



DEPARTMENT OF MIGRANT WORKERS  
Regional Office XIII

ANNUAL PROCUREMENT PLAN FOR FY 2026



INDICATIVE



FINAL



UPDATED (Version No. \_\_\_\_\_)

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS			REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (Php)	PROCUREMENT STRATEGY OR TOOLS	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
<b>General Requirements</b>											
Hiring of Security Guard Services	FAD	Security Services	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	960,000.00	-	
Hiring of Janitorial Services	FAD	Janitorial Service	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	720,000.00	-	
Provision of Repairs and Maintenance for Motor Vehicle	FAD	Repairs and Maintenance - Motor Vehicle	Small Value Procurement	No	LCRB	February 2026	November 2026	GAA 2026	300,000.00	-	
Provision of Repairs and Maintenance for Office Equipment (Aircon, Printer, Photocopier)	FAD	Repairs and Maintenance - Office Equipment	Small Value Procurement	No	LCRB	February 2026	November 2026	GAA 2026	500,000.00	-	
Provision of Postage and Courier for FAD documents	FAD	Postage and Courier	Small Value Procurement	No	LCRB	January 2026	November 2026	GAA 2026	110,000.00	-	
Provision of Postage and Courier for MWPSD documents	MWPSD	Postage and Courier	Small Value Procurement	No	LCRB	January 2026	November 2026	GAA 2026	50,000.00	-	
Provision of Postage and Courier for MWPTD documents	MWPTD	Postage and Courier	Small Value Procurement	No	LCRB	January 2026	November 2026	GAA 2026	50,000.00	-	
Rent of Office Building	FAD	Rent-Building	Small Value Procurement	No	LCRB	August 2026	September 2026	GAA 2026	3,641,987.44	-	
Provision of Internet Expenses for FAD office	FAD	Internet Expenses	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	120,000.00	-	
Provision of Internet Expenses for WRSD office	WRSD	Internet Expenses	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	100,000.00	-	
Provision of Internet Expenses for MWPSD office	MWPSD	Internet Expenses	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	100,000.00	-	
Provision of Internet Expenses for MWPTD office	MWPTD	Internet Expenses	Small Value Procurement	No	LCRB	January 2026	January 2026	GAA 2026	100,000.00	-	
Provision of Water Expenses	FAD	Water Expenses	Direct Contracting	No	LCRB	January 2026	January 2026	GAA 2026	200,000.00	-	
Provision of Electricity Expenses	FAD	Electricity Expenses	Direct Contracting	No	LCRB	January 2026	January 2026	GAA 2026	522,652.56	-	
Procurement of ICT Supplies (Printer Inks and Photocopier Toners) for FAD	FAD	ICT Supplies	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	170,000.00	-	
Procurement of ICT Supplies (Printer Inks and Photocopier Toners) for WRSD	WRSD	ICT Supplies	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	110,000.00	-	
Procurement of ICT Supplies (Printer Inks and Photocopier Toners) for MWPSD	MWPSD	ICT Supplies	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	110,000.00	-	
Procurement of ICT Supplies (Printer Inks and Photocopier Toners) for MWPTD	MWPTD	ICT Supplies	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	110,000.00	-	
Procurement of Other Supplies and Materials (Janitorial supplies, Fuel, etc.)	FAD	Other Supplies and Materials	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	200,000.00	-	
Procurement of Semi-Office Equipment (Refrigerator, Wireless microphone, Paper shredder, laminating machine, binding machine, electric fan, puncher, and others)	FAD	Semi Expendable-Office Equipment	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	200,000.00	-	
Procurement of Semi-ICT (LCD Projector, WIFI Router, Tablet, external hard drive, and others)	FAD	Semi Expendable-ICT Equipment	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	190,000.00	-	
Procurement of Semi-Furnitures and Fixtures (Pedestal, Executive tables and chairs, Cabinets, and others)	FAD, WRSD, MWPSD, and MWPTD	Semi Expendable-Furnitures and Fixtures	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	200,000.00	-	
Provision of Meals and Snacks for Strategic Performance Management System (Coaching and Integration)	FAD	Strategic Performance Management System (Coaching and Integration)	Small Value Procurement	No	LCRB	January 2026	March 2026	GAA 2026	23,000.00	-	
