

Address: Buwagang Ninoy, Ninoy Aquino Parks and Wildlife Center  
North Ave. Diliman Quezon City



**ANNUAL PROCUREMENT PLAN FY2018**  
**Climate Change Commission**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Pre-Proc Conference	Ade/Post of IAB	Pre-bid Conf	Eligibility Check	Subopen of Bids	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover	Source of Funds	Estimated Budget (Php)	
																Total	MOOE
001	Common Supplies available in PS		PS	To be procured as the need arises											GOP	830,075.51	
002	Office Supplies and Equipment	OSEC	Shopping	To be procured as the need arises											GOP	515,400.00	
003	Office Supplies and Equipment	OONG	Shopping	To be procured as the need arises											GOP	117,920.00	
004	Office Supplies and Equipment	OCRH	Shopping	To be procured as the need arises											GOP	341,401.00	
005	Office Supplies and Equipment	AFD	Shopping	To be procured as the need arises											GOP	1,071,280.00	
006	Office Supplies and Equipment	ODED/PSF	Shopping	To be procured as the need arises											GOP	181,025.23	
007	Office Supplies and Equipment	IKM	Shopping	To be procured as the need arises											GOP	537,877.00	
008	Office Supplies and Equipment	IOD	Shopping	To be procured as the need arises											GOP	42,285.00	
009	Office Supplies and Equipment	LSD	Shopping	To be procured as the need arises											GOP	34,573.72	
010	Office Supplies and Equipment	PRDD	Shopping	To be procured as the need arises											GOP	99,803.33	
011	Office Supplies and Equipment	SPD	Shopping	To be procured as the need arises											GOP	607,640.00	
<b>ACTIVITIES</b>																	
012	Internal and External Coordination Meetings	OSEC	SVP	To be procured as the need arises											GOP	500,000.00	
013	Attendance to local meetings (events/meetings/activities)	OSEC	SVP	To be procured as the need arises											GOP	500,000.00	
014	Attendance to international events/meetings/activities	OSEC	SVP	To be procured as the need arises											GOP	3,000,000.00	
015	National Climate Change Adaptation and Mitigation Exposition, and Asia-Pacific Adaptation Forum	OSEC	PB	August 2018	August 2018					September 2018	September 2018	September 2018	September 2018		GOP	9,700,000.00	
016	Internal and External Coordination Meetings	LSD	SVP	To be procured as the need arises											GOP	200,000.00	
017	Interagency Capacity Building Workshops	LSD	SVP	To be procured as the need arises											GOP	200,000.00	
018	Interagency meetings (CCAB, CCAM-DRR Cabinet Cluster, etc.)	LSD	SVP	To be procured as the need arises											GOP	300,000.00	
019	Intra-agency meetings (Commissioners' Meetings)	LSD	SVP	To be procured as the need arises											GOP	12,000.00	
020	National R&D Agenda on Climate Change	PRDD	SVP	To be procured as the need arises											GOP	300,000.00	
021	NCCAP Updating	PRDD	SVP	To be procured as the need arises											GOP	500,000.00	
022	Green Jobs	PRDD	SVP	To be procured as the need arises											GOP	200,000.00	
023	Policy Research and development including sectoral roadmap formulation	PRDD	PB	To be procured as the need arises											GOP	1,500,000.00	
024	House-to-house Data Gathering and Consultations	IOD	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	500,000.00	
025	National CCET Orientation Workshop	IOD	PB	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	1,000,000.00	
026	Local CCET Workshop	IOD	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	482,000.00	
027	Development of MARY Database System	IOD	PB	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	1,500,000.00	
028	Training Workshop on GHG Inventory for LGUs	IOD	SVP	April 2018	April 2018					April 2018	April 2018	April 2018	April 2018		GOP	545,000.00	
029	NDC Development (Consultation)	IOD	SVP	June 2018	June 2018					June 2018	June 2018	June 2018	June 2018		GOP	500,000.00	
030	Consultations for Adaptation, Mitigation and Climate Finance	IOD	PB	June 2018	June 2018					July 2018	July 2018	July 2018	July 2018		GOP	2,000,000.00	
031	Climate Finance Programs and Activities	ODED/PSF	SVP	To be procured as the need arises											GOP	270,000.00	
032	PSF Website Development and Management	ODED/PSF	PB	To be procured as the need arises											GOP	1,300,000.00	
033	PSF Rollouts (Workshop/Workshop) Co-Sponsored	ODED/PSF	SVP	April 2018	April 2018					May 2018	May 2018	May 2018	May 2018		GOP	300,000.00	
034	PSF Enhancement Workshop (2 days)	ODED/PSF	SVP	To be procured as the need arises											GOP	800,000.00	
035	Project Appraisal Activities (Site Visits) - 3-4 days	ODED/PSF	SVP	To be procured as the need arises											GOP	900,000.00	
036	Monitoring and Evaluation of Projects - 10 pax for 3 days	ODED/PSF	SVP	To be procured as the need arises											GOP	280,000.00	

