



**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI 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	
	BALLPEN water resistant, black, .5mm, 50pcs/box		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	1,650.00	1,650.00		
	TARPAULIN, 5ft x 10ft		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	900.00	900.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	525.00	525.00		
	CUSTOMIZED NOTEBOOK		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	4,000.00	4,000.00		
	CUSTOMIZED name tag		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	1,000.00	1,000.00		
	CERTIFICATE FRAME, glass, short, black		No	NP-53.9 - Small Value Procurement	June 23, 2025	June 26, 2025	June 27, 2025	June 27, 2025	Others	1,000.00	1,000.00		
	<b>3. Scholar/Parents Orientation (6 sessions)</b>									<b>187,380.00</b>	<b>187,380.00</b>		
	Lease of Venue with Snack (per province; 832 pax @ 195.00)		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	162,240.00	162,240.00		
	ACTIVITY SUPPLIES												
	BALLPEN water resistant, black, .5mm, 50pcs/box		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	3,000.00	3,000.00		
	TARPAULIN, 7ft x 10ft		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	1,800.00	1,800.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	840.00	840.00		
	CUSTOMIZED NOTEBOOK		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	15,000.00	15,000.00		
	COLORED PAPER, blue, 80gsm, short, 50s		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	1,500.00	1,500.00		
	COLORED PAPER, yellow, 80gsm, short, 50s		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	1,500.00	1,500.00		
	COLORED PAPER, green, 80gsm, short, 50s		No	NP-53.9 - Small Value Procurement	September 15 & 22, 2025	September 18 & 25, 2025	September 19 & 26, 22025	September 19 & 26, 22025	Others	1,500.00	1,500.00		
	<b>4. OFC Formation/Parokya</b>									<b>202,500.00</b>	<b>202,500.00</b>		
	Lease of Venue with Meals for 35 pax (22 OFCs/Session) @ 250.00		NO	NP-53.9 - Small Value Procurement	Every 1st Monday of the Month	Every 1st Thursday of the Month	Every 1st Friday of the Month	Every 1st Friday of the Month	Others	192,500.00	192,500.00		
	ACTIVITY SUPPLIES												
	BALLPEN clicker, black, .5mm, 50pcs/box		NO	NP-53.9 - Small Value Procurement	February 3, 2025	February 6, 2025	February 7, 2025	February 7, 2025	Others	2,500.00	2,500.00		
	Notebook		NO	NP-53.9 - Small Value Procurement	February 3, 2025	February 6, 2025	February 7, 2025	February 7, 2025	Others	5,000.00	5,000.00		
	TARPAULIN, 5ft x 10ft		NO	NP-53.9 - Small Value Procurement	February 3, 2025	February 6, 2025	February 7, 2025	February 7, 2025	Others	2,500.00	2,500.00		
	<b>5. Capability Building for OFCs</b>									<b>1,043,025.00</b>	<b>1,043,025.00</b>		
	Lease of Venue with Meals (per province; 45 sessions @ 40pax/session) @ 500.00		NO	NP-53.9 - Small Value Procurement	Every 1st Monday of the Month	Every 1st Thursday of the Month	Every 1st Friday of the Month	Every 1st Friday of the Month	Others	900,000.00	900,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Token for Speakers (@ 3 per sessions)		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	20,000.00	20,000.00		
	Activity Promo Materials		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	75,000.00	75,000.00		
	<b>ACTIVITY SUPPLIES</b>												
	BALLPEN clicker, black, .5mm, 50pcs/box		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	12,600.00	12,600.00		
	TARPAULIN, 5ft x 10ft		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	2,500.00	2,500.00		
	CERTIFICATE PAPER, pale cream, 160gsm, 10s, A4		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	4,050.00	4,050.00		
	NOTEBOOK		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	18,000.00	18,000.00		
	CERTIFICATE FRAME, glass, short, black		NO	NP-53.9 - Small Value Procurement	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	10,875.00	10,875.00		
	<b>6. CBT for LGU, Partners and Other Entities</b>									<b>768,750.00</b>	<b>768,750.00</b>		
	<b>Learning Development Training</b>									<b>548,750.00</b>	<b>548,750.00</b>		
	Lease of Venue with Meals (per province; 400 @ 900.00/pax)		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	360,000.00	360,000.00		
	Token for Speakers		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	50,000.00	50,000.00		
	Activity/Promo Materials		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	80,000.00	80,000.00		
	<b>ACTIVITY SUPPLIES/TRAINING KIT</b>												
	BALLPEN water resistant, black, .5mm, 50pcs/box		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	4,000.00	4,000.00		
