



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
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**AGRICULTURAL TRAINING INSTITUTE - CENTRAL OFFICE  
BIDS AND AWARDS COMMITTEE**

**A RESOLUTION RECOMMENDING FOR THE APPROVAL OF THE 2020 2<sup>nd</sup> SEMESTER  
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP) FOR COMMON SUPPLIES AND  
EQUIPMENT AND NON-COMMON SUPPLIES AND EQUIPMENT**

BAC Resolution No. 02-02, s. 2021

**WHEREAS**, Section 7.2 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, States, "No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the Head of Procuring Entity (HoPE) or second ranking official designated by the HoPE to act on its behalf;"

**WHEREAS**, the Institute deemed it necessary to update the 2020 APP to reflect the additional changes in the Project Procurement Management Plan (PPMP) submitted by the end-users. The 2020 2<sup>nd</sup> Semester Supplemental APP, served as basis for the Institute's procurement activities;

**WHEREAS**, the 2020 Supplemental APP complies with Section 7.4 of the Revised IRR which provide that, "Changes to the individual PPMP's and the consolidated APP maybe undertaken every six (6) months or as often as maybe required by the HoPE. The respective end-user or implementing units of the Procuring Entity shall be responsible for the changes of the PPMPs, while the BAC Secretariat Shall be responsible for the consolidation of these PPMPs into an APP, which shall be subject to the approval of the HoPE;"

**WHEREAS**, the Government Procurement Policy Board Resolution No. 11-2020 adjusted the deadlines for the submission of procurement reports due to Corona Virus Disease 2019 pandemic, as follows:

Report	Frequency	Deadline for Submission
APP (current fiscal year)	Changes within the 1st Semester	30 September 2020
	Changes within the 2nd Semester	31 March 2021
FY 2021 APP	First Submission	31 March 2021
FY 2020 PMR	1st Semester	31 March 2021
	2nd Semester	30 September 2020
FY 2019 APCPI Result	Annual	30 June 2020

**NOW THEREFORE**, in the consideration of the foregoing, we, the members of the Bids and Awards Committee **RESOLVE AS IT HEREBY RESOLVED** to recommend for the approval by the ATI Director of the 2020 2<sup>nd</sup> Semester Supplemental APP for Common Supplies and Equipment (CSE) and Non-CSE.

Done this 4<sup>th</sup> day of FEB 2021 at Agricultural Training Institute Bldg. Elliptical Road, Diliman, Quezon City.

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**THE BIDS AND AWARDS COMMITTEE:**

  
**JOSEPHINE K. ABEN**  
Member

  
**RUMELIA G. DELA CRUZ**  
Member

  
**ROSE ANN P. LEONOR**  
Member

  
**LEONILA D. CAIZ**  
Vice Chairperson

  
**ANTONIETA J. ARCEO**  
Chairperson

**APPROVED BY:**

  
**ALFREDO S. ATON, MPS-DM**  
Director IV  


**SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - NON - COMMON SUPPLIES EQUIPMENT (APP-NON-CSE) 2020 FORM**

Office: AGRICULTURAL TRAINING INSTITUTE  
Address: ATI BUILDING, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>ADMINISTRATIVE AND FINANCE UNIT (AFU)</b>												
	RCEF Orientation and Harmonization Workshop	AFU-RCEF	NP-53.10 Lease of Real Property and Venue	Dec 19	Dec 19	Dec 19	Dec 19	Special Purpose Fund	275,250.00	275,250.00		January
	Food and Accommodation											
	Printing Services (RCEF + RCEP)	AFU-RCEF	Value	Jul 20	Jul 20	Jul 20	Jul 20	Fund	120,000.00	120,000.00		August
	Meeting RCEP Baseline Survey Report	AFU-RCEF	Value	Jul 20	Jul 20	Jul 20	Jul 20	Fund	1,696.00	1,696.00		August
	Food											
	Meeting Fresh Out Implementation	AFU-RCEF	Value	Jun 20	Jun 20	Jun 20	Jun 20	Fund	1,584.00	1,584.00		July
	Food											
	Special RCEF Meeting	AFU-RCEF	Value	Sept 20	Sept 20	Sept 20	Sept 20	Fund	13,750.00	13,750.00		October
	Food											
	RCEF meeting on November 11, 2020	AFU-RCEF	Value	Oct 20	Oct 20	Oct 20	Oct 20	Fund	8,625.00	8,625.00		November
	Food											
	Printing Tarpaulin	AFU-RCEF	Value	Nov 20	Nov 20	Nov 20	Nov 20	Fund	1,890.00	1,890.00		December
	Printing of Documents for	AFU-RCEF	Value	Nov 20	Nov 20	Nov 20	Nov 20	Fund	10,000.00	10,000.00		December
	Repair and Check-up on RDEC digital room lock malfunctioning	GuestHouse	Value	Sept 20	Sept 20	Sept 20	Sept 20	Income	3,200.00	3,200.00		October
	Proposed Concrete Pathway at ATI Dormitory (Phase I)	ATI GuestHouse	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	Income	60,000.00	60,000.00		November
	Check-up and Repair of malfunctioning RDEC digital room door lock	ATI GuestHouse	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	Income	1,600.00	1,600.00		November
	Proposed Repair Works at ATI-Messhall and Executive Rooms	ATI GuestHouse	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	Income	280,000.00	280,000.00		November
	Meals and Snacks to be served during the fourteen(14) days self-quarantine due to the COVID 19	AFU-Regular	Shopping	Jun 20	Jun 20	Jun 20	Jun 20	GoP	100,800.00	100,800.00		July
	Communication Expense (Prepaid load cards)	AFU-Regular	Shopping	Jun 20	Jun 20	Jun 20	Jun 20	GoP	3,000.00	3,000.00		July
	ATI-DA-ICTS Database Meeting	AFU-Regular	NP-53.9 - Small Value Procurement	Jul 20	Jul 20	Jul 20	Jul 20	GoP	2,470.00	2,470.00		August
	Food											
	Farm Family Meeting	AFU-Regular	NP-53.9 - Small Value Procurement	Aug 20	Aug 20	Aug 20	Aug 20	GoP	638.00	638.00		September
	Food											

