

ANNUAL PROCUREMENT PLAN of NON- COMMON USE SUPPLIES - FY 2019

OVERSEAS WORKERS WELFARE ADMINISTRATION

Regional Welfare Office 3

Code	Program/Activity/Project	Estimated Budget	PMO/End-User	Mode of Proc.	Schedule for Each Procurement/Activity										Sources of Fund		Remarks (Description of Project)	
					Pre-Proc. Conf.	Ads/Post of ITB	Pre-Bid Conf.	Sub/Open Of Bids	Bid Eval	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery / Completion	Acceptance / Turnover	MOOE		Programs and Services
A. Goods and Services																		
a.1	Fuel/Gasoline, Oil and Lubricants of Service Vehicles	795,000.00	AFD and PSD	SVP												*		As the need arises
a.2	Refilling of Fire Extinguishers	30,000.00	AFD	Shopping												*		2nd Quarter (annually)
a.3	Purchase of Various Office Equipment, Fixed Furniture and IT Equipment for Offices	40,000.00	AFD	Shopping												*		With various suppliers
a.4	Supply of Labor and Materials for the Office Improvements	155,000.00	AFD	SVP												*		2nd Quarter
B. Rental and Subscription																		
b.1	Rental of Office Building	1,370,000.00	AFD	Direct Contng.												*		With ASCORP
b.2	Newspaper Subscription	12,000.00	ORD and COA	Shopping												*		With various suppliers
C. Repair and Maintenance																		
c.1	Maintenance Service of Air conditioning Units for One (1) year	30,000.00	AFD	Shopping												*		As the need arises (with Various Air conditioning Shops)
c.2	Repair and Maintenance of Motor Vehicles for One (1) year	132,000.00	AFD	SVP												*		As the need arises (with Various Repair Shops)
c.3	Repair of Office Equipment	15,000.00	AFD	Shopping												*		As the need arises (with Various Repair Shops)
D. Utilities																		
d.1	Water Services for One (1) year	65,000.00	AFD and PSD	Direct Contng												*		with San Fernando Water District
d.2	Electricity Services for One (1) year	800,000.00	AFD and PSD	Direct Contng												*		with SFELAPCO
E. Communication																		
e.1	Prepaid Cellphone cards for the Family Welfare Officers, Inspectors, Labor Communication Officer and Office Hotlines for One (1) year	72,000.00	AFD and PSD	Shopping												*		Quarterly Purchase (with various suppliers)
e.2	Telephone, landline	100,000.00	AFD	Shopping												*		with PLDT and Globe Telecom
e.3	Telephone, mobile	100,000.00	AFD and PSD	Direct Contng												*		(with Globe Telecom)
e.4	Internet Subscriptions	150,000.00	AFD and PSD	Direct Contng												*		with PLDT / Innove and Smart Communication

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e.5	Cable Services	12,000.00	AFD	Shopping		*		with Satellite Cable Network
F. Courier Services								
f.1	Provision of Courier Services for One (1) Year – Domestic and International Mails	100,000.00	AFD	Shopping		*		with JRS Express
G. Registration and Insurance								
g.1	Registration & Insurance of Motor Vehicles, etc.	80,000.00	AFD	Agency to Agency		*		With the LTO & GSIS (annually)
H. Training and Seminars								
h.1	Lease of Venue, Meals and Snacks for the Conduct of Capability Trainings of LGUs/PESO for the 7 Provinces of the Region	1,200,000.00	PSD	SVP			*	As scheduled
h.2	Lease of Venue, Meals and Snacks for the Conduct of Learning Support Activities for Scholars / Summer Youth Camp	240,000.00	PSD	SVP			*	Summer vacation 2019 / As scheduled
h.3	Meals and Snacks for the Conduct of Enterprise Development & Loan Program -EDT	1,100,000.00	PSD	SVP			*	As scheduled
h.4	Meals and Snacks for the Conduct of Financial Literacy & Loan Program - EDT	220,000.00	PSD	SVP			*	As scheduled
h.5	Meals and Snacks for the Conduct of Reintegration Counselling	200,000.00	PSD	SVP			*	As scheduled
I. Other Expenses								
i.1	Transport, Supplies and Meals for Repatriation of Distressed OFW's	470,000.00	PSD	SVP			*	As the need arises (With Various Supplier)
i.2	Lease of Venue, Meals and Snacks for the Parent/Scholars Orientation Program	120,000.00	PSD	SVP			*	2 nd Quarter
i.3	Lease of Venue, Meals and Snacks for the Migrants Day Celebration	230,000.00	PSD	SVP			*	June, 2019
i.4	Lease of Venue, Meals and Snacks for the 14th Regional Selection and Awarding for MOFYA 2019	100,000.00	PSD	SVP			*	November, 2019
i.5	Lease of Venue, Meals and Snacks for the 2019 Info Caravan on Reintegration	750,000.00	PSD	SVP			*	November, 2019
i.6	Lease of Venue, Meals and Snacks for the 2019 Conference on Reintegration Stakeholders	750,000.00	PSD	SVP			*	December, 2019
i.7	Venue, Transportation, Meals and Snacks for the Family Day Celebration of the 7 Provinces of the Region	425,000.00	PSD	SVP			*	December, 2019
i.8	Transportation, Meals and Snacks for the Labor Day Celebration	12,000.00	PSD	Shopping			*	May 01, 2019
i.9	Transportation, Meals and Snacks for the National Seafarer's Day	35,000.00	PSD	Shopping			*	September, 2019