

Philippine Embassy in Muscat, Sultanate of Oman

Annual Procurement Plan for FY 2023

Amount in Philippine Pesos (PHP)

UACS - PAP Code	PARTICULARS	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds		Estimated Budget			Remarks (brief description of Program)	
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Notice to Proceed	Account Name	UACS	Total	Diplomacy	Consular		
<b>MCT-001</b>	<b>International or Local Transportation / Travels</b>														
MCT-001-PPT-002	Consular Outreach in Salalah, Dhofar Region Roundtrip Airfare and DSA	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen. Fund) Traveling Expenses	50201010 00					
MCT-001-ATN-014	Conduct mapping activities to determine OF's conditions in various regions of Oman Roundtrip Airfare and DSA	ATN Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen. Fund) Traveling Expenses	50201010 00					
MCT-003-AFS-001	Attendance to International Conference / Seminars Finance and/or Administrative Officers Retooling	Diplomacy	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen. Fund) Traveling Expenses	50201010 00	125,000.00	40,000.00	85,000.00		
MCT-003-AFS-002	Attendance to International Conference / Seminars Consular and/or GAD Officers Retooling	Diplomacy	Negotiated Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	4th Quarter	(Gen. Fund) Traveling Expenses	50201010 00					
MCT-003-AFS-002	Attendance to International Conference / Seminars For HOP or Political Officers	Diplomacy	Negotiated Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	4th Quarter	(Gen. Fund) Traveling Expenses	50201010 00					
MCT-001-PCD-003	Visiting Filipino delegation/resource speakers for PE cultural events (in coordination with Sentro Rizal- NCCA) Transportation	Public/Cultural Diplomacy	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen. Fund) Fuel, Oil & Lubricants Exp	50203090 00	-	-	-		
MCT-001-PCD-015	Visiting Filipino delegation/resource speakers for PE cultural events Transportation	Public/Cultural Diplomacy	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen. Fund) Fuel, Oil & Lubricants Exp	50203090 00	-	-	-		
MCT-003-AFS-003	Delivery of various official correspondence, attendance to various functions, missions and events Fuel / Gasoline	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen. Fund) Fuel, Oil & Lubricants Exp	50201010 00	195,000.00	75,000.00	120,000.00		
<b>MCT-002</b>	<b>Various Training and Seminars</b>														
MCT-002-ED-013	Promote and facilitate the participation of OFs in Oman in financial literacy programs One-day Lease of Venue (with food and beverages)	Economic Section	Negotiated Procurement	Oct-23	Oct-23	Oct-23	Oct-23	Oct-23	(Gen Fund) Training Expenses	50202010 02					
MCT-002-PCD-007	Health and Wellness for Embassy Ladies Wellness Package (Women's Day/Month)	Public/Cultural Diplomacy	Negotiated Procurement	Mar-23	Mar-23	Mar-23	Mar-23	Mar-23	(Gen Fund) Training Expenses	50202010 02					
MCT-002-PCD-008	Conduct of Team Building Activities Lease of Venue, Hiring of Event Organizer and printing of t-shirts and tokens	Public/Cultural Diplomacy	Negotiated Procurement	Nov-23	Nov-23	Nov-23	Nov-23	Nov-23	(Gen Fund) Training Expenses	50202010 02					
MCT-002-PCD-009	Health and Wellness for Embassy personnel Monthly Zumba/ Aerobics / Yoga Class (Hiring of Health Instructor)	Public/Cultural Diplomacy	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Training Expenses	50202010 02					
MCT-002-AFS-004	Procurement Planning and Workshop Lease of Venue with food and beverages, 2 days	Public/Cultural Diplomacy	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Training Expenses	50202010 02					
MCT-002-AFS-005	Re-Echo Training and Other Literacy Retooling for Embassy Personnel Ordered food and beverages, printing of materials, quarterly	Public/Cultural Diplomacy	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Training Expenses	50202010 02					
<b>MCT-003</b>	<b>Various Common-Use Supplies and Semi-Expendable Items</b>														
MCT-003-AFS-006	Refer to APP-Common Use Supplies and Equip Procurement of various ICT office supplies	Diplomacy / Consular	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) ICT Office Supplies Expense	50203010 01	5,000.00	5,000.00	-		
MCT-003-AFS-007	Refer to APP-Common Use Supplies and Equip Procurement of various Office Supplies; FSMA and Excess Printing Charges	Diplomacy / Consular	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Office Supplies Expense	50203010 02	512,000.00	512,000.00	-		