Provision of Meals and Snacks New Government Procurement Act (NGPA) R.A. 12009	FAD	New Government Procurement Act (NGPA) R.A. 12009	Small Value Procurement	No	LCRB	February 2026	November 2026	GAA 2026	108,000.00	-	
Provision of Meals and Snacks Training on effective news and feature writing and storytelling	FAD	Training on effective news and feature writing and storytelling	Small Value Procurement	No	LCRB	February 2026	November 2026	GAA 2026	45,000.00	-	
Provision of Meals and Snacks R.A. 6713: Code of Conduct and Ethical Standards for Public Officers and Employees	FAD	R.A. 6713: Code of Conduct and Ethical Standards for Public Officers and Employees	Small Value Procurement	No	LCRB	February 2026	February 2026	GAA 2026	45,000.00	-	
Provision of Meals and Snacks Lecture on complete staff work & 7s of good house keeping training	FAD	Lecture on complete staff work & 7s of good house keeping training	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Effective Communication and basic customer service skills	FAD	Effective Communication and basic customer service skills	Small Value Procurement	No	LCRB	April 2026	April 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Promoting mental health in the workplace	FAD	Promoting mental health in the workplace	Small Value Procurement	No	LCRB	June 2026	June 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Orientation on gender and development	FAD	Orientation on gender and development	Small Value Procurement	No	LCRB	August 2026	August 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Productivity Revolution: How to integrate AI tools into your workflow	FAD	Productivity Revolution: How to integrate AI tools into your workflow	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Accreditation training for mediators and conciliators	MWPTD	Accreditation training for mediators and conciliators	Small Value Procurement	No	LCRB	November 2026	November 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Advanced Case Management Training for Protection Division Officers	MWPTD	Advanced Case Management Training for Protection Division Officers	Small Value Procurement	No	LCRB	February 2026	February 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Bagong Pilipinas Serbiayo Fair	FAD	Bagong Pilipinas Serbiayo Fair	Small Value Procurement	No	LCRB	March 2026	March 2026	GAA 2026	100,000.00	-	
Provision of Meals and Snacks Kapitan sa Bagong Pilipinas	FAD	Kapitan sa Bagong Pilipinas	Small Value Procurement	No	LCRB	June 2026	June 2026	GAA 2026	100,000.00	-	
Provision of Meals and Snacks Handog ng Pangulo	FAD	Handog ng Pangulo	Small Value Procurement	No	LCRB	March 2026	March 2026	GAA 2026	70,000.00	-	
Provision of Meals and Snacks LAB for All	FAD	LAB for All	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026	70,000.00	-	
Provision of Meals and Snacks Women's Month / Hudayka Celebration	FAD	Women's Month / Hudayka Celebration	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026	100,000.00	-	
Provision of Meals and Snacks Labor Day Celebration	FAD	Labor Day Celebration	Small Value Procurement	No	LCRB	March 2026	March 2026	GAA 2026	25,000.00	-	
Provision of Meals and Snacks Migrant Worker's Day	FAD	Migrant Worker's Day	Small Value Procurement	No	LCRB	May 2026	May 2026	GAA 2026	150,000.00	-	
Provision of Meals and Snacks Maritime Week Celebration	FAD	Maritime Week Celebration	Small Value Procurement	No	LCRB	June 2026	June 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks National Disaster Resilience Month	FAD	National Disaster Resilience Month	Small Value Procurement	No	LCRB	June 2026	June 2026	GAA 2026	75,000.00	-	
Provision of Meals and Snacks National Anti-Trafficking in Persons Awareness Month	FAD	National Anti-Trafficking in Persons Awareness Month	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026	75,000.00	-	
Provision of Meals and Snacks Civil Service Month	FAD	Civil Service Month	Small Value Procurement	No	LCRB	July 2026	July 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks Karinga Pamilya Mahalaga	FAD	Karinga Pamilya Mahalaga	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026	20,000.00	-	
Provision of Meals and Snacks National Statistics Month	FAD	National Statistics Month	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026	20,000.00	-	
