 watts		shopping																39.54			
	Light Bulb - Daylight - 60 Watts 6/pack		shopping																107.94			
	Marker - Fluorescent (Highlighter) 12/pack		shopping																50.94			
	Marker Pen - Black, Blue, Red 12/pack		shopping																59.94			
	Mesh Document Hold		shopping																10.00			
	Mouse Pad		shopping																53.88			
	Neopost Postage Sheets 75 - BT1N		shopping																278.50			
	Paper - Copy Paper 8.5x11, 75 gsm-10rm/bx		shopping																2,089.55			
	Paper - Copy Paper 8.5x14, 75 gsm-10rm/bx		shopping																1,449.75			

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	Paper Clip - Small -100/pack		shopping														Budget	6.87			
	Paper - Parchment, Ivory 8.5x11 24lb 500/bx		shopping															\$ 567.84			
	Paper Clip - Jumbo - 50/pack		shopping															7.77			
	Paper Cutter - Handy w/ blade		shopping															14.97			
	Paper Fastener- 50/bx		shopping															52.74			
	Paper-Ruled - 400 sheet/pack		shopping															37.74			
	Pencil #2 , 12/pack		shopping															4.98			
	Pencil Sharpener - Electric		shopping															39.98			
	Post-it-1.5x2 (sticky note)		shopping															40.74			
	Post-it 3x3 (sticky note)		shopping															60.00			
	Puncher - 2 hole		shopping															21.98			
	Record Book - Notebook		shopping															56.94			
	Record Book -200 pages		shopping															164.94			
	Red Ribbon (Documentation)		shopping															3,900.00			
	Rubber Band #33-1 lb.		shopping															46.74			
	Scotch Tape-3M/4PK		shopping															60.00			
	Scotch Tape-Double Sided		shopping															60.00			
	Scotch Tape-Magic Tape		shopping															88.00			
	Sign Pen - Black 12/bx		shopping															42.00			
	Sign Pen - Blue 12/bx		shopping															84.00			
	Sign Pen - Red 12/bx		shopping															42.00			
	Stamp - Name/Label Stamp		shopping															344.85			
	Stamp Ink - Brother		shopping															77.88			
	Stamp Pad		shopping															26.94			
	Staple Wire -1/4in 5bx/pack		shopping															77.88			
	Stapler-Standard		shopping															67.96			
	Steno Notebook -12/pack		shopping															27.98			
	Table Paper Napkins - white		shopping															20.34			
	Tape Dispenser		shopping															8.58			
	Tape Dispenser		shopping															38.94			
	Tape, Transparent - 3/4" -8/pack		shopping															35.98			

PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity													Estimated Budget (USE)			REMARKS (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE	CO			
	Cork Board - 24x36		Shopping														Budget	\$	63.98			
	Dater Stamp 5MM		Shopping															\$	17.00			
	Laminating Pouch - 100/box		Shopping																39.99			
	Photo Paper -lette size - 60/box		Shopping																67.47			
	Name Badge Hanging		Shopping																129.98			
	Post-It 3x5 (Sticky Note)		Shopping																107.94			
	Push Pin		Shopping																14.98			
	Report Cover-Frosted Front-5/pack		Shopping																77.90			
	Ruler-12"		Shopping																23.88			
	Scissors- 2/pack		Shopping																29.97			
	Staple Remover -3/pack		Shopping																8.97			
	String - Nylon Twine		Shopping																178.78			
	Super Glue		Shopping																19.95			
	Color Paper 8.5 x 14 Assorted 500/rm		Shopping																449.70			
	Tape, Packaging - 1.89" - 6/pack		Shopping																33.98			
	Tape, Transparent - 1.89" -6/pack		Shopping																33.98			
	Toner-Brother TN 580 Black		Shopping																241.98			
	Water-Bottled - 24/pack		Shopping																172.56			
	Water-Bottled -24/pack		Shopping															\$	172.56			
	OTHERS (IT Supplies, Cleaning Materials, Banners, Posters, Invitations, etc.)		Shopping															\$	3,000.00			
	SUB-TOTAL																	\$	29,784.24			

