



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

**Updated Annual Procurement Plan 1st Semester 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	
	I. GENERAL SERVICES												
5021202000	Procurement of Janitorial (including Supplies) and Other Support Services for OWWA RWO-NCR, FY 2025	RWO-NCR	NO	Competitive Bidding	Jan-2025	Feb-2025	Mar-2025	Mar-2025	GoP	16,284,279.26	16,284,279.26		Includes additional deployment of DBP personnel.
5021203000	Provision of Security Services for OWWA RWO-NCR FY 2025	RWO-NCR	NO	Competitive Bidding	Jan-2025	Feb-2025	Mar-2025	Mar-2025	GoP	4,558,499.40	4,558,499.40		Includes additional deployment of security guards.
5020305000	Provision of Food and Services at the OWWA Seafarers' Welfare Hub (OSWH)	OSWH	NO	Competitive Bidding	Apr-25	Apr-25	May-2025	May-2025	GoP	15,395,072.00	15,395,072.00		
5021201000	Supply of Labor and Materials for the application of General Pest Control	RWO-NCR	NO	NP-53.9 - Small Value Procurement	Mar-2025	Mar-2025	Apr-2025	May-2025	GoP	98,010.00	98,010.00		General Pest Control Treatment in the OWWA Extension Building
	II. LEASE OF REAL PROPERTY AND VENUE EXPENSES												
5029905001	Lease of Office Space with More/Less 1,200 SQM. Floor Area	RWO-NCR	NO	NP-53.10 Lease of Real Property and Venue	Feb-2025	Feb-2025	Apr-2025	Apr-2025	GoP	17,730,000.00	17,730,000.00		
5029905001	Additional Office Space for the OWWA Seafarers' Welfare Hub (OSWH)	OSWH	NO	NP-53.10 Lease of Real Property and Venue	Apr-25	Apr-25	May-2025	Jun-2025	GoP	315,000.00	315,000.00		To expand the necessary support services, information and help desk services for the seafarers and their families.
	III. SUPPLIES AND MATERIALS EXPENSES												
5020301002	Procurement of Common-Use Office Supplies and Materials for the 1st Quarter, 2025, PS-DBM	RWO-NCR	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	730,752.00	730,752.00		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, PS-DBM	RWO-NCR	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	134,753.58	134,753.58		Procurement of Common-Use Office Supplies and Materials to be procured through PS-DBM (Operation Center 24/7 Center Unit)
5020301002	Procurement of Common-Use Office Supplies and Materials for the 2nd Quarter, 2025, not available at PS-DBM	RWO-NCR	NO	Shopping	May-2025	Jun-2025	Jun-2025	Jun-2025	GoP	267,394.00	267,394.00		Procurement of Common-Use Office Supplies not available at PS-DBM
5020321003	Supply and Delivery of Wireless Microphones and Stand	ASMU	NO	NP-53.9 - Small Value Procurement	Mar-2025	Mar-2025	Apr-2025	May-2025	GoP	84,000.00	84,000.00		For OWWA Multipurpose Hall and for various events and activities of RWO-NCR
5020322000	Supply and Delivery of Push Carts and Trolleys	RWO-NCR	NO	NP-53.9 - Small Value Procurement	Jun-2025	Jun-2025	Jun-2025	Jun-2025	GoP	45,780.00	45,780.00		
5020399000	Proposal for the Supply and Delivery of OWWA RWO-NCR Corporate Giveaways	PSD	NO	NP-53.9 - Small Value Procurement	Feb-2025	Feb-2025	Mar-2025	Mar-2025	GoP	361,600.00	361,600.00		Corporate Giveaways
5020301002	Proposal for the Supply and Delivery of Printer Consumables (Branded and Original) - 2nd Quarter for CY 2025	RWO-NCR	NO	Shopping	May-2025	Jun-2025	Jun-2025	Jul-2025	GoP	307,455.00	307,455.00		
	IV. OFFICE EQUIPMENTS												
5020321002	Heavy Duty Paper Duty Shredder	AFD	NO	NP-53.9 - Small Value Procurement	May-2025	Jun-2025	Jun-2025	Jul-2025	GoP	40,410.00	40,410.00		
5020321002	Heavy Duty Document Scanner	AFD	NO	NP-53.9 - Small Value Procurement	May-2025	Jun-2025	Jun-2025	Jul-2025	GoP	22,657.88	22,657.88		
	V. COMMUNICATION EXPENSES												
5020501000	Postage and Courier Services	AFD	NO	NP-53.5 Agency-to-Agency	Mar-2025	Mar-2025	Apr-2025	Apr-2025	GoP	500,000.00	500,000.00		For demand letter of RWO-NCR
	VI. OTHER MAINTENANCE AND OPERATING EXPENSES												
5029903000	Supply and Delivery of Purified Drinking Water in OWWA RWO-NCR	RWO-NCR	NO	NP-53.9 - Small Value Procurement	Jan-2025	Feb-2025	Feb-2025	Mar-2025	GoP	149,600.00	149,600.00		
5029905004	Rental of Photocopying Machines of OWWA RWO-NCR	RWO-NCR	NO	NP-53.9 - Small Value Procurement	Jan-2025	Feb-2025	Feb-2025	Mar-2025	GoP	180,000.00	180,000.00		Rentals of photocopying machines assigned at RWO-NCR and OWWA Satellite offices

TOTAL 57,205,263.12  
GRAND TOTAL 57,205,263.12

Prepared by:

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