

## Procurement Form No.2

Procuring Entity/Units: OVERSEAS WORKERS WELFARE ADMINISTRATION-CORDILLERA ADMINISTRATIVE REGION  
Calendar Year: 2020

[illegible]

Prepared by:

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## (OVERSEAS WORKERS WELFARE ADMINISTRATION-CORDILLERA ADMINISTRATIVE REGION) Annual Procurement Plan for FY 2020

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. Training Expenses (Meals/Venue/Supplies)												
	Capacity Building for OFCs:												
	a. Values Formation	All Provinces	No	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter		208,055.93		208,055.93	To be scheduled Quarterly
	b. Financial Literacy	All Provinces	NO	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter		334,695.90		334,695.90	To be scheduled Quarterly
	c. Organizational Development Training	All Provinces	NO	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter		455,700.00		455,700.00	To be scheduled Quarterly
	d. EEDT	All Provinces	NO	NP-53.9 - Small Value Procurement	1st Month of the 2nd Quarter	1st Month of the 2nd Quarter	1st Month of the 2nd Quarter	1st Month of the 2nd Quarter		935,000.00		935,000.00	To be scheduled on the 2nd Quarter of 2020
	e. Capacity Building for Partners	All Provinces	NO	NP-53.9 - Small Value Procurement	1st Month of the 4th Quarter	1st Month of the 4th Quarter	1st Month of the 4th Quarter	1st Month of the 4th Quarter		950,000.00		950,000.00	To be scheduled on the 4th Quarter of 2020
	II. Utilities												
	Water Expense	R.O.	NO	NP-53.5 Agency-to-Agency	N/A	N/A			Others	92,185.00	92,185.00		Baguio Water District, Inc.
	Electricity Expense	R.O.	NO	NP-53.5 Agency-to-Agency	N/A	N/A			Others	369,049.00	369,049.00		Baguio-Benguet Electric Cooperative
	Repairs and Maintenance-Motor Vehicles	R.O.	no	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	Others	152,172.20	152,172.20		To be scheduled Quarterly
	III. Communication Expenses												
	Postage and Courier Services	R.O.	NO	NP-53.2 Emergency Cases	N/A	N/A			Others	39,413.00	39,413.00		Post Office and courier services such as LBC, JRS Express and Bus Companies (Partas, Florida, GL Trans, GMW, Rising Sun)
	Telephone Expenses- Mobile	R.O.	NO	Direct Contracting	N/A	N/A			Others	184,473.00	184,473.00		Renewal (Globe/Smart)



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					Advertisement/ Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Telephone Expenses- Landline	R.O.	NO	Direct Contracting	N/A	N/A			Others	18,457.60	18,457.60		Renewal (PLDT)
	Telephone Expenses- Internet	R.O.	NO	Direct Contracting	N/A	N/A			Others	164,725.00	164,725.00		Renewal (PLDT)
	Cable, Telegraph and Radio Expense	R.O.	NO	Direct Contracting	N/A	N/A			Others	18,457.60	18,457.60		
	IV.a. Building Maintenance/Office Improvement	RO	NO	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	Others	83,028.30	83,028.30		To be scheduled Quarterly
	b. Manufacture and Installation of Glass and Aluminum Wall	RO	YES	NP-53.9 - Small Value Procurement	Jan-20				Others	190,000.00	190,000.00		Enclosure of new Office Space
	V. Rents-Buildings and Structures	R.O.	YES	NP-53.10 Lease of Real Property and Venue	07-Jan-20	15-Jan-20	22-Jan-20	29-Jan-20	Others	3,000,000.00	3,000,000.00		New Lease of Office Space
	VI. Fidelity Bond Premiums	Regular Officers	NO	NP-53.5 Agency-to-Agency	N/A	N/A			Others	43,136.40	43,136.40		Renewal with Buereu of Treasury
	VII. Supplies and Materials												
	a. Office Supplies Expenses	R.O.	NO	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	Others	565,967.41	565,967.41		To be scheduled Quarterly
	b. Other Supplies and Materials Expense	R.O.	NO	NP-53.9 - Small Value Procurement	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	1st Month of the Quarter	Others	120,741.50	120,741.50		To be scheduled Quarterly
	VIII. Staff Development (Venue/Meals/Supplies)	R.O.	NO	NP-53.9 - Small Value Procurement	1st Month of 4th Quarter	1st Month of 4th Quarter	1st Month of 4th Quarter	1st Month of 4th Quarter	Others	135,168.00	135,168.00		To be scheduled on 4th Quarter 2020
	IX. Other Services												
	a. Registration/Insurance of Government Vehicles	R.O.	NO	NP-53.5 Agency-to-Agency	N/A	N/A			Others	78,712.60	78,712.60		Renewal with GSIS
	b. Repairs and Maintenance- Office Equipment	R.O.	No	NP-53.9 - Small Value Procurement	N/A	N/A			Others	164,985.40	164,985.40		As need arises
	c. Gasoline, Oil and Lubricants Expenses	R.O.	NO	Direct Contracting	N/A	N/A			Others	335,182.60	335,182.60		Renewal with Triple One Gasoline Station



