



Republic of the Philippines  
Department of Labor and Employment  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City

**Annual Procurement Plan for FY - 2017**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>I. Traveling Expenses</b>												
A. Central Office (Foreign & Local Travel)		Secretariat/COA/BOT	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	5,872,000.00	5,872,000.00		
B. Regional Offices		RWOs	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	3,887,518.17	3,887,518.17		
C. Overseas/ On-Site Operations		OWOs-COCS	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	8,718,400.00	8,718,400.00		
<b>II. Communication Services</b>												
A. Central Office												
1. Post-paid & Pre-paid lines (Mobile Phone)		EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	1,100,000.00	1,100,000.00		
2. Landlines / Trunklines / Internet		EGSD / MISD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	3,500,000.00	3,500,000.00		Thru PLDT
3. Two-Way Radio Transceiver		EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	500,000.00	500,000.00		Thru CONTEL COMMUNICATIONS
4. Cable TV		EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	157,300.00	157,300.00		Thru SKYCABLE AND DESTINY CABLE
5. Private Courier		RMD	Public Bidding	February - April	February - April	February - April	February - April	GOP	3,622,000.00	3,622,000.00		
6. Postage (Metered Machine)		RMD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	60,000.00	60,000.00		
7. Post Office / Lock Box		RMD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	1,800.00	1,800.00		
8. Broadband Internet at NAIA Terminals 2, 3, & 4		MPC	Direct Contracting	N/A	N/A	N/A	N/A	GOP	86,352.00	86,352.00		Thru GLOBE TELECOM
9. 8 MB Internet Lease Line		MPC	Public Bidding	February - April	February - April	February - April	February - April	GOP	600,000.00	600,000.00		
10. Secure Socket Layer		MPC	NP - SVP	January	February	February	February	GOP	120,000.00	120,000.00		
B. Regional Office		RWOs	Direct Contracting	N/A	N/A	N/A	N/A	GOP	7,569,218.22	7,569,218.22		
C. Commission on Audit		COA	Direct Contracting	N/A	N/A	N/A	N/A	GOP	40,000.00	40,000.00		
<b>III. Building Maintenance/Office Improvement</b>												
A. Central Office												
1. Pest Control		EGSD	NP - SVP	January	February	February	February	GOP	180,000.00	180,000.00		
2. Maintenance of Aircon Units		EGSD	NP - SVP / Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GOP	471,959.00	471,959.00		
3. Septic Tank Cleaning/Siphoning		EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	100,000.00	100,000.00		
4. Maintenance of Elevators ( Bldg 1 & 2)		EGSD	Direct Contracting/ NP-SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	900,000.00	900,000.00		
5. Maintenance Improvement of Facilities		EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	2,000,000.00	2,000,000.00		
6. Lease of PABX System - Straight Lease of HIPath 3800		EGSD	Direct Contracting	N/A	N/A	N/A	February	GOP	320,000.00	320,000.00		
7. Fire Protection System												
a. Preventive Maintenance		EGSD	NP - SVP	February	February	February	February	GOP	302,500.00	302,500.00		
b. Refill of Fire Extinguisher		EGSD	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	200,000.00	200,000.00		
8. Maintenance Paging System and CCTV		EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	165,000.00	165,000.00		
B. Regional Office		RWOs	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	3,354,561.02	3,354,561.02		
<b>IV. Repair and Maintenance of Motor Vehicles</b>												
A. Central Office		EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	1,680,000.00	1,680,000.00		
B. Regional Office		ROCS/RWOs	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	2,335,107.93	2,335,107.93		
<b>V. Repair and Maintenance of Office Equipment / Furniture</b>												
A. Office Equipment / Furniture		EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	175,000.00	175,000.00		
B. Computer / I.T. Equipment		MISD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	418,300.00	418,300.00		
C. Fingerscan (3 Machines)		HRMDD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	100,000.00	100,000.00		
<b>VI. Office Supplies and Materials</b>												
A. Central Office												
1. Common Office Supplies		PPMD	PS - DBM / Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GOP	7,581,792.39	7,581,792.39		
2. Accountable Forms (Government Official Receipts/Checks)		CASH	Agency to Agency	May - July	May - July	May - July	May - July	GOP	2,692,000.00	2,692,000.00		
3. PDOS Materials (AVP/Flyers/Handouts/Certificates)		PDMU	Public Bidding / Agency to Agency	March - July	March - July	March - July	March - July	GOP	1,506,750.00	1,506,750.00		
4. CPDEP Materials (Manual / Certificate of Attendance)		PDMU	Public Bidding / Agency to Agency	July - September	July - September	July - September	July - September	GOP	2,030,500.00	2,030,500.00		
5. Reproduction Machine Supplies		EGSD	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GOP	326,592.00	326,592.00		
6. Gasoline, Oils and Vehicles Supplies		EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	3,500,000.00	3,500,000.00		

