

NATIONAL LIBRARY OF THE PHILIPPINES
T.M. Kalaw Street, Ermita, Manila

ANNUAL PROCUREMENT PLAN, CY 2019

Program/ Activity/ Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity											Estimated Budget PhP			Remarks (Brief Description of Program/Project/Activity)		
			Pre-Proc Conf	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub/Opn of Bids	Bid Evaluation	Post-Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turn-Over	Source of Fund	Total		MOOE	CO
I. Library Materials - NLP																			
1 E-Resources & Multimedia																			
a. Multimedia	NLP	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	200,000	200,000		
b. Audiobooks (Foreign)	NLP	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	200,000	200,000		
2 Serial Subscription																			
a. e-Journals	NLP	Public Bidding	Dec week 1	Dec week 2	Dec week 3	Dec week 4	Dec week 4	Jan week 1	Jan week 2	Jan week 4	Feb week 1	Feb week 2	Feb week 2	Feb week 3	Feb week 3	GAA	2,415,000	2,415,000	
b. Newspaper and Journals (Print)	NLP	Direct Contracting	Not Applicable											GAA	650,000	650,000			
3 Books (Print)																			
Foreign Books																			
a.1 Foreign General Books	NLP	Public Bidding	Dec week 1	Dec week 2	Dec week 3	Dec week 4	Dec week 4	Jan week 1	Jan week 2	Jan week 4	Feb week 1	Feb week 2	Feb week 2	Feb week 3	GAA	700,000	700,000		
a.2 Ready Reference Materials	NLP	SVP (Sect. 53.9)	Jan week 4	Jan week 4	N/A	Jan week 5	Jan week 5	Feb week 4	Feb week 4	Feb week 4	Feb week 4	Mar week 1	Mar week 1	Mar week 2	GAA	300,000	300,000		
a.3 Children's/Young Adult Book	NLP	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	200,000	200,000		
Filipiniana Books																			
a.1 Filipiniana General Books/Reference	NLP	SVP (Sect. 53.9)	N/A	Feb week 4	N/A	Feb week 5	Feb week 5	Mar week 3	Mar week 3	Mar week 3	Mar week 4	Apr week 1	Apr week 1	Apr week 2	GAA	658,000	658,000		
a.2 Children's/Young Adult Book	NLP	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	100,000	100,000		
a.3 CDD Exchange Materials	NLP	SVP (Sect. 53.9)	N/A	Feb week 4	Feb week 4	N/A	Feb week 5	Feb week 5	Mar week 3	Mar week 3	Mar week 4	Apr week 1	Apr week 1	Apr week 1	GAA	200,000	200,000		
a.4 Maps	NLP	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	50,000	50,000		
																5,673,000	5,673,000		
II. Library Materials - Locally Funded Projects																			
1 Tondo Congressional Library																			
a. Books (Print)	TCL	Public Bidding	Aug week 3	Aug week 4	Sep week 2	Sep week 3	Sep week 3	Sep week 3	Sep week 4	Oct week 1	Oct week 2	Oct week 3	Oct week 3	Oct week 4	GAA	237,000	237,000		
b. Subscription		SVP (Sect. 53.9)	Not Applicable											Jan week 1	GAA	68,000	68,000		
																305,000	305,000		
III. Book Allocation																			
1 Filipiniana, General References and Childrens' Books (Print)	PLD	Public Bidding	Nov week 3	Nov week 4	Dec week 2	Dec week 4	Dec week 4	Dec week 4	Jan week 1	May week 2	May week 3	May week 4	May week 4	June week 1	GAA	5,407,000	5,407,000		
2 Filipiniana, General References and Childrens' Books (Multimedia)	PLD	Public Bidding	Aug week 3	Aug week 4	Sep week 2	Sep week 3	Sep week 3	Sep week 3	Sep week 4	Oct week 1	Oct week 2	Oct week 3	Oct week 3	Oct week 4	GAA	800,000	800,000		
3 Maps and Globes	PLD	SVP (Sect. 53.9)	N/A	Aug week 2	N/A	Aug week 3	Aug week 3	N/A	Aug week 4	Sep week 1	Sep week 2	Sep week 2	Sep week 3	Sep week 4	GAA	200,000	200,000		