MCT-003-AFS-008	Refer to APP-Common Use Supplies and Equip Procurement of various Other Office Supplies	Diplomacy / Consular	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Other Supplies Expenses	50203990 00	100,000.00	130,000.00	-		
MCT-003-AFS-009	Refer to APP-Common Use Supplies and Equip Procurement of various Semi-Expendable Equipment	Diplomacy / Consular	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Semi-Expendable Office Equipment	50203210 02	10,000.00	10,000.00	-		
MCT-003-AFS-017	Refer to APP-Common Use Supplies and Equip Procurement of various Semi-Expendable ICT Equipment	Diplomacy / Consular	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Semi-Expendable ICT Equipment	50203210 03	5,000.00	5,000.00	-		
<b>MCT-004</b>	<b>Various Utility Expenses</b>														
MCT-004-AFS-010	Year Round Supply of Water Annual usage of tap water and drinking water for the Chancery	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Water Expenses	50204010 00	227,900.00	90,900.00	137,000.00		
MCT-004-AFS-011	Year Round Supply of Electricity Annual usage of electric power for the Chancery	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Electricity Expenses	50204020 00	350,000.00	140,000.00	210,000.00		
<b>MCT-005</b>	<b>Various Communication Expenses</b>														
MCT-005-COMM-004	Pouch Services Year-Round Charges for Diplomatic Pouch	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Postage and Courier Expenses	50205010 00	600,000.00	300,000.00	300,000.00		
MCT-005-AFS-012	Telecom - Mobile Services Annual Subscription to Omantel NAMA Postpaid Services	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Telecom - Mobile Expenses	50205020 01	512,500.00	205,000.00	307,500.00		
MCT-005-AFS-013	Telecom - Landline Services Annual Subscription to Omantel Fixed Line Services	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Telecom - Landline Expenses	50205020 02	51,250.00	20,500.00	30,750.00		
MCT-005-COMM-001	Processing of Incoming and Outgoing official electronic/digital communications Annual Internet Subscriptions	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Intern. Subscriptions	50205030 00	402,500.00	181,000.00	241,500.00		
<b>MCT-006</b>	<b>Various Professional Services</b>														
MCT-006-AFS-021	Locally-hired Employees Monthly salaries, health insurance, OT Claims	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Other Professional Services - Local Hire	50211990 00	3,870,000.00	3,870,000.00	-		
MCT-006-AFS-014	Outsourcing of Translation Services One-month outsourcing of translation from English to Arabic and vice versa	Diplomacy / Consular	Negotiated Procurement	Nov-23	Nov-23	Nov-23	Nov-23	Nov-23	(Gen Fund) Other Professional Services	50211990 00	-	-	-		
<b>MCT-007</b>	<b>Various General Services</b>														
MCT-007-PPT-001	Adopt best practices across all Consular Service Units and Support Services Office Sanitation and Disinfection, 4 times a year	Consular Section	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Environment / Sanitary Services	50212010 00	-	-	-		
MCT-007-AFS-015	Outsourcing of Janitorial Services Annual Fees for outsourcing of cleaning and janitorial services	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Janitorial Services	50212020 00	483,500.00	427,500.00	38,000.00		
MCT-007-AFS-016	Hiring of Administrative/Consular/ATN assistant Monthly service fees of one (1) administrative / office assistants	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Other General Services	50212990 99	38,000.00	-	38,000.00		
<b>MCT-008</b>	<b>Various Repairs and Maintenance</b>														
MCT-008-AFS-017	Maintenance and upkeep of Embassy Motor Vehicles Annual Provision for major and minor repairs and maintenance for the Jeep Cherokee (CD 38/01), Mercedes Benz (CD 38/02), and Toyota Hi-Ace (CD 38/10)	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) R/M - Motor Vehicle	50213050 07	40,000.00	40,000.00	-		
MCT-008-AFS-018	Maintenance and upkeep of Embassy Premises Replacement of manual and digital locks of gates and doors inside the Embassy Premises, Repairs and maintenance of faucets and lightings, AC, computers and laptops within the Chancery	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) R/M - Other Leased Assets Improvements	50213090 99	10,000.00	10,000.00	-		

