

ANNEX A

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office - National Capital Region

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/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. TRAVELING EXPENSES												
	A. Local Travel	RWO-NCR	Shopping / SVP	January to December 2019				GOP	220,000.00	220,000.00		Used for official business (seminars, meetings, procurements, billing payments, signing of training certificates, vehicle rentals for other activities)
II. TRAINING AND SCHOLARSHIP EXPENSES												
	A. Training Expenses	RWO-NCR	Shopping / SVP / Lease of Real Property & Venue	as per schedule				GOP	510,000.00	510,000.00		Includes conduct of various trainings/seminars for RWO-NCR employees and the lease of venue thereof
III. SUPPLIES AND MATERIALS EXPENSES												
	A. Office Supplies Expenses	RWO-NCR	Procurement Service (PS) / SVP / Shopping / Public Bidding	Quarterly	Quarterly	Quarterly	Quarterly	GOP	2,957,050.00	2,957,050.00		Includes common-use supplies and equipment (refer to APP for office supplies)
	B. Accountable Forms Expenses	AFD-Cash Unit	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	GOP	207,000.00	207,000.00		Continuous form checks (refer to APP for office supplies)
	C. Drugs and Medicines Expenses	RWO-NCR	Shopping / SVP	Quarterly	Quarterly	Quarterly	Quarterly	GOP	12,000.00	12,000.00		refer to APP for office supplies
	D. Fuel, Oil and Lubricant Expenses	AFD	Direct Contracting / Shopping / SVP	January to December 2019				GOP	520,000.00	520,000.00		Covers round trips for the Satellite Offices (POEA and NAIA) and Training Venues (Main Office, Intramuros, Bocobo) from Monday to Saturday
IV. COMMUNICATION EXPENSES												
	A. Postage and Courier Services	RWO-NCR	Direct Contracting	N/A				GOP	200,000.00	200,000.00		For collection of Filipino Expatriate Livelihood Support Fund (FELSF) and Calamity Loan as per COA requirements; for other important communications sent to various recipients
	B. Mobile	RWO-NCR	SVP / Public Bidding	To renew the services of existing service provider in accordance with GPPB Resolution No. 41-2017 dated 21 Dec 2017				GOP	302,000.00	302,000.00		Provision of mobile postpaid lines for RWO-NCR Director and Division Chiefs; prepaid phone cards for communication / coordination with OFW Family Circles (OFCs), LGUs, PESO, NGOs in different cities in NCR
	C. Landline	RWO-NCR	SVP / Public Bidding					GOP	465,600.00	465,600.00		For communication / coordination with various concerned offices, as well as client OFWs and families
	D. Internet Expenses	RWO-NCR	SVP / Public Bidding					GOP	1,444,000.00	1,444,000.00		For access and verification of membership records and program availments of client OFWs and families
	E. Cable, Satellite, Telegraph and Radio Expenses	RWO-NCR	SVP / Public Bidding					GOP	36,000.00	36,000.00		Monthly cable subscription
V. CONFIDENTIAL, INTELLIGENCE AND EXTRAORDINARY EXPENSES												
	A. Extraordinary and Miscellaneous Expenses	RWO-NCR	Shopping / SVP	N/A				GOP	350,000.00	350,000.00		Includes hosting meetings, dialogues with training centers, consultations with PRAs & NGOs, donations and other incidental/contingency expenses

ANNEX A

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office - National Capital Region