	TARPAULIN, 5ft x 10ft		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	3,000.00	3,000.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	3,000.00	3,000.00		
	CUSTOMIZED NOTEBOOK		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	20,000.00	20,000.00		
	CERTIFICATE FRAME, glass, short, black		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	750.00	750.00		
	CERTIFICATE JACKET, short, black/red/blue		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	24,000.00	24,000.00		
	COSTUMIZED name tag		NO	NP-53.9 - Small Value Procurement	May 5 & August 4, 2025	May 8 & August 7, 2025	May 9 & August 8, 2025	May 9 & August 8, 2025	Others	4,000.00	4,000.00		
	<b>Stakeholders Recognition</b>									<b>220,000.00</b>	<b>220,000.00</b>		
	Lease of Venue with Meals (per province; 100 @ 1,000.00/pax)		NO	NP-53.9 - Small Value Procurement	November 17, 2025	November 20, 2025	November 21, 2025	November 21, 2025	Others	100,000.00	100,000.00		
	Token for Participants		NO	NP-53.9 - Small Value Procurement	November 17, 2025	November 20, 2025	November 21, 2025	November 21, 2025	Others	120,000.00	120,000.00		
	<b>B. ECONOMIC COMPONENTS</b>												
	<b>1. EDLP (Enhanced EDT &amp; Demo Farm Visitation)</b>									<b>607,775.00</b>	<b>607,775.00</b>		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	*REGIONAL OFFICE (Albay, Sorsogon, Masbate & Cat'nes): Phases 1 & 3, Lease of Venue with AM Snack, Lunch and PM Snack (46 pax per training @ 650/pax, 6 trainings)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	179,400.00	179,400.00		
	Tokens for speakers (2 speakers per training)		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	9,600.00	9,600.00		
	*REGIONAL OFFICE: Phase 2, AM Snack, Lunch, PM Snack (26 pax per training @ 550/pax, 6 trainings)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	85,800.00	85,800.00		
	Van Rental (1 van/training, @ 4,000)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	24,000.00	24,000.00		
	Tokens for speakers (2 speakers per training)		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	9,600.00	9,600.00		
	ACTIVITY SUPPLIES									-			
	BALLPEN clicker, black, .5mm, 50pcs/box		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	1,600.00	1,600.00		
	Customized Notebook		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	13,125.00	13,125.00		
	Tarpualin, 5ft x 10ft		No	Direct Contracting	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	900.00	900.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, A4		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	850.00	850.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	100.00	100.00		
	CERTIFICATE FRAME, glass, short, black		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	2,600.00	2,600.00		
	*NAGA SATELLITE OFFICE: Phase 1, Lease of Venue with AM Snack, Lunch and PM Snack (32 pax per training @ 750/pax, 6 trainings)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	144,000.00	144,000.00		
	Tokens for speakers (2 speakers per training x 6 trainings- phases 1&3		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	9,600.00	9,600.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	*NAGA SATELLITE OFFICE: Phases 2 & 3, AM Snack, Lunch, PM Snack (18 pax per training @ 550/pax, 6 trainings)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	59,400.00	59,400.00		
	Bus Rental (@ 8,000/training; 6 trainings)		No	NP-53.9 - Small Value Procurement	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	48,000.00	48,000.00		
	Tokens for speakers (4 speakers per training, 4 tokens x 6 trainings)		No	NP-53.9 - Small Value Procurement	February 12, 2024	February 15, 2024	February 16, 2024	February 16, 2024	Others	19,200.00	19,200.00		
	<b>ACTIVITY SUPPLIES</b>									-			
	BALLPEN clicker, black, .5mm, 50pcs/box		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	2,240.00	2,240.00		
	Notebook		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	3,300.00	3,300.00		
	Tarpualin, 5ft x 10ft		No	Direct Contracting	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	900.00	900.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, A4		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	840.00	840.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	100.00	100.00		
	CERTIFICATE FRAME, glass, short, black		No	NP-53.9 - Small Value Procurement	February 3 & August 4, 2025	February 6 & August 7, 2025	February 7 & August 8, 2025	February 7 & August 8, 2025	Others	3,120.00	3,120.00		
	<b>2. EDT (BPBH)</b>									<b>345,000.00</b>	<b>345,000.00</b>		
