





Optical Media Board Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
				Advertise ment/Posti ng of IB/REI	Submission /Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. UTILITY EXPENSES												
P01	Water Utilities Expense	PSU	Direct Contracting	N/A	N/A	N/A	N/A	GoP	87,310	87,310	0	Existing water service provider, WETI
P02	Electricity Expense	PSU	Direct Contracting	N/A	N/A	N/A	N/A	GoP	740,000	740,000	0	Existing electric service provider, WETI
B. GENERAL SERVICES												
P03	Procurement of Security Services for Feb 2025 - 2026	PSU	Competitive Bidding	Feb 2025	Feb 2025	Mar 2025	Mar 2025	GoP	1,700,000	1,700,000	0	Security Services
P04	Procurement of Janitorial Services with Cleaning Supplies and Materials for Feb 2025 - 2026	PSU	Competitive Bidding	Feb 2025	Feb 2025	Mar 2025	Mar 2025	GoP	900,000	900,000	0	Janitorial Services
C. COMMUNICATION EXPENSES												
P05	Internet Expense (PLDT and INNOVE)	PSU	NP-53. 9-Small Value procurement	N/A	N/A	Mar 2025	Mar 2025	GoP	227,760	227,760	0	Existing Internet Service Provider (ISP), WETI
P06	Telephone Expense	PSU	NP-53. 9-Small Value procurement	N/A	N/A	Mar 2025	Mar 2025	GoP	92,640	92,640	0	Existing telephone service provider, WETI
D. MAINTENANCE AND REPAIR												
P07	Motor vehicles and building insurance	PSU	NP - 53.5 Agency-to-Agency	N/A	N/A	As the need arises	As the need arises	GoP	222,000	222,000	0	Building and vehicle insurance due for renewal in FY 2025
P08	Repair and Maintenance of Motor Vehicles	PSU	Shopping	N/A	N/A	As the need arises	As the need arises	GoP	205,000	205,000	0	Repair and Maintenance of Motor Vehicle
P09	Repair and Maintenance of OMB Building	PSU	NP-53. 9-Small Value procurement	N/A	N/A	As the need arises	As the need arises	GoP	805,000	805,000	0	Repair and Maintenance of OMB Building
E. SUPPLIES/MATERIALS/TOOLS/EQUIPMENT EXPENSES												
P10	Subscriptions of CD Asia	LD	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Feb 2025	Feb 2025	GoP	50,000	50,000	0	For OMB Legal Division personnel
P11	Office Equipment	PSU	52.1(b) Shopping / 53.9 SVP	As the need arises	As the need arises	As the need arises	As the need arises	GoP	1,132,000	1,132,000	0	Office equipment of OMB personnel
P12	Adobe Creative Suite Subscription (Annual)	PICU	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	Apr 2025	Apr 2025	GoP	35,880	35,880	0	Adobe Creative Suite Subscription (Annual)

