

**OVERSEAS WORKERS WELFARE ADMINISTRATION**

Regional Welfare Office XI

Davao City

**Annual Procurement Plan for FY 2021**

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 IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	MAINTENANCE & OTHER OPERATING EXPENSES											
	Travelling Expenses											
	a. Foreign Travel	RWO XI										
	b. Local Travel	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	1,312,200.00	1,312,200.00		
	Training and Scholarship Expense											
	a. Training Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	200,000.00	200,000.00		
	b. Scholarship Grants/Expenses	RWO XI							-	-		
	Supplies and Materials Expenses											
	a. Office Supplies Expenses	RWO XI	Procurement Service(PS)/SVP/Shopping (Sec. 52.1b)	N/A	N/A	N/A	N/A	GOP	890,420.00	890,420.00		
	additional supplies:											
	1 unit Bundy Clock	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	10,000.00	10,000.00		
	1 unit Biometric	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	15,000.00	15,000.00		
	20 piece Cabinet with Swing Door	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	200,000.00	200,000.00		
	6 piece 5 Layer Steel Filing Shelves (closed end)	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	48,000.00	48,000.00		
	12 piece 4 Drawer Steel Filing Cabinet	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	106,000.00	106,000.00		
	6 units Computer Monitor 22.5"	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	36,000.00	36,000.00		
	1 unit Television 40"	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	15,000.00	15,000.00		
	2 units Water Dispenser	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	14,000.00	14,000.00		
	1 piece Brochure Stand 5 Layer Shelf Type	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	8,000.00	8,000.00		
	20 pieces Visitors Chair	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	70,000.00	70,000.00		
	7 piece Office Table	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	42,000.00	42,000.00	1,456,420.00	
	b. Accountable Forms Expenses											
	c. Non-Accountable Forms Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	20,000.00	20,000.00		
	d. Drugs and Medicines Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	10,000.00	10,000.00		
	e. Fuel and Lubricants Expenses	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	372,480.00	372,480.00		
	f. Other Supplies and Materials Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	80,000.00	80,000.00		
	g. Food Supplies	RWO XI										
	Utility Expenses											
	a. Water Expenses	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	391,000.00	391,000.00		
	b. Electricity Expenses	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	936,000.00	936,000.00		
	Communication Expenses											
	a. Postage and Courier Services	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	60,000.00	60,000.00		
	b. Mobile	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	92,800.00	92,800.00		
	c. Landline	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	80,000.00	80,000.00		
	d. Internet Subscription Expenses	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	360,000.00	360,000.00		

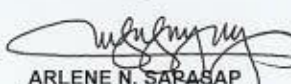
e. Cable, Satellite, Telegraph and Radio Expenses	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	13,200.00	13,200.00		
<b>Confidential, Intelligence and Extraordinary Expenses</b>	RWO XI										
a. Extraordinary and Miscellaneous Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	189,760.00	189,760.00		
								-			
<b>Professional Services</b>								-			
a. Auditing Services	RWO XI							-			
b. Consultancy Services (Medical and Legal Retainer)	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	240,000.00	240,000.00		
c. Other Professional Services	RWO XI							-			
								-			
<b>General Services</b>								-			
a. Janitorial Services (Utility, Driver, Clerk, Messenger, etc)	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	461,160.00	461,160.00		
b. Security Services	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	344,820.00	344,820.00		
								-			
<b>Repairs and Maintenance</b>								-			
a. Repairs and Maintenance-Buildings and other Structures	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	250,000.00	250,000.00		
b. Other Machinery and Equipment	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	120,200.00	120,200.00		
c. Other Transportation Equipment	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	113,300.00	113,300.00		
								-			
<b>Financial Assistance/Subsidy</b>								-			
a. Subsidies-Others	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	-			
								-			
<b>Taxes, Insurance Premiums and Other Fees</b>								-			
a. Taxes, Duties and Licenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	66,818.70	66,818.70		
b. Fidelity Bond Premiums	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	64,194.58	64,194.58		
c. Insurance Expenses (Registration of Vehicle/Insurance)	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	81,800.00	81,800.00		
								-			
<b>Other Maintenance and Operating Expenses</b>								-			
a. Advertising Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	18,000.00	18,000.00		
b. Printing and Publication Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	20,000.00	20,000.00		
c. Representation Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	50,000.00	50,000.00		
d. Rent/Lease Expenses								-			
-Building and Structures	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	4,038,300.00	4,038,300.00		
-Motor Vehicle								-			
-Equipment	RWO XI	Direct Contracting	N/A	N/A	N/A	N/A	GOP	54,000.00	54,000.00		
e. Other Subscription Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	31,875.50	31,875.50		
f. Donations								-			
g. Other Maintenance and Operating Expenses								-			
h. Transportation and Delivery Expenses	RWO XI	Shopping/SVP	N/A	N/A	N/A	N/A	GOP	6,000.00	6,000.00		
								-			
<b>Financial Charges</b>								-			
a. Bank Charges								17,220.00	17,220.00		
								-			
<b>CAPITAL OUTLAY</b>								-			
3 units Desktop Computers	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	165,000.00		165,000.00	
1 unit Camera	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	70,000.00		70,000.00	
3 units Laptop	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	150,000.00		150,000.00	
1. unit Projector	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	35,000.00		35,000.00	

1 unit Heavy Duty Shredder machine	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	60,000.00		60,000.00
1 unit CCTV	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	25,000.00		25,000.00
1 unit Floor Mounted Aircon	RWO XI	Shopping/SVP	04/15/20	04/30/20	05/15/20	05/31/20	GOP	115,000.00		115,000.00
1 piece 16 seater Conference Table	RWO XI	Shopping/SVP	04/15/19	04/30/19	05/15/19	05/31/19	GOP	35,000.00		35,000.00
1 unit Television 60"	RWO XI	Shopping/SVP	04/15/19	04/30/19	05/15/19	05/31/19	GOP	60,000.00		60,000.00
<b>Socio-Cultural Activities</b>										
-National Sefarer's Day	RWO XI	Shopping/SVP	09/01/20	09/05/20	09/15/20	09/15/20	OWWA FUNDS	35,000.00	35,000.00	
-Migrant Workers Day	RWO XI	Shopping/SVP	06/01/20	06/05/20	06/07/20	06/07/20	OWWA FUNDS	245,000.00	245,000.00	
-Model OFW Family of the Year Award (MOFYA)	RWO XI	Shopping/SVP	10/01/20	10/15/20	10/15/20	10/15/20	OWWA FUNDS	180,000.00	180,000.00	
-OFW Family Day	RWO XI	Shopping/SVP	12/01/20	12/06/20	12/06/20	12/06/20	OWWA FUNDS	400,000.00	400,000.00	
-Labor Day Celebration	RWO XI	Shopping/SVP	04/25/20	04/28/20	04/28/20	04/28/20	OWWA FUNDS	12,900.00	12,900.00	
<b>TOTAL</b>								<b>13,139,448.78</b>	<b>12,424,448.78</b>	<b>2,171,420.00</b>

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**DEFINITION**

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including:
5. **Schedule for Each Procurement Activity** - Major procurement activities
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund

Remarks  
 Programs and projects should be

7. **Estimated Budget** - Agency approved estimate of project/program costs

Breakdown into mooe and co for tracking purposes; aligned with budget documents

8. **Remarks** - brief description of program or project

Any remark that will help GPPB track programs and projects