

ANNEX A

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office - National Capital Region

Annual Procurement Plan for FY 2020

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											
50201010-00	A. Staff Development Training of RWO-NCR	AFD	NP-53.10 Lease of Real Property and Venue	N/A	N/A	Apr-20	Apr-20	GOP	350,000.00	350,000.00		Includes Lease of Venue for the Staff Development Training of RWO-NCR and procurement of materials relative thereto
50201010-00	B. Various Trainings/Seminars for RWO-NCR Employees	AFD	NP-53.10 Lease of Real Property and Venue	as per schedule	as per schedule	as per schedule	as per schedule	GOP	160,000.00	160,000.00		Includes Lease of Venue for the conduct of various trainings/seminars for RWO-NCR employees and procurement of materials relative thereto
	II. SUPPLIES AND MATERIALS EXPENSES											
50203010-00	A. Common Office Supplies and Materials for the 1st Quarter of CY 2020	AFD	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	GOP	739,262.50	739,262.50		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-00	B. Common Office Supplies and Materials for the 2nd Quarter of CY 2020	AFD	NP-53.9 - Small Value Procurement	20-Apr	N/A	20-May	20-May	GOP	739,262.50	739,262.50		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-00	C. Common Office Supplies and Materials for the 3rd Quarter of CY 2020	AFD	NP-53.9 - Small Value Procurement	20-Jul	N/A	20-Jul	20-Jul	GOP	739,262.50	739,262.50		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-00	D. Common Office Supplies and Materials for the 4th Quarter of CY 2020	AFD	NP-53.9 - Small Value Procurement	20-Oct	N/A	20-Oct	20-Oct	GOP	739,262.50	739,262.50		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203020-00	E. Accountable Forms Expenses	AFD-Cash Unit	NP-53.5 Agency-to-Agency	N/A	N/A	20-May	20-May	GOP	207,000.00	207,000.00		Continuous form checks (refer to APP-CSE for office supplies)
50203070-00	F. Drugs and Medicines Expenses for 1st Semester of CY 2020	AFD / CPDEP	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	GOP	12,000.00	12,000.00		refer to APP-CSE for office supplies
50203070-00	G. Drugs and Medicines Expenses for 2nd Semester of CY 2020	AFD / CPDEP	NP-53.9 - Small Value Procurement	20-Jun	N/A	20-Jul	20-Jul	GOP	12,000.00	12,000.00		refer to APP-CSE for office supplies
50203090-00	H. Fuel, Oil and Lubricant Expenses	AFD	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	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
	III. COMMUNICATION EXPENSES											
50205010-00	A. Postage and Courier Services	AFD	NP - Agency to Agency (Sec. 53.5)	as the need arises	as the need arises	as the need arises	as the need arises	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
50205030-00	B. Upgrading of Internet Connection of RWO-NCR	AFD	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	GOP	720,000.00	720,000.00		For access and verification of membership records and program availments of client OFWs and families
	IV. GENERAL SERVICES											
50212020-00	A. Janitorial and Other Support Services	AFD	Competitive Bidding	20-Feb	20-Feb	20-Mar	20-Mar	GOP	6,438,600.00	6,438,600.00		Includes janitors, drivers, office clerks

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	V. REPAIRS AND MAINTENANCE											
50213050-99	A. Repair of Various Machinery and Equipment of RWO-NCR	AFD	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GOP	130,000.00	130,000.00		Maintenace cost of various IT equipment at CPDEP and NCR
50213060-01	B. Repair of Motor Vehicle of RWO-NCR	AFD	NP-53.9 - Small Value Procurement	as the need arises	as the need arises	as the need arises	as the need arises	GOP	450,000.00	450,000.00		Maintenance cost for the major repairs of vehicle (labor and spare parts)
	VI. OTHER MAINTENANCE AND OPERATING EXPENSES											
	A. Rent/Lease Expenses											
50299050-01	1. Lease of Office Space of RWO-NCR	AFD	NP-53.10 Lease of Real Property and Venue	20-Jan	N/A	20-Feb	20-Feb	GOP	8,782,080.00	8,782,080.00		Includes lease of office space of RWO-NCR (monthly rental, utilities and other related expenses)
50299050-01	2. Lease of Venue for PDOS Trainees	PSD / PDOS	NP-53.10 Lease of Real Property and Venue	20-Jan	N/A	20-Feb	20-Feb	GOP	1,797,120.00	1,797,120.00		Includes lease of venue located at BDO Bocobo for PDOS Trainees
50299050-04	3. Rental of Photocopying Machines of RWO-NCR	AFD	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	GOP	540,000.00	540,000.00		Includes rental of photocopying machines assigned at AFD, ETU, SBU, PDOS 7th Floor, CPDEP, POEA Satellite Office
50299070-00	B. Other Subscription Expenses	Office of the Director, AFD & PSD	NP-53.9 - Small Value Procurement	20-Feb	N/A	20-Mar	20-Mar	GOP	46,200.00	46,200.00		Daily newspaper subscriptions
	VII. REINTEGRATION SERVICES											
50299050-01	A. Lease of Venue for the Conduct of Learning Support Activity for RWO-NCR Scholars	ETU	NP-53.10 Lease of Real Property and Venue	as per schedule	as per schedule	as per schedule	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)
	VIII. SOCIO-CULTURAL ACTIVITIES											
50299990-02-71	A. Lease of Venue for the Holding of Migrant Workers' Day	RU	NP-53.10 Lease of Real Property and Venue	Apr-20	N/A	May-20	May-20	GOP	200,000.00	200,000.00		Lease of Venue for the Holding of Migrant Workers' Day
50299990-02-71	B. Supply and Delivery of Food for the VIP Guests and Participants of Migrant Workers' Day	RU	NP-53.9 - Small Value Procurement	Apr-20	N/A	May-20	May-20	GOP	600,000.00	600,000.00		Food for the VIP Guests and Participants of Migrant Workers' Day
50299990-02-78	C. Lease of Venue for the Holding of the Model OFW Family of the Year Awards - Regional Awarding Ceremony	RU	NP-53.10 Lease of Real Property and Venue	20-Aug	N/A	Sept 2020	Sept 2020	GOP	100,000.00	100,000.00		Lease of Venue for the Holding of the Model OFW Family of the Year Awards - Regional Awarding Ceremony
50299990-02-72	D. Lease of Venue for the Holding of OFW Family Day	RU	NP-53.10 Lease of Real Property and Venue	Nov 2020	N/A	Nov 2020	Nov 2020	GOP	200,000.00	200,000.00		Lease of Venue for the Holding of OFW Family Day
50299990-02-72	E. Supply and Delivery of Food for the VIP Guests and Participants of OFW Family Day	RU	NP-53.9 - Small Value Procurement	Nov 2020	N/A	Nov 2020	Nov 2020	GOP	845,000.00	845,000.00		Food for the VIP Guests and Participants of OFW Family Day
	IX. CAPITAL OUTLAY											
10605030-00	A. Supply and Delivery of ICT Equipment of RWO-NCR	AFD	Competitive Bidding	20-Aug	N/A	20-Sep	20-Sep	GOP	1,700,000.00		1,700,000.00	Includes 30 units Desktop Computers and 4 units Laptops

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27,267,050.00