F. PROFESSIONAL SERVICES												
P13	Hiring of Consultancy Services for Strategic Planing FY 2025-2027	PU	53.9 SVP / Agency-to-Agency	N/A	N/A	Feb 2025	Feb 2025	GoP	600,000	600,000	0	Hiring of Consultant for Strategic Planning
P14	Hiring of Consultancy Services for Mid-Year Assessment FY 2025	PU	NP-53. 9-Small Value procurement	N/A	N/A	July 2025	July 2025	GoP	100,000	100,000	0	Hiring of Consultant for Mid-Year Assessment FY 2025
P15	Hiring of Consultancy Services for Year-end Assessment FY 2025	PU	NP-53. 9-Small Value procurement	N/A	N/A	Nov 2025	Nov 2025	GoP	100,000	100,000	0	Hiring of Consultant for Year-end Assessment FY 2025
P16	Hiring of Consultancy Services for ISO 9001 Certification	IAS/QMS	NP-53. 9-Small Value procurement	N/A	N/A	May 2025	May 2025	GoP	600,000	600,000	0	Hiring of Consultant for ISO 9001 Certification
P17	Hiring of Highly Technical Consultant for the Development of one (1) infomercial for cinema exhibition.	PICU	NP-53. 6-Scientific, Scholarly, Artistic Works, Exclusive Technology and Media Services	N/A	N/A	Oct 2025	Oct 2025	GoP	800,000	800,000	0	Hiring of Highly Technical Consultant for the Development of one (1) infomercial for cinema exhibition.
P18	Hiring of Highly Technical Consultant for AVP about OMB Mandate and Function, National Anthem and E-Payment	PICU	NP-53. 6-Scientific, Scholarly, Artistic Works, Exclusive Technology and Media Services	N/A	N/A	Apr 2025	Apr 2025	GoP	200,000	200,000	0	Hiring of Highly Technical Consultant for the AVPs about OMB Mandate and Function, Electronic Payment and National Anthem for outside events
G. TRAINING EXPENSES												
P19	Training Expenses	HRU	Small Value Procurement / Shopping	N/A	N/A	As the need arises	As the need arises	GoP	2,842,600	2,842,600	0	Registration Fee, Venue, Meals, and Other Expenses
H. GAD RELATED ACTIVIES												
P20	Workshop of Gender and Development Focal Person and Members	GAD Committee	NP-53. 9-Small Value procurement	N/A	N/A	Aug 2025	Aug 2025	GoP	75,000	75,000	0	Workshop on on Harmonized GAD guidelines, GAD Plans, budgets for FY 2025
P21	Procurement of IEC Materials that supports the GAD PPAPs and objectives	GAD Committee	NP-53. 9-Small Value procurement	N/A	N/A	Aug 2025	Aug 2025	GoP	150,000	150,000	0	Distribution of IEC Materials that supports the GAD PPAPs and objectives
P22	Procurement of emergency kit for OMB employees	GAD Committee	NP-53. 9-Small Value procurement	N/A	N/A	Aug 2025	Aug 2025	GoP	200,000	200,000	0	Distribution of emergency kit for OMB employees
P23	Gender-Related Programs	GAD Committee	NP-53. 9-Small Value procurement	N/A	N/A	Aug 2025	Aug 2025	GoP	525,000	525,000	0	Provision of Health and Wellness/ Advocacy Shirt for Women's Month Provision of flu/ pneumonia vaccine for OMB employees
I. LEASE OF VENUE												
P24	Lease of Venue for Strategic Planning 2025-2027	PU	53.10 Lease of Venue	N/A	N/A	Feb 2025	Feb 2025	GoP	342,000	342,000	0	Venue for Strategic Planning 2025-2027
P25	Lease of Venue for Mid-Year Assessment FY 2025	PU	53.10 Lease of Venue	N/A	N/A	July 2025	July 2025	GoP	342,000	342,000	0	Venue for Mid-Year Assessment FY 2025





P26	Lease of Venue for Year-End Assessment FY 2025	PU	53.10 Lease of Venue	N/A	N/A	Nov 2025	Nov 2025	GoP	342,000	342,000	0	Venue for Year-End Assessment FY 2025
J. TRAVELLING EXPENSES												
P27	Enforcement Operations	EID	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	GoP	3,000,000	3,000,000	0	Vehicle rentals, airfare, per diem, lodging and others
P28	Purchasing of RFID's	PSU	Direct Contracting	N/A	N/A	N/A	N/A	GoP	57,600	57,600	0	Travel Operations of OMB
P29	Participation to NABPLO Convention 2025	PICU	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	GoP	50,000	50,000	0	OMB's participation in the annual NAPLO Convention
P30	Conduct of Business Permits and Licensing Office and Stakeholders consultative meeting	PICU	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	GoP	350,000	350,000	0	Conduct face-to-face consultative meetings with BPLOs within and outside MM.
P31	Conduct of Orientation regarding OMB portal, including on-site registration for stakeholders	RLD	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	GoP	1,190,000	1,190,000		Briefing/ orientation and familiarization with the OMB online portal through onsite registration and licensing to identified target LGUs and stakeholders. Consultation Meeting/ Year-end review with stakeholders.
K. TOKENS AND AWARDS												
P32	Praise Program	HRU	Shopping / Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	50,000	50,000	0	OMB Praise Program
P33	Loyalty Award	HRU	Shopping / Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	26,000	26,000	0	Loyalty Award for OMB Employees
P34	Tokens and Prizes for Strategic Planning	PU	Shopping / Small Value Procurement	N/A	N/A	Feb 2025	Feb 2025	GoP	25,000	25,000	0	Tokens and Prizes for Strategic Planning
P35	Tokens and Prizes for Mid-Year Assessment	PU	Shopping / Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	25,000	25,000	0	Tokens and Prizes for End Year Assessment
P36	Tokens and Prizes for Year-End Assessment	PU	Shopping / Small Value Procurement	N/A	N/A	Nov 2025	Nov 2025	GoP	25,000	25,000	0	Tokens and Prizes for End Year Assessment
L. OTHER PROGRAMS												
P37	Climate Change and Climate Variability Awareness Training (Service Provider)	PU	Small Value Procurement	N/A	N/A	May 2025	May 2025	GoP	27,263	27,263	0	Aims to build awareness on climate change and climate

