

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office VI

3rd Floor, Robinsons Place Iloilo, Iloilo City

Annual Procurement Plan for FY 2021 (non-CSE)

Code (PAP)	Procurement Program/Activity/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Total	Estimated Budget (PhP)		CO	Remarks (brief description of Program/Project)
				Pre-Proc Conference	Ads/Post of IABE	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion			Acceptance/ Turnover	Program & Services		
A. TRAVEL																				
a.1	Local Travel	Office - Admin/Program	Alternative (Small Value)													GAA	742,500.00	742,500.00		Ticket(s) in Transportation of OWWA Officials/Employees during seminars/trainings. Travel to satellite office in Bacolod. Per EO 77 increased in DTE.
B. TRAINING AND SCHOLARSHIP EXPENSES																				
b.1	Training Expenses	Office - Admin/Program	Alternative (Small Value)													GAA	326,700.00	326,700.00		For staff training/seminar and scholars counseling, values re-orientation training which include trainers fees, venues, and materials in Iloilo and Bacolod. Per EO 77 increased in DTE.
C. SUPPLIES AND MATERIALS EXPENSES																				
c.1	Office Supplies Expenses	Office - Admin/Program	Alternative (Small Value)							January 2021 and June 2021						GAA	780,489.52	780,489.52		Purchase of Common-Use Supplies and Equipment for FY 2021 (APP-CSE)
c.2	Fuel, Oil and Lubricants Expenses	Office - Admin/Program	Alternative (Small Value)							January 2021 and June 2021						GAA	325,028.00	325,028.00		Repatriation of OFWs, Balik Pinas Balik Hanap Buhay Evaluation in Panay and Negros Occidental.
D. UTILITY EXPENSES																				
d.1	Water Expenses	Office - Admin/Program	Renewal of Existing Contract							with Hydro Bien Water Station						GAA	120,000.00	120,000.00		Includes drinking water for clients.
d.2	Electricity Expenses	Office - Admin/Program	Renewal of Existing Contract							with Robinsons Land Corporation (Mall)						GAA	550,000.00	550,000.00		
E. COMMUNICATION EXPENSES																				
e.1	Postage and Courier Services	Office - Admin/Program	Renewal of Existing Contract / Alternative (Small Value)							with JRS						GAA	110,000.00	110,000.00		Includes satellite office in Bacolod
e.2	Mobile	Office - Admin/Program	Renewal of Existing Contract							with GLOBE						GAA	132,000.00	132,000.00		OWWA Hotline for Iloilo and Bacolod
e.3	Landline	Office - Admin/Program	Renewal of Existing Contract							with GLOBE and PLDT						GAA	198,000.00	198,000.00		Iloilo and Bacolod
e.4	Internet Subscription Expenses	Office - Admin/Program	Renewal of Existing Contract							with GLOBE						GAA	143,000.00	143,000.00		Iloilo and Bacolod
F. CONFIDENTIAL, INTELLIGENCE AND EXTRAORDINARY EXPENSES																				
f.1	Extraordinary and Miscellaneous Expenses	Office - Admin/Program	Alternative (Small Value)													GAA	127,050.00	127,050.00		
G. PROFESSIONAL SERVICE																				
g.1	Consultancy Services	Office - Admin/Program	Renewal of Existing Contract							with DR. FRED P. GUILLERGAN						GAA	240,000.00	240,000.00		Medical Retainer
H. MAINTENANCE																				
h.1	Repairs and Maintenance-Buildings and Other Structures	Admin.	Renewal of Existing Contract							with Robinsons Land Corporation Contractor						GAA	250,000.00	250,000.00		Office repair and improvement
h.2	Other Machinery and Equipment	Admin.	Alternative (Small Value)							with EPSON SERVICE CENTER and UBIX CORPORATION						GAA	150,000.00	150,000.00		Repair and maintenance of printers and photo copiers.
h.3	Other Transportation Equipment	Admin.	Alternative (Small Value)							with TOYOTA, CROSSWIND and ISUZU						GAA	600,000.00	600,000.00		Maintenance service for motor vehicle
I. TAXES, INSURANCE PREMIUMS AND OTHER FEES																				
i.1	Taxes, Duties and Licenses	Office - Admin/Program	Renewal of Existing Contract							with BIR						GAA	6,600.00	6,600.00		Vehicle License
i.2	Fidelity Bond Premiums	Office - Admin/Program	Renewal of Existing Contract							with Bureau of TREASURY						GAA	38,500.00	38,500.00		
i.3	Insurance Expenses	Office - Admin/Program	Renewal of Existing Contract							with GSIS						GAA	65,040.00	65,040.00		For 3 Vehicles
J. RENTALS																				
e.1	Rent/Lease Expenses	Admin.	Renewal of Existing Contract							with Robinsons Land Corporation						GAA	2,426,160.00	2,426,160.00		Rental of Office Building and OSSCO with possible additional area expansion for new programs (Rebate)

