

OVERSEAS WORKERS WELFARE ADMINISTRATION – REGIONAL WELFARE OFFICE V, LEGAZPI CITY 1ST SEMESTER (January-June)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	
	PROGRAMS AND SERVICES DIVISION									1,630,315.80	1,630,315.80		
	MFO I - EMPLOYMENT FACILITATION AND CAPACITY BUILDING SERVICES									41,500.00	41,500.00		
	I. TECHNICAL/VOCATIONAL COURSES												
	Information Technology Training Program (IT Program - MOOE)									41,500.00	41,500.00		
	Maintenance/Upgrade of ICT Equipment		NO	NP-53.9 - Small Value Procure	March 11, 2025	March 12, 2025	March 13, 2025	March 13, 2025	Others	41,500.00	41,500.00		
	MFO II - LABOR FORCE WELFARE SERVICES									28,000.00	28,000.00		
	WELFARE SERVICES FOR OFWs												
	1. Pre-Departure Orientation Seminar (PDOS)									28,000.00	28,000.00		
	Training Kit (Personalized Ballpen, Note Pad, Tote Bag) - 100 pax @ 300		NO	NP-53.9 - Small Value Procure	January 9, 2025	January 13, 2025	January 15, 2025	January 15, 2025	Others	28,000.00	28,000.00		
	REINTEGRATION SERVICES												
	A. SOCIAL COMPONENTS									762,339.80	636,789.80		
	1. Program for Families Left-Behind/OFW Children Circles									10,050.00	10,050.00		
	Lease of Venue with Meals		No	NP-53.9 - Small Value Procure	Feb 27 & March 24, 2025, 2025	Feb 27 & March 24, 2025, 2025	March 5 & 27, 2025	March 5 & 27, 2025	Others	10,050.00	10,050.00		
	2. OFC Formation/Parokya									54,158.00	54,158.00		
	Lease of Venue with Meals (per province; 400 @ 900.00/day)		NO	NP-53.9 - Small Value Procure	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	54,158.00	54,158.00		
	3. Capability Building for OFCs									485,609.90	485,609.90		
	Lease of Venue with Meals (per province; 45 sessions @ 40pax/session) @ 500.00		NO	NP-53.9 - Small Value Procure	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	388,588.00	388,588.00		
	ACTIVITY SUPPLIES												
	Supplies and Materials		NO	NP-53.9 - Small Value Procure	March 3, 2025	March 6, 2025	March 7, 2025	March 7, 2025	Others	97,021.90	97,021.90		
	4. CBT for LGU, Partners and Other Entities												
	Learning Development Training									115,500.00	115,500.00		
	Lease of Venue with Meals (per province; 400 @		NO	NP-53.9 - Small Value Procure	May 5 & June 20, 2025	May 5 & June 20, 2025	May 21 & June 24, 2025	May 21 & June 24, 2025	Others	37,500.00	37,500.00		
	ACTIVITY SUPPLIES/TRAINING KIT		NO	NP-53.9 - Small Value Procure	May 20, 2025	May 25, 2025	May 27, 2025	May 27, 2025	Others	78,000.00	78,000.00		
	B. ECONOMIC COMPONENTS									278,050.00	278,050.00		
	1. EDLP (Enhanced EDT & Demo Farm Visitation)									164,190.00	164,190.00		
	*REGIONAL OFFICE & NAGA SO (Albay, Sorsogon, Masbate & Cebu): Phases 1 & 3, Lease of Venue with AM Snack, Lunch and PM Snack		No	NP-53.9 - Small Value Procure	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	51,250.00	51,250.00		