	Regional Office (including Island Provinces, Sorsogon, Every Thursday: AM Snacks & Lunch (25 pax x 24 trainings, P400/pax)		No	NP-53.9 - Small Value Procurement	Every 1st Monday of the Month	Every 1st Thursday of the Month	Every 1st Friday of the Month	Every 1st Friday of the Month	Others	240,000.00	240,000.00		
	Naga Office, Once a Month: PM Snacks (35 pax x 12 trainings, P250/pax)		No	NP-53.9 - Small Value Procurement	Every 1st Monday of the Month	Every 1st Thursday of the Month	Every 1st Friday of the Month	Every 1st Friday of the Month	Others	105,000.00	105,000.00		
	<b>3. Info Caravan on Reintegration</b>									<b>488,000.00</b>	<b>488,000.00</b>		
	Venue with Meals (per province; 40 sessions @ 50 pax/session @ 200.00)		No	NP-53.9 - Small Value Procurement	Every 2nd Monday of the Month	Every 2nd Thursday of the Month	Every 2nd Friday of the Month	Every 2nd Friday of the Month	Others	400,000.00	400,000.00		
	Activity Supplies & Promo Materials		No	NP-53.9 - Small Value Procurement	Feb 10 & August 11, 2025	Feb 13 & August 14, 2025	Feb 14 & August 15, 2025	Feb 14 & August 15, 2025	Others	88,000.00	88,000.00		
	<b>4. Fora/Conference on Reintegration for Stakeholders</b>									<b>300,000.00</b>	<b>300,000.00</b>		
	Lease of Venue and AM Snack, Lunch & PM Snack (200 pax@ 900.00/pax)		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	180,000.00	180,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Meals & Accommodation for Participants (from Island/Far Provinces)		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	25,000.00	25,000.00		
	Token for Speakers		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	9,000.00	9,000.00		
	Token/Promo Materials		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	75,000.00	75,000.00		
	ACTIVITY SUPPLIES												
	BALLPEN clicker, black, .5mm, 50pcs/box		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	1,000.00	1,000.00		
	TARPAULIN, 5ft x 10ft		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	1,600.00	1,600.00		
	CERTIFICATE FRAME, glass, short, black		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	900.00	900.00		
	CERTIFICATE JACKET, short, black/red/blue		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	4,000.00	4,000.00		
	CERTIFICATE PAPER, pale cream, 160gsm, 10s, short		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	1,000.00	1,000.00		
	COSTUMIZED NOTEBOOK		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	1,000.00	1,000.00		
	COSTUMIZED name tag		NO	NP-53.9 - Small Value Procurement	May 5 & Oct 20, 2025	May 8 & Oct 23, 2025	May 9 & Oct 24, 2025	May 9 & Oct 24, 2025	Others	1,500.00	1,500.00		
	<b>SOCIO-CULTURAL ACTIVITIES</b>												
	<b>1. National Seafarers Day</b>												
	Lease of Venue and PM Snack (75 pax @ 450.00/pax)		NO	NP-53.9 - Small Value Procurement	September 15, 2025	September 18, 2025	September 19, 2025	September 19, 2025	Others	33,750.00	33,750.00		
	Raffle, Games & Contest Prizes		NO	NP-53.9 - Small Value Procurement	September 15, 2025	September 18, 2025	September 19, 2025	September 19, 2025	Others	28,000.00	28,000.00		
	Activity Materials & Decoration		NO	NP-53.9 - Small Value Procurement	September 15, 2025	September 18, 2025	September 19, 2025	September 19, 2025	Others	7,750.00	7,750.00		
	<b>2. Model OFW Family of the Year Award (MOFYA)</b>												
	Lease of Venue and Snack & Lunch (200 @ 950.00/pax)		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	190,000.00	190,000.00		
	Activity Materials & Decoration		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	10,000.00	10,000.00		
	ACTIVITY SUPPLIES												
	TARPAULIN, 5ft x 10ft		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	900.00	900.00		
	TOKEN for Nominees		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	12,000.00	12,000.00		
	CERTIFICATE FRAME, glass, short, black		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	1,950.00	1,950.00		
	CERTIFICATE PAPER, pale cream, 90gsm, 10s, short		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	500.00	500.00		
	CUSTOMIZED Plaque		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	20,000.00	20,000.00		
	CUSTOMIZED LEI, with OWWA Cares		No	NP-53.9 - Small Value Procurement	October 6, 2025	October 9, 2025	October 10, 2025	October 10, 2025	Others	4,500.00	4,500.00		
	<b>3. Migrants Workers Day</b>												
	Venue and Meals (500 @ 350.00/pax)		No	NP-53.9 - Small Value Procurement	May 19, 2025	May 22, 2025	May 23, 2025	May 23, 2025	Others	175,000.00	175,000.00		
	RAFFLE, GAMES & CONTEST PRIZES		No	NP-53.9 - Small Value Procurement	May 19, 2025	May 22, 2025	May 23, 2025	May 23, 2025	Others	66,100.00	66,100.00		
	Activity & Decoration Materials		No	NP-53.9 - Small Value Procurement	May 19, 2025	May 22, 2025	May 23, 2025	May 23, 2025	Others	5,000.00	5,000.00		



