



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

OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA) Annual Procurement Plan for FY 2021


Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity?	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	
	1. Office Supplies Expenses												
5020301000	1.1 Common Office Supplies and Materials available at Procurement Service 1st Quarter	PPMD	NO	NP-53.5 Agency-to-Agency	Mar-21	N/A	Mar-21	Mar-21	GoP	549,392.00	549,392.00		From PS
5020301000	1.2 Common Office Supplies and Materials not available at Procurement Service for 1st Quarter	PPMD	NO	Shopping	Mar-21	N/A	Mar-21	Mar-21	GoP	370,275.79	370,275.79		Procurement of supplies not available at PS
5020301000	1.3 Common Office Supplies and Materials available at Procurement Service 2nd Quarter	PPMD	NO	NP-53.5 Agency-to-Agency	Jun-21	N/A	Jun-21	Jun-21	GoP	533,293.52	533,293.52		From PS
5020301000	1.4 Common Office Supplies and Materials not available at Procurement Service for 2nd Quarter	PPMD	NO	Shopping	Jun-21	N/A	Jun-21	Jun-21	GoP	285,813.79	285,813.79		Procurement of supplies not available at PS
5020301000	1.5 Common Office Supplies and Materials available at Procurement Service 3rd Quarter	PPMD	NO	NP-53.5 Agency-to-Agency	Sep-21	N/A	Sep-21	Sep-21	GoP	517,800.48	517,800.48		From PS
5020301000	1.6 Common Office Supplies and Materials not available at Procurement Service for 3rd Quarter	PPMD	NO	Shopping	Sep-21	N/A	Sep-21	Sep-21	GoP	332,426.79	332,426.79		Procurement of supplies not available at PS
5020301000	1.7 Common Office Supplies and Materials available at Procurement Service 4th Quarter	PPMD	NO	NP-53.5 Agency-to-Agency	Dec-21	N/A	Dec-21	Dec-21	GoP	529,057.11	529,057.11		From PS
5020301000	1.8 Common Office Supplies and Materials not available at Procurement Service for 4th Quarter	PPMD	NO	Shopping	Dec-21	N/A	Dec-21	Dec-21	GoP	282,609.29	282,609.29		Procurement of supplies not available at PS
	2. Accountable Forms (Government Official Receipts/Checks)												
5020302000	2.1 Accountable Forms	CASH	NO	NP-53.5 Agency-to-Agency	As the need arises	N/A	As the need arises	As the need arises	GoP	360,000.00	360,000.00		Printing of the 2021 Accountable forms from NPO
	3. Non-Accountable Forms Expenses												
	4. Medical Supplies	HRMDD		NP-53.9 - Small Value Procurement									Procurement of various medical supplies for in-house ofw use
5020308000	4.1 Drugs & Medicines (CO)	HRMDD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	30,000.00	30,000.00		
	4.2 Vaccines (HRMDD/NRCO)	HRMDD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	233,000.00	233,000.00		
5020309000	6. Fuel, Oil and Lubricants Expenses	EGSD	NO	Direct Contracting	Feb-21	Feb-21	Mar-21	Mar-21	GoP	5,868,000.00	5,868,000.00		Direct Retail Purchase under Sec53.14 RA9184
	7. Other Supplies and Materials Expenses												
5020399000	7.1 Reproduction Machine Supplies	EGSD	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		Procurement of supplies for Risograph reproduction machine
5020399000	7.2 Various Maintenance Supplies	EGSD	NO	NP-53.9 - Small Value Procurement	EO 1stQ, EO 2ndQ	N/A	EO 1stQ, EO 2ndQ	EO 1stQ, EO 2ndQ	GoP	131,000.00	131,000.00		Provision for maintenance supplies
	7.3 Other Maintenance Supplies												
5020399000	7.3.1 Other Maintenance Supplies (DevCen)	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Q	N/A	2nd Q	2nd Q	GoP	500,000.00	500,000.00		For repair works at DevCen, CY2020 Obligated Budget
5020399000	7.3.2 Other Maintenance Supplies (OWWA Center)	EGSD	NO	NP-53.9 - Small Value Procurement	1st Q	N/A	1st Q	1st Q	GoP	750,000.00	750,000.00		For repair works at OWWA Center, CY2020 Obligated Budget
5020399000	7.3.3 Other Maintenance Supplies (MP Hall/ Conference Room)	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Q	N/A	2nd Q	2nd Q	GoP	200,000.00	200,000.00		For repair works at Multi-purpose Hall and Conference Room, CY2020 Obligated Budget


