

(OVERSEAS WORKERS WELFARE ADMINISTRATION-CORDILLERA ADMINISTRATIVE REGION) Annual Procurement Plan for FY 2021

| 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 | |
| | Family Development Support Program (Meals/Venue/Supplies) | | | | | | | | | | | | |
| | a. Monitoring of OFCs | | NO | NP-53.9 - Small Value Procurement | Quarterly | Quarterly | Quarterly | Quarterly | | 231,000.00 | | 231,000.00 | |
| | b. CWWA Program Orientation | | NO | NP-53.9 - Small Value Procurement | Quarterly | Quarterly | Quarterly | Quarterly | | 216,000.00 | | 216,000.00 | |
| | c. Formation of Scholars Organization | All Provinces | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 50,000.00 | | 50,000.00 | |
| | d. OFC Formation | All Provinces | NO | NP-53.9 - Small Value Procurement | | | | | | 360,000.00 | | 360,000.00 | |
| | e. Capacity Building for OFCs | | | | | | | | | | | | |
| | * Values Formation & Financial Literacy | All Provinces | NO | NP-53.9 - Small Value Procurement | Quarterly | Quarterly | Quarterly | Quarterly | | 266,535.64 | | 266,535.64 | |
| | * Organizational Development Training | All Provinces | NO | NP-53.9 - Small Value Procurement | 3rd Quarter | 3rd Quarter | 3rd Quarter | 3rd Quarter | | 295,000.00 | | 295,000.00 | |
| | Search for Empowered Juniags (Women's Celebration) | Eagudo-Benguet | NO | NP-53.9 - Small Value Procurement | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | | 100,000.00 | | 100,000.00 | |
| | Disaster Management and Fire Safety Training | Iligan | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 30,000.00 | | 30,000.00 | |
| | * EOI | Abra & Agaña | NO | NP-53.9 - Small Value Procurement | | | | | | 140,000.00 | | 140,000.00 | |
| | * Techno-Skills Training for OFCs | | | | | | | | | | | | |
| | Skills Training on Loom weaving for OFCs in La Paz, Abra | Abra | NO | NP-53.9 - Small Value Procurement | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | | 40,000.00 | | 40,000.00 | |
| | Skills Training on Bread and Pastry Production | Abra | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 50,000.00 | | 50,000.00 | |
| | Information Technology Training | Abra, Kalinga & Mt. Province | NO | NP-53.9 - Small Value Procurement | 3rd Quarter | 3rd Quarter | 3rd Quarter | 3rd Quarter | | 120,000.00 | | 120,000.00 | |
| | Designing Women Fabrics | Mt. Province | NO | NP-53.9 - Small Value Procurement | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | | 20,000.00 | | 20,000.00 | |