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4 Electronic Resources	PLD	Public Bidding	Nov week 3	Nov week 4	Dec week 2	Dec week 4	Dec week 4	Dec week 4	Jan week 1	May week 2	May week 3	May week 4	May week 4	June week 1	GAA	3,000,000	3,000,000		
																9,407,000	9,407,000		
IV. Building																			
a. Other Infrastructure Assets																			
b. Building																			
IV. Supplies and Materials																			
1 Common-Use Supplies available at Procurement Service	NLP, LFP																		
Electrical Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	6,828.14	6,828.14		
Office Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	247,825.91	247,825.91		
Office Devices		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	0.00	0.00		
Janitorial Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	128,333.78	128,333.78		
Office Equipment		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	247,293.60	247,293.60		
Computer Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	328,614.40	328,614.40		
Consumables		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	260,847.66	260,847.66		
																1,219,743.49	1,219,743.49		
2 Common-Use Supplies not available at Procurement Service																			
Electrical Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	158,990.00	158,990.00		
Office Equipment		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	0.00	0.00		
Office Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	99,898.40	99,898.40		
Janitorial Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	72,150.00	72,150.00		
Consumables		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	567,051.60	567,051.60		
																898,090.00	898,090.00		
3 Uncommon-Use Supplies and Equipments																			
Office Equipment & Accessories		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	103,000.00	103,000.00		
Office Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	195,210.00	195,210.00		
Audio and Visual presentation and composing equipment		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	4,400.00	4,400.00		
Photographic or filming or video equipment		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	4,500.00	4,500.00		

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Cleaning Equipment and Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	96,800.00	96,800.00		
Paper Materials and Products		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	55,430.00	55,430.00		
Lighting and fixtures and accessories		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	65,000.00	65,000.00		
Electrical equipment and components and supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	59,100.00	59,100.00		
Computer Supplies		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	101,086.00	101,086.00		
Computer Equipment and Accessories		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	393,000.00	393,000.00		
*Other Categories		NLP-Agency to Agency	To be procured as need arises by the FAD-Property Section												GAA	973,275.00	973,275.00		
																2,050,801.00	2,050,801.00		
4 Archival supplies	NLP(Fil)	SVP (Sect. 53.9)	N/A	Oct week 2	N/A	Oct week 2	Oct week 2	N/A	Oct week 3	Jan week 1	Jan week 2	Jan week 3	Jan week 3	Jan week 4	GAA	404,500.00	404,500.00		FIL
5 Bookbinding supplies	NLP(Fil)	SVP (Sect. 53.9)	N/A	Oct week 2	N/A	Oct week 2	Oct week 2	N/A	Oct week 3	Jan week 1	Jan week 2	Jan week 3	Jan week 3	Jan week 4	GAA	250,000.00	250,000.00		FIL
4 Drugs, medicines	NLP	Section 52.1	To be procured as need arises by the FAD-Property Section												GAA	20,000	20,000		
5 Medical Dental and Lab. Supplies Expenses	NLP	SVP (Sect. 53.9)	To be procured as need arises by the FAD-Property Section												GAA	60,000	60,000		
6 Petroleum, Oil, Lubricants	NLP	SVP (Sect. 53.9)	To be procured as need arises by the FAD-Property Section												GAA	300,000	300,000		
																1,034,500	1,034,500		
V. Office Equipment																			
1 Office Equipment																			
2 ICT Equipment																			
3 Transportation Equipment																			
																0	0		
VI. Professional Services																			
1 Security Services	NLP & LFP	Public Bidding	Oct week 2	Oct week 2	Oct week 3	N/A	Oct week 4	Oct week 4	Oct week 4	Jan week 1	Jan week 2	Jan week 3	Jan week 3	Jan week 4	GAA	7,353,000	7,353,000		FAD+LFP
2 Legal and Legislative Consultants	NLP	NGA to NGA	Not Applicable												GAA	300,000	300,000		FAD
3 Consultancy Services	NLP	Direct Contracting														935,000	935,000		FAD + ITD
3 Other Professional Services	FAD	Direct Contracting	Not Applicable													120,000	120,000		FAD + FIL
	FIL	Direct Contracting	Not Applicable													151,000	151,000		FIL
4 Other General Services	NLP	Direct Contracting	Not Applicable												GAA	9,535,000	9,535,000		FAD+CAT+REF+CDD+FIL+ITD+PLD+LFP
																18,394,000	18,394,000		
VII. Utilities																			
1 Water Services	NLP	Direct Contracting	Not Applicable												GAA	1,327,000	1,327,000		
2 Electricity Services	NLP	Direct Contracting	Not Applicable												GAA	6,613,000	6,613,000		