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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020399000	7.3.2 Purified Drinking Water	PPMD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	231,000.00	231,000.00		six (6) months
	7.3.3 2022 Desk Calendar	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	22,500.00	22,500.00		500 pieces
	7.3.4 T-shirt	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	100,000.00	100,000.00		500 pieces
	7.3.5 Jacket/windbreaker	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	150,000.00	150,000.00		60 pieces
	7.3.6 Umbrella	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	75,000.00	75,000.00		500pieces
	7.3.7 Journal notebook	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	75,000.00	75,000.00		500 pieces
	7.3.8 Flashdrive	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	77,500.00	77,500.00		250 pieces
	7.3.9 Corporate bags	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	22,000.00	22,000.00		200 pieces
	7.3.10 Paper weight with clock	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	70,000.00	70,000.00		200 pieces
	8. Textbooks and Instructional Materials Expenses												
5020321001	9. Semi-Expendable (Machinery & Equipment)	BUDGET	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	GoP	29,999.00	29,999.00		Acquisition of various semi-expendable equipment for various office of OWWA central office
5020322001	10. Semi-Expendable (Furnitures & Fixtures)	PPMD		NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	GoP	124,000.00	124,000.00		Acquisition of various semi-expendable furnitures & fixtures for various offices
5020301000	11. Various Office Machinery and Equipment												
	II. COMMUNICATION EXPENSES												
5020501000	1. Courier Expenses (Private Courier International and Local Destination)	RMD	NO	NP-53.5 Agency-to-Agency	Feb-21	Feb-21	Feb-21	Feb-21	GoP	2,909,000.00	2,909,000.00		Provision of Domestic/Local Courier Services for OWWA Central Office
	2. Cable TV Subscription	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	54,000.00	54,000.00		Skycable & Destiny Cable
	3. Internet Subscription Expenses												
5020503000	3.2 Internet Services - NRCO	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	312,000.00	312,000.00		BFO DevCen - 10mbps
5020503000	3.3 Internet services - MPC	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	360,000.00	360,000.00		@ Airport T1 and T3 15mbps
5020503000	3.4 Internet Services - POEA	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	312,000.00	312,000.00		At POEA - 10mbps
	4. Software/Subscription												
5029907000	4.1 Secure Socket Layer (SSL)	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	GoP	200,000.00	200,000.00		
5029907000	4.2 Antivirus Software	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	GoP	800,000.00	800,000.00		
5029907000	4.3 SMS Gateway	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	GoP	500,000.00	500,000.00		
5029907000	4.4 Power BI	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	Others	100,000.00	100,000.00		10 units
5029907000	4.5 Firebase Notification	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	Others	20,000.00	20,000.00		1 unit
5029907000	4.6 Chat Bot (Facebook)	MISD	NO	NP-53.9 - Small Value Procurement	Sep-21	N/A	Sep-21	Sep-21	Others	20,000.00	20,000.00		1 lot
5029907000	4.7 OWWA Mobile App (IOS version)	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	Others	5,000.00	5,000.00		1 unit
5029907000	4.9 Office 365 Ent. 3	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	Others	700,000.00	700,000.00		50 licenses
5029907000	5. Cloud Computing Services	MISD	NO	Competitive Bidding	Feb-21	Feb-21	Mar-21	Mar-21	Others	5,000,000.00	5,000,000.00		1 lot
	6. Online video conferencing												
5029907000	6.1 Online Video Conference Subscription(MISD)	MISD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	Others	20,000.00	20,000.00		1 License
5029907000	6.2 Virtual Learning Platform HRMDD	HRMDD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	100,000.00	100,000.00		1 License
5029907000	7. Online Assessment and Testing	HRMDD	NO	NP-53.9 - Small Value Procurement	May-21	N/A	May-21	May-21	GoP	250,000.00	250,000.00		Computerized online assessment tool
	III. CONSULTANCY SERVICES												
5021199000	1. Structural Consultancy Services	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	389,400.00	389,400.00		Engagement of highly technical consultant for engineering services
5021199000	2. QMS Consultancy/Audit Services	o/o RMD	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	GoP	233,000.00	233,000.00		Quality Management System Audit
	IV. GENERAL SERVICES												
5021202000	1. Janitorial & Other Support Services	EGSD	NO	Competitive Bidding	Jan-21	Jan-21	Jan-21	Jan-21	GoP	45,000,000.00	45,000,000.00		Provision of Janitorial (including supplies) and other support services for OWWA Central office (Early Procurement Activity) EPA
	V. REPAIR AND MAINTENANCE EXPENSES												
5021304001	1.1 Pest Control	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	170,000.00	170,000.00		Pest control services for OWWA Center, DEVCEN intramuros building and Malibay warehouse
5021304001	1.2 Septic Tanks Cleaning / Siphoning	EGSD	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	600,000.00	600,000.00		Cleaning and Siphoning of Septic Tank of OWWA Central office
	1.3 Other Repair & Maintenance of Facilities												
5021304001	1.3.1 Replacement of overhead water tank	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	1,000,000.00	1,000,000.00		Budget for item 1.3.1 & 1.3.2