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/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
VI. PROFESSIONAL SERVICES												
	A. Consultancy Services (Medical and Legal Retainer)	SBU		January to December 2019				GOP	240,000.00	240,000.00		Medical retainer
VII. GENERAL SERVICES												
	A. Janitorial Services (Utility, Driver, Clerk, Messenger, etc.)	RWO-NCR		January to December 2019				GOP	6,438,600.00	6,438,600.00		Renewal of existing contracts of employees under DBP (Clerical & Drivers)
VIII. REPAIRS AND MAINTENANCE												
	A. Other Machinery and Equipment	RWO-NCR	Shopping / SVP	January to December 2019				GOP	130,000.00	130,000.00		Maintenace cost of various IT equipment at CPDEP and NCR
	B. Other Transportation Equipment	AFD	Direct Contracting / Shopping / SVP	January to December 2019				GOP	450,000.00	450,000.00		Maintenance cost for the major repairs of vehicle (labor and spare parts)
IX. TAXES, INSURANCE PREMIUMS AND OTHER FEES												
	A. Fidelity Bond Premiums	RWO-NCR	NP - Agency to Agency (Sec. 53.5)	N/A				GOP	75,000.00	75,000.00		For renewal and additional SDO & Collecting Officers
	B. Insurance Expenses (Registration of Vehicle / Insurance)	AFD	NP - Agency to Agency (Sec. 53.5)	N/A				GOP	165,000.00	165,000.00		Includes registration of vehicles to LTO, comprehensive insurance of vehicles, and travel insurance of NCR employees on official business
X. OTHER MAINTENANCE AND OPERATING EXPENSES												
	A. Rent/Lease Expenses											
	1. Building and Structures	RWO-NCR	Lease of Real Property & Venue	January to December 2019				GOP	18,840,000.00	18,840,000.00		Includes lease of office and storage space of RWO-NCR (monthly rental, utilities and other related expenses) and training venue located at BDO-Bocobo
	2. Equipment	RWO-NCR	SVP / Public Bidding	January to December 2019				GOP	540,000.00	540,000.00		Includes rental of photocopying machines assigned at AFD, ETU, SBU, PDOS 7th Floor, CPDEP, POEA Satellite Office
	B. Other Subscription Expenses	Office of the Director, AFD & PSD	SVP / Public Bidding	January to December 2019				GOP	46,200.00	46,200.00		Daily newspaper subscriptions
XI. REINTEGRATION SERVICES												
	A. Summer Youth Camp	ETU	Shopping / SVP / Lease of Real Property & Venue	as per schedule				GOP	300,000.00	300,000.00		For the conduct of Learning Support Activity of RWO-NCR Scholars (includes lease of venue and other related expenses)
XII. SOCIO-CULTURAL ACTIVITIES												
	A. Migrant Workers' Day	RU	Shopping / SVP / Lease of Real Property & Venue	May 2019	May 2019	May 2019	May 2019	GOP	1,500,000.00	1,500,000.00		Includes lease of venue, food and other related expenses
	B. Model OFW Family of the Year Awards (MOFYA)	RU	Shopping / SVP / Lease of Real Property & Venue	Sept 2019	Sept 2019	Sept 2019	Sept 2019	GOP	120,000.00	120,000.00		Includes lease of venue, food and other related expenses
	C. OFW Family Day	RU	Shopping / SVP / Lease of Real Property & Venue	Nov 2019	Nov 2019	Nov 2019	Nov 2019	GOP	2,000,000.00	2,000,000.00		Includes lease of venue, food and other related expenses

ANNEX A

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office - National Capital Region

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/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
XIII. CAPITAL OUTLAY												
	A. IT Equipment	RWO-NCR	Shopping / SVP / Public Bidding	January to December 2019				GOP	1,700,000.00		1,700,000.00	Includes 30 units Desktop Computers and 4 units Laptops
	B. Office Equipment not available at PS	RWO-NCR	Shopping / SVP / Public Bidding	January to December 2019				GOP	209,000.00		209,000.00	Includes 2 units Document Scanner, 1 unit Split Type Aircon, 1 unit Paper Shredder and 8 units Lateral Filing Cabinet

Prepared by:

Recommending Approval:

Approved:

39,977,450.00

ROBERT RYAN DC. SISON
BAC Secretariat

MA. TERESA B. CAPA
BAC Chairperson

ATTY. EDELYN A. DUNGAN-CLAUSTRO
Director II, RWO-NCR