



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office - National Capital Region
2nd Floor, STWLPC Bldg., Gil Puyat Ave., Pasay City

Annual Procurement Plan for FY 2024

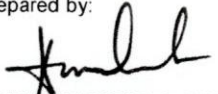
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procureme nt Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/P osting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. TRAINING AND SCHOLARSHIP EXPENSES												
50202010-00	A. Capability Building for Regular NCR Employees including Jos (Administrative and Frontliners)	RWO-NCR	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	780,000.00	780,000.00		Includes Lease of Venue for the Staff Development Training of RWO-NCR and procurement of materials relative thereto
50202010-00	B. Capabily Buidling Training of CPDEP Instructors and PDOS Speakers	CPDEP	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		Includes Lease of Venue for the conduct of various trainings/seminars for CPDEP Instructors and PDOS Speakers and procurement of materials relative thereto
	II. SUPPLIES AND MATERIALS EXPENSES												
50203010-02	A. Common Office Supplies and Materials for the 1st Quarter of CY 2024	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-02	B. Common Office Supplies and Materials for the 2nd Quarter of CY 2024	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-02	C. Common Office Supplies and Materials for the 3rd Quarter of CY 2024	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203010-02	D. Common Office Supplies and Materials for the 4th Quarter of CY 2024	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Includes common-use supplies and materials and those not available at Procurement Service (refer to APP-CSE for office supplies)
50203020-00	E. Accountable Forms Expenses	AFD-Cash Unit	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	330,000.00	330,000.00		Continuous form checks
50203070-00	F. Drugs and Medicine Expenses	RWO-NCR	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	366,380.00	366,380.00		refer to APP-CSE
50203090-00	H. Fuel, Oil and Lubricant Expenses	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	600,000.00	600,000.00		Covers round trips for the Satellite Offices (POEA and NAI/A) and Training Venues (Main Office, Intramuros, Bocobo) from Moncay to Saturday
	III. COMMUNICATION EXPENSES												
50205010-00	A. Postage and Courier Services	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	256,189.00	256,189.00		For collection of Filipino Expatriate Livelihood Support Fund (FELSIF) and Calamity Loan as per COA requirements; for other important communications sent to various recipients
50205020-01	B. Mobile Prepaid Cards	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	241,200.00	241,200.00		Provision of mobile postpaid lines for RWO-NCR Director and Division Chiefs; prepaid phone cards for communication / coordination with OFW Family Circles (OFCs), LGUs, PESO, NGOs in different cities in NCR