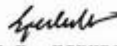
*NAGA SATELLITE OFFICE: Phase 1, Lease of Venue with AM Snack, Lunch and PM Snack (32 pax per training @ 750/pax, 6 trainings)	No	NP-53.9 - Small Value Procure	1st Monday of Every other Month starting Jan 2025	1st Thursday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	1st Friday of Every other Month starting Jan 2025	Others	112,940.00	112,940.00		
2. EDT (BPDH)								110,110.00	110,110.00		
Regional Office (including Island Provinces, Sorsogon, Every Thursday: AM Snacks & Lunch (25 pax x 24 trainings, P400/pax)	No	NP-53.9 - Small Value Procure	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	86,410.00	110,110.00		
Naga Office, Once a Month: PM Snacks (35 pax x 12 trainings, P250/pax)	No	NP-53.9 - Small Value Procure	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	23,700.00	105,000.00		
3. Info Caravan on Reintegration								3,750.00	3,750.00		
Activity Supplies & Promo Materials (T-Shirts)	No	NP-53.9 - Small Value Procure	May 19, 2025	May 20, 2025	May 21, 2025	May 21, 2025	Others	3,750.00	3,750.00		
SOCIO-CULTURAL ACTIVITIES								255,350.00	255,350.00		
1. Migrants Workers Day								255,350.00	255,350.00		
Venue and Meals (500 @ 350.00/pax)	No	NP-53.9 - Small Value Procure	May 25, 2025	May 28, 2025	May 30, 2025	May 30, 2025	Others	180,000.00	180,000.00		
RAFFLE, GAMES & CONTEST PRIZES	No	NP-53.9 - Small Value Procure	May 25, 2025	May 28, 2025	May 30, 2025	May 30, 2025	Others	66,150.00	66,150.00		
Activity & Decoration	No	NP-53.9 - Small Value Procure	May 25, 2025	May 28, 2025	May 30, 2025	May 30, 2025	Others	9,200.00	9,200.00		
MFO III. EMPLOYMENT REGULATION SERVICES								265,076.00	265,076.00		
1. Info Caravan for Membership Promotion								265,076.00	265,076.00		
Venue and Snack (1500 pax @ 150.00)	No	NP-53.9 - Small Value Procure	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	97,006.00	97,006.00		
Promo Materials	No	NP-53.9 - Small Value Procure	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	168,070.00	168,070.00		
ADMIN AND FINANCE DIVISION (AFD)								2,540,783.36	2,540,783.36		
UTILITIES											
Water								31,630.93	31,630.93		
Legazpi Regional Office	No	Direct Contracting	N/A	N/A	October 2022 (5 yrs	October 2022 (5 yrs	contract)	31,630.93	31,630.93		
Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		-	-		
Electricity								347,550.18	347,550.18		
Legazpi Regional Office	No	Direct Contracting	N/A	N/A	October 2022 (5 yrs	October 2022 (5 yrs	contract)	286,783.37	286,783.37		
Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		60,766.81	150,000.00		
Postage & Courier Expenses								19,274.06	19,274.06		
Legazpi Regional Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		19,274.06	19,274.06		
Telephone (Mobile)								78,566.75	78,566.75		
Legazpi Regional Office	No	NP-53.9 - Small Value Procure	Quarterly	N/A	Quarterly	Quarterly		78,566.75	78,566.75		
Telephone (Landline)								6,405.49	6,405.49		
Legazpi Regional Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		-	-		
Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		6,405.49	6,405.49		
Internet Subscription								38,214.13	38,214.13		

	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		29,776.63	29,776.63		
	Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		8,437.50	8,437.50		
	Cable, Satellite, Telegraph & Radio Expenses								-	-		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	April 4, 2025	April 4, 2025		-	-		
	Security Services								216,927.52	216,927.52		
	Legazpi Regional Office & Naga Satellite	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		216,927.52	216,927.52		
	Fuel, Oil and Lubricant Expenses								276,701.96	276,701.96		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		199,603.79	199,603.79		
	Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		77,098.17	77,098.17		
	Accountable Forms Expenses								12,000.00	12,000.00		
	Check Booklets for BPBH, GAA and QWWA	No	NP-53.5 Agency-to-Agency	N/A	N/A	every 2 months	every 2 months		12,000.00	12,000.00		
	Non-Accountable Forms Expenses								-	-		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	every 2 months	every 2 months		-	-		
	Naga Satellite Office	No	Direct Contracting	N/A	N/A	every 2 months	every 2 months		-	-		
	Drugs and Medicine Expenses								5,431.94	5,431.94		
	Medicine and Medical	No	NP-53.9 - Small Value Procure	April 14, 2025	N/A	April 22, 2025	April 22, 2025		5,431.94	5,431.94		
	Medical, Dental and Laboratory Expenses								-	-		
	Legazpi Regional Office & Naga Satellite	No	Direct Contracting	N/A	N/A	Jan. 2, 2025	Jan. 2, 2025		-	-		
	Rental and General Services											
	Office Rental								533,765.07	533,765.07		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	October 2022 (5 yrs	October 2022 (5 yrs contract)		481,351.80	481,351.80		
	Legazpi Regional Office - Stock Room	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		52,413.27	52,413.27		
	Equipment Rental								30,875.00	30,875.00		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025		30,875.00	30,875.00		
	Repair and Maintenance of Building and Other Structures - Buildings								139,683.68	139,683.68		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	Feb. 14, 2025	Feb. 14, 2025		139,683.68	139,683.68		
	Repair and Maintenance of Other Machinery and Equipment								127,795.00	127,795.00		
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	Quarterly	Quarterly		122,095.00	122,095.00		
	Naga Satellite Office	No	Direct Contracting	N/A	N/A	Quarterly	Quarterly		5,700.00	5,700.00		

