



Annual Procurement Plan for FY - 2018

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PHP)		Remarks (brief description of Program/Project)		
				Asst/Post of (B/RE)	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE		CO	
I. Traveling Expenses A. Central Office (Foreign & Local Travel) B. Regional Offices C. Overseas / On-Site Operations	Secretariat/COMABOT RMOs OWOs-OCCS	NP - SVP NP - SVP NP - SVP	As the need arises As the need arises As the need arises	N/A N/A N/A	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	GOP GOP GOP	6,086,000.00 4,665,066.00 24,522,561.00	6,086,000.00 4,665,066.00 24,522,561.00			
II. Communication Services A. Central Office 1. Post-paid & Pre-paid lines (Mobile Phone) 2. Landlines / Trunklines / Internet 3. Two-Way Radio Transceiver 4. Cable TV 5. Private Courier 6. Postage (Metered Machine) 7. Post Office / Lock Box B. Regional Office	EGSD EGSD / MISD EGSD EGSD RMD RMD RMD	Direct Contracting Direct Contracting Direct Contracting Direct Contracting Public Bidding Agency to Agency Agency to Agency	N/A N/A N/A N/A (Newly Awarded) N/A N/A	N/A N/A N/A N/A (Newly Awarded) N/A N/A	January January January January January N/A N/A	January January January January January N/A N/A	January January January January January N/A N/A	GOP GOP GOP GOP GOP GOP GOP	1,100,000.00 3,500,000.00 500,000.00 173,000.00 3,622,000.00 60,000.00 2,000.00	1,100,000.00 3,500,000.00 500,000.00 173,000.00 3,622,000.00 60,000.00 2,000.00	Contract Start at January 2018		
C. Commission on Audit III. Building Maintenance/Office Improvement A. Central Office 1. Pest Control 2. Maintenance of Aircon Units 3. Septic Tank Cleaning/Siphoning 4. Maintenance of Elevators (Bldg 1 & 2) 5. Maintenance Repair/Improvement of Facilities 5.1 Renovation of OWWA Satellite OWWA at POEA Bldg. 5.2 Various Renovation of OWWA Main Office 6. Lease of FAX System- Straight Lease of Hlpan 3800 7. Fire Protection System a. Preventive Maintenance Fire Alarm System b. Refill of Fire Extinguisher 8. Maintenance Sound System and CCTV B. Regional Office	COA	Direct Contracting	N/A	N/A	N/A	N/A	N/A	GOP	40,000.00	40,000.00	Renewal of Contract		
IV. Repair and Maintenance of Motor Vehicles A. Central Office B. Regional Office	EGSD RCCS/RMOs	NP - SVP NP - SVP	As the need arises As the need arises	As the need arises As the need arises	As the need arises As the need arises	As the need arises As the need arises	As the need arises As the need arises	GOP GOP	1,800,000.00 2,556,260.00	1,800,000.00 2,556,260.00			
V. Repair and Maintenance of Office Equipment / Furniture A. Office Equipment / Furniture B. Computer / I.T. Equipment C. FingerScan (3 Machines)	EGSD MSD HRMDO	NP - SVP NP - SVP NP - SVP	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	As the need arises As the need arises As the need arises	GOP GOP GOP	175,000.00 446,000.00 100,000.00	175,000.00 446,000.00 100,000.00			
VI. Office Supplies and Materials A. Central Office 1. Common Office Supplies and Other Supplies a. Common Supplies b. Other Supplies 2. Accountable Forms (Government Official Receipts/Checks) 3. PDOS Materials (AVP/Flyers/Handouts/Certificates) 4. CPDEP Materials a. CPDEP Manual b. CPDEP Certificate of Attendance 5. Reproduction Machine Supplies 6. Gasoline, Oils and Vehicles Supplies 7. Vehicle Tires	PPMD Various Office CASH PDMU PDMU EGSD EGSD EGSD	PS - DBM / Shopping NP - SVP Agency to Agency NP - SVP / Agency to Agency NP - SVP Agency to Agency Direct Contracting / NP - SVP Direct Contracting NP - SVP	Quarterly February May - July March - July February May - July March - July February May - July N/A July	Quarterly February May - July March - July February May - July March - July February May - July N/A July	Quarterly February May - July March - July February May - July March - July February May - July N/A July	Quarterly February May - July March - July February May - July March - July February May - July N/A July	Quarterly March May - July April N/A July	GOP GOP GOP GOP GOP GOP GOP GOP GOP GOP GOP	8,429,300.00 1,078,700.00 2,692,000.00 842,500.00 930,500.00 1,100,000.00 327,000.00 3,500,000.00 285,000.00	8,429,300.00 1,078,700.00 2,692,000.00 842,500.00 930,500.00 1,100,000.00 327,000.00 3,500,000.00 285,000.00			