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of I/AEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	TRANSPORTATION & DELIVERY EXPENSES																				
	Transportation / delivery of materials for Tourism promotion /Trade and Investment to States under Chicago PCCG's jurisdiction.																	\$	960.00		
	PRINTING & PUBLICATION EXPENSES																				
	Printing and Publication Expenses - Brochures and Information materials, Tourism promotion.																				
	ADVERTISING EXPENSES																				
	Advertising Expenses-Tourism Promotion and Trade Investment In the Philippines - Brochures and Information materials / Asia-Pacific Heritage Month / Fiesta Pinoy / Adobo Fest / Filipino American History Month / Christmas around the world / Annual thanksgiving parade.																				
	GENERAL EXPENSES																				
	Environmental / Sanitary Services																				
	Janitorial Services																				
	Security Services - Hiring of one (1) security personnel from a reputable security agency in the United States																				
	Other Professional Services																				
	PROFESSIONAL SERVICES																				
	Consultation with current communication provider on the installation provider on the installation of modern telephone system at the Consulate that features a voice recording mechanism, among other features beneficial to the Consulate and personnel																				
	SUB-TOTAL																	\$	38,960.00		

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (USE)			REMARK: (brief description of Program/F object)	
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover		Total	MODE	CO		
	REPRESENTATION EXPENSES - AUTHORIZED PERSONNEL																				
	Career Minister																				
	FSO I - Consul																				
	FSO II - Consul																				
	FSSO's / FSSE's - Administrative Office																				
	FSSO's / FSSE's - Finance Officer																				
	FSSO's / FSSE's - Protocol Officer																				
	FSSO's / FSSE's - Cultural Officer																				
	FSSO's / FSSE's - ATN Officer																				
	SUB-TOTAL																				
	CAPITAL OUTLAY																				
	Office Equipment																				
	Furnitures, Fixture and Book Outlay																				
	Transport Wquipment (2018 M-Benz Sprinter Passenger Van)																				
	Computer Softwares (Adobe Acrobat/ Microsoft Office / Publisher / Photoshop)																				
	SUB-TOTAL																				

PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity													Estimated Budget (USE)			REMARK (brief description of Program/Project)						
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE	CO							
	OFFICIAL TRAVEL																									
	Consular Outreach - Indiana, USA																					\$ 1,341.36				
	Consular Outreach - Baton Rouge, LA																						8,253.00			
	Consular Outreach - Michigan, USA																						4,553.00			
	Consular Outreach - Minnesota USA																						4,553.00			
	Consular Outreach - St. Louis, MO																						4,553.00			
	Consular Outreach - Dayton, OH																						4,553.00			
	Consular Outreach - Iowa, USA																						4,553.00			
	Consular Outreach - Oklahoma, USA																						4,553.00			
	Consular Outreach - Omaha, NE																						8,253.00			
	Consular Outreach - North Dakota, USA																						8,253.00			
	Consular Outreach - Wisconsin, USA																						8,253.00			
	Consular Outreach - Boonville, MO																						4,553.00			
	Consular Outreach - Mississippi, USA																						8,253.00			
	Consular Outreach - Arkansas, USA																						8,253.00			
	ConGen's Meeting - Louisiana, USA																						2,691.36			
	ConGen's Meeting - Michigan, USA																						2,841.36			
	ConGen's Meeting - Minnesota, USA																						1,191.36			
	ConGen's Meeting - Oklahoma, USA																						1,191.36			
	ConGen's Meeting - Ohio, USA																						1,191.36			
	ConGen's Meeting - Missouri, USA																						1,191.36			
	Economic Diplomacy for 16 States under Chicago's jurisdiction																						\$ 14,507.84			
	Assistance to nationals - Jail Visitation - Kansas City, Missouri, Michigan, Ohio, Iowa, Oklahoma, and Illinois																						\$ 12,030.88			
	SUB-TOTAL																						\$ 119,567.24			

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	TRAINING & SCHOLARSHIP EXPENSES																				
	Seminar - GAD Program including food, honoraria for speakers and costs of training materials - International women's disabilities and Gender and Sensitivity training																	\$	5,000.00		
	Chicago Team Building Activities including cost of the following: food, venue, transportation and honoraria																		6,100.00		
	Other training activities - Training/Seminar at the Consulate like "Pagkikita sa Consulate" and International Screening Program, including cost of food, honoraria and materials																		1,800.00		
	GASOLINE CONSUMPTION																				
	Fuel, Oil, Lubricants																		8,000.00		
	UTILITIES																				
	Electricity Expenses																		9,600.00		
	Water Expenses																		1,200.00		
	Gas (heating) Expenses																				
	SUB-TOTAL																	\$	31,700.00		