**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI 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>ACTIVITY SUPPLIES</b>												
	TARPAULIN, 5ft x 10ft		No	NP-53.9 - Small Value Procurement	May 19, 2025	May 22, 2025	May 23, 2025	May 23, 2025	Others	900.00	900.00		
	Customized Lei, with OWWA Cares		No	NP-53.9 - Small Value Procurement	May 19, 2025	May 22, 2025	May 23, 2025	May 23, 2025	Others	3,000.00	3,000.00		
	<b>4. Labor Day</b>									<b>30,000.00</b>	<b>30,000.00</b>		
	Venue and Meal (110 pax @ 150.00)		NO	NP-53.9 - Small Value Procurement	April 21, 2025	April 24, 2025	April 25, 2025	April 25, 2025	Others	16,500.00	16,500.00		
	Activity Supplies & Materials		NO	NP-53.9 - Small Value Procurement	April 21, 2025	April 24, 2025	April 25, 2025	April 25, 2025	Others	2,500.00	2,500.00		
	Promo Materials		NO	NP-53.9 - Small Value Procurement	April 21, 2025	April 24, 2025	April 25, 2025	April 25, 2025	Others	11,000.00	11,000.00		
	<b>5. OFW Family Day</b>									<b>795,800.00</b>	<b>795,800.00</b>		
	Venue and Meals (1,500 @ 350.00/pax)		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	525,000.00	525,000.00		
	RAFFLE, GAMES & CONTEST PRIZES		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	220,000.00	220,000.00		
	Activity & Decoration Materials		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	15,000.00	15,000.00		
	<b>ACTIVITY SUPPLIES</b>												
	TARPAULIN, 5ft x 10ft		No	Direct Contracting	N/A	N/A	November 28, 2024	November 28, 2024	Others	3,000.00	3,000.00		
	CERTIFICATE FRAME, glass, short, black		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	1,800.00	1,800.00		
	Customized Lei, with OWWA Cares		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	3,000.00	3,000.00		
	EVENT SHIRT		No	NP-53.9 - Small Value Procurement	November 20, 2024	November 27, 2024	November 28, 2024	November 28, 2024	Others	28,000.00	28,000.00		
	<b>6. Pamaskong Handog</b>									<b>80,000.00</b>	<b>80,000.00</b>		
	Noche Buena Package (100 @ 800.00)		NO	NP-53.9 - Small Value Procurement	November 24, 2025	November 27, 2025	November 28, 2025	November 28, 2025	Others	80,000.00	80,000.00		
	<b>MFO III. EMPLOYMENT REGULATION SERVICES</b>									<b>366,000.00</b>	<b>366,000.00</b>		
	<b>1. Info Caravan for Membership Promotion</b>									<b>320,000.00</b>	<b>320,000.00</b>		
	Venue and Snack (1500 pax @ 150.00)		NO	NP-53.9 - Small Value Procurement	Every 3rd Monday of the Month	Every 3rd Thursday of the Month	Every 3rd Friday of the Month	Every 3rd Friday of the Month	Others	225,000.00	225,000.00		
	Promo Materials		NO	NP-53.9 - Small Value Procurement	Every 3rd Monday of the Month	Every 3rd Thursday of the Month	Every 3rd Friday of the Month	Every 3rd Friday of the Month	Others	95,000.00	95,000.00		
	<b>Airport Assistance</b>									<b>46,000.00</b>	<b>46,000.00</b>		
	Meals		NO	NP-53.9 - Small Value Procurement	Every Month (as the need arises)	N/A	Every Month (as the need arises)	Every Month (as the need arises)	Others	36,000.00	36,000.00		
	Mobilization/Transpo Expenses		NO	NP-53.9 - Small Value Procurement	Every Month (as the need arises)	N/A	Every Month (as the need arises)	Every Month (as the need arises)	Others	10,000.00	10,000.00		
	<b>ADMIN AND FINANCE DIVISION (AFD)</b>									<b>4,845,596.02</b>	<b>4,845,596.02</b>		
	<b>UTILITIES</b>												
	<b>Water</b>									<b>31,845.00</b>	31,845.00		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	October 2022 (5 yrs cont)	October 2022 (5 yrs contract)		21,845.00	21,845.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		10,000.00	10,000.00		

