

# DEPARTMENT OF FOREIGN AFFAIRS

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: CHICAGO PCG

Charged to GAA (MOOE)

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTIT Y/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Travelling expenses															
5020101000	Travelling Expenses-Plane Ticket	4	15,600.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)				3,900.00			3,900.00			3,900.00		3,900.00
	Travelling Expenses-Daily Subsistence Allowance	4	12,800.00	National Competitive Bidding - Others				3,200.00			3,200.00			3,200.00		3,200.00
	<b>TOTAL - LOCAL TRAVEL</b>															
5020102000	Conference, Business Meetings - Venue	3	6,000.00	National Competitive Bidding - Others			2,000.00				2,000.00			2,000.00		
	Conference, Business Meetings - Food and beverages	3	6,000.00	National Competitive Bidding - Others			2,000.00				2,000.00			2,000.00		
	Conference, Business Meetings - Tokens	3	3,000.00	National Competitive Bidding - Others			1,000.00				1,000.00			1,000.00		
	Travelling Expenses-Plane Ticket	5	12,800.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)			3,200.00				3,200.00		3,200.00		3,200.00	
	Travelling Expenses-Daily Subsistence Allowance	5	10,000.00	National Competitive Bidding - Others			2,500.00				2,500.00		2,500.00		2,500.00	
5020201002	Very Important Pinoy (VIP) Tour-Lease of Venue	1	1,000.00	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)	1,000.00											

## DEPARTMENT OF FOREIGN AFFAIRS

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Very Important Pinoy (VIP) Tour-Food and Beverages	1	1,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	1,000.00											
	Very Important Pinoy (VIP) Tour-Tokens, Training Materials	1	1,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	1,000.00											
	Independence Day - Lease of Venue	2	3,000.00	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)							3,000.00					
	Independence Day-Food and Beverages	2	5,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)							5,000.00					
	Independence Day- Honoraria	2	3,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)							3,000.00					
	Independence Day-Tokens, Training Materials	2	2,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)							2,000.00					
	Cultural Activities - Venue	4	4,000.00	Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)								4,000.00				
	Cultural Activities-Food and Beverages	4	4,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)								4,000.00				
	Cultural Activities -Tokens, Training Materials	4	2,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)								2,000.00				
	Consular Outreach - March - Daily Subsistence Allowance/ Transportation	6	6,000.00	National Competitive Bidding - Others			6,000.00									

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CODE	GENERAL DESCRIPTION	QUANTIT Y/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Consular Outreach - April - Daily Subsistence Allowance/ Transportation	6	6,000.00	National Competitive Bidding - Others				6,000.00								
	Consular Outreach - outside Illinois - May - Daily Subsistence Allowance/Plane fare	6	13,500.00	National Competitive Bidding - Others					13,500.00							
	Consular Outreach - outside Illinois - July - Daily Subsistence Allowance/Transportation	6	6,000.00	National Competitive Bidding - Others							6,000.00					
	Consular Outreach - outside Illinois - August - Daily Subsistence Allowance/Transportation	6	6,000.00	National Competitive Bidding - Others								6,000.00				
	Consular Outreach - September -Food Allowance	1	2,500.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)									2,500.00			
	<b>SUB-TOTAL CONSULAR MISSION</b>															
			-													
	<b>Training and scholarship expenses</b>															
5020201002	Retooling Seminar for Administrative Officers-Daily Subsistence Allowance	1	2,000.00	National Competitive								2,000.00				
5020201002	Retooling Seminar for Administrative Officers-Plane Ticket	1	2,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)								2,000.00				
5020201002	Retooling Seminar for Finance Officers-Daily Subsistence Allowance	1	2,000.00	National Competitive									2,000.00			
5020201002	Retooling Seminar for Finance Officers-Plane Ticket	1	2,000.00	National Competitive									2,000.00			
5020201002	Retooling Seminar for Property Officers-Daily Subsistence Allowance	1	2,000.00	National Competitive										2,000.00		
5020201002	Retooling Seminar for Property Officers-Plane Ticket	1	2,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)										2,000.00		
5020201002	Retooling Seminar for Protocol Officers-Daily Subsistence Allowance	1	2,000.00	National Competitive										2,000.00		
5020201002	Retooling Seminar for Protocol Officers-Plane Ticket	1	2,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)										2,000.00		
			-													

