



PROPOSAL FOR THE PURCHASE OF SUPPLIES AND MATERIALS, OFFICE CUBICLE, CCTV, AND HIRING OF HAULING SERVICES FOR THE TRANSFER OF BWSC OFFICE TO INTRAMUROS

I. RATIONALE

Since the formal merging of the then Bureau of Rural Workers (BRW) and Bureau of Women and Young Workers (BWYW) into Bureau of Workers with Special Concerns (BWSC), the BWSC has been renting its office at the 9th Floor of G.E. Antonino Building in Ermita, Manila, since 2010. At present, the monthly rental of the Bureau is ₱690,117.40, amounting to a total of ₱4,140,704.40 for the period January to June 2022.

Considering the amount spent for the rental of the BWSC office and the savings it could generate, the Department deemed it necessary for the Bureau to have its own building thus, the commencement of the construction of the four-story Extension Office Building of DOLE with Roof Deck in Intramuros on 16 November 2020.

The BWSC will transfer to the said building in June 2022 thus, this proposal covers everything that is necessary to relocate the office furniture, equipment, documents, and all related items to its new location; and set up the new office in a functional manner.

II. OBJECTIVES

This proposal aims to:

- generate savings from rental costs; and
- contribute to the improvement of workplace and workers' productivity.

III. EXPECTED OUTPUTS

Output	Responsible Office/Division	Timeline
• Market Study on supplies and materials, office cubicles, CCTV, hauling services and other items conducted	PMTSSD	4 th Week of February to 1 st Week of March
• Proposal and Purchase Requests prepared	PMTSSD	2 nd Week of March
• Proposal and PRs approved	PMTSSD/FMS	4 th Week of March
• All supplies and materials needed for packing of documents purchased	PMTSSD/AS	1 st Week of April
• Office Cubicles and CCTV installed	PMTSSD/AS	2 nd Week of April to May
• Unserviceable properties disposed/donated	PMTSSD/AS	April to May
• All documents/equipment are packed and transported to the new office	All Divisions	May to 1 st Week of June
• 100% of BWSC staff transferred to new office	All Divisions	2 nd Week of June

IV. BUDGETARY REQUIREMENTS

Items	Description	Quantity	Unit Cost (P)	Total Cost (P)
Supplies and materials for packing and e-filing of documents	Clear Packaging Tape, 2" width	100	60.00	6,000.00
	Plastic Twine/Straw Rope	100	90.00	9,000.00
	Permanent Marker 12/box	10	450.00	4,500.00
	Sacks, large	600	12.50	7,500.00
	120L, Storage Box Clippy with Folding Lid, Handle and Wheels	100	800.00	80,000.00
	Bubble Wrap, 48in x 100m	10	1,800.00	18,000.00
	Document Scanner, A4 compact sheet-fed, 600x600 dpi optical resolution, 20 sheets ADF capacity,	2	14,500.00	29,000.00
	External Hard Drive, 1TB, compatible with USB 3.0 and 2.0, and Windows and MAC	6	4,000.00	24,000.00
	Shredder Machine, Heavy Duty Cross-Cut	2	10,000.00	20,000.00
	Sub-total			198,000.00
Procurement and installation of Office cubicles/partitions, mobile pedestal, and executive table	Office cubicles: Laminated Office Partition with glass: 25mm Thickness Work Top, Front Panel 120h x125w cm, Side Panel 120hx130d cm, L-Shape Worktop 125w x 60dx130w x 45d cm	81	14,000.00	1,134,000.00
	Partition for Division Chiefs: laminated office partition with glass 190h x 60w cm	62	5,000.00	310,000.00
	Executive Table L-Shape, 160x80x75 (For Director's Office)	1	14,900.00	14,900.00
	Mobile Pedestal, 3 drawers, Flush Handle, Color Beige	86	4,500.00	387,000.00
	Sub-total			1,845,900.00
Supplies and materials for wiring of ICT equipment	Wireless LTE Router: IEEE 802.11 a/b/g, 2.4 Ghz-5 Ghz operating frequency	1	7,700.00	7,700.00
	UTP cable: cat 6, 300 meters max length	5	7,000.00	35,000.00
	Solid State Drive: 480 GB capacity, SATA 6GB/s Interface, up to 500 MBs data transfer	12	4,000.00	48,000.00

Items	Description	Quantity	Unit Cost (₱)	Total Cost (₱)
	HDD docking station: compatible with 2.5" and 3.5 hdd or ssd	1	1,500.00	1,500.00
	LED Monitor: 22 inch screen size, 1920x1080 px resolution, 16:9 aspect ratio	1	8,000.00	8,000.00
	HDMI cable: 5 meters, 1080p max resolution	3	200.00	600.00
	24-Port Gigabit Unmanaged Switch	4	7,000.00	28,000.00
	8 Port Gigabit Switch	4	2,500.00	10,000.00
	USB Keyboard: USB connectivity type	5	500.00	2,500.00
	USB Mouse: USB connectivity type	5	250.00	1,250.00
	RJ-45 connector, compatible with Cat5, cat5e onwards	2 box	250.00	500.00
	Aspirator Blower, 3.0m³/min max blowing rate	1	1,200.00	1,200.00
	Rubber Wire Cover: Size: 1000(L) x 140(W) x 20(H) mm / 39.37" x 5.51" x 0.79"	10	1,100.00	11,000.00
	Sub total			155,250.00
Procurement of CCTV	CCTV Camera 4mp bullet H.265+/H.265/H.264+/H.264,4M(1~20fps)2.8mm 3.6mm Fixed lens IR 30m,IP67 DC12V,PoE	4	4,000.00	16,000.00
	CCTV Camera 4mp dome H.265+/H.265/H.264+/H.264,4M(1~20fps)2.8mm 3.6mm Fixed lens IR 30m,IP67 DC12V,PoE	4	4,000.00	16,000.00
	Network Video Recorder, 16 channel	1	12,000.00	12,000.00
	Sub total			44,000.00
Hiring of hauling services	Truck, 14-16ft long, 7ft.	10 trips	4,800.00	48,000.00
Other Miscellaneous Expenses				35,000.00
TOTAL BUDGET				2,326,150.00

V. FUND SOURCE

All expenses to be incurred in the procurement of the above items shall be charged against the BWSC GAA for FY2022, subject to the usual accounting and auditing rules and regulations.