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARK (brief descriptive of Program/object)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	COMMUNICATION SERVICES																				
	Postage / Stamps																				\$ 6,720.00
	Pouch Charges																				7,800.00
	Courier Charges																				1,080.00
	Internet Subscriptions . Charges																				\$ 2,000.00
	Telephone - Landline																				28,881.00
	Telephone - Mobile phones																				5,000.00
	REPAIRS AND MAINTENANCE																				
	Leased Building & Structures-Improvement of Consulate's premise to better serve Filipinos In Chicago																				\$ 15,000.00
	Mercedes Benz																				5,000.00
	Honda Odyssey																				3,000.00
	Furniture & Fixtures																				3,000.00
	INSURANCE EXPENSES																				
	Insurance Expense - Building																				\$ 1,300.00
	Insurance Expense - Residence																				1,700.00
	Insurance Expense - Car 1 - Mercedes Benz																				1,000.00
	Insurance Expense - Car 2 - Honda Odyssey																				1,000.00
	FINANCIAL EXPENSES																				
	Bank Charges																				\$ 9,000.00
	SUB-TOTAL																				\$ 91,481.00

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)									
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO								
	SPECIAL PROJECTS																											
	ECONOMIC-OFFICIAL TRAVEL TO THE PHILIPPINES																											
	Post - Arrival Reception at \$15.00 per person (20 PAX)																				\$ 300.00							
	Pre - Departure Reception at \$15.00 per person (20 PAX)																					300.00						
	POLITICAL:																											
	Forum on Human Trafficking (4 pax)																											
	<i>Cost of food, venue, publication, supplies and materials, honoraria</i>																							\$ 2,820.00				
	Forum on the Law of the Sea (2 pax)																											
	<i>Cost of food, venue, publication, supplies and materials, honoraria</i>																								2,750.00			
	Forum on Human Rights (2 pax)																											
	<i>Cost of food, venue, publication, supplies and materials, honoraria</i>																									2,820.00		
	OFFICIAL TRAVEL EXPENSES																											
	ECONOMIC-Official Travel to Philippines-DSA and Plane fares (3pax)																									\$ 4,740.00		
	POLITICAL: Travelling Expenses																											
	Forum on Human Trafficking (4 pax)																										4,810.00	
	Forum on the Law of the Sea (2 pax)																										3,384.00	
	Forum on Human Rights (2 pax)																										1,184.00	
	SUB-TOTAL																										\$ 23,108.00	

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARK: (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	SEMINAR / CONFERENCE																				
	Cash Gift - 24 prisoners in Chicago area from the Phil Government at US\$118.00 each (including remittance/transfer charges of US\$18.00 per person or total transfer charge of \$432.00)																	\$	2,832.00		
	Seminar (Chicago) on Anti-Human Trafficking for 100 participants. Expenses-Food, Professional Fee, Venue, Supplies and Materials																		2,800.00		
	Seminar (Michigan) on Anti-Human Trafficking for 100 participants. Expenses-Food, Professional Fee, Venue, Supplies and Materials																		3,644.24		
	Anti-Trafficking in Persons and Anti-Drug Smuggling Campaign / Seminar for Filcom in Five (5) States outside Chicago, IL with most number of Filipinos in cooperation with US Federal Agencies and NGO partners																		5,844.24		
	CIR-2522-OUMWA-2015 dated 28 Dec. 2015-2017 Budget for ATN related maintenance and operating expenses for 16 States under Chicago's jurisdiction.																		34,800.00		
	Home Office consultations, GCHOP + Economic Diplomatic Tour and Regional Consultative Meetings in Manila.																		4,716.48		

**PHILIPPINE CONSULATE GENERAL-CHICAGO
ANNUAL PROCUREMENT PLAN (APP) 2018**

Code (PAP)	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule for Each Procurement Activity												Estimated Budget (USE)			REMARKS (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf*	Eligibility Check	Sub/Open of Bids	Bid Evaluations	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover	Source of Funds	Total	MODE		CO	
	SEMINAR / CONFERENCE																				
	Home office consultations, ACGDT Tour, other official missions in Manila																	\$	4,718.48		
	Consular Corps Conference - Washington DC																		2,576.00		
	Embassy Consultations - WASHINGTON DC																		2,576.00		
	SUB-TOTAL																	\$	64,505.44		
	GRAND TOTAL																	\$	780,003.06		

We hereby warrant that the total amount reflected in this Project Procurement Management Plan (PPMP) to procure the above listed common-use supplies, materials, equipment, services and others has been included in or is within the approved budget for the year.

Prepared by:

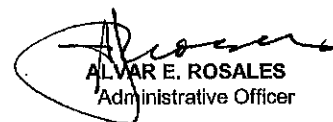

ARNEIL D. TORRES
Property Officer


CORNELIO P. SANTIAGO
Finance Officer

Verified and Found Correct:


ROMULO VICTOR M. ISRAEL, JR.
BAC Chairman

Recommending Approval:


ALVAR E. ROSALES
Administrative Officer

Noted and Approved:


GENEROSO D.G. CALONGE
Consul General