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	Development of framework of cooperation, and common tools and methodology for Risk Assessment, guided by NPTE and in cooperation with partner academic and research institutions	SPD	S/P	To be procured as the need arises												GOP	150,000.00		
037	Development of standardized training design for CORE Modular Training Program and enhancement of CORE Module Series	SPD	PB	April 2018	April 2018						May 2018	May 2018	May 2018	May 2018		GOP	100,000.00		
038	CORE Modular Training Program, TOT and workshops on priority CORE Module Series (Risk Assessment + GIS, eICCAP, CCET, PSF, GHG)	SPD	PB	May 2018	May 2018						June 2018	June 2018	June 2018	June 2018		GOP	4,600,000.00		
039	Peer-to-peer learning exchange program: Climate Field Schools	SPD	PB	February 2018	February 2018						February 2018	February 2018	February 2018	February 2018		GOP	2,000,000.00		
040	Meetings and activities related to oversight functions (PSF, Blue Carbon and Coral Triangle Initiative, etc.)	OCNG	PB	To be procured as the need arises												GOP	1,425,000.00		
041	Attendance to International Conferences, Meetings and Commitments	OCNG	S/P	To be procured as the need arises												GOP	1,100,000.00		
042	Attendance to Local Summits/Conference/Forum 2 day for 3 days	OCNG	S/P	To be procured as the need arises												GOP	132,000.00		
043	Internal and External Coordination Meetings	OCRH	S/P	To be procured as the need arises												GOP	143,000.00		
044	Attendance to local meetings (event/meeting/activities)	OCRH	S/P	To be procured as the need arises												GOP	628,000.00		
045	Attendance to international events/meetings/activities	OCRH	S/P	To be procured as the need arises												GOP	1,000,000.00		
046	Strategic Planning	OCRH	S/P	To be procured as the need arises												GOP	85,000.00		
047	Bids and Awards Committee (BAC) Meeting	AFD	S/P	To be procured as the need arises												GOP	69,000.00		
048	Employee Orientation on Finance Guidelines	AFD	S/P	To be procured on Feb and Aug 2018												GOP	20,000.00		
049	Exit Conference	AFD	S/P	July 2018	July 2018						July 2018	July 2018	July 2018	July 2018		GOP	5,000.00		
050	AFD Internal Planning	AFD	S/P	To be procured on June and Dec 2018							March 2018	March 2018	March 2018	March 2018		GOP	60,000.00		
051	Business Continuity Plan	AFD	NP	March 2018	March 2018						March 2018	March 2018	March 2018	March 2018		GOP	250,000.00		
052	Budget Preparation and Attendance for Budget Hearing	AFD	NP	To be procured as the need arises							December 2018	December 2018	December 2018	December 2018		GOP	180,325.21		
053	National Observance of CCC Week 2018	IKM	PB	November 2018	November 2018						March 2018	March 2018	March 2018	March 2018		GOP	2,000,000.00		
054	Development of interfaith communications strategy multi-stakeholder climate action	IKM	S/P	March 2018	March 2018											GOP	350,000.00		
055	Printing and Publication of IECs and other Knowledge Products	IKM	PB	To be procured on June, Sept and Nov 2018												GOP	3,000,000.00		
056	Observance of the National Convention on CCA-DRR	IKM	PB	October 2018	October 2018						November 2018	November 2018	November 2018	November 2018		GOP	1,000,000.00		
057	Climate Change Poetry Writing Contest	IKM	S/P	November 2018	November 2018						November 2018	November 2018	November 2018	November 2018		GOP	200,000.00		
058	SEMINARS/TRAININGS TO BE ATTENDED	LSD	S/P	February 2018	February 2018						February 2018	February 2018	February 2018	February 2018		GOP	24,000.00		
059	NPTE Activities	LSD	S/P	To be procured as the need arises												GOP	1,880,000.00		
060	Phil-DEL Philippine Pavilion in COP24	LSD	S/P	To be procured as the need arises												GOP	20,000,000.00		
061	Trainings and workshops related to oversight functions (CTI/IC/PSF etc)	OONG	S/P	To be procured as the need arises												GOP	630,000.00		
062	Personal and Social Development Career and Professional Development	AFD	S/P	To be procured on Mar and May 2018												GOP	200,000.00		
063	Local/National Celebration	AFD	S/P	To be procured as the need arises												GOP	215,000.00		
064	Seminars and Development and Technical Trainings	OCRH	S/P	To be procured as the need arises												GOP	610,000.00		
065	Hiring Highly Technical Consultants (2)	OSEC	NP	February 2018	February 2018						February 2018	February 2018	February 2018	February 2018		GOP	1,920,000.00		
066	Senior Technical Advisor (2)	OSEC	PB	February 2018	February 2018											GOP	1,008,000.00		
067	Integration of NPTE outcomes to the NDC process	PROD	S/P	To be procured as the need arises												GOP	240,000.00		
068	Green Jobs	PROD	S/P	February 2018	February 2018						February 2018	February 2018	February 2018	February 2018		GOP	120,000.00		
070	Senior Consultant for ODED	ODED	S/P	February 2018	February 2018						March 2018	March 2018	March 2018	March 2018		GOP	485,000.00		
071	Senior Consultant for Admin (3)	ODED	S/P	February 2018	February 2018											GOP	756,000.00		