7. Vehicle Tires	EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	440,000.00	440,000.00	
8. Maintenance Supplies	EGSD	NP - SVP / Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GOP	1,555,020.79	1,555,020.79	
9. Training/Seminar/Planning Workshop Supplies and Materials	HRMDD	NP - SVP / Shopping	as per schedule	as per schedule	as per schedule	as per schedule	GOP	319,000.00	319,000.00	
10. Clinic Supplies	HRMDD	NP - SVP	Quarterly	Quarterly	Quarterly	Quarterly	GOP	250,633.82	250,633.82	
<b>B. Regional Office</b>	RWOs	NP - SVP / Shopping	As the need arises	As the need arises	As the need arises	As the need arises	GOP	9,137,691.16	9,137,691.16	
<b>VII. Rentals</b>										
<b>A. Central Office</b>										
1. Parking Space	EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	1,000,000.00	1,000,000.00	
2. Vehicle Rental for Foreign Delegates	EGSD	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	150,000.00	150,000.00	
3. Rental of Photocopier	EGSD	NP - SVP	February - March	February - March	February - March	February - March	GOP	882,000.00	882,000.00	
4. Warehouse Rental	EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	968,000.00	968,000.00	
<b>B. Regional Office</b>	RWOs	Direct Contracting	N/A	N/A	N/A	N/A	GOP	31,644,228.83	31,644,228.83	
<b>C. Overseas Offices</b>										
1. Office Rental	OWOs	Direct Contracting	N/A	N/A	N/A	N/A	GOP	44,789,999.00	44,789,999.00	
2. Vehicle Rental	OWOs	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	4,595,136.00	4,595,136.00	
<b>VIII. Water, Illumination and Power</b>										
<b>A. Central Office</b>										
1. Electric Consumption (includes Bldg. 1, Warehouse and NAIA)	EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	18,712,000.00	18,712,000.00	Thru MERALCO ELECTRIC COMPANY
2. Water Consumption (includes Bldg. 1 and Warehouse)	EGSD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	4,000,000.00	4,000,000.00	Thru MWSS
<b>B. Regional Office</b>	RWOs	Direct Contracting	N/A	N/A	N/A	N/A	GOP	8,902,588.30	8,902,588.30	
<b>IX. Overseas Regular MOOE</b>	OOCs / OWOs	Direct Contracting / Shopping / NP-SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	27,338,220.00	27,338,220.00	
<b>X. Other Services</b>										
<b>A. Central Office</b>										
1. Janitorial and Other Support Services	EGSD	Public Bidding	February to April	February to April	February to April	February to April	GOP	37,290,036.00	37,290,036.00	
2. Security Services	EGSD	Public Bidding	February to April	February to April	February to April	February to April	GOP	18,107,622.00	18,107,622.00	
3. Registration of Vehicles	EGSD	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GOP	200,000.00	200,000.00	
4. Insurance Premiums of Vehicles	EGSD	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GOP	500,000.00	500,000.00	
5. Consultancy Services	EGSD	Direct Contracting	January	January	January	January	GOP	264,000.00	264,000.00	
<b>B. Regional Office</b>										
1. Drivers/Janitors/Messengers/Security Services	RWOs	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	31,536,999.35	31,536,999.35	
2. Registration / Insurance of Gov't Vehicle	RWOs	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GOP	1,019,166.10	1,019,166.10	
3. Repair of Facilities & Fixtures	RWOs	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP			
4. Repair & Maintenance of Office Equipment / Facilities & Fixtures	RWOs	NP - SVP	As the need arises	As the need arises	As the need arises	As the need arises	GOP	1,475,567.77	1,475,567.77	
<b>XI. Information and Publication</b>										
<b>A. Production / Reproduction / Dissemination of Posters / Flyers Annual Reports</b>	ASMD	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	2,750,000.00	2,750,000.00	
<b>B. Tri-Media / Radio / TV Placements</b>	ASMD	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GOP	9,926,000.00	9,926,000.00	
<b>C. Service Providers</b>	ASMD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	450,000.00	450,000.00	
<b>D. Expenses Related to Press Conference &amp; Networking with GOs and NGOs</b>	ASMD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	100,000.00	100,000.00	
<b>E. Subscriptions</b>	ASMD	NP - SVP	February to March	February to March	February to March	February to March	GOP	214,290.00	214,290.00	
<b>XII. Capital Outlay</b>										
<b>A. Central Office</b>										
1. 2017	Secretariat	Public Bidding / NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	40,939,000.00	40,939,000.00	
2. 2016 Unutilized	Secretariat	Public Bidding / NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	3,123,838.50	3,123,838.50	
<b>B. Regional Office</b>										
1. 2017	RWOs	Public Bidding / NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	8,985,800.00	8,985,800.00	
2. 2016 Unutilized	RWOs	Public Bidding / NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	1,800,000.00	1,800,000.00	
<b>C. Overseas</b>										
1. 2017	OWOs	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	18,749,094.00	18,749,094.00	
2. 2016 Unutilized	OWOs	NP - SVP	As per schedule	As per schedule	As per schedule	As per schedule	GOP	1,063,121.38	1,063,121.38	
<b>XIII. IT Resource Requirements</b>										
<b>A. Firewall (License Renewal)</b>	MISD	NP - SVP	February	February	February	February	GOP	170,000.00	170,000.00	
<b>B. Internet Services</b>										
1. 50Mbps Leased Line (Existing)	MISD	Direct Contracting	N/A	N/A	N/A	N/A	GOP	1,920,000.00	1,920,000.00	
2. 10Mbps Leased Line (for secondary internet source)	MISD	Public Bidding	February to April	February to April	February to April	February to April	GOP	780,000.00	780,000.00	