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P38	Climate Change and Climate Variability Awareness Training (Venue)	PU	Small Value Procurement	N/A	N/A	May 2025	May 2025	GoP	100,800	100,800	0	Climate change and climate variability in order to increase resiliency of human and ecosystem on the impact of climate change.
P39	Climate Change and Climate Variability Awareness Training (Meals)	PU	Small Value Procurement	N/A	N/A	May 2025	May 2025	GoP	29,480	29,480	0	
P40	Disaster Awareness and Preparedness Workshop (Service Provider)	PU	Small Value Procurement	N/A	N/A	June 2025	June 2025	GoP	27,263	27,263	0	Aims to increase knowledge in avoiding impending disaster threats and potential losses from hazards, and to put plans, resources, and mechanisms to ensure that adequate assistance is received during disaster.
P41	Disaster Awareness and Preparedness Workshop (Venue)	PU	Small Value Procurement	N/A	N/A	June 2025	June 2025	GoP	100,800	100,800	0	
P42	Disaster Awareness and Preparedness Workshop (Meals)	PU	Small Value Procurement	N/A	N/A	June 2025	June 2025	GoP	29,480	29,480	0	Aims to provide awareness and knowledge on any known vulnerabilities, how to evaluate these vulnerabilities, and how to minimize the risk levels by adding control measures, as necessary.
P43	Vulnerability and Risk Assessments Workshop (Service Provider)	PU	Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	27,263	27,263	0	
P44	Vulnerability and Risk Assessments Workshop (Venue)	PU	Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	100,800	100,800	0	For Implementation of Waste Segregation Plan
P45	Vulnerability and Risk Assessments Workshop (Meals)	PU	Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	29,480	29,480	0	
P46	Storage Bin	PU	Shopping	N/A	N/A	Mar 2025	Mar 2025	GoP	18,040	18,040	0	

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P14	Hiring of Consultancy Services for Mid-year Assessment for FY 2025	PU	NP 53.9 Small Value Procurement / NP 53.7 Highly Technical Consultant	N/A	N/A	Sept 2025	Sept 2025	GoP	100,000.00	100,000.00	0	
P15	Hiring of Consultancy Services for Year-end Assessment for FY 2025	PU	NP 53.9 Small Value Procurement / NP 53.7 Highly Technical Consultant	N/A	N/A	Nov 2025	Nov 2025	GoP	100,000.00	100,000.00	0	
P19	Strategic Performance Management System Workshop (Venue with meals for 2 days)	HRU	53.10 Lease of Venue	N/A	N/A	May 2025	May 2025	GoP	271,360	271,360	0	
P19	Lease of Venue for Transformation to Digitalization Training	HRU	NP 53.10 Lease of Venue	N/A	N/A	Aug 2025	Aug 2025	GoP	135,680.00	135,680.00	0	
P19	Lease of Venue for Time, Productivity, and Stress Management Training	HRU	NP 53.10 Lease of Venue	N/A	N/A	Oct 2025	Oct 2025	GoP	135,680.00	135,680.00	0	
P31	Stakeholders Meeting	RLD	53.10 Lease of Venue	N/A	N/A	June 2025	June 2025	GoP	150,000.00	150,000.00	0	
P31	Lease of Venue for Consultation Meeting with Brokers, Couriers, Forwarders, and Shipping Companies	RLD	NP 53.10 Lease of Venue	N/A	N/A	July 2025	July 2025	GoP	150,000.00	150,000.00	0	
P31	Lease of Venue for Consultation Meeting with Other Trade Regulatory Government Agencies	RLD	NP 53.10 Lease of Venue	N/A	N/A	Aug 2025	Aug 2025	GoP	50,000.00	50,000.00	0	