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									Bid	Post Qual	Notice of Award	Contract Signing	Total					MOOE	CO
073	Senior Legal Consultant	ODED	SVP	February 2018	February 2018												504,000.00		
OUTSOURCED EMPLOYEES																			
074	Technical Assistants (3)	OSEC	SVP	To be procured as the need arises															
075	Technical Assistants (2)	OSEC	SVP	To be procured as the need arises													1,512,000.00		
076	Technical Assistant	OSEC	SVP	To be procured as the need arises													960,000.00		
077	Technical Assistant	OSEC	SVP	To be procured as the need arises													300,000.00		
078	Administrative Officers (2)	OSEC	SVP	To be procured as the need arises													284,000.00		
079	Administrative Assistant	OSEC	SVP	To be procured as the need arises													840,000.00		
080	Administrative Aide	OSEC	SVP	To be procured as the need arises													216,000.00		
081	Technical Assistant (2)	LSD	SVP	To be procured as the need arises													180,000.00		
082	Technical Assistant	LSD	SVP	To be procured as the need arises													1,008,000.00		
083	Technical Assistant	LSD	SVP	To be procured as the need arises													372,000.00		
084	Technical Assistant (2)	LSD	SVP	To be procured as the need arises													278,000.00		
085	Administrative Clerk	LSD	SVP	To be procured as the need arises													528,000.00		
086	Administrative Aide	LSD	SVP	To be procured as the need arises													180,000.00		
087	Stenographer	LSD	SVP	To be procured as the need arises													228,000.00		
088	Honorarium of NPTE	LSD	SVP	To be procured as the need arises													1,500,000.00		
089	Planning Officer II (3)	PRDD	SVP	To be procured as the need arises													1,080,000.00		
090	Planning Officer I (1)	PRDD	SVP	To be procured as the need arises													284,000.00		
091	Senior Technical Assistant	PRDD	SVP	To be procured as the need arises													604,000.00		
092	Admin Officer II	PRDD	SVP	To be procured as the need arises													240,000.00		
093	SDO III	IOD	SVP	To be procured as the need arises													420,000.00		
094	SDOIII	IOD	SVP	To be procured as the need arises													420,000.00		
095	DMO II	IOD	SVP	To be procured as the need arises													398,000.00		
096	DMO II	IOD	SVP	To be procured as the need arises													270,000.00		
097	DMO II	IOD	SVP	To be procured as the need arises													324,000.00		
098	DMO II	IOD	SVP	To be procured as the need arises													324,000.00		
099	DMO I	IOD	SVP	To be procured as the need arises													264,000.00		
100	Admin Officer II	IOD	SVP	To be procured as the need arises													132,000.00		
101	Development Management Officer III (1)	ODEP(PSF)	SVP	To be procured as the need arises													604,000.00		