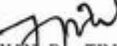
	Repair and Maintenance of Motor Vehicle									119,640.71	119,640.71		
	Legazpi Regional Office		No	NP-52.1A - Shopping	Quarterly	N/A	Quarterly	Quarterly		93,396.27	93,396.27		
	Naga Satellite Office		No	NP-52.1A - Shopping	Quarterly	N/A	Quarterly	Quarterly		26,244.44	26,244.44		
	Supplies and Materials available in DBM-PS		No										
	Supplies and Materials for 1st Semster CY 2025 for Legazpi Regional Office and Naga Satellite Office		No	NP-52.1B - Shopping	N/A	N/A	N/A	N/A		8,997.93	8,997.93		
	Other Supplies and Materials not available in DBM-PS												
	Supplies and Materials for 1st Semster CY 2025 for Legazpi Regional Office and Naga Satellite Office		No	NP-52.1B - Shopping	June 11, 2025	June 16, 2025	June 25, 2025	June 25, 2025		97,103.10	97,103.10		
	Semi-Expendable - Furniture & Fixture									48,000.00	48,000.00		
	Office Computer Table												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procure	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		29,000.00	29,000.00		
	Office Chairs												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procure	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		19,000.00	19,000.00		
	Semi-Expendable - ICT Equipment									28,000.00	28,000.00		
	Printer												
	Legazpi Regional Office		No	NP-53.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		14,000.00	14,000.00		
	Tablet												
	Legazpi Regional Office		No	NP-53.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		14,000.00	14,000.00		
	Semi-Expendable - Office Equipment									34,000.00	34,000.00		
	Airconditioner , Split Type												
	Legazpi Regional Office		No	NP-53.9 - Small Value Procure	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		34,000.00	34,000.00		
	Taxes, Insurance Premiums & Other Fees									213,452.18	213,452.18		
	Taxes, Duties & Licenses												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	Dec. 2, 2025	Dec. 2, 2025		19,154.85	19,154.85		
	Fidelity Bond Premiums												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	2nd to 4th Quarter	2nd to 4th Quarter		106,668.00	106,668.00		
	Naga Satellite Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	2nd Quarter	2nd Quarter		7,500.00	7,500.00		
	Insurance Expenses												
	Legazpi Regional Office		No	NP-53.5 Agency-to-Agency	N/A	N/A	Jan. 16, 2025	Jan. 17, 2025		80,129.33	50,000.00		
	Printing & Publication Expenses									-	-		
	Legazpi Regional Office		No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025			-		

	Naga Satellite Office	No	Direct Contracting	N/A	N/A	January 2, 2025	January 2, 2025						
	Representation Expenses								157,000.00	157,000.00			
	Meals for the monthly staff meetings with 60 personnel for 1 day (PM Snacks)	No	NP-53.9 - Small Value Procure	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 Procure	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 Procure	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 Procure	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 Procure	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 Procure	Nov. 3, 2025	N/A	Nov. 11, 2025	Nov. 11, 2025		1,000.00	1,000.00			
	Other MOOE								75,868.76	75,868.76			
	Ink refill, Black												
	Legazpi Regional Office	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	No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		1,800.00	1,800.00			
	Ink refill, Magenta												
	Legazpi Regional Office	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	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		1,920.00	1,920.00			
	Ink refill, Yellow												
	Legazpi Regional Office	No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,600.00	9,600.00			
	Ink refill, Cyan												
	Legazpi Regional Office	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	No	NP-52.1B - Shopping	Feb. 3, 2025	N/A	Feb. 14, 2025	Feb. 14, 2025		9,600.00	9,600.00			
	Pest Control/STP												
	Legazpi Regional Office	No	Direct Contracting	N/A	N/A	Jan. 23, 2025	Jan. 24, 2025		22,828.76	22,828.76			
	GRAND TOTAL								4,171,099.16	4,171,099.16			

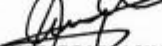
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