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|------------|---|------------------|---|-----------------------------------|--|-------------------------------|---------------------|---------------------|--------------------|------------------------|------------|------------|---|
| | | | | | Advertisement/ Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| | * Capability Training for CYMAA Scholars | | | | | | | | | | | | |
| | Psycho-social Activities/Summer youth camp for scholars and formation of scholar's organization | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 100,000.00 | | 100,000.00 | |
| | Orientation on Dangerous Drugs | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | 1st and 2nd Quarter | 1st and 2nd Quarter | 1st and 2nd Quarter | 1st and 2nd Quarter | | 70,000.00 | | 70,000.00 | |
| | Orientation on Learning and Coping Mechanisms for Scholars | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | 3rd Quarter | 3rd Quarter | 3rd Quarter | 3rd Quarter | | 40,000.00 | | 40,000.00 | |
| | Orientation on Scholarship Program with partner institutions | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 25,000.00 | | 25,000.00 | |
| | Information Caravan on Scholarship Programs (for Grade 11 students) | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | 1st Quarter | 1st Quarter | 1st Quarter | 1st Quarter | | 10,000.00 | | 10,000.00 | |
| | Summer Youth Leadership and Personality Development Seminar | Ilocos | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 20,000.00 | | 20,000.00 | |
| | f. Capacity Building for Partners | All Provinces | NO | NP-53.9 - Small Value Procurement | 2nd Quarter | 2nd Quarter | 2nd Quarter | 2nd Quarter | | 300,000.00 | | 300,000.00 | |
| | Other Trainings/Activities | | | | | | | | | | | | |
| | Info Caravan on Reintegration | All Provinces | NO | NP-53.9 - Small Value Procurement | 3rd Quarter | 3rd Quarter | 3rd Quarter | 3rd Quarter | | 500,000.00 | | 500,000.00 | |
| | National Congress for Stakeholders | Baguio-Benguet | NO | NP-53.9 - Small Value Procurement | | | | | | 100,000.00 | | 100,000.00 | |
| | OPW Family Day | Agassac | NO | NP-53.9 - Small Value Procurement | 4th Quarter | 4th Quarter | 4th Quarter | 4th Quarter | | 100,000.00 | | 100,000.00 | |
| | MAINTENANCE & OTHER OPERATING EXPENSES | | | | | | | | | | | | |
| | g. Travelling Expenses for local travel | R.O. | NO | NP-53.2 Emergency Cases | N/A | N/A | | | Others | 360,000.00 | 360,000.00 | | Travel Expenses and allowance for Official travel |

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|------------|--|---------------|--|-----------------------------------|--|----------------------------|--------------------------|--------------------------|-----------------|------------------------|------------|----|--|
| | | | | | Advertisement/ Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| | II. Utilities | | | | | | | | | | | | |
| | Water Expense | R.O. | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 40,000.00 | 40,000.00 | | Baguio Water District, Inc. |
| | Electricity Expense | R.O. | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 150,000.00 | 150,000.00 | | 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 | | - | | To be scheduled Quarterly |
| | III. Communication Expenses | | | | | | | | | | | | |
| | Postage and Courier Services | R.O. | NO | NP-53.2 Emergency Cases | N/A | N/A | | | Others | 26,628.13 | 26,628.13 | | Post Office and courier services such as LBC, JRS Express and Bus Companies (Partes, Florida, GL Trans, GMW, Rising Sun) |
| | Telephone Expenses- Mobile | R.O. | NO | Direct Contracting | N/A | N/A | | | Others | 140,000.00 | 140,000.00 | | Renewal (Globe/Smart) |
| | Telephone Expenses- Landline | R.O. | NO | Direct Contracting | N/A | N/A | | | Others | 37,080.00 | 37,080.00 | | Renewal (PLDT) |
| | Telephone Expenses- Internet | R.O. | NO | Direct Contracting | N/A | N/A | | | Others | 123,600.00 | 123,600.00 | | Renewal (PLDT) |
| | Cable, Telegraph and Radio Expense | R.O. | NO | Direct Contracting | N/A | N/A | | | Others | | - | | |
| | IV. Repairs and Maintenance | | | | | | | | | | | | |
| | Repairs and Maintenance-Buildings and other Structures | R.O. | NO | | N/A | N/A | | | Others | 150,000.00 | 150,000.00 | | As need arises |

