



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 2025**

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	
<b>I. TRAVELING EXPENSES</b>													
	LOCAL TRAVEL	AFD/PSD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	as per schedule	N/A	as per schedule	as per schedule	GoP	99,326.86	99,326.86		
<b>II. SUPPLIES AND MATERIALS EXPENSES</b>													
5020301002	Procurement of Common-Use Office Supplies and Materials for the 1st Quarter, 2025, PS-DBM	AFD/PSD	NO	NP-53.5 Agency-to-Agency	as per schedule	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		Procurement of Common-Use Office Supplies and Materials to be procured through PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 1st Quarter, 2025, not available at PS-DBM	AFD/PSD	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00		Procurement of Common-Use Office Supplies not available at PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 2nd Quarter, 2025, PS-DBM	AFD/PSD	NO	NP-53.5 Agency-to-Agency	as per schedule	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		Procurement of Common-Use Office Supplies and Materials to be procured through PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 2nd Quarter, 2025, not available at PS-DBM	AFD/PSD	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00		Procurement of Common-Use Office Supplies not available at PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 3rd Quarter, 2025, PS-DBM	AFD/PSD	NO	NP-53.5 Agency-to-Agency	as per schedule	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		Procurement of Common-Use Office Supplies and Materials to be procured through PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 3rd Quarter, 2025, not available at PS-DBM	AFD/PSD	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00		Procurement of Common-Use Office Supplies not available at PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 4th Quarter, 2025, PS-DBM	AFD/PSD	NO	NP-53.5 Agency-to-Agency	as per schedule	N/A	as per schedule	as per schedule	GoP	400,000.00	400,000.00		Procurement of Common-Use Office Supplies and Materials to be procured through PS-DBM
5020301002	Procurement of Common-Use Office Supplies and Materials for the 4th Quarter, 2025, not available at PS-DBM	AFD/PSD	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00		Procurement of Common-Use Office Supplies not available at PS-DBM
5020302000	Accountable Forms Expenses	CASH	NO	NP-53.5 Agency-to-Agency	as per schedule	N/A	as per schedule	as per schedule	GoP	159,541.38	159,541.38		Continuous Form Checks
5020307000	Drugs and Medicine Expenses	AFD/PSD	NO	Shopping	as per schedule	N/A	as per schedule	as per schedule	GoP	284,361.60	284,361.60		
5020309000	Fuel, Oil and Lubricant Expenses	AFD	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	as per schedule	N/A	as per schedule	as per schedule	GoP	1,080,044.76	1,080,044.76		Covers round trips for official travel to Satellite Offices (Seafarers' Hub, POEA, and NAIJA) and Training Venues (Main Office, Intramuros, and Bocobo) from Monday to Saturday.
5020399000	Proposal for the Supply and Delivery of OWWA RWO-NCR Corporate Giveaways	PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	490,000.00	490,000.00		Corporate Giveaways
<b>III. COMMUNICATION EXPENSES</b>													
5020501000	Postage and Courier Services	AFD	NO	Direct Contracting	as per schedule	N/A	as per schedule	as per schedule	GoP	169,522.41	169,522.41		For the collection of the Filipino Expatriate Livelihood Support Fund (FELSF) and Calamity Loan, in compliance with COA requirements, and for other essential communications addressed to various recipients.