**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI 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>Electricity</b>									<b>662,430.00</b>	<b>662,430.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	October 2022 (5 yrs cont	October 2022 (5 yrs contract)		512,430.00	512,430.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		150,000.00	150,000.00		
	<b>Postage &amp; Courier Expenses</b>									<b>47,430.00</b>	<b>47,430.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		47,430.00	47,430.00		
	<b>Telephone (Mobile)</b>									<b>145,000.00</b>	<b>145,000.00</b>		
	Legazpi Regional Office		No	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly		145,000.00	145,000.00		
	<b>Telephone (Landline)</b>									<b>20,500.00</b>	<b>20,500.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		10,250.00	10,250.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		10,250.00	10,250.00		
	<b>Internet Subscription</b>									<b>106,000.00</b>	<b>106,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		75,000.00	75,000.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		31,000.00	31,000.00		
	<b>Cable, Satellite, Telegraph &amp; Radio Expenses</b>									<b>2,200.00</b>	<b>2,200.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	April 4, 2025	April 4, 2025		2,200.00	2,200.00		
	<b>Security Services</b>									<b>337,500.00</b>	<b>337,500.00</b>		
	Legazpi Regional Office & Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		337,500.00	337,500.00		
	<b>Fuel, Oil and Lubricant Expenses</b>									<b>660,000.00</b>	<b>660,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		630,000.00	630,000.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		30,000.00	30,000.00		
	<b>Accountable Forms Expenses</b>									<b>15,000.00</b>	<b>15,000.00</b>		
	Check Booklets for BPBH, GAA and OWWA Fund		No	NP-53.5 Agency-to-Agency	N/A	N/A	every 2 months	every 2 months		15,000.00	15,000.00		
	<b>Non-Accountable Forms Expenses</b>									<b>75,000.00</b>	<b>75,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	every 2 months	every 2 months		45,000.00	45,000.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	every 2 months	every 2 months		30,000.00	30,000.00		
	<b>Drugs and Medicine Expenses</b>									<b>90,000.00</b>	<b>90,000.00</b>		
	Medicine and Medical Supplies		No	NP-53.9 - Small Value Procurement	April 14, 2025	N/A	April 22, 2025	April 22, 2025		90,000.00	90,000.00		
	<b>Medical, Dental and Laboratory Expenses</b>									<b>25,000.00</b>	<b>25,000.00</b>		
	Legazpi Regional Office & Naga Satellite Office		No	Direct Contracting	N/A	N/A	Jan. 2, 2025	Jan. 2, 2025		25,000.00	25,000.00		
	<b>Rental and General Services</b>												
	<b>Office Rental</b>									<b>1,337,276.22</b>	<b>1,337,276.22</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	October 2022 (5 yrs cont	October 2022 (5 yrs contract)		1,097,276.22	1,097,276.22		



