



Republic of the Philippines
Department of Labor and Employment
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City

Annual Procurement Plan for FY - 2019

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	
	I. TRAINING AND SCHOLARSHIP EXPENSES											
	1. Training & Seminar Expenses											
	1.1. Professional Development Program											
	A. Personnel											
	A.1. Moral Recovery	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GAA	264,000.00	264,000.00		
	A.2. 21st Century Customer Service	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GAA	154,000.00	154,000.00		
	A.3. Effective Leadership & Management Skills Training	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GAA	264,000.00	264,000.00		
	A.4. Stress Debriefing & Psychosocial Wellness for Frontline Employee	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	July - August	July - August	GAA	264,000.00	264,000.00		
	A.5. Supervisory Development Course (Track 1)	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	July - December	July - December	GAA	264,000.00	264,000.00		
	A.6. Seminar on the 2016 Revised Rules and Regulation of RA 9184	HRMDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	July & October	July & October	GAA	308,000.00	308,000.00		
	B. Training and Capacity Building for Communication Officers	ASMD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GAA	300,000.00	300,000.00		
	C. Pre-Deployment Training Program (Self-Management for POLOs Training)	OOCs	NP -53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GAA	404,100.00	404,100.00		
	a. Professional/Service Fee of Resource Persons	OOCs	NP-53.9 - Small Value Procurement	February	N/A	February 2019	February 2019	GAA	250,000.00	250,000.00		
	D. Planning Workshop / Budget Exercises											
	D.1. Year-End Planning Activity	PPDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GAA	485,000.00	485,000.00		
	D.2. Mid-Year Performance Assessment	PPDD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	July	July	GAA	485,000.00	485,000.00		
	E. Recruitment and Promotion (On-line Testing Subscription)	HRMDD	NP-53.9 - Small Value Procurement	February	N/A	February	February	GAA	250,000.00	250,000.00		
	II. SUPPLIES AND MATERIALS EXPENSES											
	Office Supplies and Materials											
	1. Common Office Supplies and Other Supplies											
	a. Common Supplies	PPMD	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	GAA	8,656,412.59	8,656,412.59		
	b. Other Supplies											
	b.1. Various Office Equipment	Various Offices	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	148,500.00	148,500.00		
	b.2. Various Furnitures and Fixture	Various Offices	Re-Bidding	March	March	April	April	GAA	1,180,150.00	1,180,150.00		
	b.3. Various I.T. Peripherals & Equipment	Various Offices	NP-53.9 - Small Value Procurement	April	N/A	May	May	GAA	459,269.00	459,269.00		
	b.4. Various Medical Equipment	RAD/HRMDD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	58,000.00	58,000.00		
	b.5. Other Machinery Equipment	EGSD/DA-Ignacio	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	37,000.00	37,000.00		
	b.6. Purified Drinking Water	PPMD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	504,000.00	504,000.00		
	b.7. Plaques (May & Dec Events)											
	b.7.1. OWWA Anniversary	HRMDD	NP-53.9 - Small Value Procurement	March	N/A	May	May	GAA	80,000.00	80,000.00		
	b.7.2. OWWA Year-End	HRMDD	NP-53.9 - Small Value Procurement	October	N/A	December	December	GAA	137,500.00	137,500.00		
	2. Accountable Forms (Government Official Receipts/Checks)	CASH	NP-53.5 Agency-to-Agency	N/A	N/A	June	June	GAA	1,630,000.00	1,630,000.00		
	3. CPDEP Materials											
	a. CPDEP Manual	PDMU	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	636,000.00	636,000.00		
	b. CPDEP Certificate of Attendance	PDMU	NP-53.5 Agency-to-Agency	N/A	N/A	April	April	GAA	575,000.00	575,000.00		
	4. Reproduction Machine Supplies	EGSD	Direct Contracting	N/A	N/A	March	March	GAA	200,000.00	200,000.00		
	5. Maintenance Supplies	EGSD	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GAA	206,000.00	206,000.00		
	6. Clinic Supplies	HRMDD	NP-53.9 - Small Value Procurement	Semestral	N/A	Semestral	Semestral	GAA	286,000.00	286,000.00		
	III. COMMUNICATION EXPENSES											
	1. Private Courier (International and Local)	RMD	Re-Bidding	February	March	March	March	GAA	3,622,000.00	3,622,000.00		
	2. Internet Subscription Expenses											
	2.1. Internet Services 100 Mbps Leased Line	MISD	Public Bidding	Oct-18	Nov-18	Nov-18	Jan-19	GAA	2,500,000.00	2,500,000.00		
	2.2. Secure Socket Layer	MPC	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	120,000.00	120,000.00		
	2.3. Licensed Software											
	a. SMS Blast Gateway	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	500,000.00	500,000.00		
	b. Antivirus	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	750,000.00	750,000.00		