5020502002	C. Landline	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	812,300.00	812,300.00		For communication / coordination with various concerned offices, as well as client OFWs and families
5020503000	D. Internet	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	1,262,400.00	1,262,400.00		For access and verification of membership records and program availments of client OFWs and families
	IV. GENERAL SERVICES												
5021202000	A. Janitorial and Other Support Services	AFD	NO	Competitive Bidding	Jan-2023	Jan-2023	Feb-2023	Feb-2023	GoP	8,996,542.80	8,996,542.80		Includes janitors, drivers, office clerks
	V. REPAIRS AND MAINTENANCE												
5021305099	A. Preventive Maintenance of OWWA-NCR Air-Conditioning Units	AFD	NO	NP-53.9 - Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	GoP	160,000.00	160,000.00		Maintenance cost of airconditioning units at RWO-NCR, and various IT equipments at RWO-NCR, CPDEP, POEA, and NAI/A Satellite offices
5021306001	B. Repair of Motor Vehicle of RWO-NCR	AFD	NO	NP-53.9 - Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	GoP	450,000.00	450,000.00		Maintenance cost for the major repairs of vehicle (labor and spare parts)
	VI. OTHER MAINTENANCE AND OPERATING EXPENSES												
	A. Rent/Lease Expenses												
5029903000	1. Purified Drinking Water	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	150,000.00	150,000.00		For CY 2024 (January - December) 2,000 bottles (5 gallons/bottle)
5029905004	2. Rental of Photocopying Machines of RWO-NCR	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	300,000.00	300,000.00		Includes rental of 7 units of photocopying machines assigned at RWO-NCR, CPDEP, and POEA Satellite Office
5029905001	3. Lease of Venue for PDOS Trainees	PSD / PDOS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	11,797,120.00	11,797,120.00		Includes lease of venue located at BDO Bocofo for PDOS Trainees
5029907000	4. Zoom Account Subscription	PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	248,400.00	248,400.00		For the conduct of language training online (Arabic) for domestic workers as part of the Comprehensive Pre-Departure Education Program (CPDEP)
5029907000	5. Canva Account Subscription	PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	3,990.00	3,990.00		To be used by Its and LCO to design lay-outs, creative presentations during the conduct of events/activities
5029907000	6. Google Workspace Subscription	CPDEP	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	11,496.00	11,496.00		For the conduct of online enrollment for language training
5029907001	7. Lease of additional Office Space of OWWA RWO-NCR Post Repatriation Assistance Unit and 24/7 Operations Center	PSD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	15,000,000.00	15,000,000.00		Additional office space for RWO-NCR Post Repatriation Assistance Unit and 24/7 Operations Center
	VII. REINTEGRATION SERVICES												
5029905001	A. Lease of Venue for the Conduct of Learning Support Activity for RWO-NCR Scholars	ETU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	250,000.00	250,000.00		For the conduct of Learning Support Activity of RWO-NCR Scholars (includes lease of venue and other related expenses)
5029999099 - 11	B. Lease of Venue for the Conduct of Capability Building for OFC	RU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		For the conduct of Capability Building for OFCs (includes lease of venue and other related expenses)
5029999099 - 11	C. Lease of Venue for the Conduct of Capability Building for LGUs/PESO	RU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		For the conduct of Capability Building for LGUs/PESO (includes lease of venue and other related expenses)
	VIII. SOCIO-CULTURAL ACTIVITIES												
5029999099	B. Supply and Delivery of Food for the VIP Guests and Participants of Marilag Awards	RU	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	375,000.00	375,000.00		Food for the VIP Guests and Participants of Marilag Awards
	VIII. INSTITUTIONAL SUPPORT ACTIVITIES												
5029999002-71	A. Lease of Venue for the Holding of Migrant Workers' Day	RU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Lease of Venue for the Holding of Migrant Workers' Day
5029999002-71	B. Supply and Delivery of Food for the VIP Guests and Participants of Migrant Workers' Day	RU	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00	500,000.00		Food for the VIP Guests and Participants of Migrant Workers' Day
5029999099 - 73SB	B. Supply and Delivery of Food for the VIP Guests and Participants of National Seafarer's Day	RU	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	375,000.00	375,000.00		Food for the VIP Guests and Participants of National Seafarer's Day

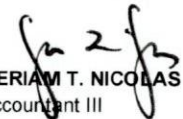
50299990-02-78	C. Lease of Venue for the Holding of the Model OFW Family of the Year Awards - Regional Awarding Ceremony	RU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	300,000.00	300,000.00		Lease of Venue for the Holding of the Model OFW Family of the Year Awards - Regional Awarding Ceremony
50299990-02-72	D. Lease of Venue for the Holding of OFW Family Day	RU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	as per schedule	as per schedule	GoP	800,000.00	800,000.00		Lease of Venue for the Holding of OFW Family Day
50299990-02-72	E. Supply and Delivery of Food for the VIP Guests and Participants of OFW Family Day	RU	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	800,000.00	800,000.00		Food for the VIP Guests and Participants of OFW Family Day
	II. OTHER MACHINERY AND EQUIPMENT												
50203210-99	A. 5 units of Fender Passport "Venue" Public Address Systems	PSD/AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	500,000.00		500,000.00	2024 Approved Capital Outlay
50203210-99	B. 2 units of Camera	PSD/AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	200,000.00		200,000.00	2024 Approved Capital Outlay
	II. TRANSPORTATION EQUIPMENT												
10606010-00	A. Bidding for the Supply and Delivery of Motor Vehicle - Pickup Truck	PSD	NO	NP-53.1 Two Failed Biddings	as per schedule	N/A	as per schedule	as per schedule	GoP	1,870,000.00		1,870,000.00	RWO-NCR Service Vehicle - 2023 Capital Outlay Budget
10606010-00	A. Bidding for the Supply and Delivery of Motor Vehicle - Passenger Van	PSD	NO	NP-53.1 Two Failed Biddings	as per schedule	N/A	as per schedule	as per schedule	GoP	1,870,000.00		1,870,000.00	RWO-NCR Service Vehicle - 2024 Capital Outlay Budget


TOTAL 48,966,017.80 4,440,000.00
GRAND TOTAL 53,406,017.80

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