



SECURITIES AND EXCHANGE COMMISSION
 Secretariat Building, PICC Complex, Pasay City
 INDICATIVE ANNUAL PROCUREMENT PLAN FOR 2021

CODE	Program/Activity/Project		PMO/End-user	Mode of Procurement	Schedule of Each Procurement Activity				Funding Source	Estimated Budget (PHP)			Remarks
					Ads/Post of ITB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. COMPETITIVE BIDDING													
A.	Code (PAP)	GOODS:											
	100010000	1	Service Contract Agreement for the Security Services for SEC Head Office and Extension Offices	HRAD	PB	January			RCC	21,150,000.00	21,150,000.00		
B.	Code (PAP)	IT GOODS											
	200010000	1	Supply of services for Document Conversion to Digital Format of Audited Financial Statement and General Information Sheet	ICTD	PB	January			RCC	4,400,000.00	4,400,000.00		
	200010000	2	e-Mail Services	ICTD	PB	January			RCC	3,000,000.00	3,000,000.00		
	200010000	3	Lease of Production Document Scanner for the SEC (with operator)	ICTD	PB	January			RCC	4,200,000.00	4,200,000.00		
II. ALTERNATIVE METHODS OF PROCUREMENT													
C.	Code (PAP)	RENT/LEASE/SERVICES											
	100010000	1	Lease of Office Space for SEC Head Office (1 year)	HRAD	NP-LRP & V	January			RCC	82,400,000.00	82,400,000.00		
	100010000	2	Lease of Office Space for Legaspi Extension Office	HRAD	NP-LRP & V	January			RCC	960,000.00	960,000.00		
	100010000	3	Lease of Office Space for Baguio Extension Office	HRAD	NP-LRP & V	January			RCC	2,100,000.00	2,100,000.00		
	100010000	4	Lease of Office Space for Zamboanga Extension Office	HRAD	NP-LRP & V	January			RCC	376,920.00	376,920.00		
	100010000	5	Lease of Office Space for Bacolod Extension Office	HRAD	NP-LRP & V	January			RCC	700,000.00	700,000.00		
	100010000	6	Lease of Office Space for Davao Extension Office	HRAD	NP-LRP & V	January			RCC	4,459,945.34	4,459,945.34		
	100010000	7	Lease of Venue for Agency Performance Planning and Review Conference	ERTD	NP-LRP & V	January			RCC	554,640.00	554,640.00		
D.	Code (PAP)	REPAIR/PREVENTIVE MAINTENANCE											
	100010000	1	Repairs and Maintenance for Office Service Vehicles	HRAD	DC	January			RCC	1,800,000.00	1,800,000.00		
	100010000	2	Repairs and Maintenance - Office Equipment, Furniture, Fixture and IT Equipment	HRAD	NP-SVP, DC, Shopping, A to A	January			RCC	640,000.00	640,000.00		
	200010000	3	Preventive Maintenance for Digital Mailing Machine	ICTD	DC	January			RCC	80,000.00	80,000.00		
E.	Code (PAP)	SUPPLIES AND EQUIPMENT and SERVICES											
	100010000	1	Common Office Supplies and Equipment - Head Office	HRAD	NP-SVP, DC, Shopping	January			RCC	8,992,794.95	8,992,794.95		
	100010000	2	Other Items not available at Procurement Service but regularly purchased from other sources	HRAD	NP-SVP, DC, Shopping	January			RCC	5,267,760.00	5,267,760.00		
	302010001	3	Common Office Supplies and Equipment for Extension Offices	EO's	NP-SVP	January			RCC	4,467,377.52	4,467,377.52		
	302010001	4	Other Supplies and materials for Extension Offices not available at the Procurement Service	EO's	NP-SVP	January			RCC	1,000,904.00	1,000,904.00		
	100010000	5	Supply of goods for pest control services for the SEC office space in PICC for a period of 1 year	HRAD	NP-SVP	January			RCC	250,000.00	250,000.00		
	100010000	6	Supply and delivery of drinking water of SEC employees for Head Office	HRAD	NP-SVP	January			RCC	400,000.00	400,000.00		
	200010000	7	39 units of External Flash Drive for back up	ICTD	NP-SVP	January			RCC	491,400.00	491,400.00		