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LFP																				
1	Water Services	LFP	Direct Contracting														GAA	114,000	114,000	
2	Electricity Services	LFP	Direct Contracting														GAA	477,000	477,000	
																		8,531,000	8,531,000	
VIII. Communication																				
NLP																				
1	Telecommunication Services	NLP																		
	a. Landline		Direct Contracting														GAA	249,000	249,000	
	b. Cellular Phone Lines		Direct Contracting														GAA	235,000	235,000	
2	Internet Services	NLP	Direct Contracting														GAA	4,521,000	4,521,000	
3	Postage and Courier Services	NLP	Section 52.1														GAA	387,000	387,000	
LFP																				
1	Telecommunication Services	LFP																		
	a. Landline		Direct Contracting														GAA	84,000	84,000	
	b. Cellular Phone Lines		Direct Contracting														GAA	32,000	32,000	
2	Internet Services	LFP	Direct Contracting														GAA	50,000	50,000	
3	Postage and Courier Services	LFP	Section 52.1														GAA	37,000	37,000	
																		5,595,000	5,595,000	
IX. Repair and Maintenance																				
NLP																				
1	Building	NLP	SVP (Sect. 53.9)														GAA	650,000	650,000	
2	Machinery	NLP	SVP (Sect. 53.9)														GAA	100,000	100,000	To be procured as need arises by the FAD-Property Section
3	Office Equipment	NLP	SVP (Sect. 53.9)														GAA	591,000	591,000	To be procured as need arises by the FAD-Property Section
4	ICT Equipment	NLP	SVP (Sect. 53.9)														GAA	100,000	100,000	To be procured as need arises by the FAD-Property Section
5	Motor Vehicles	NLP	SVP (Sect. 53.9)														GAA	300,000	300,000	To be procured as need arises by the FAD-Property Section
LFP																				
1	Building	LFP	SVP (Sect. 53.9)														GAA	29,000	29,000	To be procured as need arises by the FAD-Property Section
2	Office Equipment	LFP	SVP (Sect. 53.9)														GAA	40,000	40,000	To be procured as need arises by the FAD-Property Section
3	ICT Equipment	LFP	SVP (Sect. 53.9)														GAA	50,000	50,000	To be procured as need arises by the FAD-Property Section
																		1,860,000	1,860,000	

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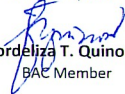
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XI. Insurance																						
1	Insurance	NLP	NGA to NGA														Not Applicable	GAA	1,075,000	1,075,000		
2	Fidelity Bond Premiums	NLP	NGA to NGA														Not Applicable	GAA	72,000	72,000		
																			1,147,000	1,147,000		

TOTAL


56,115,134.49 56,115,134.49 0.00

Recommending Approval:


Arlene S. De Castro
BAC Chairperson


Flordeliza T. Quinones
BAC Member



Maureen C. Terrenal
BAC Vice Chairperson


Danilo B. Fernandez
BAC Member

Jennifer B. Dimasaca
BAC Member


Marvin S. Vanguardia
BAC Member

Approved by:


Cesar Gilbert Q. Adriano
Head of the Procuring Entity