

OWWA-RWO3 Annual Procurement Plan for Non-Common Supplies and Equipments for FY 2024

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)
					Advertising/Posting of IBURE	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Goods and Services													
a.1	Fuel/Gasoline, Oil and Lubricants of Service Vehicles	AFD and PSD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,080,000.00	1,080,000.00		As the need arises
a.2	Fire protection system (refill of fire extinguishers)	AFD	NO	Shopping	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00		2nd Quarter (annually)
B. Rental and Subscription													
b.1	Newspaper Subscriptions	OIRD and COA	NO	Shopping	N/A	N/A	N/A	N/A	GoP	35,400.00	35,400.00		With various suppliers
C. Repair and Maintenance													
c.1	Maintenance / Repair Service of Air conditioning units, computers, IT and office equipment	AFD	NO	Shopping	N/A	N/A	N/A	N/A	GoP	58,000.00	58,000.00		As the need arises (with Various Repair Shops)
c.2	Repair and Maintenance of Motor Vehicles	AFD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	250,000.00	250,000.00		As the need arises (with Various Repair Shops)
c.3	Repair / Maintenance of Facilities / Office renovation	AFD	NO	Shopping	N/A	N/A	N/A	N/A	GoP	520,000.00	520,000.00		As the need arises (with Various Repair Shops)
D. Utilities													
d.1	Water Services	AFD and PSD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	324,500.00	324,500.00		with Primewater San Fernando
d.2	Electricity Services	AFD and PSD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	1,286,944.41	1,286,944.41		with SFELAPCO
E. Communication													
e.1	Telephone, landline	AFD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	180,000.00	180,000.00		with PLDT and Globe Telecom
e.2	Telephone, mobile	AFD and PSD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	267,540.00	267,540.00		Quarterly Purchases from Globe Telecom
e.3	Internet Subscriptions	AFD and PSD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	132,000.00	132,000.00		with PLDT, Innoye and DITC
F. Courier Services													
f.1	Postage and Courier Services for One (1) Year – Domestic and International Mails	AFD	NO	Shopping	N/A	N/A	N/A	N/A	GoP	172,851.00	172,851.00		With various suppliers
G. Registration and Insurance													
g.1	Registration & Insurance of Motor Vehicles and Building, etc.	AFD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	825,454.83	825,454.83		With the LTO & GIS (annually)
g.2	Fidelity bond premiums	AFD	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	88,875.00	88,875.00		With GISIS (annually)
H. Training and Seminars													
h.1	Lease of Venue, Meals and Snacks for the Conduct of Capability Trainings of IGLUs/PESO for the 7 Provinces of the Region	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	420,000.00	420,000.00		As scheduled
h.2	Lease of Venue, Meals and Snacks for the Conduct of Learning Support Activities for Scholars / Summer Youth Camp	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	450,000.00	450,000.00		Summer vacation 2024 / As scheduled
h.3	Meals and Snacks for the Conduct of Enterprise Development & Loan Program - EDT	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	600,000.00	600,000.00		As scheduled
h.4	Meals and Snacks for the Conduct of Financial Literacy, Value Formation & Loan Program - EDT	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	Corporate Budget	835,000.00	835,000.00		As scheduled

h.5	Meals and Snacks for the Conduct of Reintegration Counselling	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Budget	200,000.00	200,000.00	As scheduled	
I. Capital Outlay															
i.1	Motor vehicle (Pick-up)	AFD and PSD	NO	Competitive Bidding	4/1/2024	04/15/2024	04/30/2024	05/13/2024	N/A	N/A	GoP	1,760,000.00	1,760,000.00	To be delivered until the 3rd Quarter	
i.2	Motor vehicle (Passenger van)	AFD and PSD	NO	Competitive Bidding	4/1/2024	04/15/2024	04/30/2024	05/13/2024	N/A	N/A	GoP	2,090,000.00	2,090,000.00	To be delivered until the 3rd Quarter	
i.3	Furniture and fixtures	AFD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	GoP	143,780.00	143,780.00	To be procured until the 3rd Quarter	
i.4	Office Equipment	AFD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	GoP	157,000.00	157,000.00	To be procured until the 3rd Quarter	
i.5	Other Structures	AFD	NO	Competitive Bidding	4/1/2024	04/15/2024	04/30/2024	05/13/2024	N/A	N/A	GoP	90,000.00	90,000.00	To be procured until the 3rd Quarter	
J. Other Expenses															
j.1	Advertising and promotional material Expenses	PSD	NO	Shopping	N/A	N/A	N/A	N/A	N/A	N/A		5,000.00	5,000.00	As scheduled	
j.2	Printing expenses	PSD	NO	Shopping	N/A	N/A	N/A	N/A	N/A	N/A		35,000.00	35,000.00	As scheduled	
j.3	Representation expenses	AFD/ PSD	NO	Shopping	N/A	N/A	N/A	N/A	N/A	N/A		300,000.00	300,000.00	As the need arises	
j.4	Transport, Supplies and Meals for Repatriation of Distressed OFW's	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	GoP	19,940,043.67	19,940,043.67	As the need arises	
j.5	Lease of Venue, Meals and Snacks for the Parent/Scholars Orientation Program	PSD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Budget	637,875.00	120,000.00	3rd Quarter	
j.6	Lease of Venue, Meals and Snacks for the Migrants Day Celebration	PSD	NO	NP-53.10 Lease of Real Property and Venue	05/06/2024	N/A	06/01/2024	06/01/2024	N/A	N/A	Corporate Budget	1,050,000.00	1,050,000.00	June 07, 2024 (Migrant's Day)	
j.7	Lease of Venue, Meals and Snacks for the 2024 Info Caravan on Reintegration	PSD	NO	NP-53.9 - Small Value Procurement	10/14/2024	N/A	N/A	N/A	N/A	N/A	Corporate Budget	696,700.00	696,700.00	November, 2024	
j.8	Lease of Venue, Meals and Snacks for the 2024 Conference on Reintegration Stakeholders	PSD	NO	NP-53.9 - Small Value Procurement	11/11/2024	N/A	11/25/2024	11/25/2024	N/A	N/A	Corporate Budget	216,306.35	216,306.35	December, 2024	
j.9	Venue, Transportation, Meals and Snacks for the Family Day Celebration of the 7 Provinces of the Region	PSD	NO	NP-53.9 - Small Value Procurement	11/11/2024	N/A	11/25/2024	11/25/2024	N/A	N/A	Corporate Budget	1,536,500.00	1,536,500.00	December, 2024	
j.10	Transportation, Meals and Snacks for the Labor Day Celebration	PSD	NO	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Budget	30,000.00	30,000.00	May 01, 2024	
j.11	Transportation, Meals and Snacks for the National Seafarer's Day	PSD	NO	Shopping	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Budget	467,000.00	467,000.00	September, 2024	

Approved:

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Certified correct:

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