DEPARTMENT OF FOREIGN AFFAIRS

End-User: **TRIPOLI PE**

Based on MOOE (Allotment Order 2023-E53)

PAP Code	Project/ Activity/ Program	End User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Source of Funds	Amount (Php)/ Estimated Budget		REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		Diplomacy	Consular	
	POST REPRESENTATION ALLOWANCE																		
	Post Representation	Embassy Officials	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X				
	Authorized **Officers (FSO, AO, FO, ATN, PO)**	Embassy Officials	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 1,205,190.00		
																GAA	PHP 396,440.00		
	OFFICE SUPPLIES																		
	Office **Suplies**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 286,000.00		Annual office supplies **used** by the Embassy and its personnel
	Drugs **& Medicines Expenses**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA		PHP 117,000.00	Annual **office supplies used** by the Embassy and its personnel
	Semi-Expendable **M&E - Office Equipment**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 176,000.00		Annual **office** supplies **used by** the Embassy and its personnel
	Semi-Expendable **M&E - ICT Equipment**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 177,000.00		Annual **office** supplies **used by** the Embassy and its personnel
	Semi-Expendable **M&E - Communication Eqpt**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 125,000.00		Annual office **supplies** used by the Embassy and its personnel
	Semi-Expendable **M&E - Furnitures & Fixture**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 176,000.00		Annual office supplies **used by** the Embassy and its personnel
	Semi-Expendable M&E - Other **Supplies & Materials**	Embassy Officials	NP-53.9 - Small Value Procurement											X		GAA	PHP 162,000.00		Annual office supplies **used by** the Embassy and its personnel
	TRAVELLING EXPENSES (Administrative)																		
	Travel to Tunis - Withdrawal of Working Fund	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA		PHP 698,000.00	Withdrawal of working funds
	Travel **to Tunis**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**Meeting with** Diplomatic Officials in Tunis
	Travel **to Niger**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			Meeting with Ministry Officials and Diplomatic Corps
	Travel **to Chad**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			Meeting with Ministry Officials and Diplomatic Corps
	Travel **to Algiers, Algeria**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			Meeting with Ministry Officials and Diplomatic Corps
	Travel to Manila (HOC)	Embassy Officials	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 703,370.00		Home Office Consultation Leave
	Travel **to Manila**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			Tourism Promotion for Tunisia and Libya
	International **travel outside Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**Other** trainings **on personnel** welfare
	Local **travels within Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			Travel **of the** Head and **Post and his delegates to attend on the** needs and problems of OFWs
	TRAVELLING EXPENSES (Consular Outreach)																		
	Travel **to Niger**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**To conduct** consular mobile services
	Travel **to Chad**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			To conduct **consular** mobile services
	Travel **to Algeria**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			To conduct consular mobile services
	Travel **to Tunisia**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**To** conduct consular mobile services
	Travel **to Benghazi, Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**To conduct consular** mobile services
	Travel **to Tobrouk, Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			**To** conduct **consular** mobile services
	Trabel **to Bregal, Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			To conduct **consular** mobile services
	Travel **to Misrata, Libya**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			To **conduct consular mobile** services
	TRAINING AND SCHOLARSHIP EXPENSES																		
	GAD **Related Programs**	Embassy Officials	NP-53.9 - Small Value Procurement													GAA			To **conver expenses** for GAD related activities

	Team Building Activity	Embassy Officials	NP-53.9 - Small Value Procurement													GAA				To cover expenses for the proposed team building of the Embassy i.e., de-stressing seminar
	Other Training Activities	Embassy Officials	NP-53.9 - Small Value Procurement						X							GAA	PHP	276,000.00		To cover expenses for other training activities of the Embassy
	SUPPLIES AND MATERIALS																			
	Semi-Expendable IT Supplies	Embassy Officials	NP-53.9 - Small Value Procurement													GAA				To purchase new software
	Non-Accountable Forms	Embassy Officials	NP-53.9 - Small Value Procurement													GAA				Purchase of Forms and IDs for OFW
	Fuel Oil and Lubricants	Tripoli PE	NP-53.9 - Small Value Procurement				X				X					GAA	PHP	135,000.00	PHP 125,000.00	For consumption of 6 vehicles in addition to the existing 7 vehicles of the Embassy to be used officially in Libya nad Tunisia
	ICT Supplies and Peripherals	Embassy Officials	NP-53.9 - Small Value Procurement													GAA				Spare Parts of PCs, USBs, and External Drives
	UTILITY EXPENSES																			
	Water Expenses	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	122,000.00	PHP 75,000.00	12 months water consumptions for the Chancery
	Electricity Expenses	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	122,000.00	PHP 121,000.00	12 months electricity consumption for the Chancery
	Gas for heating	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	75,000.00	PHP 75,000.00	Cylinder gas, for heating and cooking
	COMMUNICATION EXPENSES																			
	Telephone charges, Sim cards	Embassy Officials	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	74,000.00	PHP 140,000.00	Comunsumption of purchase of sim cards and top-up loads for mobile and satellite phones
	Internet Subscription	Embassy Officials	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	288,000.00	PHP 438,000.00	The internet service of the Embassy is provided from an internet supplier namely AL KAFAA
	Cable Subscription	Embassy Officials	NP-53.9 - Small Value Procurement													GAA	PHP	43,000.00		Subscription for The Filipino Channel
	PROFESSIONAL SERVICES																			
	Other Professional Services	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	2,946,000.00		Based on CIR-201-OFM-2023, Salary of Local Hires
	GENERAL SERVICES																			
	Environment and Sanitary Services	Tripoli PE	NP-53.9 - Small Value Procurement													GAA				Collectionof garbage and waste of Tripoli PE
	Janitorial Services	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	365,000.00		Janitorial Services presently contracted by Tripoli PE
	Security Services	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	1,093,000.00		Security Services presently contracted by Tripoli PE
	Maintenance Technician/ Other general Services	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP	253,000.00		Maintenance/ technical and other general services of Tripoli PE
	REPAIRS AND MAINTENANCE																			
	Repairs and refitting of the Chancery	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA	PHP	176,000.00		Repairs and refitting of the new Chancery
	Repairs - Other Structure	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA	PHP	176,000.00		Petty repairs and other refitting services in the new Chancery
	Motor Vehicles	Tripoli PE	NP-53.9 - Small Value Procurement					X	X	X	X	X	X	X	X	GAA	PHP	253,000.00		Repairs of Motor Vehicles that are already old and needs periodic maintenance to wear and tear
	Furniture and Fixture	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA				Repairs of furnitures and fixtures that are old and needs periodic maintenance due towear and tear
	R&M - Office Equipment	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA	PHP	176,000.00	PHP 176,000.00	Repairs of office equipment equipments that are already old and needs periodic maintenance due to wear and tear
	R&M - ICT Equipment	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA	PHP	176,000.00	PHP 176,000.00	Repairs of ICT Equipment that are old and need periodic maintenance due to wear and tear