e.2	Other Subscription Expenses	Admin.	Renewal of Existing Contract	with J. LANZ ENTERPRISE										GAA	17,050.00		17,050.00		Subscription of Newspaper and Magazines for the OWWA RWO6 Office for one (1) Year.						
K. TRAINING AND SEMINARS																									
k.1	PDOS training for OFWs	Program Division	Alternative (Small Value)	schedule every Tuesday and Thursday										OWWA FUND	108,900.00	108,900.00									
k.2	Language Training and Culture Familiarization for OFWs.	Program Division	Renewal of Existing Contract	schedule every week with Maryluth Supresencia (Cantonese), Nor'alia Mayo (Arabic)										OWWA FUND	871,200.00	871,200.00			Additional Language Training (Mandarin)						
k.3	Reintegration Services for OFCs	Program Division	Alternative (Small Value)	depends on the OFC's available schedule										OWWA FUND	2,891,900.00	2,891,900.00			Capability Training of OFCs						
k.4	Parent-Scholar Orientation	Program Division	Alternative (Small Value)											OWWA FUND	66,550.00	66,550.00									
k.5	Summer Youth Camp	Program Division	Alternative (Small Value)											OWWA FUND	133,100.00	133,100.00									
k.6	Enterprise Development & Loan Program - EDT	Program Division	Alternative (Small Value)											OWWA FUND	677,600.00	677,600.00									
k.7	Financial Literacy	Program Division	Alternative (Small Value)											OWWA FUND	220,000.00	220,000.00									
k.8	Reintegration Counseling	Program Division	Alternative (Small Value)											OWWA FUND	110,000.00	110,000.00									
k.9	Livelihood Support for Families of Deceased OFWs (ELAP - Livelihood)	Program Division	Alternative (Small Value)											OWWA FUND	2,640,000.00	2,640,000.00									
k.10	Info Caravan on Reintegration	Program Division	Alternative (Small Value)											OWWA FUND	254,100.00	254,100.00									
k.11	Fora/Conference	Program Division	Alternative (Small Value)											OWWA FUND	298,870.00	298,870.00									
k.12	Market Places Events	Program Division	Alternative (Small Value)											OWWA FUND	220,000.00	220,000.00									
k.13	IT Training for OFWs	Program Division	Alternative (Small Value)	everyday Monday to Friday										OWWA FUND	350,000.00	350,000.00			For the repair, upgrade and maintenance of Desktop Computers.						
L. OTHER SERVICES																									
l.1	Job Orders (Driver, Janitors, Messenger, Security, LCOs, Clerks)	Admin	Renewal of Existing Contract																	GAA	5,465,304.00		5,465,304.00		For 26 Job Order Personnel. Plus 20% additional for SSS, Pag-IBIG, PhilHealth Premiums.
l.2	Bank Charges	Admin.	Direct Contracting																	GAA	25,000.00		25,000.00		
M. OTHER PROJECTS																									
m.1	National Seafarer's Day	Program Division	Alternative (Small Value)	every June 2021										OWWA FUND	50,000.00	50,000.00									
m.2	Migrant Workers Day	Program Division	Alternative (Small Value)	every June 2021										OWWA FUND	400,000.00	400,000.00			For Food Coupon at Php 120.00 each per participants. Expected participants for Iloilo is 2,000 pax and for Bacolod is 2,000 pax.						
m.3	OFW Family Day	Program Division	Alternative (Small Value)	every December 2021										OWWA FUND	500,000.00	500,000.00			For Food Coupon at Php 100.00 each per participants. Expected participants for Iloilo is 2,500 pax and for Bacolod is 2,500 pax.						
m.4	Search for Model OFW of the Year Award	Program Division	Alternative (Small Value)	every Septmber 2021										OWWA FUND	100,000.00	100,000.00			For Venue, Accommodation and Tokens for OFWs Participants during the Regional Awarding Ceremony.						
m.5	Labor Day Celebration	Program Division	Alternative (Small Value)	every May 1, 2021										OWWA FUND	15,000.00	15,000.00									
O. CAPITAL OUTLAY																									
o.1	Purchase of Two (2) Unit of Laptop	Program Division	Alternative (Small Value)	March 01, 2021										GAA	80,000.00		80,000.00		For Reintegration Program (Iloilo and Bacolod)						
o.2	Purchase of Five (5) unit of Desktop Computer	Office - Admin/Program	Alternative (Small Value)	March 01, 2021										GAA	225,000.00		225,000.00		3 for Programs, 2 for Accounting						
o.3	Digital Duplicator (Risograph)	Office - Admin/Program	Alternative (Small Value)	March 01, 2021										GAA	150,000.00		150,000.00		for production of Office forms and flyers.						
o.4	Purchase of two (2) Printer (Multi-Function)	Program Division	Alternative (Small Value)	March 01, 2021										GAA	30,000.00		30,000.00								
o.5	Purchase of two (2) Printer (Dot-Matrix, Ribbon)	Office	Alternative (Small Value)	March 01, 2021										GAA	30,000.00		30,000.00		For Cashier in Iloilo and Bacolod						
												23,260,641.52		9,907,220.00	12,838,421.52	515,000.00									

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Prepared/Consolidated by:


RICKY P. CORDOVA
 Member, BAC

Recommending Approval:


SARA P. TOGONON
 Chairman, BAC

Approved by:


RIZZA JOY M. MOLDES
 Officer in Charge

Date: **DECEMBER 1, 2020**