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|------------|--|------------------|--|---|--|----------------------------|--------------------------|--------------------------|-----------------|------------------------|--------------|----|---|
| | | | | | Advertisement/ Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| | Other Machinery and Equipment | R.O. | NO | | N/A | N/A | | | Others | 90,122.27 | 90,122.27 | | As need arises |
| | Other Transportation Equipment | R.O. | NO | | N/A | N/A | | | Others | 120,000.00 | 120,000.00 | | As need arises |
| | V. Rent/Lease Expenses | R.O. | NO | NP-53.10 Lease of Real Property and Venue | N/A | N/A | | | Others | 3,030,000.00 | 3,030,000.00 | | Renewal of Contract |
| | VI. Other Subscription Expenses | R.O. | NO | | N/A | N/A | | | Others | 30,000.00 | 30,000.00 | | |
| | 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 | 400,000.00 | 400,000.00 | | To be scheduled Quarterly |
| | b. Gasoline, Oil and Lubricants Expenses | R.O. | NO | Direct Contracting | N/A | N/A | | | Others | 350,000.00 | 350,000.00 | | Renewal with Triple One Gasoline Station |
| | c. 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 | 200,000.00 | 200,000.00 | | To be scheduled Quarterly |
| | VIII. Staff Development (Venue/Meals/Supplies) | R.O. | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 200,000.00 | 200,000.00 | | as need arises |
| | IX. Taxes, Insurance Premiums and other Fees | | | | | | | | | | | | |
| | a. Fidelity Bond Premiums | Regular Officers | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 46,755.98 | 46,755.98 | | Renewal with Bureau of Treasury |
| | b. Registration/Insurance of Government Vehicles | R.O. | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 41,315.43 | 41,315.43 | | Renewal with GSIS |
| | X. Bank Charges | R.O. | NO | NP-53.5 Agency-to-Agency | N/A | N/A | | | Others | 30,000.00 | 30,000.00 | | Purchases of New Checks/Deposit Charges of Deposits outside CAR |

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|------------|-----------------------------------|---------------|--|-----------------------------------|--|----------------------------|------------------------|------------------------|-----------------|------------------------|------|----|--|
| | | | | | Advertisement/ Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| | XI. Capital Outlay | | | | | | | | | | | | |
| | Modular Office Tables and Chairs | R.O. | NO | NP-53.9 - Small Value Procurement | 1st Month, 1st Quarter | 1st Month, 1st Quarter | 1st Month, 1st Quarter | 1st Month, 1st Quarter | Others | 750,000.00 | | | |
| | Window Blinds | R.O. | NO | NP-53.9 - Small Value Procurement | 2nd Month, 1st Quarter | 2nd Month, 1st Quarter | 2nd Month, 1st Quarter | 2nd Month, 1st Quarter | Others | 75,000.00 | | | |
| | Computer with Printer and Scanner | R.O. | NO | NP-53.9 - Small Value Procurement | 1st Month, 2nd Quarter | 1st Month, 2nd Quarter | 1st Month, 2nd Quarter | 1st Month, 2nd Quarter | Others | 350,000.00 | | | |
| | Photocopy Machine- Heavy Duty | R.O. | NO | NP-53.9 - Small Value Procurement | 3rd Month, 2nd Quarter | 3rd Month, 2nd Quarter | 3rd Month, 2nd Quarter | 3rd Month, 2nd Quarter | Others | 100,000.00 | | | |
| | Airconditioning Unit | R.O. | NO | NP-53.9 - Small Value Procurement | 4th Month, 2nd Quarter | 4th Month, 2nd Quarter | 4th Month, 2nd Quarter | 4th Month, 2nd Quarter | Others | 20,000.00 | | | |
| | Server 17 Processor | R.O. | NO | NP-53.9 - Small Value Procurement | 3rd Month, 3rd Quarter | 3rd Month, 3rd Quarter | 3rd Month, 3rd Quarter | 3rd Month, 3rd Quarter | Others | 30,000.00 | | | |
| | Receiving Couch | R.O. | NO | NP-53.9 - Small Value Procurement | 4th Month, 3rd Quarter | 4th Month, 3rd Quarter | 4th Month, 3rd Quarter | 4th Month, 3rd Quarter | Others | 20,000.00 | | | |
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Prepared by:


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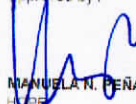
Reviewed by:


EDGAR MELCHOR LAIGO
Budget Officer

Recommending Approval


WINELIN D.C. MARQUEZ
BIDS AND AWARDS COMMITTEE CHAIRPERSON

Approved by:


MANUELA N. PEÑA
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