

GUINAYANGAN WATER DISTRICT

Guinayangan, Quezon

ANNUAL PROCUREMENT PLAN FOR FY 2023

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Code (PAP)	Procurement Program/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	
GWD 1	Hiring of Service Vehicle	OGM, BOD, AFCS	NO	Shopping	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	156,000	156,000	-	Hiring of Service Vehicle needed for attending official business/seminar/trainings
GWD 2	Hotel Accommodation/ Rental of Lodging/Room/Venue	OGM, BOD, AFCS	NO	Shopping	Jan - Nov.	N/A	Jan. - Nov.	Jan. - Nov.	Corporate Budget	92,000	92,000	-	Rental of Hotel Accommodation/Lodging Rooms and Venue during
GWD 3	Office Supplies	AFCS	NO	NP-53.5 Agency-to-Agency / Shopping	N/A	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	85,000	85,000	-	supplies, materials and equipment for office use
GWD 4	Accountable Forms	AFCS	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan. - Feb.	Jan. - Feb.	Corporate Budget	255,600	255,600	-	Accountable forms - Water Bills and Official Receipts for Issuance to Concessionaires
GWD 5	Fuel/Oil/Lubricants	AFCS, OMS	NO	Shopping	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	268,950	268,950	-	Fuel used for Generating Set in Office and Pumping Stations, Service Vehicle Oil/Fuel
GWD 6	Chemical and Filtering Supplies	OMS	NO	Shopping	Apr. - Oct.	N/A	Apr. - Oct.	Apr. - Oct.	Corporate Budget	99,750	99,750	-	Chlorine Powder, Othotolidine Solution, Reagents used for Chlorination, Water Tests
GWD 7	Semi Expendable Office Machine/Equipment	AFCS	NO	Shopping	Mar. - June	N/A	Mar. - June	Mar. - June	Corporate Budget	50,000	50,000	-	purchase of semi expendable machine and equipment
GWD 8	Other Supplies and Materials	OGM, BOD, AFCS	NO	Shopping	Feb. - Dec.	N/A	Feb. - Dec.	Feb. - Dec.	Corporate Budget	30,000	30,000	-	Other supplies and material requirements for operation & maintenance activities and electric consumption of office, pumping stations and filtration house
GWD 9	Electricity Expenses	AFCS, OMS	NO	Direct Contracting	N/A	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	1,270,000	1,270,000	-	electric consumption of office, pumping stations and filtration house
GWD 10	Other Utility Expense - Cooking Gas	AFCS	NO	Shopping	Mar. - Nov.	N/A	Mar. - Nov.	Mar. - Nov.	Corporate Budget	2,400	2,400	-	LPG and other cooking gas expenses
GWD 11	Postage & Courier Services - Delivery Expenses	OGM	NO	Shopping	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	6,000	6,000	-	Postage stamps, Courier Delivery expenses
GWD 12	Telephone expenses - landline	AFCS	NO	Direct Contracting	N/A	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	20,600	20,600	-	landline telephone expenses for official use
GWD 13	Telephone expenses - mobile	AFCS	NO	Shopping	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	16,000	16,000	-	mobile telephone expenses for official use
GWD 14	Internet Subscription expenses	AFCS	NO	Direct Contracting	N/A	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	24,000	24,000	-	Internet expenses for office use
GWD 15	Cable & Satellite expenses	AFCS	NO	Shopping	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	2,800	2,800	-	cable tv/satellite subscription expenses
GWD 16	Supplies, Groceries and Appliances for Prizes	OGM, BOD	NO	Shopping	Aug. - Dec.	N/A	Aug. - Dec.	Aug. - Dec.	Corporate Budget	25,000	25,000	-	groceries, appliances, etc for raffle prizes
GWD 17	Clothing/Uniforms	OGM, BOD	NO	Shopping	Jan. - Aug.	N/A	Jan. - Aug.	Jan. - Aug.	Corporate Budget	27,000	27,000	-	Uniforms for other employees and officials/ BODs for proper representation
GWD 18	Repair and Maintenance - Land Improvement	OGM, BOD	NO	Shopping	Jul. - Aug.	N/A	Jul. - Aug.	Jul. - Aug.	Corporate Budget	20,000	20,000	-	seedlings & labor/hiring of services for digging and preparation of planting area,
GWD 19	Pipes, Fittings, Paints and other Construction Materials	OMS	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000	100,000	-	supplies & materials for maintenance (pipes, valves & fittings, paints and other constr mtl.
GWD 20	Annual Water Physical and Chemical Analysis expense	OMS	NO	Shopping	Nov. - Dec.	N/A	Nov. - Dec.	Nov. - Dec.	Corporate Budget	48,000	48,000	-	cost of services for water physical-chemical analysis
GWD 21	Monthly Water Bacteriological Analysis expense	OMS	NO	Shopping Method	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	28,800	28,800	-	cost of services for water bacteriological testing
GWD 22	Repair and Maintenance - Infra Assets - Water Tank	OMS	NO	Shopping Method	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	20,000	20,000	-	construction/painting materials and other supplies including hiring of labor/services
GWD 23	Repair and maintenance of Office Building	OMS	NO	Shopping Method	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	35,000	35,000	-	supplies/materials & labor/hiring of services for repair & maintenance of office building
GWD 24	Repair and Maintenance of Machinery & Equipment	AFCS, OMS	NO	Shopping Method	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	40,000	40,000	-	materials & labor/hiring of services for repair & maintenance of equipment & machinery
SUB TOTAL										2,722,900	2,722,900	-	

