


ANNUAL PROCUREMENT PLAN

GENERAL FUND page 1


FY 2016

No./Code	PROJECT TITLE/DESCRIPTION	End User	Mode of	Source	FY 2016	Start of	Delivery Date	REMARKS
			Procurement	of Fund	ABC	Procurement Activities		(brief description of the Program/Project)
GWD 1	Office Supplies	GWD	PS DBM/Shopping/SVP	Gen. Fund	60,000.00	Jan. 2016	Jan. - Dec. 2016	office supplies/eqpt requirements by admin.
GWD 2	Accountable Forms	GWD	SVP	Gen. Fund	98,820.00	3rd Quarter	Sept. - Dec. 2016	Accountable forms - Water Bills and Official Receipts for issuance to Concessionaires
GWD 3	Hiring of Vehicle	GWD	SVP	Gen. Fund	15,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	Hiring of Vehicle needed for attending official business and delivery of materials in proj. site
GWD 4	Gasoline/Oil/Lubricants	GWD	SVP	Gen. Fund	523,440.00	Jan.-Dec. 2016	Jan. - Dec. 2016	Fuel used for Gen.Set in Pumping Stations
GWD 5	Chlorine Powder	GWD	SVP	Gen. Fund	67,230.00	Jan.-Dec. 2016	Jan. - Dec. 2016	used for Chlorination of Water Resources
GWD 6	Electricity Expenses	GWD	Direct Contract	Gen. Fund	342,000.00	Jan.-Dec. 2016	monthly	electric consumption of office/pumping stations
GWD 7	Postage & Delivery Expenses	GWD	SVP	Gen. Fund	6,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	Postage stamps, Courier Delivery expenses
GWD 8	Telephone expenses - landline	GWD	Direct Contract	Gen. Fund	18,000.00	Jan.-Dec. 2016	monthly	landline telephone expenses for official use
GWD 9	Telephone expenses - mobile	GWD	SVP	Gen. Fund	24,000.00	Jan.-Dec. 2016	monthly	mobile telephone expenses for official use
GWD 10	Internet expenses	GWD	Direct Contract	Gen. Fund	14,400.00	Jan.-Dec. 2016	monthly	internet expenses for office use
GWD 11	Advertising Expenses	GWD	SVP	Gen. Fund	10,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	cost of advertisement for promotion, IEC, etc
GWD 12	Annual and Monthly Water Analysis expenses	GWD	SVP	Gen. Fund	31,200.00	Jan.-Dec. 2016	monthly	cost of services for water analysis
GWD 13	Supplies and Materials	GWD	Public Bidding/SVP	Gen. Fund	555,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	supplies and materials for maintenance (pipes, valves and fittings, eqpt, etc)
GWD 14	Repair and Maintenance of Equipment pumps & others	GWD	SVP	Gen. Fund	210,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of eqpt, pumps, pipes etc
GWD 15	Repair and maintenance of Office Building	GWD	SVP	Gen. Fund	50,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of office building
GWD 16	Repair and maintenance of Office, IT & Com. Eqpmt.	GWD	SVP	Gen. Fund	19,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of office, IT & Comm. Eqpmt.
TOTAL					2,044,090.00			


Prepared by:


BENEDICT Y. LOMARQUEZ
BAC Secretary

Noted:


PEDRO C. RICO
BAC Chairman/Water Maintenance Head

Approved:


CARMELO ALEJANDRO C. PUJALTE
General Manager

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

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			Procurement	of Fund	ABC	Procurement Activities		(brief description of the Program/Project)
GWD 17	Repair and Maintenance of Furnitures & Fixtures	GWD	SVP	Gen. Fund	6,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of furniture and fixtures
GWD 18	Repair and Maintenance of Machineries	GWD	SVP	Gen. Fund	3,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of machineries
GWD 19	Repair and maintenance of Motor Vehicles	GWD	SVP	Gen. Fund	24,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	materials & labor/hiring of services for repair & maintenance of motor vehicles
GWD 20	Purchase of Office Equipment - Calculator	GWD	SVP	Gen. Fund	5,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	12 digits calculator with rolled paper
GWD 21	Purchase of Pipe Wrenches	GWD	SVP	Gen. Fund	50,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	pipe wrenches for maintenance division
GWD 22	purchase of Desktop Computers and Printer	GWD	SVP	Gen. Fund	100,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	desktop computers with printer for admin use
GWD 23	purchase of motorcycle with sidecar	GWD	SVP	Gen. Fund	100,000.00	Jan.-Dec. 2016	Jan. - Dec. 2016	motorcycle with sidecar for use by maintenance division - hauling & other services
TOTAL					288,000.00			

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Noted:


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BAC Chairman/Water Maintenance Head

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General Manager