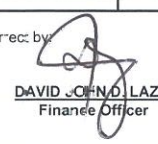



MCT-010-PPT-003	Harness information technology (ICT) in the delivery of efficient consular services	Repair of ICT Equipment Kiosk and Program	Consular Section	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Rent - ICT Equipment	50290050 08	-	-	-
<b>MCT-009 Annual Insurance Policy for Motor Vehicles</b>														
MCT-009-AFS-027	Taxes, Duties and Licenses	Taxes, Duties and Licenses	Diplomacy	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Taxes, Duties and Licenses	50215010 00	5,000.00	5,000.00	-
MCT-009-AFS-019	Comprehensive Motor Vehicle Policy	For the Toyota Hi-Ace (CD 38/10)	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Insurance Expense	50215030 00	-	-	-
MCT-009-AFS-019	Comprehensive Motor Vehicle Policy	For the Mercedes Benz (CD 38/02)	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Insurance Expense	50215030 00	100,000.00	100,000.00	-
MCT-009-AFS-019	Comprehensive Motor Vehicle Policy	For the Jeep Cherokee (CD/01)	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Insurance Expense	50215030 00	-	-	-
<b>Representation Expenses</b>														
MCT-009-AFS-028	Post Representation	Head of Post	Diplomacy		Year Round	Year Round	Year Round	Year Round	Year Round	Post Representation	50290030 01	1,200,000.00	1,200,000.00	-
MCT-009-AFS-029	Representation of Authorized Officers and Staff	Other Authorized Officers and Staff with Representation Allowance	Diplomacy / Consular		Year Round	Year Round	Year Round	Year Round	Year Round	Representation of Authorized Officers and Staff	50290030 00	584,800.00	341,800.00	243,000.00
<b>MCT-010 Various Lease Expenses</b>														
MCT-010-AFS-020	Lease of Chancery	Annual Lease of Villa as Chancery (Subject to Augmentation)	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Rent - Building and Structures	50290050 01	4,362,550.00	3,044,800.00	1,317,750.00
MCT-010-AFS-022	Lease of Office Equipment	Annual Lease of four (4) Photocopying Machines	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Rent - Equipment	50290050 04	-	-	-
MCT-009-AFS-030	Lease of Motor Vehicle	Lease of Motor Vehicle	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Rent - Motor Vehicle	50290050 03	100,000.00	100,000.00	-
MCT-009-AFS-031	Lease of ICT Machinery and Equipment	Lease of ICT Machinery and Equipment	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Rent - ICT Machinery and Equipment	50290050 08	100,000.00	100,000.00	-
MCT-010-PPT-002	Consular Outreach in Salalah, Dhofar Region	Lease of Venue	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Operating Lease	50290050 06	-	-	-
MCT-010-PPT-002	Consular Outreach in Duqm, Haima	Lease of Venue	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Operating Lease	50290050 06	100,000.00	100,000.00	-
MCT-010-PPT-002	Consular Outreach in Sohar and Buraimi	Lease of Venue	Consular Section	Negotiated Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	(Gen Fund) Operating Lease	50290050 06	-	-	-
<b>MCT-011 Various Subscription Expenses</b>														
MCT-011-AFS-023	ICT Software Subscriptions	Subscription of MS Office 360, Photoshop editor, Adobe Acrobat for the MacBook Pro, and Anti-Virus for existing ICT equipments	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) ICT Software Subscription	50290070 01	115,000.00	57,500.00	57,500.00
MCT-011-NS-003	Submission of policy brief/paper on Oman's political position on issues affecting the region	2 newspapers per day	Political	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Library and Other Reading Materials Subscription	50290070 04	48,000.00	48,000.00	-
MCT-011-AFS-024	Subscription of Newspapers and Magazines	3 newspapers per day	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Library and Other Reading Materials Subscription	50290070 04	-	-	-
MCT-011-AFS-025	Other Subscriptions	Annual Post Office Box Subscription	Diplomacy / Consular	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Other Subscription Expenses	50290070 99	11,000.00	11,000.00	-
<b>MCT-012 Various Printing Expenses</b>														
MCT-012-PCD-001	Independence Day Activities	Printing of invitation cards with envelope	Public/Cultural Diplomacy	Negotiated Procurement	Jun-23	Jun-23	Jun-23	Jun-23	Jun-23	(Gen Fund) Printing and Publication Expenses	50290020 00	-	-	-
MCT-012-PCD-012	Pinoy Sportsfest	Printing of Tarps and customized T-shirts	Public/Cultural Diplomacy	Negotiated Procurement	Second Quarter	Second Quarter	Second Quarter	Second Quarter	Second Quarter	(Gen Fund) Printing and Publication Expenses	50290020 00	-	-	-
MCT-012-PPT-001	Adopt best practices across all Consular Service Units and Support Services	Printing of roll-up banners	Consular Section/ Public/ Cultural Diplomacy	Negotiated Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	(Gen Fund) Printing and Publication Expenses	50290020 00	-	-	-
MCT-012-AFS-026	Printing of Embassy Stationeries	Printing of A4 and Legal Size papers with Letterhead, Various sizes of envelopes with Embassy Logo, and gift wrappers with Embassy Logo	Diplomacy	Negotiated Procurement	Year Round	Year Round	Year Round	Year Round	Year Round	(Gen Fund) Printing and Publication Expenses	50290020 00	-	-	-
												PHP 14,244,000.00	PHP 10,820,000.00	PHP 3,424,000.00