	Additional for Rapid Test	AFU-Regular	NP-53.9 - Small Value Procurement	Sept 20	Sept 20	Sept 20	Sept 20	GoP	18,000.00	18,000.00		October
	Conduct of RCEF-RESP CY 2020 year-end Assessment on December 09-11, 2020 (meals, accommodation and event package)	AFU-Regular	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	GoP	252,000.00	252,000.00		November
	Office CY 2020 Yearend Assessment on December 16, 17, and 18, 2020 (Food and Accommodation)	AFU-Regular	NP-53.9 - Small Value Procurement	Nov 20	Nov 20	Nov 20	Nov 20	GoP	87,000.00	87,000.00		December
	Power Tools and Equipment for Building Maintenance (Repair and Maintenance)	AFU-Regular	NP-53.9 - Small Value Procurement	Nov 20	Nov 20	Nov 20	Nov 20	GoP	59,500.00	59,500.00		December
<b>SUBTOTAL</b>									<b>1,301,003.00</b>			

**CAREER DEVELOPMENT AND MANAGEMENT DIVISION (CDMD)**

	Audio Visual Activity of the 49th Gawad Saka	CDMD - Regular	NP-53.9 - Small Value Procurement	Jul 20	Jul 20	Jul 20	Jul 20	GoP	43,200.00	43,200.00		August
	Food											
	Postage and Courier Service of Gawad Saka Scrapbooks for Package freight fee for Luzon, Visayas, and Mindanao	CDMD - Regular	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	GoP	18,000.00	18,000.00		November
<b>SUBTOTAL</b>									<b>61,200.00</b>			

**INFORMATION SERVICE DIVISION (ISD)**

	Engagements - Press conference	ISD - RCEF	Value	Jan 20	Jan 20	Jan 20	Jan 20	Fund	855,000.00	855,000.00		August, September, October, November,
	Food (for 12 activities)											
	Engagements - Kapihan and media	ISD - RCEF	Value	Jan 20	Jan 20	Jan 20	Jan 20	Fund	570,000.00	570,000.00		August, September, October, November,
	Food (for 12 activities)											
	Engagements - Meeting and	ISD - RCEF	Value	Jan 20	Jan 20	Jan 20	Jan 20	Fund	465,000.00	465,000.00		August, September, October, November,
	Food (for 12 activities)											
	Venue											
	Engagements - Review and	ISD - RCEF	Value	Jan 20	Jan 20	Jan 20	Jan 20	Fund	720,000.00	720,000.00		February, June, August, November
	activities)											
	Engagements - RTL Anniversary	ISD - RCEF	Value	Feb 20	Feb 20	Feb 20	Feb 20	Fund	930,000.00	930,000.00		March
	Accommodation											
	Food											
	Engagements - Field visitation	ISD - RCEF	Value	Mar 20	Mar 20	Mar 20	Mar 20	Fund	390,000.00	390,000.00		April, July, October
	activities)											
	Transportation											
	Engagements - Midseason	ISD - RCEF	Value	Jul 20	Jul 20	Jul 20	Jul 20	Fund	360,000.00	360,000.00		August
	Food											
	Engagements - Midseason	ISD - RCEF	Value	Oct 20	Oct 20	Oct 20	Oct 20	Fund	360,000.00	360,000.00		November
	Food											