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P31	Lease of Venue for Consultation Meeting (Year-end Review and Assessment of Services)	RLD	NP 53.10 Lease of Venue	N/A	N/A	Nov 2025	Nov 2025	GoP	150,000.00	150,000.00	0	
P39	Lease of Venue for Climate Change and Climate Variability Awareness Training	CCC	NP 53.10 Lease of Venue	N/A	N/A	June 2025	June 2025	GoP	106,500	106,500.00	0	
P41	Lease of Venue for Vulnerability and Risk Assessment and Disaster Awareness and Preparedness Workshop	CCC	NP 53.10 Lease of Venue	N/A	N/A	July 2025	July 2025	GoP	903,556	903,556.00	0	
P59	Hiring of Creative Agency for the OMB Anti-Piracy Infomercial	PICU	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	2,709,435.29	2,709,435.29	0	
SUPPLEMENTAL Optical Media Board Annual Procurement Plan for FY 2025												
P47	OMB Office Attire	Uniform Committee	NP 53.9 Small Value Procurement	N/A	N/A	June 2025	June 2025	GoP	261,900	261,900	0	
P48	OMB Official Shirt	Uniform Committee	NP 53.9 Small Value Procurement	N/A	N/A	June 2025	June 2025	GoP	62,107.20	62,107.20	0	
P49	Consultancy Services for the Amendment of the Optical Media Act of 2003	LD	Competitive Bidding	N/A	N/A	June 2025	June 2025	GoP	1,200,000.00	1,200,000.00	0	
P50	Lease of Venue for Townhall Meeting with Stakeholders for the Amendment of Optical Media Act of 2003	LD	NP 53.10 Lease of Venue	N/A	N/A	Sept 2025	Sept 2025	GoP	120,000.00	120,000.00	0	
P51	Four Layer Big Size Steel Cabinet	LD	NP 53.9 Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	16,796.00	16,796.00	0	
P52	Supply, Delivery, and Installation of Air Conditioning Units	PSU	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	1,632,000.00	1,632,000.00	0	
P53	Provision of Petroleum, Oil, and Lubricant	PSU	NP 53.14 Direct Retailer of Petroleum, Fuel, Oil, and Lubricant (POL) Products and	N/A	N/A	Aug 2025	Aug 2025	GoP	500,000.00	500,000.00	0	
P54	Procurement of Supply, Delivery, and Installation of the PABX System	AFD	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	1,011,767.54	1,011,767.54	0	
P55	Procurement for the Supply and Delivery of OMB Office Laptop	AFD	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	2,349,765.00	2,349,765.00	0	
P56	Procurement of the Supply and Delivery of OMB Multi-function Printer	AFD	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	629,900.00	629,900.00	0	
P57	Procurement of the supply and delivery of OMB ordinary Printer	AFD	Shopping	N/A	N/A	Sept 2025	Sept 2025	GoP	118,983.00	118,983.00	0	
P58	Procurement of the supply and delivery of External Drive	AFD	Competitive Bidding	N/A	N/A	Sept 2025	Sept 2025	GoP	307,521.00	307,521.00	0	

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P59	Office Workstation	PICU	Competitive Bidding	N/A	N/A	July 2025	July 2025	GoP	51,880.90	51,880.90	0	
P60	Van Rental Services for the Vulnerability and Risk Assessment and Disaster Awareness and Preparedness Workshop	CCC	NP 53.9 Small Value Procurement	N/A	N/A	July 2025	July 2025	GoP	49,000.00	49,000.00	0	

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- NOT IN ATTENDANCE -

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