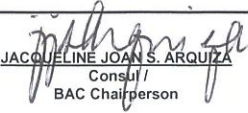
Prepared by:


Verified and Found Correct by:


  
**JOSELITO Y. SANTOS**  
 Property Officer / BAC Member

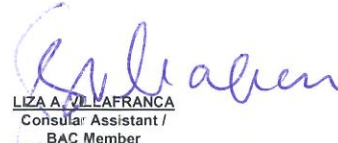
  
**DAVID JOHN D. LAZO**  
 Finance Officer

  
**IMELDA M. PANOLONG**  
 Ambassador /  
 Head of Procuring Entity (HOPE)

  
**JACQUELINE JOAN S. ARQUIZA**  
 Consul /  
 BAC Chairperson

  
**CHERRY G. BRICOSOS**  
 Administrative Assistant /  
 BAC Vice Chairperson

  
**CLIFORD M. MACALALAD**  
 Consular Assistant /  
 BAC Member

  
**LIZA A. VELAZFRANCA**  
 Consular Assistant /  
 BAC Member

**DEFINITION**

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is
2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-
3. PMO/End User - Unit as proponent of program or project
4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and
5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract;
6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund
7. Estimated Budget - Agency approved estimate of project/program costs
8. Remarks - brief description of program or project

**Remarks**

Programs and projects should be aligned with budget documents, and Breakdown into moose and co for tracking purposes; aligned with budget documents