	R&M - Other Machinery & Equipment	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA		PHP 176,000.00	Repairs of IT Equipment that are old and need periodic maintenance due to wear and tear
	R&M - Other Property, Plant & Equipment)	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA		PHP 53,000.00	Repairs of PPEs that are old and need periodic maintenance due to wear and tear
	INSURANCE PREMIUMS																		
	Taxes - Duties - Licenses	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA	PHP 41,000.00	PHP 41,000.00	Insurance premiums for the motor vehicles of the Embassy
	Insurance Expenses	Embassy Officials	NP-53.9 - Small Value Procurement										X			GAA		PHP 123,000.00	Insurance premiums for the motor vehicles of the Embassy
	ADVERTISING EXPENSES																		
	Advertising Expenses	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA		PHP 212,000.00	News publications of embassy activities re: celebration of national day and tourism advertisements
	Printing & Publication Expenses	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA		PHP 212,000.00	News publications of embassy activities re: celebration of national day and tourism advertisements
	PRINTING EXPENSES															GAA			
	Printing of leaflets	Tripoli PE	NP-53.9 - Small Value Procurement													GAA			Printing of leaflets for trade exhibits and distribution of leaflets during celebration of Philippine National Day
	TRANSPORTATION AND DELIVERY EXPENSES																		
	Pouch charges	Tripoli PE	NP-53.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 80,000.00	PHP 150,000.00	For expenses of sending outgoing diplomatic pouch to DFA Manila
	Mailing		NP-53.9 - Small Value Procurement													GAA			Mailing Expenses
	Transport		NP-53.9 - Small Value Procurement													GAA			Transportation expenses
	RENT/LEASE																		
	**Building (Chancery)	Tripoli PE	NP-53.9 - Small Value Procurement				X									GAA	PHP 2,008,000.00	PHP 285,000.00	Rental of Chancery per annum, as specifed on the 5 year contract - $54,000 yearly advance payment
	Rent - Motor Vehicles	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA	PHP 734,000.00		Rent of vehicles that are not available in the Embassy but are needed for the operation of the post
	Rent - Equipments	Tripoli PE	NP-53.9 - Small Value Procurement										X			GAA	PHP 152,000.00	PHP 102,000.00	Rent of other equipment that are not available in the Embassy but are needed for the operation of the post
	SUBSCRIPTION EXPENSES																		
	ICT - Software Subscription	Tripoli PE	NP-53.9 - Small Value Procurement										X	X	X	GAA		PHP 211,000.00	For the hosting of the Embassy's website
	Library and Othr Reading Materials Subscription Expenses	Tripoli PE	NP-53.9 - Small Value Procurement													GAA			
	Other Subscription Expenses	Tripoli PE	NP-53.9 - Small Value Procurement													GAA			
	Donations	Tripoli PE	NP-53.9 - Small Value Procurement													GAA			
	OTHER MAINTENANCE AND OPERATING EXPENSES	Tripoli PE	NP-53.9 - Small Value Procurement										X	X	X	GAA		PHP 350,000.00	
																TOTAL - MOOE:	PHP 13,171,000.00	PHP 4,056,000.00	

Prepared by:

MICAELLA J. TOBIAS
Property Officer

Recommended for Approval: Bids and Awards Committee (BAC)

ROWELL G. CASACLANG
Chairperson

LIZA L. DEAN
Vice Chairperson

TITO S. RINGOR
Member

MELISSA C. MIRANDA
Member

MICAELLA J. TOBIAS
Member

Approved by:

ALAN ROI Q. GABRIOLA
Charge d'Affaires and Head of Procuring Entity (HOPE)