Prepared by:

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Noted:

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BAC Chairman/Admin. Services Assitant A

Approved:

CARMELO ALEJANDRO C. PUSALTE
General Manager

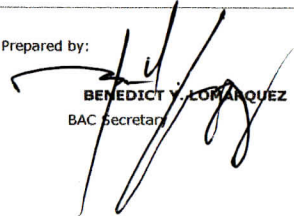
DOMINGO S. LADUAN
BOD Chairperson

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon


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GWD 25	Repair and maintenance of Transportation Equipment	OMS	NO	Shopping	Jan. - Dec.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000	50,000	-	materials & labor/hiring of services for repair & maintenance of motor vehicles
GWD 26	Repair and Maintenance of Furnitures & Fixtures	OMS	NO	Shopping	Jan. - Dec.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	6,000	6,000	-	materials & labor/hiring of services for repair & maintenance of furniture and fixtures
GWD 27	Food/ Groceries/Meals/Snacks (Representation Exp/EME)	OGM, BOD	NO	Shopping	Jan. - Dec.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	106,000	106,000	-	food, groceries, meals and snacks during meeting, training and other official activities
GWD 28	Subscription Expenses	AFCS	NO	Shopping	Jan. - Dec.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	1,000	1,000	-	expenses for the subscription of newspapers, magazines and etc.
GWD 29	Hiring of professional services	AFCS	NO	Shopping	Nov. - Dec.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	8,000	8,000	-	payments for professional services rendered for mandatory drug testing of employees
GWD 30	Extraordinary & Miscellaneous Expenses (Other Supplies)	OGM, BOD	NO	NP-53.9 - Small Value Procurement	Mar. - June	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	33,400	33,400	-	purchases of Extraordinary and Miscellaneous Expenses (Other Supplies)
GWD 31	Semi Expendable Furniture, Fixture, Books, etc.	OGM, BOD	NO	Shopping	Jan. - June	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	20,000	20,000	-	purchase of semi expendable furniture, fixtures and books
GWD 32	Water System Equipment (Flowmeters)	OMS	NO	NP-53.9 - Small Value Procurement	Feb. - Mar.	-	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000	-	100,000	purchase of Water System Equipment (2 units Flowmeters)
GWD 34	Water System Equipment (Other Equipment & Dewatering Pump)	OMS	NO	NP-53.9 - Small Value Procurement	May - June	-	Nov. - Dec.	Nov. - Dec.	Corporate Budget	80,000	-	80,000	purchase of Water System Equipment (Other Equipment and Dewatering Pump)
GWD 35	Office Equipment (Steel Filing Cabinet/Safe Vault)	AFCS	NO	Shopping	Mar. - Apr.	-	Mar. - Apr.	Mar. - Apr.	Corporate Budget	25,000	-	25,000	purchase of 1 unit Fire Resistant Steel Filing Cabinet/ Safe Vault