5021304001	1.3.2 Supply and installation of thermal scanner	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	900,000.00	900,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	1.4 Preventive maintenance of Fire Alarm System including supplies												
5021304001	1.4.1 Fire Alarm System supplies	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	100,000.00	100,000.00		Replacement of defective sensors, wirings and other supplies/consumables
5021304001	1.4.2 Preventive Maintenance for Fire Alarm System	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	230,000.00	230,000.00		Monthly Preventive Maintenance
5021304001	1.5 Maintenance of aircon units	EGSD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GoP	110,000.00	110,000.00		Aircon maintenance supplis
	1.6 Maintenance of Elevators												
5021304001	1.6.1 OWWA Devcon Elevator	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	300,000.00	300,000.00		Monthly Preventive Maintenance
5021304001	1.6.2 OWWA Center Building Elevators	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	960,000.00	960,000.00		Monthly Preventive Maintenance
5021304001	1.7 Repair & Preventive maintenance of Finger Scan/ Biometric Device and System	HRMDD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		10 units
	2. Repair & Maintenance - Machinery & Equipment												
5021305003	2.1 ICT Equipment	MISD	NO	NP-53.9 - Small Value Procurement	1st Q	N/A	1st Q	1st Q	GoP	150,000.00	150,000.00		
5021305014	2.2 Maintenance of CCTV	EGSD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GoP	110,000.00	110,000.00		Replacement of DVR, cameras, HD, power supply, cables
5021305099	2.3 Maintenance of Sound System	EGSD	NO	NP-53.9 - Small Value Procurement	3rd Quarter	N/A	3rd Quarter	3rd Quarter	GoP	110,000.00	110,000.00		OWWA Center, BFO DevCen - Replacement of parts, batteries, speakers, cleaning, PM.
	3. Repair & Maintenance - Transportation Equipment												
5021306001	3.1 Repair and Supply of Parts for Motor Vehicle	EGSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,432,661.57	1,432,661.57		As needed repair and maintenance of OWWA Central office motor vehicles (2020 Obligated budget)
5021306001	3.2 Supply of Vehicle Tires of various sizes	EGSD	NO	NP-53.9 - Small Value Procurement	2nd Quarter	N/A	2nd Quarter	2nd Quarter	GoP	200,000.00	200,000.00		Provision for the replacement of delapidated tires of OWWA Central office motor vehicles
5021306001	3.3 Supply of Labor and Materials for the Repair of various OWWA Service Vehicle	EGSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	800,000.00	800,000.00		As needed for repair of various motor vehicles
	VI. OTHER MAINTENANCE & OPERATING EXPENSES												
	1. Printing & Production Expenses of Information, Education & Communication IEC Materials												
	1.1 Printing & Publication												
5029902000	1.1.1 OWWA primer	ASMD	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	200,000.00	200,000.00		
5029902000	1.1.2 Pocket info material	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	150,000.00	150,000.00		Business Plan competition
5029902000	1.1.3 2020 annual report	NRCO	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	150,000.00	150,000.00		Business Plan competition
5029902000	1.2 Audio Visual Presentation (AVP) Films on OWWA Programs & Services	ASMD	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jul-21	Jul-21	GoP	500,000.00	500,000.00		Provision of Audio Visual Presentation (AVP) / films on OWWA Programs & Services
	1.3 Corporate Branding/Giveaways												Corporate giveaways
5029902000	1.3.1 Planner/Notebook (OWWA)	ASMD	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	700,000.00	700,000.00		
5029902000	1.3.2 Souvenir Items (OWWA)	ASMD	NO	NP-53.9 - Small Value Procurement	Jun-21	N/A	Jun-21	Jun-21	GoP	300,000.00	300,000.00		
	1.3.11 LIKHA Awards												
	1.3.11.1 Medallion	NRCO	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Others	72,000.00	72,000.00		36 pieces
	1.3.11.2 Trophy	NRCO	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Others	15,000.00	15,000.00		6 pieces
	1.3.11.3 Promo materials	NRCO	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Others	148,000.00	148,000.00		Development of promo materials
	1.3.11.4 Token giveaways	NRCO	NO	NP-53.9 - Small Value Procurement	Jul-21	N/A	Jul-21	Jul-21	Others	15,000.00	15,000.00		for awardees
	1.3.12 Loyalty Awards (Plaques)	HRMOD	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	Others	155,000.00	155,000.00		
	1.4 Advertising Expenses												
5029902000	1.4.1 Broadsheets/Radio/TV/ Social Media	ASMD	NO	NP-53.9 - Small Value Procurement	3rd Q & 4th Q	N/A	3rd Q & 4th Q	3rd Q & 4th Q	GoP	150,000.00	150,000.00		
5029902000	1.4.2 Mainstream Media Promotions (Radio, TV, and public areas)	ASMD	NO	NP-53.9 - Small Value Procurement	Apr-21	N/A	Apr-21	Apr-21	GoP	600,000.00	600,000.00		
5029902000	1.5 Printing of PDOS Materials	PDMU	NO	NP-53.9 - Small Value Procurement	Mar-21	N/A	Apr-21	Apr-21	GoP	200,000.00	200,000.00		Flyers, Brochures, etc.
5029902000	1.6 Printing of CPED Manuals	PDMU	NO	NP-53.9 - Small Value Procurement	Mar-21	N/A	Apr-21	Apr-21	GoP	116,000.00	116,000.00		Various Manuals
5029902000	1.7 Printing/ Production of Cert. of Attendance for CPDEP	PDMU	NO	NP-53.9 - Small Value Procurement	Mar-21	N/A	Apr-21	Apr-21	GoP	116,000.00	116,000.00		Certificates of Attendance to training
	2. RENTAL / LEASE EXPENSES												
	2.1 Building & Structures												
5029905001	2.1.1 Lease Parking Space	EGSD	NO	NP-53.5 Agency-to-Agency	Feb-21	N/A	Feb-21	Feb-21	GoP	2,500,000.00	2,500,000.00		Provision of Parking Space for OWWA personnel & service vehicle