<p>8. Maintenance Supplies</p> <p>9. Training/Seminar/Planning Workshop Supplies and Materials</p> <p>10. Clinic Supplies</p> <p>B. Regional Office</p> <p>VII. Rentals</p> <p>A. Central Office</p> <p>1. Parking Space</p> <p>2. Rental for Foreign Delegates</p> <p>3. Rental of Photocopier</p> <p>4. Warehouse Rental</p> <p>B. Regional Office</p> <p>C. Overseas Offices</p> <p>1. Office Rental</p> <p>2. Vehicle Rental</p> <p>VIII. Water, Illumination and Power</p> <p>A. Central Office</p> <p>1. Electric Consumption (includes Bldg. 1, Warehouse and NAAI)</p> <p>2. Water Consumption (includes Bldg. 1 and Warehouse)</p> <p>B. Regional Office</p> <p>IX. Overseas Regular MOOE</p> <p>X. Other Services</p> <p>A. Central Office</p> <p>1. Janitorial and Other Support Services</p> <p>- Janitors & Supplies/Clericals/Drivers/Maintenance</p> <p>2. Security Services (3 years contract)</p> <p>3. Registration of Vehicles</p> <p>4. Insurance Premiums of Vehicles</p> <p>5. Consultancy Services</p> <p>a. Engineering Services</p> <p>b. Central Office Consultant</p> <p>B. Regional Office</p> <p>1. Drivers/Janitors/Messengers/Security Services</p> <p>2. Registration / Insurance of Gov't Vehicle</p> <p>3. Repair & Maintenance of Office Equipment / Facilities & Fixtures</p> <p>XI. Information and Publication</p> <p>A. Production / Reproduction & Dissemination of IEC Materials</p> <p>1. Creative Designer/Managing Editor/Event Specialist/Consultant</p> <p>2. Printing/Production/Paraphernalia</p> <p>3. Annual Report 2017 (Service Providers/Consultants)</p> <p>4. OWWA Book (Service Providers/Consultants)</p> <p>B. Social Media / Radio / TV placements</p> <p>1. Newspapers and Tabloid Ads</p> <p>2. Institutional AVP</p> <p>C. Service Provider</p> <p>1. Media Consultant / Contractor</p> <p>2. Institutional AVP Services (GAD, MOFYA, etc.)</p> <p>D. Subscriptions (Newspaper)</p> <p>XII. Capital Outlay</p> <p>A. Central Office</p> <p>1. 2018</p> <p>1.1 Various I.T. Equipment</p> <p>1.2 Various Office Equipment</p> <p>1.3 Other Equipment</p> <p>1.4 Other PPE</p> <p>1.5 Sports Equipment</p> <p>1.6 Installation of Fire Sprinkle System</p> <p>1.7 Communication Equipment (2 way radio)</p> <p>1.8 Medical Equipment</p> <p>1.9 Major Renovation of all Comfort Room (OWWA Main)</p>	EGSD HRMDD HRMDD RMOs	Public Bidding NP - SVP / Shopping NP - SVP NP - SVP / Shopping	June as per schedule Semestral	June as per schedule Semestral	June as per schedule Semestral	July as per schedule Semestral	GOP GOP GOP GOP	1,555,000.00 204,000.00 286,000.00 12,076,770.00	1,555,000.00 204,000.00 286,000.00 12,076,770.00	<p>2nd Year Renewal</p> <p>THU MERALCO THU MWSS</p>
	EGSD EGSD EGSD RMOs OWOs OWOs	NP - SVP NP - SVP NP - SVP NP - SVP NP - SVP NP - SVP	N/A As the need arises March N/A N/A N/A	N/A As the need arises March N/A N/A N/A	January As the need arises March February January	January As the need arises April March January	GOP GOP GOP GOP GOP	1,500,000.00 150,000.00 882,000.00 998,000.00 39,378,467.00	1,500,000.00 150,000.00 882,000.00 998,000.00 39,378,467.00	