102	Development Management Officer II (2)	ODEP(PSF)	SVP	To be procured as the need arises													830,000.00		
103	Development Management Officer I (3)	ODEP(PSF)	SVP	To be procured as the need arises													1,080,000.00		
104	Admin Officer (2)	ODEP(PSF)	SVP	To be procured as the need arises													398,000.00		
105	Web Developer (1)	ODEP(PSF)	SVP	To be procured as the need arises													378,000.00		
Monitoring and Evaluation Technical Officer																			
106	(1)	ODEP(PSF)	SVP	To be procured as the need arises													315,000.00		
107	Admin Officer	ODED	SVP	To be procured as the need arises													264,000.00		
108	Technical Assistant	ODED	SVP	To be procured as the need arises													264,000.00		
109	Technical Assistant (DMO II) (2)	SPD	SVP	To be procured as the need arises													792,000.00		
110	Technical Assistant (DMO III)	SPD	SVP	To be procured as the need arises													315,000.00		
111	Information Officer III	SPD	SVP	To be procured as the need arises													420,000.00		
112	Information Officer II	SPD	SVP	To be procured as the need arises													398,000.00		
113	Administrative and Finance Officer	SPD	SVP	To be procured as the need arises													276,000.00		
114	Development Management Officer II	OCNG	SVP	To be procured as the need arises													324,000.00		
Development Management Officer III																			
115	(supervising for PSF)	OCNG	SVP	To be procured as the need arises													504,000.00		
116	Administrative Officer II (Property Unit)	AFD	SVP	January 2018	January 2018												240,000.00		
117	Administrative Assistant III (Property Unit)	AFD	SVP	January 2018	January 2018												432,000.00		
118	Administrative Officer II (Procurement Unit)	AFD	SVP	January 2018	January 2018												66,000.00		
119	Administrative Assistant (Procurement Unit)	AFD	SVP	January 2018	January 2018												216,000.00		
120	Finance Analyst	AFD	SVP	January 2018	January 2018												462,000.00		
121	Finance Assistant (Accounting Section)	AFD	SVP	January 2018	January 2018												321,000.00		
122	Administrative and Finance Division	AFD	SVP	January 2018	January 2018												264,000.00		
123	Administrative Officer I (Records Unit)	AFD	SVP	January 2018	January 2018												216,000.00		
124	Administrative Officer II (Records)	AFD	SVP	January 2018	January 2018												264,000.00		
125	Administrative Officer II (Records)	AFD	SVP	January 2018	January 2018												66,000.00		
126	Administrative Assistant (Cashier)	AFD	SVP	January 2018	January 2018												216,000.00		
127	Administrative Assistant (Budget Unit)	AFD	SVP	January 2018	January 2018												216,000.00		
128	Administrative Assistant CAO	AFD	SVP	January 2018	January 2018												54,000.00		
129	Administrative Officer III (GSS)	AFD	SVP	January 2018	January 2018												360,000.00		