Provision of Meals and Snacks Elderly Filipino Week	FAD	Elderly Filipino Week	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks National Mental Health Week	FAD	National Mental Health Week	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks National Children's Month	FAD	National Children's Month	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026	30,000.00	-	
Provision of Meals and Snacks 18-Day Campaign to End Violence Against Women (VAW)	FAD	18-Day Campaign to End Violence Against Women (VAW)	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026	50,000.00	-	
Provision of Meals and Snacks MYPA and YEPA	FAD	MYPA and YEPA	Small Value Procurement	No	LCRB	November 2026	December 2026	GAA 2026	413,651.20	-	
Provision of Meals and Snacks DMW Anniversary Celebration	FAD	DMW Anniversary Celebration	Small Value Procurement	No	LCRB	June and December 2026	December 2026	GAA 2026	200,000.00	-	
Provision of Meals and Snacks Hosting of Regional Planning Conference	FAD	Hosting of Regional Planning Conference	Small Value Procurement	No	LCRB	December 2026	December 2026	GAA 2026	450,000.00	-	
Provision of Meals and Snacks Organizational Development Activity/Capability Enhancement Training	FAD	Organizational Development Activity/Capability Enhancement Training	Small Value Procurement	No	LCRB	March 2026	March 2026	GAA 2026	250,000.00	-	
Provision of Meals and Snacks GAD Quarterly Meeting	FAD	GAD Quarterly Meeting	Small Value Procurement	No	LCRB	May 2026	May 2026	GAA 2026	20,000.00	-	
Provision of Meals and Snacks Orientation and Organization meeting with children of OFWs enrolled in SNSU	WRSD	Orientation and Organization meeting with children of OFWs enrolled in SNSU	Small Value Procurement	No	LCRB	March, June, September, November 2026	December 2026	GAA 2026	43,750.00	-	
Provision of Meals and Snacks Capability Building Program for Children of OFWs at PNJM	WRSD	Capability Building Program for Children of OFWs at PNJM	Small Value Procurement	No	LCRB	January 2026	February 2026	GAA 2026	48,125.00	-	
Provision of Meals, Snacks, and supplies for the Conduct of Dialogue with Provincial PESO, City PESO, and DOLE Field Office	MWPSD	Conduct of Dialogue with Provincial PESO, City PESO, and DOLE Field Office	Small Value Procurement	No	LCRB	January 2026	February 2026	GAA 2026	52,748.80	-	
Provision of Meals, Snacks, and supplies for the conduct of Mental Health Awareness and Stress Management Seminar	WRSD	Mental Health Awareness and Stress Management Seminar	Small Value Procurement	No	LCRB	January 2026	February 2026	GAA 2026	271,280.00	-	
Provision of Meals, Snacks, and supplies for the conduct of Reintegration Education Seminar	WRSD	Reintegration Education Seminar	Small Value Procurement	No	LCRB	January 2026	February 2026	GAA 2026	191,720.00	-	
Provision of Meals, Snacks, and supplies for the conduct of Conduct of Job Fair during Migrants Day	MWPSD	Conduct of Job Fair during Migrants Day	Small Value Procurement	No	LCRB	January 2026	February 2026	GAA 2026	133,900.00	-	
Provision of Meals and Snacks for the conduct of DICT PNPKI User's Training	FAD	DICT PNPKI User's Training	Small Value Procurement	No	LCRB	April 2026	April 2026	GAA 2026	16,500.00	-	

Procurement of Capital Outlay (ICT, Office Equipment, Furniture and Fixture)	MWPSD	Capital Outlay	Small Value Procurement	No	LCRB	January to November 2026	January to November 2026	GAA 2026	435,000.00	-	
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Supply and Delivery of Quarterly Common-Used Supplies and Equipment	FAD, WRSD, MWPSD, and MWPTD		Agency-To-Agency	No		January 2026, April 2026, August 2026, and October 2026	January 2026, April 2026, August 2026, and October 2026	GAA 2026	800,000.00	-	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: -

Total Amount of CSEs to be purchased from PS-DBM: 800,000.00

Total Amount of Estimated Budget: 13,527,515.00

Prepared by:

Recommended by:  
By the Authority of the Bids and Awards Committee:

Approved by:

GIOVANNI S. PAREDES

Signature over Printed Name

Supervising Administrative Officer

Bids and Awards Committee Secretariat

Date : \_\_\_\_\_

REGIENALD S. ESPALDON

Signature over Printed Name

Chief Administrative Officer / OIC - ARD

Bids and Awards Committee Chairperson

Date : \_\_\_\_\_

RITCHEL M. BUTAO

Signature over Printed Name

Regional Director

Head of the Procuring Entity

Date : \_\_\_\_\_















