



ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☒ FINAL ☐ UPDATED [Version No. ____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS			
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10		
General Requirements											
A. Administrative Section											
Travelling Expenses	Tokyo PE	Airfare, Train Fares	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱2,887,229.75		
Training and Seminars/ TBA	Tokyo PE	Payment for venue, food, for trainings, seminars, team-building activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,350,000.00		
Supplies and Material Expenses	Tokyo PE	Supplies and materials for meetings, events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,100,504.47		
Communication Expenses	Tokyo PE	Phone fees	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,400,000.00		
Other Professional Services	Tokyo PE	Payment for Salaries	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱39,529,655.69		
Utilities (Water and Electricity)	Tokyo PE	General Utilities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱2,650,000.00		
General Service (Janitorial, Security and Other Services)	Tokyo PE		GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱2,100,504.47		
Rental	Tokyo PE	Rent of vehicles, equipment	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,200,288.27		
Equipment	Tokyo PE	Purchase of needed equipment	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,200,288.27		
Motor Vehicles	Tokyo PE	Maintenance of Motor Vehicles	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱5,601,585.48		
Post Representation	Tokyo PE	Representation Expenses	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱3,116,077.82		
Office Supplies Expense	Tokyo PE	Expenses for office supplies	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱300,072.07		
B. Political Section											
State Visit of the President Ferdinand Marcos Jr	Tokyo PE - Political Section	Hosting of delegation meetings / events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱108,208.01		
Official Visit of the Secretary (to accompany the President) Side Event: Travel outside Tokyo of the President (i.e. Nagoya or Osaka)	Tokyo PE - Political Section	Hosting of delegation meetings / events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱4,508.89		
Chairship of the ASEAN Committee in Tokyo	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱67,633.35		
Bilateral Consultations on Consular Matters	Tokyo PE - Political Section	Hosting of meetings (at least 3 meetings)	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱219,808.40		
Delegation Visit from the Congress and the Senate for the Philippines-Japan Parliamentary Friendship Cooperation	Tokyo PE - Political Section	Hosting of delegation meetings / events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱27,053.34		
Official Visit of the Ambassador to Marshall Islands	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱54,106.68		
9th Political-Military / Military-to-Military Dialogue (to be hosted in Manila)	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱503,888.49		
Symposium to commemorate 70th Anniversary of the Normalization of PH-Japan Diplomatic Relations	Tokyo PE - Political Section	Hosting of event	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱74,847.58		
Official Visit of the Ambassador to Palau	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱403,545.68		
Official Visit of the Ambassador to FSM	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱503,888.49		
Possible Official Visit to the Philippines of Japanese Prime Minister	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱503,888.49		
Possible Official Visit to the Philippines of Japanese Foreign Minister	Tokyo PE - Political Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱84,767.14		
Visit to PH of Members of Japan-Philippines Parliamentary Friendship League (JPFFL)	Tokyo PE - Political Section	Hosting of delegation meetings / events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱84,767.14		
Miscellaneous (other undertakings in further strengthening diplomatic relations with Japan as well in the promotion of Philippine interest and advocacies)	Tokyo PE - Political Section		GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱127,150.71		
									₱112,722.26		
C. Economic Section											
Local Travel - Philippine Economic Briefing (PEB)	Tokyo PE - Economic Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱120,046.07		
Local Travel - Economic Business related meetings / conferences / forum	Tokyo PE - Economic Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱180,069.10		
Foreign Travel - High-Level Joint Committee Meeting on Infrastructure Development and Economic Cooperation	Tokyo PE - Economic Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱120,046.07		
Foreign Travel - Economic Business related meetings / conferences / forum	Tokyo PE - Economic Section	Transportation, DSA, and other miscellaneous activities	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱120,046.07		
Representation - Investors' Appreciation Night	Tokyo PE - Economic Section	Hosting of delegation meetings / events	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱900,345.52		