	200010000	8	7 pcs PB Link for DB 300c/400c/475c color Flourcent Ren	ICTD	DC	January	RCC	96,000.00	96,000.00		
	200010000	9	DSA Lamp and Diconix Ink for all Scanner Machine	ICTD	DC, NP-SVP	January	RCC	200,000.00	200,000.00		
	200010000	10	1500 pcs Corrugated Boxes	ICTD	NP-SVP	January	RCC	60,000.00	60,000.00		
	200010000	11	Rental of 1 unit of Microfilm Reader Printer Machine with full time operator	ICTD	NP-SVP	January	RCC	800,000.00	800,000.00		
	100010001	12	Supply, Delivery and Installation of SEC Human Resource Management Information System (SEC-HRMIS)	HRAD	NP- A to A	January	RCC	15,000,000.00		15,000,000.00	
F.	Code (PAP)	SUBSCRIPTION SERVICES									
	100010000	1	Subscription to Magazines and Newspapers	HRAD	NP-SSAWETMS	January	RCC	320,000.00	320,000.00		
	301010001	2	Subscription to Bloomberg Financial Terminal (5 terminals)	MSRD	DC	January	RCC	7,291,200.00	7,291,200.00		
	100010000	3	Subscription to Mobile Phone Line	ICTD	Renewal (WETI)	January	RCC	2,000,000.00	2,000,000.00		Per GPPB Resolution No 41-2017
	100010000	4	Subscription to CD Asia Online	HRAD	DC	January	RCC	700,000.00	700,000.00		
	100010000	5	Subscription to Thompson Reuters Westlaw	HRAD	DC	January	RCC	2,000,000.00	2,000,000.00		
	200010000	6	Subscription to Fortinet Firewall for Head Office and SEC Co-location with FortiAnalyzer	ICTD	NP-SVP	January	RCC	980,000.00	980,000.00		
	200010000	7	Subscription to Anti-Virus	ICTD	NP-SVP	January	RCC	960,000.00	960,000.00		
	200010000	8	Subscription to Digital Certificate (CRS)	ICTD	NP-SVP	January	RCC	70,000.00	70,000.00		
	200010000	9	Subscription to Digital Certificate (SSL)	ICTD	NP-SVP	January	RCC	44,000.00	44,000.00		
	200010000	10	Subscription to Branded SMS and Email Notification	ICTD	NP-SVP	January	RCC	800,000.00	800,000.00		
	200010000	11	Subscription to Video Conferencing Software as a Service Solution for the period of one (1) year	ICTD	NP-SVP	January	RCC	880,000.00	880,000.00		
G.	Code (PAP)	CONSULTING/PROFESSIONAL SERVICES									
	100010000	1	Engagement of a facilitator for the conduct of the Agency Performance Planning and Review Conference	ERTD	NP-HTC	January	RCC	399,000.00	399,000.00		
	100010000	2	Engagement of a Highly Technical Consultant to the Maintenance and Ongoing Development of the ISO 9001:2015 certified SEC-QMS	ERTD	NP-HTC	January	RCC	960,000.00	960,000.00		
	100010000	3	Engagement of Services of Certifying Body for the ISO 9001:2015 Certification of the SEC Quality Management System (2nd surveillance audit)	ERTD	NP-HTC	January	RCC	84,000.00	84,000.00		
	100010000	4	Publication Services for one (1) year: (ITB, Memorandum Circulars, and Other Issuances)	HRAD	Non BAC	January	RCC	3,500,000.00	3,500,000.00		
	100010000	5	Consultancy Services for PRIME-HRM	HRAD	NP-HTC	January	RCC	13,100,000.00	13,100,000.00		
	100010000	6	Hiring of Individual Consultant to Capacitate the SEC Gender and Development Focal Point System (GFPS)	HRAD	NP-HTC	January	RCC	175,000.00	175,000.00		
	200010000	7	Engagement of Highly Technical Consultant for i-CMEES in the Inception Phase	ICTD	NP-HTC	January	RCC	540,000.00	540,000.00		
III. OTHERS											
H.	Code (PAP)	MEMBERSHIP									
	100010000	1	ANNA Membership (Attendance to ANNA General Meeting)	MSRD	DC	n/a	RCC	252,000.00	252,000.00		
	100010000	2	IFIAR Membership Fee	HRAD	DC	n/a	RCC	707,000.00	707,000.00		

I.	Code (PAP)	UTILITIES										
	100010000	1	Water Supply	HRAD	DC	n/a	RCC	500,000.00	500,000.00			
	100010000	2	Electric/Power Consumption	HRAD	DC	n/a	RCC	29,382,000.00	29,382,000.00			
J.	Code (PAP)	COMMUNICATIONS										
	100010000	1	Landline (direct and local lines)	HRAD	DC	n/a	RCC	6,700,000.00	6,700,000.00			
K.	Code (PAP)	POSTAGE AND COURIER SERVICES										
	301010001	1	Request for Certificate of Delivery of Mailing from Post Office (1500)	CGFD	DC	n/a	RCC	75,000.00	75,000.00			
	100010000	2	Courier	HRAD	PB	n/a	RCC	1,000,000.00	1,000,000.00			
	100010000	3	Postage Service	HRAD	NP- A to A	n/a	RCC	1,500,000.00	1,500,000.00			
TOTAL								238,766,941.81	223,766,941.81	15,000,000.00		

Submitted by:

Recommending Approval:
For the Bids and Awards Committee:

Approved By:


NORLAN M. DE LAS ALAS
BAC Secretariat


EMMANUEL Y. ARTIZA
Chairman, Bids and Awards Committee


EMILIO B. AQUINO
Chairperson


ROSELLER N. CAPILA
Head, BAC Secretariat

Acronyms:

PB: Public Bidding
DC: Direct Contracting
S: Shopping

NP- A to A:
NP-SSAWETMS:
NP- HTC:
NP-SVP:
NP-LRP&V:

Negotiated Procurement-Agency to Agency
NP- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services
Negotiated Procurement - Highly Technical Consultant
Negotiated Procurement-Small Value Procurement
Negotiated Procurement-Lease of Real Property and Venue