5020502001	Mobile Prepaid Load Cards	AFD/PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	289,703.00	289,703.00	Provision of mobile prepaid cards for the RWO-NCR Director and Division Chiefs; Prepaid phone cards to facilitate communication and coordination with OFWs and their families, OFW Family Circles (OFCs), LGUs, PESOs, and NGOs in various cities across NCR.
5020502002	Landline	AFD	NO	Direct Contracting	as per schedule	N/A	as per schedule	as per schedule	GoP	756,623.43	756,623.43	For communication and/or coordination with various concerned offices, as well as client OFWs and their families
5020503000	Internet Subscription Expenses	AFD	NO	Direct Contracting	as per schedule	N/A	as per schedule	as per schedule	GoP	743,557.44	743,557.44	For access and verification of membership records and program availments of client OFWs and their families.
<b>IV. GENERAL SERVICES</b>												
5021202000	Procurement of Janitorial and Other Support Services	AFD/PSD	NO	Competitive Bidding	Jan-2025	Jan-2025	Feb-2025	Feb-2025	GoP	8,818,003.43	8,818,003.43	Includes janitors, drivers, office clerks and encoders
5021203000	Security Services	AFD/PSD	NO	Competitive Bidding	Jan-2025	Jan-2025	Feb-2025	Feb-2025	GoP	2,693,862.66	2,693,862.66	
<b>V.. REPAIRS AND MAINTENANCE</b>												
5021305099	Preventive Maintenance of OWWA-NCR Air-Conditioning Units	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	
5021306001	Repair of Motor Vehicle of RWO-NCR	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	499,979.96	499,979.96	Maintenance cost for the major repairs of vehicle (labor and spare parts)
<b>VI. OTHER MAINTENANCE AND OPERATING EXPENSES</b>												
5029903000	Supply and Delivery of Purified Drinking Water in OWWA RWO-NCR	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	180,000.00	180,000.00	For CY 2025 (January - December)
5029905004	Rental of Photocopying Machines of OWWA RWO-NCR	AFD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	180,000.00	180,000.00	Rentals of photocopying machines assigned at RWO-NCR and OWWA Satellite offices
5029907000	Zoom Account Subscription	PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	250,000.00	250,000.00	For the conduct of language training online (Arabic) for domestic workers as part of the Comprehensive Pre-Departure Education Program (CPDEP)
5029907000	Canva Account Subscription	PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	5,000.00	5,000.00	To be used by IT's and LCO to design lay-outs, creative presentations during the conduct of events/activities
5029907000	Google Workspace Subscription	AFD/PSD	NO	NP-53.9 - Small Value Procurement	as per schedule	N/A	as per schedule	as per schedule	GoP	75,000.00	75,000.00	
<b>VII. LEASE OF REAL PROPERTY AND VENUE EXPENSES</b>												
5029905001	Lease of Venue for the Conduct of Staff Development Training for OWWA RWO - NCR Employees for CY 2025	PSD/AFD	NO	NP-53.10 Lease of Real Property and Venue	as per schedule	N/A	as per schedule	as per schedule	GoP	550,000.00	550,000.00	
5029905001	Lease of Venue for the Conduct of Capability Building Training for Family Welfare Officers and Administrative Assistants	RU	NO	NP-53.10 Lease of Real Property and Venue	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00	
5029905001	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	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00	For the conduct of 2025 Youth Camp for RWO-NCR Scholars as part of their Development Activities under the programs for Scholars and Families Left-Behind (lease of venue and other related expenses)
5029905001	Lease of Venue for the Conduct of Capability Building for LGUs/PESO	RU	NO	NP-53.10 Lease of Real Property and Venue	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00	For the conduct of Capability Building for LGUs/PESO, Helpdesk Officers, and Partners - CY 2025 (lease of venue and other related expenses)
5029999099 - 11	Lease of Venue for the Conduct of Capability Building for OFCs	RU	NO	NP-53.10 Lease of Real Property and Venue	as per schedule	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)



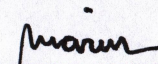
50202010 00	Capability Building Training of CPDEP Instructors and PDOS Speakers	CPDEP	NO	NP-53.10 Lease of Real Property and Venue	as per schedule	N/A	as per schedule	as per schedule	GoP	350,000.00	350,000.00		Includes Lease of Venue for the conduct of various trainings/seminars for CPDEP Instructors and PDOS Speakers and procurement of materials relative thereto
----------------	---	-------	----	---	-----------------	-----	-----------------	-----------------	-----	------------	------------	--	---

TOTAL 22,424,526.93  
GRAND TOTAL 22,424,526.93

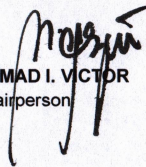
Prepared by:


  
**NICKY JAY F. TAN**  
BAC Secretariat

Recommending Approval:

  
**BELLA MAY B. ESPINO-GUARIN**  
SAO/ Accountant Designate

Approved by:

  
**MOHAMMAD I. VICTOR**  
BAC Chairperson

  
**MA. TERESA B. CAPA**  
Director II, RWO-NCR