OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office No. IX

Annual Procurement Plan for 2021 (Non-Common Use Supplies and Equipment)

Department/

Bureau/Office: Overseas Workers Welfare Administration

Agency Account Code:

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Regional Welfare Office No. IX Region:

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3rd Floor Goodwill Center, Mayor Jaldon St., Canelar, Zamboanga City Address:

No.	Item & Specifications/Description	Unit	Price	End-User	Procurement Mode	Estimated Budget		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		TOTAL	Procurement	Remarks
						MOOE	СО	Qty	Qty	Qty	Qty	Qty	Amount	Schedule	
	CAPITAL OUTLAY														
	Leasehold Improvement														
	Leasehold Improvement /														Repairs and other improvement for the
	Renovation		varied	R.O.	Direct Contracting		Х						149,110.00	As needed	office
	Other Equipment														
	Airconditioning Unit-Carrier Floor														
	Standing Basic 3.0TR with Installation	unit	102,314.00	RTU	Small Value		X	1				1	102,314.00	February	Additional unit located at the RTU office
	Cost - Koppel Brand				Procurement										
	Airconiditioning Unit-split type 2HP			PSD / Med											Additional unit for the counseling and
		unit	84,558.80				X	2				2	169,117.60	February	medical retainer office and replacement f
		unit	64,556.60		Small Value		^	_				_		,	the old and unserviceable aircon located
	with installation cost - Carrier Brand			Retainer	Procurement										the PSD office
	Photocopier - Kyocera Taskalfa 2200				Small Value										For program use
		unit	67,800.00	PSD	Procurement		X		1			1	67,800.00	March	
	IT Equipment														
					Small Value										For program use
	Laptop - Acer	unit	31,080.00	Programs	Procurement		X		1			1	31,080.00	March	1 0 p 6 8 a m a c
					Small Value										For program use
	LCD Projector	unit	31,092.00	PSD	Procurement		X	1				1	31,092.00	January	
	Furniture and Fixture														
	Steel Filing Safe Cabinet (with			RD Office /											c c l · · · · · · · · · · · · · · · · ·
	Vault)		29,700.00	Disbursing /	Small Value		X		2			2	59,400.00	March	Safekeeping of cash collection and checks
	vauity			Collection	Procurement										
	Executive Table	unit	23.000.00	RD / PSD	Small Value		X		2				15 000 00	April	Replacement of old and damage tables
		dille	25,000.00		Procurement							2	46,000.00		
	SEMI-EXPENDABLE EXPENSES							-							
	Executive Chair	unit	9,995.00	RD / PSD	Small Value	X			2				40,000,00	April	Replacement of old and damage chairs
		unic	3,555.00	1107130	Procurement							2	19,990.00		
	Visitor's Chair - Model: HF 805VA,	unit	2,400.00	Programs	Small Value	Х			12					May	Replacement of old and damage chairs
	cloth fabric, black color	unic	2,400.00	riograms	Procurement							12	28,800.00		
	Office Tables	unit			Small Value							_	25 000 00	Manuala / Israa	Replacement of old and damage tables
		unic	5,980.00	Programs	Procurement	X			3	3		6	35,880.00	March / June	
	Office Chairs (for Clerks/FWOs/Staff)	unit			Small Value			1							Replacement of old and damage chairs
		dille	3,800.00	Programs	Procurement	X			3	3		6	22,800.00	March / June	
	TRAINING EXPENSES							-	-	-	-				
	Training Expenses				Small Value	.,					1	0	260 220 00	Two per quarter	
	(Hotels/Venues/Food&Catering)			R.O.	Procurement	Х	-	2	2	2	2	8	269,320.00	i wo per quarter	
	SUPPLIES AND MATERIALS EXPENSES														

Gasoline, Oil and Lubricants Expenses			Small Value				T	T	T		T	
LAPERISES	varied	R.O.	Procurement	X	3	3	3	3	12	F07 422 00		
UTILITY EXPENSES							-	-	12	597,432.00	As needed	
The cross of the c												
Water Expense	varied	R.O.	Discort Court and								Weekly or as	
Electricity Expense	varied	R.O.	Direct Contracting	X	3	3	3	3	12	41,880.00	needed	
	varieu	N.O.	Direct Contracting	X	3	3	3	3	12	685,800.00	Monthly billing	
COMMUNICATION EXPENSES							THE PROPERTY.				, and a second	
Cable	varied	R.O.	Direct Contracting	X								
Internet Subscription	varied	R.O.	Direct Contracting	X	3	3	3	3	12	27,384.00	Monthly billing	
Postage and Courier Services	varied	R.O.	Direct Contracting	X	3	3	3	3	12	86,112.00	Monthly billing	
Telephone Expenses- Mobile	varied	R.O.	Direct Contracting	X	3	3	3	3	12	118,704.00	Monthly billing	
Telephone Expenses- Landline	varied	R.O.	Direct Contracting	X	3	3	3	3	12	27,360.00	Monthly	
PROFESSIONAL SERVICES		1	Direct Contracting		3	3	3	3	12	392,520.00	Monthly billing	
Consultancy Services		R.O.	Direct Contracting	X								
GENERAL SERVICES		1	Direct contracting		3	3	3	3	12	264,000.00	Monthly	
			Small Value									
Janitorial Services		R.O.	Procurement									
		N.O.	Small Value	Х	3	3	3	3	12	416,602.00	Monthly	
Security Services		R.O.	Procurement								-	
REPAIRS AND MAINTENANCE		N.O.	Frocurement	X	3	3	3	3	12	683,760.00	Monthly	
Repairs and Maintenance - Building			Small Value									
and other Structures	varied	R.O.	Procurement									
	Yarrea	N.O.	Small Value	X	3	3	3	3	12	130,944.00	As needed	
Other Machinery and Equipment	varied	R.O.	Procurement									
	Varied	N.O.	Small Value	X	3	3	3	3	12	119,823.00	As needed	
Other Transportation Equipment	varied	R.O.										
TAXES, INSURANCE PREMIUMS AND OTH	IFR FFFS	N.O.	Procurement	X	3	3	3	3	12	136,455.00	As needed	
Taxes, Duties and Licenses	varied	R.O.	Discost Country ation									
Fidelity Bond Premiums	varied	R.O.	Direct Contracting	X	1				1	36,410.00	January	
Insurance Expenses	varied	R.O.	Direct Contracting	X	1				1	56,584.00	January	
OTHER SUBSCRIPTION EXPENSES	Varied	N.O.	Direct Contracting	X	1				1	78,067.00	January	
Newspaper, Magazine and	+										20.100.7	
ornamental plants for office	varied	R.O.	Direct Co									
	varieu	N.U.	Direct Contracting	Х	3	3	3	3	12	31,130.00	Monthly	
Other MOOE										,		
Rents-Buildings and Structures		R.O.	Direct Contracting	X		-						
TOTAL MOOE			To cor contracting	^	3	3	3	3	12	1,491,100.00	Monthly	
TOTAL CAPITAL OUTLAY										5,798,857.00		

Approved by:

Supervising Administrative Officer

Date Prepared: February 3, 2020

PRISCILLA PAMELLA M. FLORES
OIC-Regional Director