**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI CITY Annual Procurement Plan for FY 2025**

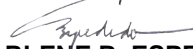
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Legazpi Regional Office - Stock Room		NO	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		240,000.00	240,000.00		
	<b>Equipment Rental</b>									<b>258,000.00</b>	<b>258,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		258,000.00	258,000.00		
	<b>Repair and Maintenance of Building and Other Structures - Buildings</b>									<b>150,000.00</b>	<b>150,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	Feb. 14, 2025	Feb. 14, 2025		150,000.00	150,000.00		
	<b>Repair and Maintenance of Other Machinery and Equipment</b>									<b>120,000.00</b>	<b>120,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	Quarterly	Quarterly		80,000.00	80,000.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	Quarterly	Quarterly		40,000.00	40,000.00		
	<b>Repair and Maintenance of Motor Vehicle</b>									<b>240,000.00</b>	<b>240,000.00</b>		
	Legazpi Regional Office		No	NP-52.1A - Shopping	Quarterly	N/A	Quarterly	Quarterly		190,000.00	190,000.00		
	Naga Satellite Office		No	NP-52.1A - Shopping	Quarterly	N/A	Quarterly	Quarterly		50,000.00	50,000.00		
	<b>Other Supplies and Materials not available in DBM-PS</b>									<b>10,294.80</b>	<b>10,294.80</b>		
	<b>Facemask, surgical, 2ply, 50s</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		3,240.00	10,800.00		
	<b>BROOM, soft, tambo</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Semestral	N/A	Semestral	Semestral		1,200.00	1,200.00		
	<b>LIQUID HAND SOAP, 500mL</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		1,680.00	1,680.00		
	<b>Air Freshener, spray, 500ml</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		4,174.80	4,174.80		
	<b>Semi-Expendable - Furniture &amp; Fixture</b>									<b>48,000.00</b>	<b>48,000.00</b>		
	<b>Office Computer Table</b>												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procurement	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		29,000.00	29,000.00		
	<b>Office Chairs</b>												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procurement	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		19,000.00	19,000.00		
	<b>Semi-Expendable - ICT Equipment</b>									<b>28,000.00</b>	<b>28,000.00</b>		
	<b>Printer</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		14,000.00	14,000.00		
	<b>Tablet</b>												
	Legazpi Regional Office		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		14,000.00	14,000.00		
	<b>Semi-Expendable - Office Equipment</b>									<b>34,000.00</b>	<b>34,000.00</b>		
	<b>Airconditioner, Split Type</b>												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procurement	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		34,000.00	34,000.00		