Representation - Promotional Materials for Economic Diplomacy	Tokyo PE - Economic Section	Contracting services of companies to create promotional material	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱300,115.17		
Professional Services - Professional Interpretation services	Tokyo PE - Economic Section	Contracting services of professional interpretation companies	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,220,046.07		
D. Cultural Section											
Reception for Philippine Independence Day	Tokyo PE - Cultural Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱2,400,789.02		
Performers for Cultural Promotion Events	Tokyo PE - Cultural Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱300,098.63		
Sentro Rital and Commemorative Events (includes activities for the 70th Anniversary of Normalization of Philippines-Japan Diplomatic Relations)	Tokyo PE - Cultural Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱500,000.00		
Expenses Relating to ASEAN Committee in Tokyo (ACT) Activities	Tokyo PE - Cultural Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱240,078.90		
PH Participation in the ASEAN Committee in Tokyo (ACT) Family Day	Tokyo PE - Cultural Section	Participating in an event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱120,039.45		
Expenses Relating to the Philippine Festival	Tokyo PE - Cultural Section	Participating in an event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱600,197.26		
Subscription to Zoom Application for Meetings	Tokyo PE - Cultural Section	Online subscription	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱9,002.96		
Donations to Japanese or Filipino Organizations and Distribution of promotional materials, and Other Cultural Promotions Activities	Tokyo PE - Cultural Section	Support organizations in the promotion of Filipino cultural diplomacy	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱180,059.18		
E. Public Diplomacy Section											
Expenses related to the hosting of Town Hall meetings	Tokyo PE - Public Diplomacy Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱60,042.73		
Expenses related to hosting of Speaker Series	Tokyo PE - Public Diplomacy Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱60,042.73		
Appreciation Events for Media	Tokyo PE - Public Diplomacy Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱90,064.09		
Expenses related to the 70th Anniversary of PH-JP Friendship	Tokyo PE - Public Diplomacy Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱600,427.29		
Promotional Materials for promoting PH "soft power" and other related campaigns	Tokyo PE - Public Diplomacy Section	Contracting services of companies to create promotional material	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱120,085.46		
Promotional Materials for Public Diplomacy	Tokyo PE - Public Diplomacy Section	Contracting services of companies to create promotional material	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱360,256.37		
Miscellaneous (other undertakings in further strengthening relations with Japan as well in the promotion of Philippine interests and advocacies)	Tokyo PE - Public Diplomacy Section		GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱240,170.92		
F. Consular Section											
Consular Missions	Tokyo PE - Consular Section	Transportation, DSA, and other miscellaneous activities for Consular missions to areas under Post's jurisdiction	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,628,600.00		
ATN Missions	Tokyo PE - Consular Section	Transportation, DSA, and other miscellaneous activities for ATN missions to areas under Post's jurisdiction	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱462,960.00		
Office and Other Miscellaneous Supplies	Tokyo PE - Consular Section	Annual requirements	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱350,000.00		
Utilities Expenses	Tokyo PE - Consular Section	Annual requirements	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱580,000.00		
Communications Services Expenses	Tokyo PE - Consular Section	Annual requirements	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱325,000.00		
Janitorial Services	Tokyo PE - Consular Section	Annual requirements	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱1,300,000.00		
Repairs and Maintenance - Buildings	Tokyo PE - Consular Section	Annual requirements	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱250,000.00		
Meetings	Tokyo PE - Consular Section	Hosting of event, including procuring materials, services and other items needed	GPPB Resolution No. 28-2017	No	LCRB	01/2026	12/2026	GAA 2026 (MOOE)	₱151,440.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
N/A	N/A	N/A	N/A/N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
N/A	N/A	N/A	N/A/N/A	N/A	N/A	N/A	N/A	N/A	N/A		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: ₱80,207,000.00
Total Amount of CSEs to be purchased from PS-DBM: ₱0.00
Total Amount of Estimated Budget: ₱80,207,000.00

Prepared by:

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Ambassador
Head of the Procuring Entity

Date :

Date :

Date :