3. Cloud Virtual Machine Subscription	MISD	Public Bidding	August	August	September	September	GAA	2,600,000.00	2,600,000.00		
IV. CONSULTANCY SERVICES											
1. Engineering Services	EGSD	NP-53.7 Highly Technical Consultants	N/A	N/A	March	March	GAA	270,000.00	270,000.00		
2. Media Consultant	ASMD	NP-53.7 Highly Technical Consultants	N/A	N/A	April	April	GAA	450,000.00	450,000.00		
3. Consultant for Training of New Trainers	PDMU	NP-53.9 - Small Value Procurement	March	N/A	May	May	OWWA Fund	96,000.00	96,000.00		
4. Consultant for Retooling Session for Trainers	PDMU	NP-53.9 - Small Value Procurement	May	N/A	July	July	OWWA Fund	48,000.00	48,000.00		
5. Consultant for Skills Enhancement Training/ Year End Assessment Workshop for CPDEP Instructors	PDMU	NP-53.9 - Small Value Procurement	October	N/A	November	November	OWWA Fund	24,000.00	24,000.00		
V. OTHER SERVICES											
1. Janitorial and Other Support Services	EGSD	Public Bidding	Oct-18	Nov-18	Nov-18	Jan-19	GAA	37,675,283.50	37,675,283.50		
VI. REPAIRS AND MAINTENANCE											
A. Building Maintenance/Office Improvement											
1. Pest Control	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	198,000.00	198,000.00		
2. Maintenance of Aircon Units	EGSD	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GAA	472,000.00	472,000.00		
3. Septic Tank Cleaning/Siphoning	EGSD	NP-53.9 - Small Value Procurement	June	N/A	June	June	GAA	110,000.00	110,000.00		
4. Maintenance of Elevators (Bldg. 1 & 2)											
Preventive Maintenance	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	180,000.00	180,000.00		
Supplies and Materials	EGSD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	820,000.00	820,000.00		
5. Maintenance Repair/Improvement of Facilities											
A. Renovation of OWWA Devt. Center	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	530,000.00	530,000.00		
B. Renovation of OWWA Secretariat Bldg	EGSD	NP-53.9 - Small Value Procurement	March	March	April	April	GAA	900,000.00	900,000.00		
C. Renovation of Offices in GAS and Canteen	EGSD	NP-53.9 - Small Value Procurement	April	N/A	May	May	GAA	592,550.00	592,550.00		
6. Preventive Maintenance Fire Alarm System											
A. Preventive Maintenance	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	288,000.00	288,000.00		
B. Supplies and Materials	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	320,000.00	320,000.00		
7. Repair of OWWA Fire Sprinkler System	EGSD	Public Bidding	February	March	April	April	GAA	15,000,000.00	15,000,000.00		
8. Major Renovation of all Comfort Room (OWWA Main)	EGSD	Public Bidding	February	March	April	April	OWWA Fund	23,100,000.00	23,100,000.00		
B. Repair and Maintenance of Motor Vehicle	EGSD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	800,000.00	800,000.00		
C. Repair and Maintenance of Office Equipment / Furniture											
C.1. Office Equipment/ Furniture	EGSD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	175,000.00	175,000.00		
C.2. ICT Equipment											
C.2.1 Computer / IT Equipment	MISD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	100,000.00	100,000.00		
C.2.2. Fingerscan	HRMDD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	100,000.00	100,000.00		
C.2.3. IT Hardware inventory & software update presentation	MISD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	275,000.00	275,000.00		
4. Data Center Rehabilitation (computer maintenance - LAN)	MISD	NP-53.9 - Small Value Procurement		N/A			GAA	500,000.00	500,000.00		
3. Technical & Scientific Equipment											
1. Lease of PABX System	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	481,600.00	481,600.00		
2. Maintenance of Sound System and CCTV	EGSD	NP-53.9 - Small Value Procurement	April	N/A	May	May	GAA	165,000.00	165,000.00		
4. Maintenance of Aircon Units	EGSD	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GAA	472,000.00	472,000.00		
VII. RENTALS											
1. Parking Space	EGSD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GAA	1,500,000.00	1,500,000.00		
2. Warehouse Rental	EGSD	NP -53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GAA	968,000.00	968,000.00		
3. Rental of Photocopier	EGSD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	882,000.00	882,000.00		
4. Computer Rental (2 units @ P2,350 x 6 months)	RAD	NP-53.9 - Small Value Procurement	February	N/A	March	March	OWWA Fund	28,200.00	28,200.00		
VIII. OTHER MAINTENANCE & OPERATING EXPENSES											
1. Printing & Publication Expenses											
A. PDOS Materials (Flyers/Brochures/Posters)	PDOS	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	185,750.00	185,750.00		
B. Printing and Publication (Poster/ Pocket info)	ASMD	Public Bidding	April	April	May	May	GAA	3,150,000.00	3,150,000.00		
C. Printing of 2018 Annual Report	ASMD	NP-53.9 - Small Value Procurement	July	July	August	August	GAA	700,000.00	700,000.00		
D. Audio Visual Presentation (AVP) / films on OWWA Programs & Services	ASMD	Public Bidding	July	July	August	August	GAA	1,500,000.00	1,500,000.00		
E. OWWA Briefing Materials/ Primer	ASMD	NP-53.9 - Small Value Procurement	May	N/A	June	June	GAA	500,000.00	500,000.00		
F. IEC Paraphernalia for Corporate Branding	ASMD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	900,000.00	900,000.00		
G. Institutional AVP	ASMD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	July	July	GAA	2,000,000.00	2,000,000.00		
H. Social Media Unit	ASMD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	As the need arises	As the need arises	GAA	1,000,000.00	1,000,000.00		