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130	Driver I	AFD	SVP	January 2018	January 2018										GOP	180,000.00		
131	Driver II (2)	AFD	SVP	January 2018	January 2018										GOP	396,000.00		
132	Liason	AFD	SVP	January 2018	January 2018										GOP	49,500.00		
133	Administrative Clerk	AFD	SVP	January 2018	January 2018										GOP	198,000.00		
134	Administrative Officer VHR	AFD	SVP	January 2018	January 2018										GOP	360,000.00		
135	Administrative Officer I/HR	AFD	SVP	January 2018	January 2018										GOP	480,000.00		
136	Administrative Assistant (COA)	AFD	SVP	January 2018	January 2018										GOP	240,000.00		
137	Administrative Assistant (COA)	AFD	SVP	January 2018	January 2018										GOP	180,000.00		
138	Technical Assistant (HR)	AFD	SVP	January 2018	January 2018										GOP	120,000.00		
139	Information Technology Officer (Network and Systems Admin)	IKM	SVP	January 2018	January 2018										GOP	210,000.00		
140	Senior Technical Advisor	IKM	SVP	January 2018	January 2018										GOP	604,000.00		
141	Senior Technical Advisor	IKM	SVP	January 2018	January 2018										GOP	480,000.00		
142	Information Officer II (Writer)	IKM	SVP	January 2018	January 2018										GOP	504,000.00		
143	Information Officer II (Graphics)	IKM	SVP	January 2018	January 2018										GOP	504,000.00		
144	Communications Research Assistant	IKM	SVP	January 2018	January 2018										GOP	360,000.00		
145	Communications Research Assistant	IKM	SVP	January 2018	January 2018										GOP	300,000.00		
146	Communications Research Assistant	IKM	SVP	January 2018	January 2018										GOP	300,000.00		
147	Communications Research Assistant	IKM	SVP	January 2018	January 2018										GOP	264,000.00		
148	Admin Assistant	IKM	SVP	January 2018	January 2018										GOP	162,000.00		
149	Writer	IKM	SVP	January 2018	January 2018										GOP	108,000.00		
150	Senior Technical Advisor (2)	OCRH	SVP	April 2018	April 2018										GOP	924,000.00		
151	Technical Assistant	OCRH	SVP	February 2018	February 2018										GOP	300,000.00		
PRINTING																		
152	PST Proponent's Handbook	ODED (PSF)	SVP	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	300,000.00		
153	PST Training Module	ODED (PSF)	SVP	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	180,000.00		
154	Translated Brochures	ODED (PSF)	SVP	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	80,000.00		
155	Publication of NCCAP 2018-2023	PRDD	SVP	To be procured as the need arises											GOP	300,000.00		
156	Publication of NPRE Framework	PRDD	SVP	To be procured as the need arises											GOP	100,000.00		
157	Publication of Policy papers	PRDD	SVP	To be procured as the need arises											GOP	100,000.00		
OTHERS																		
158	Mandatory Expenses	AFD	SVP	To be procured as the need arises											GOP	19,003,800.00		
159	Desktops bundled with MS Office and UPS	IKM	PB	February 2018	February 2018					March 2018	March 2018	March 2018	March 2018		GOP	1,525,000.00		
160	ID Primer	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	80,000.00		
161	Access Point	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	375,000.00		
162	Livestreaming camera	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	190,000.00		
163	Anti-Virus (End Point)	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	120,000.00		
164	CCTV	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	150,000.00		
165	Structured Cabling	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	750,000.00		
166	Printers	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	112,000.00		
167	Heavy duty Projector	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	40,000.00		
168	Projectors	IKM	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	66,000.00		
169	Document Camera	AFD	SVP	March 2018	March 2018					March 2018	March 2018	March 2018	March 2018		GOP	25,000.00		
Total																133,027,000.00		
Total Approved Budget FY2018																133,027,000.00		

Prepared by

  
**NEMIA MARIE A. BRIGON**  
 Admin and Finance Division Chief

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
**HAZEL R. MANAHAN**  
 Budget Officer

Approved:

  
**EMMANUEL M. DE GUZMAN**  
 Vice Chairperson and Executive Director