**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI 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>Taxes, Insurance Premiums &amp; Other Fees</b>									<b>143,080.00</b>	<b>143,080.00</b>		
	<b>Taxes, Duties &amp; Licenses</b>												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	Dec. 2, 2025	Dec. 2, 2025		9,600.00	9,600.00		
	<b>Fidelity Bond Premiums</b>												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	2nd to 4th Quarter	2nd to 4th Quarter		39,100.00	39,100.00		
	Naga Satellite Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter		7,500.00	7,500.00		
	<b>Insurance Expenses</b>												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	Jan. 16, 2025	Jan. 17, 2025		86,880.00	50,000.00		
	<b>Printing &amp; Publication Expenses</b>									<b>19,000.00</b>	<b>19,000.00</b>		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		10,000.00	10,000.00		
	Naga Satellite Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		9,000.00	9,000.00		
	<b>Representation Expenses</b>									<b>157,000.00</b>	<b>157,000.00</b>		
	Meals for the monthly staff meetings with 60 personnel for 1 day (PM Snacks)		No	NP-53.9 - Small Value Procurement	1st week of the month	N/A	1st week of the month	1st week of the month		55,000.00	69,960.00		
	Lease of venue with meals for the Mid-Year Performance Assessment 60 personnel for 2 days (2-AM Snacks,2-Lunch and PM Snacks)		No	NP-53.9 - Small Value Procurement	May 5, 2025	N/A	May 15, 2025	May 15, 2025		48,000.00	63,000.00		
	Rental of Transportation services for the Mid-Year Performance Assessment 60 personnel for 2 days		No	NP-53.9 - Small Value Procurement	May 5, 2025	N/A	May 15, 2025	May 15, 2025		23,000.00	25,000.00		
	Tarpaulin printing for MYPA, 4ft x 8ft		No	NP-53.9 - Small Value Procurement	May 5, 2025	N/A	May 15, 2025	May 15, 2025		1,000.00	1,000.00		
	Lease of venue with meals for the Year-End Performance Assessments with 25 personnel for 1 day (AM Snacks, Lunch and PM Snacks)		No	NP-53.9 - Small Value Procurement	Nov. 3, 2025	N/A	Nov. 11, 2025	Nov. 11, 2025		29,000.00	41,640.00		
	Tarpaulin printing for YEPA, 4ft x 8ft		No	NP-53.9 - Small Value Procurement	Nov. 3, 2025	N/A	Nov. 11, 2025	Nov. 11, 2025		1,000.00	1,000.00		
	<b>Other MOOE</b>									<b>83,040.00</b>	<b>83,040.00</b>		
	<b>Ink refill, Black</b>												
	Legazpi Regional Office - EPSON		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,000.00	9,000.00		
	Legazpi Regional Office - HP		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		1,800.00	1,800.00		
	<b>Ink refill, Magenta</b>												
	Legazpi Regional Office - EPSON		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,600.00	9,600.00		

**OVERSEAS WORKERS WELFARE ADMINISTRATION - REGIONAL WELFARE OFFICE V, LEGAZPI 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	
	Legazpi Regional Office - HP <b>Ink refill, Yellow</b>		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		1,920.00	1,920.00		
	Legazpi Regional Office - EPSON <b>Ink refill, Cyan</b>		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,600.00	9,600.00		
	Legazpi Regional Office - EPSON		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		11,520.00	11,520.00		
	Legazpi Regional Office - HP <b>Pest Control/STP</b>		No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,600.00	9,600.00		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	Jan. 23, 2025	Jan. 24, 2025		30,000.00	30,000.00		
	<b>GRAND TOTAL</b>									<b>11,275,651.02</b>	<b>11,275,651.02</b>		

Prepared by:  
  
**ARLENE B. ESPEDIDO**  
 Head, BAC Secretariat

Verified Correct by:  
  
**MAYAN P. TRILLES**  
 BAC Chairperson

Approved by:  
  
**ZENAIDA S. RAMOS**  
 Head, Procuring Entity