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Printing of RCEF Komiks	ISD - RCEF	Value	Oct 20	Oct 20	Oct 20	Oct 20	Fund	240,000.00	240,000.00		November
Workshop of the DA Strategic	ISD - RCEF	Value	Nov 20	Nov 20	Nov 20	Nov 20	Fund	28,500.00	28,500.00		December
Food											
Guide Instructional Video)	ISD - Regular	Scientific,	Jun 20	Jun 20	Jun 20	Jun 20	GoP	950,000.00	950,000.00		July
Renewal and upgrade corporate e-mail (domain: <a href="mailto:ati.da.gov.ph">ati.da.gov.ph</a> )	ISD - Regular	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Aug 20	Aug 20	Aug 20	Aug 20	GoP	1,254,630.00	1,254,630.00		September
Cargo for Region 2(Isabela) for the distribution of Various IEC materials and devices for the conduct of digital farmers program 101	ISD - Regular	NP-53.9 - Small Value Procurement	Sept 20	Sept 20	Sept 20	Sept 20	GoP	36,000.00	36,000.00		October
Prepaid Load Cards (Globe, Touch Mobile, Smart)	ISD - Regular	NP-53.9 - Small Value Procurement	Sept 20	Sept 20	Sept 20	Sept 20	GoP	11,400.00	11,400.00		October
Printing and Delivery of Wall Calendar with metal hanger	ISD - Regular	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	GoP	600,000.00	600,000.00		November
Radio plugs for the Nationwide Campaign on the RTG and RCEF	ISD - Regular	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Oct 20	Oct 20	Oct 20	Oct 20	GoP	1,097,200.00	1,097,200.00		November
Agritalk Learning Kits	ISD - Regular	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	GoP	300,000.00	300,000.00		November
Production Services for the nationwide promotion of programs and services of the Department of Agriculture and its Bureaus and attached Agencies	ISD - Regular	NP-53.9 - Small Value Procurement	Oct 20	Oct 20	Oct 20	Oct 20	GoP	3,541,000.00	3,541,000.00		November
Cargo for CAR for the distribution of Various IEC materials and devices for the conduct of digital farmers program 101	ISD - Regular	NP-53.9 - Small Value Procurement	Nov 20	Nov 20	Nov 20	Nov 20	GoP	27,500.00	27,500.00		December
								-00			
<b>SUBTOTAL</b>								<b>12,736,230.00</b>			
<b>PARTNERSHIPS &amp; ACCREDITATION DIVISION (PAD)</b>											
Training on Fall Army Worm (Center Based) (4 Batches)	PAD - CORN										