I. Subscription (Newspaper)	ASMD	NP-53.9 - Small Value Procurement	February	N/A	March	March	GAA	375,000.00	375,000.00		
J. MOFYA Portfolio and Souvenir Program	ASMD	NP-53.9 - Small Value Procurement	September	N/A	October	October	OWWA Fund	1,000,000.00	1,000,000.00		
K. Mga Waging Kwento Book	ASMD	NP-53.9 - Small Value Procurement	September	N/A	October	October	OWWA Fund	700,000.00	700,000.00		
3. Commemorative Events											
OWWA Anniversary	HRMDD	NP-53.9 - Small Value Procurement	March	N/A	April	April	GAA	500,000.00	500,000.00		
IX. CAPITAL OUTLAY											
1. Various IT Equipment											
a. Central Office	Various Offices	Public Bidding	April	April	May	May	GAA	3,919,000.00		3,919,000.00	
b. Regional Office - National Capital Region (NCR)	NCR	Public Bidding	April	April	May	May	GAA	1,700,000.00		1,700,000.00	
c. Printing Equipment	Various Offices	NP-53.9 - Small Value Procurement	June	N/A	July	July	GAA	451,000.00		451,000.00	
d. ICT Software	Various Offices	Public Bidding	September	September	October	October	GAA	4,410,000.00		4,410,000.00	
2. Motor Vehicle	EGSD	Public Bidding	May	May	July	July	GAA	1,500,000.00		1,500,000.00	
X. Quality Management System											
QMS / ISO Training Program	QMS	NP -53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GAA	150,000.00	150,000.00		
XI. Various Trainings/ Seminar Expenses											
Skills Enhancement Training/Year-end Assessment Workshop for CPDEP Instructors	PDMU	NP -53.10 Lease of Real Property and Venue	N/A	N/A	November	November	OWWA Fund	157,500.00	157,500.00		
XII . OFW Membership and Benefits eCard											
A. MOOE											
A.1. Other Supplies and Materials Expenses											
A.1.1. Printing of OFW eCard	MISD	NP-53.5 Agency-to-Agency	N/A	N/A	March	March	OWWA Fund	20,000,000.00	20,000,000.00		
A.1.2. Laser Presenter	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	20,000.00	20,000.00		
A.2. Communication Expenses											
A.2.1. e-Card Device Internet Subscription	MISD	NP-53.9 - Small Value Procurement	February	N/A	February	February	OWWA Fund	375,000.00	375,000.00		
A.3. Computer Rental											
A.3.1. Computer Rental (16 units @P3,000 x 12 months)	MISD	NP-53.9 - Small Value Procurement	February	N/A	February	February	OWWA Fund	576,000.00	576,000.00		
A.3.2. Computer Rental (20 units @P2,350 x 6 months)	MPC	NP-53.9 - Small Value Procurement	February	N/A	February	February	OWWA Fund	282,000.00	282,000.00		
A.4. Building Improvement											
A.4.1. WiFi Access Point & Structured Cabling w/ Network Management	MISD	Public Bidding	March	March	April	April	OWWA Fund	1,500,000.00	1,500,000.00		
A.4.2. Glass Partition (training room)	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	100,000.00	100,000.00		
A.4.3. Biometric with door lock	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	50,000.00	50,000.00		
B. CAPITAL OUTLAY											
B.1. Office Furnitures											
B.1.1. Sofa for reception area	MISD	NP-53.9 - Small Value Procurement	May	N/A	May	May	OWWA Fund	45,000.00	45,000.00		
B.1.2. Storage Lockers	MISD	NP-53.9 - Small Value Procurement	May	N/A	May	May	OWWA Fund	175,000.00	175,000.00		
B.1.3. Table with plug	MISD	NP-53.9 - Small Value Procurement	May	N/A	May	May	OWWA Fund	60,000.00	60,000.00		
B.2. Various IT Equipment	MISD	Public Bidding	May	May	June	June	OWWA Fund	1,816,800.00	1,816,800.00		
B.3. Kiosk for Ecard verification (w/ camera and speaker)	MISD	Public Bidding	March	March	April	April	OWWA Fund	1,500,000.00	1,500,000.00		
C. Office Equipment											
1. Shredder	MISD	NP-53.9 - Small Value Procurement	March	N/A	March	March	OWWA Fund	100,000.00		100,000.00	

TOTAL: 166,996,615.09

Prepared by:

RONALD A. MINA
BAC Secretariat

Recommending Approval

JOSEFINO I. TORRES
BAC Chairperson

Approval:

HANS LEO J. CACDAC
Administrator