## DEPARTMENT OF FOREIGN AFFAIRS

CODE	GENERAL DESCRIPTION	QUANTIT	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		Y/ SIZE			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5020201002	Training expenses - Gender and Development Activities		-													
	GAD-Food and Beverage	4	4,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)			1,000.00			1,000.00			1,000.00			1,000.00
	GAD-Venue	4	4,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)			1,000.00			1,000.00			1,000.00			1,000.00
	GAD-Token, Training Materials	4	1,300.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)			325.00			325.00			325.00			325.00
	GAD-Honoraria	4	2,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)			500.00			500.00			500.00			500.00
	GAD-Daily Subsistence Allowance	2	1,800.00	National Competitive							900.00	900.00				
	GAD-Plane Ticket	2	4,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)							2,000.00	2,000.00				
			-													
5020201002	Team Building-Lease of Venue	1	1,000.00	Negotiated Procurement - Lease of Real Property and								1,000.00				
5020201002	Team Building-Food and Beverage	1	2,500.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)								2,500.00				
	Team Building-Tokens, Training Materials	1	1,500.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)								1,500.00				
	<b>TOTAL - TRAINING AND SCHOLARSHIP EXPENSE</b>															
	<b>Supplies and Materials</b>															
5020301001	ICT Office supplies Expenses		6,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00

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CODE	GENERAL DESCRIPTION	QUANTIT Y/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5020301002	Office supplies Expenses		10,000.00	Negotiated Procurement - Small Value Procurement (Sec.	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	800.00	800.00	800.00	800.00
5020309000	Fuel, oil and lubricants Expenses		8,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	670.00	670.00	670.00	670.00	670.00	670.00	670.00	670.00	660.00	660.00	660.00	660.00
5020321002	Semi-Expendable M & E Office Equipment		3,000.00	Negotiated Procurement - Small Value Procurement (Sec.	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5020321003	Semi-Expendable M & E - ICT Equipment		5,000.00	Negotiated Procurement - Small Value Procurement (Sec.	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	410.00	410.00	410.00	410.00
5020321099	Semi-Expendable M & E - Other Machinery and Equipment		1,000.00	Negotiated Procurement - Small Value Procurement (Sec.	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	80.00	80.00	80.00	80.00
5020322001	Semi-Expendable FF & B-Furniture and Fixtures		5,000.00	Negotiated Procurement - Small Value Procurement (Sec.	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	410.00	410.00	410.00	410.00
5020399000	Semi-Expendable FF & B-Other supplies and Materials Expenses		10,000.00	Negotiated Procurement - Small Value Procurement (Sec.	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	800.00	800.00	800.00	800.00
	<b>Utilities Expenses</b>															
5020401000	Water Expenses		5,000.00	Renewal of Contract per Appendix 21	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	410.00	410.00	410.00	410.00
5020402000	Electricity Expenses		5,000.00	Renewal of Contract per Appendix 21	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	410.00	410.00	410.00	410.00
	<b>Communication Services</b>															
5020501000	Postage and Courier Services		10,500.00	Renewal of Contract per Appendix 21	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00
5020502001	Mobile		4,800.00	Renewal of Contract per Appendix 21	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00
			-													
5020502002	Landline		10,800.00	Renewal of Contract per Appendix 21	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00
5020503000	Internet Subscription/Charges		5,280.00	Renewal of Contract per Appendix 21	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00
5020504000	Cable, Sattelite, Telegraph and Radio		-													

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					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	<b>Professional Services</b>		-													
5020399000	Consultancy Services		6,000.00	Negotiated Procurement - Highly Technical Consultants (Sec. 53.7)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
5020399000	Other Professional Services-Post's Local Hires Compensation and Other Applicable Benefits	4	169,980.00	Negotiated Procurement - Highly Technical Consultants (Sec. 53.7)	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00	14,165.00
	<b>General Services</b>		-													
5021203000	Security services		6,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.7)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
5021299099	Other General Services - ICT Services		6,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.7)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
5021299099	Other General Services		3,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.7)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5021299099	Other General Services		3,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.7)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
	<b>Repair and Maintenance</b>		-													
5021304099	Repair and Maintenance-other structure		3,000.00	Direct Contracting (Sec. 50)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5021305002	R&M - Office Equipment'		2,000.00	Direct Contracting (Sec. 50)	170.00	170.00	170.00	170.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
5021305003	R&M - ICT Equipment		1,000.00	Direct Contracting (Sec. 50)				500.00					500.00			
50213066001	Repair and Maintenance-Motor vehicle		2,000.00	Direct Contracting (Sec. 50)	170.00	170.00	170.00	170.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
50213066001	Repair and Maintenance-Motor vehicle		1,200.00	Direct Contracting (Sec. 50)						600.00					600.00	
5021307000	Repair and Maintenance-Furniture and Fixtures		900.00	Direct Contracting (Sec. 50)			300.00				300.00				300.00	
5021308004	R&M (Leased Assets) - ICT Machinery and Equipment		2,000.00	Direct Contracting (Sec. 50)	170.00	170.00	170.00	170.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
5021308004	Repair and Maintenance-Official Residence		2,000.00	Direct Contracting (Sec. 50)	170.00	170.00	170.00	170.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
	<b>Taxes, Insurance Premiums and Other</b>		-													