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5-02-020-10-02	Food and Accommodation (Participants)		NP-53.9 - Small Value Procurement	Oct-20	Oct-20	Oct-20	Oct-20	GoP	648,000.00	648,000.00	November, December
5-02-020-10-02	Food and Accommodation (Facilitator/RP)		NP-53.9 - Small Value Procurement	Oct-20	Oct-20	Oct-20	Oct-20	GoP	97,200.00	97,200.00	November, December
5-02-020-10-02	Hall Rental		of Real Property	Oct-20	Oct-20	Oct-20	Oct-20	GoP	80,000.00	80,000.00	November, December
5-02-020-10-02	Van Rental		NP-53.9 - Small Value Procurement	Oct-20	Oct-20	Oct-20	Oct-20	GoP	240,000.00	240,000.00	November, December
	<b>Extension Partners Forum</b>	<b>PAD - ESP</b>									
5-02-020-10-02	Training Hall/Activity Hall Exhibit Booth (size 2 x 3) including		of Real Property	Jul-20	Jul-20	Jul-20	Jul-20	GoP	75,000.00	75,000.00	August
5-02-020-10-02	Free Seminar (two hours on the month)	<b>PAD - ESP</b>	Value	Jul-20	Jul-20	Jul-20	Jul-20	GoP	150,000.00	150,000.00	August
	Food		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	48,000.00	48,000.00	September, October, November, December
	Accommodation		of Real Property	Aug-20	Aug-20	Aug-20	Aug-20	GoP	16,000.00	16,000.00	September, October, November, December
	Gasoline, Fuel and Lubricants Demo supplies and materials (to be identified)		Contracting	Aug-20	Aug-20	Aug-20	Aug-20	GoP	6,000.00	6,000.00	September, October, November, December
	Training on vegetable seed production	<b>PAD - ESP</b>	Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	97,800.00	97,800.00	September, October
	Food and Accommodation		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	81,000.00	81,000.00	September, October
	Training/Activity Hall/ Venue		of Real Property	Aug-20	Aug-20	Aug-20	Aug-20	GoP	36,000.00	36,000.00	September, October
	Gasoline, Fuel and Lubricants		Contracting	Aug-20	Aug-20	Aug-20	Aug-20	GoP	9,500.00	9,500.00	September, October
	<b>Accreditation of National ESP</b>	<b>PAD - ESP</b>									
	Food and Accommodation		Value	Nov-20	Nov-20	Nov-20	Nov-20	GoP	32,400.00	32,400.00	December
	Gasoline, Fuel and Lubricants		Contracting	Nov-20	Nov-20	Nov-20	Nov-20	GoP	5,000.00	5,000.00	December
	<b>Accreditation Renewal of National ESP</b>	<b>PAD - ESP</b>									
	Food and Accommodation		Value	Sep-20	Sep-20	Sep-20	Sep-20	GoP	97,200.00	97,200.00	October, November, December
	Gasoline, Fuel and Lubricants		Contracting	Sep-20	Sep-20	Sep-20	Sep-20	GoP	30,000.00	30,000.00	October, November, December
	<b>Agriculture Extension Program</b>	<b>PAD - ESP</b>									
	Food and Accommodation		Value	Jun-20	Jun-20	Jun-20	Jun-20	GoP	135,000.00	135,000.00	July
	Training Venue		of Real Property	Jun-20	Jun-20	Jun-20	Jun-20	GoP	45,000.00	45,000.00	July
	<b>Meeting and Election of Officers</b>	<b>PAD - RBO</b>									
5-02-020-10-02	Food and Accommodation		Value	Jul-20	Jul-20	Jul-20	Jul-20	GoP	57,600.00	57,600.00	August
5-02-020-10-02	Training Hall fee		of Real Property	Jul-20	Jul-20	Jul-20	Jul-20	GoP	17,400.00	17,400.00	August
	<b>PAVAP Organizational Meeting</b>	<b>PAD - RBO</b>									
5-02-020-10-02	Food and Accommodation		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	72,000.00	72,000.00	September
5-02-020-10-02	Training Hall		of Real Property	Aug-20	Aug-20	Aug-20	Aug-20	GoP	3,000.00	3,000.00	September
	<b>VLAP CONVENTION</b>	<b>PAD - RBO</b>									
5-02-020-10-02	Food and Accommodation		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	72,000.00	72,000.00	September
5-02-020-10-02	Training Hall		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	3,000.00	3,000.00	September
	<b>Nations Decade of Family Farming</b>	<b>PAD - RBO</b>	Value	Oct 20	Oct 20	Oct 20	Oct 20	GoP	7,125.00	7,125.00	November
	Food										
	<b>Planning Workshop on the Crafting</b>	<b>PAD - RBO</b>	Value	Oct 20	Oct 20	Oct 20	Oct 20	GoP	90,250.00	90,250.00	November
	Food										
	<b>Biodynamic Farming</b>	<b>PAD - RICE</b>									
5-02-020-10-02	Food and Accommodations		Value	Aug-20	Aug-20	Aug-20	Aug-20	GoP	7,000.00	7,000.00	September
	<b>Placement Inside Fishermall</b>	<b>PAD - RICE</b>	Value	Sept 20	Sept 20	Sept 20	Sept 20	GoP	26,880.00	26,880.00	October

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	Agricultural and marine supplies												
	Training Production on vegetable seeds	Regular	Value	Jun 20	Jun 20	Jun 20	Jun 20	GoP	64,800.00	64,800.00			July
	Food												
	PAD-CF DO Year-End Assessment	PAD - Rice	Value	Oct 20	Oct 20	Oct 20	Oct 20	GoP	43,125.00	43,125.00			November
	Graphic design and Lay-out Services to be used during the	PAD - RBO	Value					GoP	80,000.00	80,000.00			December
SUBTOTAL									2,473,280.00				
<b>PLANNING AND PROGRAMS DIVISION (PPD)</b>													
	Postage and Courier Services	PPD - Regular	Value	Jul 20	Jul 20	Jul 20	Jul 20	GoP	25,960.00	25,960.00			August
SUBTOTAL									25,960.00				
GRAND TOTAL									16,597,673.00				

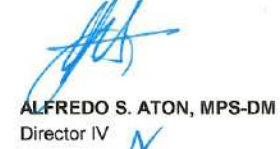
Prepared by:

  
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 Member, BAC Secretariat

Recommended by:

  
**ANTONIETA J. ARCEO**  
 BAC Chairperson

Approved by:

  
**ALFREDO S. ATÓN, MPS-DM**  
 Director IV

Reviewed by:

  
**JOEVEN C. CALASAGSAG**  
 Head, BAC Secretariat

Certified Funds Available/ Certified Appropriate Funds Available:

  
**LEONILA D. CAIZ**  
 Budget Officer