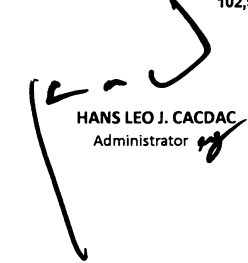
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5029905001	2.1.2 Lease of Warehouse Space	EGSD	NO	NP-53.10 Lease of Real Property and Venue	Feb-21	N/A	Feb-21	Feb-21	GoP	2,500,000.00	2,500,000.00		Provision for Rental of Warehouse for OWWA unserviceable materials and equipment subject for disposal
	2.2 Equipment												
5029905004	2.2.1 Copier Machine	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	300,000.00	300,000.00		Rental of sixteen (16) Monochrome and three (3) units colored Photo Copying Machine
5029905004	2.2.2 PABX System	EGSD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	289,000.00	289,000.00		Provision for continuation of Lease of PABX System - Ansible Technologies
5029905004	2.2.2 Rental of motor vehicle	EGSD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	866,000.00	866,000.00		For MOFYA and Repatriation activities
5029905004	2.2.3 Rental of Desktop Computer	MPC	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	Others	420,000.00	420,000.00		20 units for six (6) months
5029907004	3. SUBSCRIPTION EXPENSES (Newspaper and Tabloids)	ASMD	NO	NP-53.9 - Small Value Procurement	Feb-21	N/A	Feb-21	Feb-21	GoP	350,000.00	350,000.00		Provision of Daily subscription of newspapers
	VII. CAPITAL OUTLAY												
	1. Procurement of 1 lot motor vehicles for Central Office CY 2020	EGSD	NO	Competitive Bidding	Mar-21	Mar-21	Mar-21	Mar-21	GoP	7,500,000.00		7,500,000.00	Replacement of unserviceable vehicles (CY2020 Budget)
	2. Procurement of 1 lot motor vehicles for Central Office CY 2021 - 3 units ambulance	EGSD	NO	Competitive Bidding	Mar-21	Mar-21	Mar-21	Mar-21	GoP	7,500,000.00		7,500,000.00	Approved capital outlay for CY2021

TOTAL 102,918,819.34 87,918,819.34 15,000,000.00
GRAND TOTAL 102,918,819.34

Prepared by

RONALD A. MINA
BAC Secretariat:

Recommending Approval:

JUDITH G. SANTOS
BUDGET Representative


RODRIGO F. MASCUA
BAC Chairperson

Approved by:

HANS LEO J. CADDAC
Administrator