

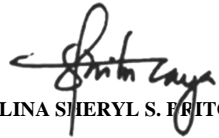
OVERSEAS WORKERS WELFARE ADMINISTRATION RWO IV-A Supplemental Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	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	
	Purchase of 1 unit of Passenger Van (15 seater)		NO	Competitive Bidding	8-Nov-2023	29-Nov-2023	5-Dec-2023	5-Dec-2023	GoP	1,870,000.00		1,870,000.00	
	Purchase of 5 units of Pick-up (5 seater) and 1 unit of Ambulance		NO	Competitive Bidding	21-Nov-2023	20-Dec-2023	27-Dec-2023	27-Dec-2023	GoP	10,079,200.00		10,079,200.00	
TOTAL										11,949,200.00		11,949,200.00	

Prepared by:

Certified Correct:

Approved by:



AVELINA SHERYL S. BRITON-CAYA

BAC Secretariat



HAROLD U. DOLORES

Technical Working Group



FRANCISCA P. LANUZA

Chairperson



ALLAN A. IGNACIO

Head of the Procuring Entity

Date Prepared: November 8, 2023

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6
STEP 7

#1
#2
#3
#4

GUIDE TO PREPARE APP

In the Code column, kindly indicate the PAP Code. Please refer to the code indicated in the technical budget posted in the DBM website. For GOCCs and LGUs, indicate the procuring entity's internal numbering system.

For the Procurement Project column, please align descriptions of program/projects with budget documents and ensure clarity and accuracy in describing each procurement program/project.

For PMO/End-User, please indicate the PMO/End-User unit who will implement/utilize the procurement program/project. Multiple end-user units are allowed only if the procurement activity was consolidated by the BAC to procure requirements of the end-user units.

For Mode of Procurement and Schedule for Each Procurement Activity, all modes of procurement are available as a dropdown list and requirements for a specific schedule for Ads/Post of IB/REI, Sub/Open of Bids, Notice of Award, and/or Contract Signing are automatically identified thru the MS Excel formula. Note that for Foreign-funded procurement, please use Others - Foreign-funded procurement as the Mode of Procurement.

Kindly indicate a specific period (dates, month, quarter) when each Procurement Activity will be done. Please refer to our website: <http://www.gppb.gov.ph/timelines/timelines.htm> for the specific periods for each activity.

Note: For SVP, IB/REI is similar to RFQ.

Ads/Post of IB/REI for Shopping 52.1(b) and NP-SVP (53.9) needs to be posted in PhilGEPS for ABCs above 50k.

Notice of Award posting in PhilGEPS is mandatory for all Alternative Modes only for ABCs above 50k.

For Source of Funds, a dropdown list is available. If the Source of Funds the PE will use is not included, please indicate "Others" and specify under the Remarks column.

For Estimated Budget (Php), kindly fill out either MOOE or CO columns only. Total ABC column is not editable, but will automatically compute for the total MOOE and CO components of the project. This breakdown is needed for tracking purposes. Finally, please ensure that amounts indicated are aligned with budget documents.

Before submission to the GPPB, ensure that the Head of the Procuring Entity (HoPE) approves/signs the APP.

GENERAL INFORMATION

All Cells with Fill Color Orange needs to be filled out by the Agency. This is a visual reminder of blank or improperly filled out cells.

To ensure that automated indicator which procurement activity needs to be filled out with specific periods, PE must copy entire Excel row with the mode of procurement for the specific procurement program/project and paste on the last sample row "Negotiated Procurement-53.13" in the template.

If PE wishes to edit formatting and design of borders, fonts, among others of the APP template, it is suggested to utilize the automated formulas in the template before copying contents and reformatting.

Per Section of 3.1.1 of DBM Circular No. 2015-7, the Approved Budget for the Contract (ABC) shall be "[t]he amount reflected in the MYOA". Hence, the ABC in the Annual Procurement Plan (APP) shall be the full amount stated in the MYOA with remarks added on how much will be actually disbursed for that particular fiscal year. Moreover, the Procurement Monitoring Report (PMR) should also reflect full amount in the MYOA if the entire contract was awarded within the fiscal year. Thus, for succeeding years, actual disbursements from the MYOA need not be reflected in the APPs and PMRs, unless current contract with MYOA is terminated and a new

DEFINITIONS

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

APP COLUMN HEADER/S

Code (PAP)				
Procurement Project				
PMO/End-User				
Mode of Procurement	Schedule for Each Procurement Activity			
	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing
Source of Funds				
Estimated Budget (PhP)				

5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund
7. Estimated Budget - Agency approved estimate of project/program costs
8. Remarks - brief description of program or project