	EGSD EGSD EGSD RMOs OWOs OWOs	Direct Contracting Direct Contracting Direct Contracting Direct Contracting NP - SVP NP - SVP	N/A N/A N/A N/A As the need arises	N/A N/A N/A N/A As the need arises	January As the need arises January February January	January As the need arises January March January	GOP GOP GOP GOP GOP	19,000,000.00 6,905,000.00 9,435,249.00 27,979,770.00	19,000,000.00 6,905,000.00 9,435,249.00 27,979,770.00	
	EGSD EGSD EGSD EGSD EGSD	Public Bidding Agency to Agency Agency to Agency Agency to Agency NP - SVP	March N/A N/A N/A N/A	March N/A N/A N/A N/A	March N/A N/A February February	April February March March March	GOP GOP GOP GOP GOP	35,783,000.00 18,993,000.00 200,000.00 500,000.00 270,000.00	35,783,000.00 18,993,000.00 200,000.00 500,000.00 270,000.00	
	RMOs RMOs RMOs	NP - SVP Agency to Agency NP - SVP	As per schedule As per schedule As the need arises	As per schedule As per schedule As the need arises	As per schedule As the need arises As the need arises	As per schedule As the need arises As the need arises	GOP GOP GOP	32,827,762.00 1,076,359.00 1,582,856.00	32,827,762.00 1,076,359.00 1,582,856.00	
	ASMD ASMD ASMD ASMD ASMD	NP - SVP Public Bidding NP - SVP NP - SVP NP - SVP	May April to July February June June	May April to July February June June	June April to July March July July	July April to July April August August	GOP GOP GOP GOP GOP	500,000.00 7,100,000.00 400,000.00 350,000.00	500,000.00 7,100,000.00 400,000.00 350,000.00	
	ASMD ASMD ASMD ASMD ASMD	NP - Sec. 53.6 Media Services NP - Sec. 53.6 Media Services NP - Sec. 53.6 Media Services NP - Sec. 53.6 Media Services NP - Sec. 53.6 Media Services	January to December January to December January to December January to December January to December	January to December January to December January to December January to December January to December	January to December January to December January to December January to December January to December	January to December January to December January to December January to December January to December	GOP GOP GOP GOP GOP	3,500,000.00 550,000.00 450,000.00 480,000.00 375,000.00	3,500,000.00 550,000.00 450,000.00 480,000.00 375,000.00	
	ASMD ASMD ASMD ASMD ASMD	Public Bidding NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP	March March March March March	March March March March March	April April April April April	May April April April April	GOP GOP GOP GOP GOP	4,720,000.00 281,000.00 771,000.00 150,000.00 150,000.00	4,720,000.00 281,000.00 771,000.00 150,000.00 150,000.00	
	ASMD ASMD ASMD ASMD ASMD	Public Bidding NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP NP - Sec. 53.9 SVP	March March March March March	March March March March March	April April April April April	April April April April April	GOP GOP GOP GOP GOP	15,000,000.00 440,000.00 15,000,000.00 85,000.00 20,000.00	15,000,000.00 440,000.00 15,000,000.00 85,000.00 20,000.00	
	HRMDD EGSD	NP - Sec. 53.9 SVP Public Bidding	March April	March April	April April	June	GOP GOP	23,100,000.00	23,100,000.00	