GWD 36	Office Equipment (Fire Hydrant)	OMS	NO	Shopping	Mar. - Apr.	-	Mar. - Apr.	Mar. - Apr.	Corporate Budget	10,000	-	10,000	purchase of 1 unit Fire Hydrant
GWD 37	Office Equipment (Fire Extinguishers)	OMS	NO	Shopping	Mar. - Apr.	-	Mar. - Apr.	Mar. - Apr.	Corporate Budget	30,000	-	30,000	purchase of 4 units Fire Extinguishers
GWD 38	Office Equipment (Generating Sets)	AFCS/OMS	NO	NP-53.9 - Small Value Procurement	May - June	-	May - June	May - June	Corporate Budget	270,000	-	270,000	purchase of 1 unit 10kVA Generating Set and 1 unit 5kVA Generating Set
GWD 39	Office Equipment (Office/IT Equipment and Accessories)	AFCS	NO	Shopping	June - Oct.	-	June - Oct.	June - Oct.	Corporate Budget	75,000	-	75,000	purchase of Office/IT Eqpt and Accessories (Alrcon, Desktop Computer, Printer, Smart
GWD 40	Purchase of Tools - Pipe Wrenches, Shovel & Others	OMS	NO	Shopping	Sep. - Oct.	-	Sep. - Oct.	Sep. - Oct.	Corporate Budget	25,000	-	25,000	pipe wrenches, shovels, pad locks and other tools for maintenance division
GWD 41	Construction of Pathway and Drainage Canal/Landscaping	OMS	NO	NP-53.9 - Small Value Procurement	Apr. - May	-	Apr. - May	Apr. - May	Corporate Budget	100,000	-	100,000	construction materials & labor/hiring of services for constr. of Pathway & Drainage
GWD 42	Inventories (Water Service Connection Materials)	OMS	NO	NP-53.9 - Small Value Procurement	Feb. - Nov	-	Feb. - Nov	Feb. - Nov	Corporate Budget	800,000	-	800,000	supplies & materials for inventories (pipes, valves & fittings, and other service con. mtls)
GWD 43	Purchase of Land Including Land Titling	OGM, BOD	NO	Direct Contracting	Apr. - Sept.	-	Apr. - Sept.	Apr. - Sept.	Corporate Budget	700,000	-	700,000	acquisition of Land (Himbubulo Este Water Tank/Reservoir Site), Land Titling - Office Site
GWD 44	Constr/Improv. Of Building & Facilities (GWD Facilities)	OMS	NO	NP-53.9 - Small Value Procurement	June - July	-	June - July	June - July	Corporate Budget	450,000	-	450,000	construction materials & labor/hiring of services for construction/improvement of
GWD 45	Construction/Fencing/Painting of Facilities and Other Structures	OMS	NO	NP-53.9 - Small Value Procurement	Aug. - Sept.	-	Aug. - Sept.	Aug. - Sept.	Corporate Budget	125,000	-	125,000	materials & labor/hiring of services for construction/ fencing/painting of facilities
GWD 46	Pipes, Fittings and other Service Connection Materials - Extension	OMS	NO	NP-53.9 - Small Value Procurement	Jun. - Aug.	-	Jun. - Aug.	Jun. - Aug.	Corporate Budget	250,000	-	250,000	labor and materials (pipes, fittings, etc) for the extension and installation of Main Pipe
SUB TOTAL										3,264,400	224,400	3,040,000	
GRAND TOTAL										5,987,300	2,947,300	3,040,000	

Prepared by:

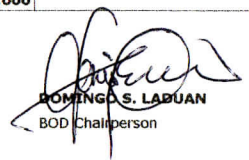

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