**DEPARTMENT OF FOREIGN AFFAIRS**

CODE	GENERAL DESCRIPTION	QUANTIT Y/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
5021503000	Insurance Expenses-Building-Official Residence	12	4,000.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	320.00	320.00	320.00	320.00
5021503000	Insurance Expenses-Lease-Consulate	12	3,000.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5021503000	Insurance Expenses-M-Benz2010 (Owned)	12	1,500.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00
5021503000	Insurance Expenses-Toyota Sienna 2022 (Owned)	12	3,000.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5021503000	Insurance Expenses-BMW 2023 (Owned)	12	3,000.00	Negotiated Procurement - Agency to Agency (Sec. 53.5)	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
	<b>TOTAL - INSURANCE EXPENSE</b>																
	<b>Other Maintenance and Operating</b>		-														
5029901000	Advertising Expenses (Tourism Promotion, Trade & Investment in the Phils. - Asia-Pacific Heritage Month/ Filipino American History Month/ Christmas around the world/ Annual Thanksgiving Parade)		1,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	80.00	80.00	80.00	80.00
5029902000	Printing and Publication Expenses - Tourism promotion		500.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	40.00	40.00
5029903001	Representation Expenses - Post Representation		24,000.00	National Competitive	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
5029903002	Representation Expenses - FSO I		4,320.00	National Competitive	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00
5029903002	Representation Expenses - FSO I		4,320.00	National Competitive	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00
5029903002	Representation Expenses - FSO I		4,320.00	National Competitive	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00
5029903002	Representation Expenses - FSSO / FSSE		1,728.00	National Competitive	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00
5029903002	Representation Expenses - FSSO / FSSE		1,728.00	National Competitive	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00
5029903002	Representation Expenses - FSSO / FSSE		1,728.00	National Competitive	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00
5029903002	Representation Expenses - FSSO / FSSE		1,728.00	National Competitive	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00

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					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5029903002	Representation Expenses - FSSO / FSSE		1,728.00	National Competitive	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00	144.00
	<b>Subscription Expenses</b>		-													
5029907000	Subscription Expenses-Cable Direct TV/Global TV Network		1,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	80.00	80.00	80.00	80.00
5029907000	Subscription Expenses-IONOS		1,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	80.00	80.00	80.00	80.00
5029907000	Subscription Expenses-Zoom One Pro & Webinar 500		2,000.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	170.00	170.00	170.00	170.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
5029907000	Subscription Expenses-Google LLC		1,500.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00
5029907000	Subscription Expenses-The Economist Newspaper		510.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	510.00											
5029907000	Subscription Expenses-Chicago Tribune Newspaper		250.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	250.00											
5029907000	Subscription Expenses-Crain's Chicago Business		250.00	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	250.00											
	<b>Rent/ Lease Expenses</b>		-													
5029905001	Rent- Building & Structure		300,000.00	Public Bidding	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
5029905003	Rent- Motor vehicles		8,000.00	Negotiated Procurement - Small Value Procurement (Sec.	670.00	670.00	670.00	670.00	670.00	670.00	670.00	670.00	660.00	660.00	660.00	660.00
5029905008	Rent - Office Equipment (Postage Meter Machine, Photocopier Machine)		5,000.00	Renewal of Contract per Appendix 21	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	410.00	410.00	410.00	410.00

<b>TOTAL BUDGET:</b>	848,870.00	47,587,652.20
<b>+ 10% Provision for Inflation</b>	84,887.00	4,758,765.22
<b>+ 10% Contingency</b>	84,887.00	4,758,765.22
<b>TOTAL ESTIMATED BUDGET:</b>	1,018,644.00	57,105,182.64
	(In USD)	(In PHP)

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP



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		Jan			Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	

PREPARED BY:

  
**ROCLYN T. DE LEON**  
 Administrative Officer

  
**CYNTHIA A. ACABA**  
 Finance Officer

SUBMITTED BY:

  
**ELLA KARINA R. MITRA**  
 Consul

APPROVED BY:

  
**J. SUSANA V. PAEZ**  
 Consul General

Revision Number  
 Revision Date