	<p>2. 2017 Unutilized</p> <ul style="list-style-type: none"> 1.1 Various I.T. Equipment 1.2 Motor Vehicles 1.3 Passenger Elevator including installation 1.4 Office Equipment and IT Maintenance Equipment 1.5 Other PPE including Savings 	Various Office EGSD EGSD Various Office Various Office	Public Bidding Public Bidding Public Bidding NP - Sec 53.9 SVP NP - Sec 53.9 SVP	March March March March As Scheduled	March March March March As Scheduled	April April April April As Scheduled	May May May May As Scheduled	GOP GOP GOP GOP GOP	3,537,000.00 9,020,000.00 15,000,000.00 500,000.00 1,567,182.00	3,537,000.00 9,020,000.00 15,000,000.00 500,000.00 1,567,182.00	Re-Bidding Newly Awarded Existing Re-Bidding
	<p>B. Regional Office</p> <ul style="list-style-type: none"> 1. 2018 C. Overseas 1. 2018 	RWOs OWOs	NP - SVP NP - SVP	As Scheduled As Scheduled	As Scheduled As Scheduled	As Scheduled As Scheduled	As Scheduled As Scheduled	GOP GOP	6,740,000.00 9,561,370.00	6,740,000.00 9,561,370.00	
	<p>XIII. IT Resource Requirements</p> <p>A. Internet Services</p> <ul style="list-style-type: none"> 1. 50Mbps Leased Line (Existing) 2. 10Mbps Leased Line (for secondary internet source) 3. 6Mbps Lease Line (for use in implementing PDOS on-line) 4. Broadband (Central Office & N/A Terminal) (existing) 5. Internet Connection (QWWA Collection Unit at POEA) <p>B. Cloud Computing Services</p> <p>C. Upgraded Firewall</p> <p>D. Consultancy Services</p> <ul style="list-style-type: none"> 1. ICT Strategic Consultant 2. Computer Programmer / System Analyst 3. Network Specialist E. Idle OFW Card Printing 	MISD MISD MISD MISD MPC MISD MISD MISD MISD MISD MISD MISD	Direct Contracting Direct Contracting Direct Contracting Direct Contracting Direct Contracting Direct Contracting Public Bidding Sec 53.7 Highly Technical Consultant Sec 53.7 Highly Technical Consultant Sec 53.7 Highly Technical Consultant Agency to Agency	N/A N/A N/A N/A N/A N/A March March January January January July N/A	N/A N/A N/A N/A N/A N/A March March January January January July February	N/A N/A N/A N/A N/A N/A March April January January January August February	N/A N/A N/A N/A N/A N/A April April January January January July February	GOP GOP GOP GOP GOP GOP GOP GOP GOP GOP GOP GOP	1,920,000.00 780,000.00 300,000.00 122,000.00 600,000.00 1,500,000.00 1,200,000.00 360,000.00 420,000.00 180,000.00 50,000,000.00	1,920,000.00 780,000.00 300,000.00 122,000.00 600,000.00 1,500,000.00 1,200,000.00 360,000.00 420,000.00 180,000.00 50,000,000.00	Newly Awarded Newly Awarded Existing Existing
	<p>XIV. Quality Management System</p> <p>Transition from ISO 9001:2008 to 9001:2015</p>	QMS/OQA	Sec 53.10 Lease of Venue / Sec 53.7 Highly Technical Consultant	As Scheduled	As Scheduled	As Scheduled	As Scheduled	GOP	440,000.00	440,000.00	
	<p>XV. Various Trainings/ Seminar Expenses</p> <p>A. Professional Development Program</p> <p>B. Socio Cultural Activities</p> <ul style="list-style-type: none"> 1. In-Country a. Central Office b. Regional Office 2. On-Site C. Overseas Training for WEOIs and AS 	HRMDO ROCS RWOs OWOs OOCs	Sec 53.10 Lease of Venue / Sec 53.7 Highly Technical Consultant Sec 53.10 Lease of Venue Sec 53.10 Lease of Venue Sec 53.10 Lease of Venue Sec 53.10 Lease of Venue	As Scheduled As Scheduled As Scheduled As Scheduled As Scheduled	As Scheduled As Scheduled As Scheduled As Scheduled As Scheduled	As Scheduled As Scheduled As Scheduled As Scheduled As Scheduled	As Scheduled As Scheduled As Scheduled As Scheduled As Scheduled	GOP GOP GOP GOP GOP	4,127,000.00 8,095,000.00 10,760,000.00 3,935,750.00 1,500,000.00	4,127,000.00 8,095,000.00 10,760,000.00 3,935,750.00 1,500,000.00	
	<p>XVI. PLANNING WORKSHOP/BUDGET EXERCISE (QWWA Wide & Participation to DOLE Corplan)</p> <p>A. Year-End Planning Activity</p> <p>B. Mid-Year Performance Assessment</p>	Secretariat Secretariat	NP-Sec. 53.10 Lease of Venue NP-Sec. 53.10 Lease of Venue	December July	December July	December August	December August	GOP GOP	465,000.00 465,000.00	465,000.00 465,000.00	

Prepared by

Atty. LLEWELYN D. PEREZ
Director II, General Administrative Service
Head, BAC Secretariat

Reviewed by:

Angela
ANICETA G. DEUNA
Director II, Financial Management Service
Member BAC

Recommending Approval:

Josefina Torres
JOSEFINO I. TORRES
Deputy Administrator for Administrative and Finance
Chairman, Bids and Awards Committee

Approved by

HANS LEO J. CACDACC
Administrator
Head of Procuring Entity

GRAND TOTAL: 543,748,666.00