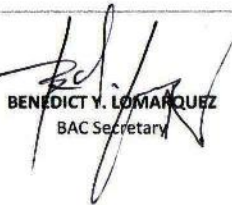



GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

ANNUAL PROCUREMENT PLAN FOR FY 2018

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Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (Php)			REMARKS (brief description of the Program/Project)
				Ad/Post of IB/RE Start of Activity	Sub/Open of Bids	Notice of Award	Contract Signing/ Delivery Date		Total	MOOE	CO	
GWD 1	Office Supplies	GWD	PS DBM/Shopping/SVP	Jan - Dec.	-	-	Jan. - Dec.	Corporate Budget	70,000.00	70,000.00	-	supplies, materials and equipment for office use
GWD 2	Accountable Forms	GWD	Authorize Govt. Printer/Shopping	January	-	-	January - February	Corporate Budget	135,720.00	135,720.00	-	Accountable forms - Water Bills and Official Receipts for issuance to Concessionaires
GWD 3	Hiring of Vehicle	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	92,000.00	92,000.00	-	Hiring of Vehicle needed for attending official business and delivery of materials in proj. site
GWD 4	Gasoline/Oil/Lubricants	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	335,520.00	335,520.00	-	Fuel used for Generating Set in Office and Pumping Stations, Service Vehicle Oil/Fuel
GWD 5	Chlorine Powder	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	71,500.00	71,500.00	-	used for Chlorination of Water Resources
GWD 6	Electricity Expenses	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	486,000.00	486,000.00	-	electric consumption of office/pumping stations
GWD 7	Postage & Delivery Expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	6,000.00	6,000.00	-	Postage stamps, Courier Delivery expenses
GWD 8	Telephone expenses - landline	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	17,400.00	17,400.00	-	landline telephone expenses for official use
GWD 9	Telephone expenses - mobile	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	19,200.00	19,200.00	-	mobile telephone expenses for official use
GWD 10	Internet expenses	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	24,000.00	24,000.00	-	internet expenses for office use
GWD 11	Advertising Expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	10,000.00	10,000.00	-	cost of advertisement for promotion, IEC, etc
GWD 12	Annual and Monthly Water Analysis expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	54,200.00	54,200.00	-	cost of services for water analysis
GWD 13	Water Supplies and Materials	GWD	Public Bidding/ Shopping/SVP	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	180,000.00	180,000.00	-	supplies and materials for maintenance (pipes, valves and fittings, eqpt, etc)
GWD 14	Repair and Maintenance of Machinery & Equipment	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	20,000.00	20,000.00	-	materials & labor/hiring of services for repair & maintenance of equipment & machinery
GWD 15	Repair and maintenance of Office Building	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00	-	materials & labor/hiring of services for repair & maintenance of office building
GWD 16	Repair and maintenance of Infrastructure facilities	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	150,000.00	150,000.00	-	materials & labor/hiring of services for repair & maintenance of infrastructure facilities
GWD 17	Repair and maintenance of Office, IT & Com. Eqpmnt.	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	10,000.00	10,000.00	-	materials & labor/hiring of services for repair & maintenance of office, IT & Comm. Eqpmnt.
GWD 18	Repair and Maintenance of Furnitures & Fixtures	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	6,000.00	6,000.00	-	materials & labor/hiring of services for repair & maintenance of furniture and fixtures
GWD 19	Repair and maintenance of Motor Vehicles	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	25,000.00	25,000.00	-	materials & labor/hiring of services for repair & maintenance of motor vehicles
GWD 20	Insurance Expenses	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	141,000.00	141,000.00	-	cost of premiums and expenses for the insurance of properties
GWD 21	Cooking Gas Expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	4,200.00	4,200.00	-	LPG and other cooking gas expenses
GWD 22	Cable & Satellite expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	3,000.00	3,000.00	-	cable tv/sattelite subscription expenses
GWD 23	Supplies, Materials and Equipment for Prizes	GWD	Shopping Method	Sept. - Dec.	-	-	Sept. - Dec.	Corporate Budget	25,000.00	25,000.00	-	supplies, materials and equipment for raffie prizes
GWD 24	hiring of professional services	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	366,700.00	366,700.00	-	payments for professional services rendered (auditing, notarial, electrical, drug test etc.)
SUB TOTAL									2,302,440.00	2,302,440.00	-	

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

ANNUAL PROCUREMENT PLAN FOR FY 2018


page 2

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (Php)			REMARKS (brief description of the Program/Project)
				Ads/Post of IB/REI Start of Activity	Sub/Open of Bids	Notice of Award	Contract Signing/Delivery Date		Total	MOOE	CO	
GWD 25	Clothing/Uniforms	GWD	Shopping Method	Jan. & Aug.	-	-	Jan. & Aug.	Corporate Budget	4,200.00	4,200.00	-	Uniforms for other employees and officials/ BODs for proper representation
GWD 26	Meals and Snacks	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	120,000.00	120,000.00	-	Meals and Snacks requirements during Training, Public Hearing and other activities
GWD 27	Rental of Sound System	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	5,000.00	5,000.00	-	Rental of Sound System needed during conduct of Training, Public Hearing & etc.
GWD 28	Other Supplies and Materials	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00	-	Other supplies and material requirements for operation and maintenance activities
GWD 29	Subscription Expenses	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	20,000.00	20,000.00	-	expenses for the subscription of newspapers/magazines/etc.
GWD 30	Purchase of Land	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	160,000.00	-	160,000.00	acquisition of Land located in Brgy. Himbubulo Este Water Tank/Reservoir Site
GWD 31	Purchase of Office Equipment	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	75,000.00	-	75,000.00	Residual Chlorine Meter Reader, Printer, Desktop Computer, other office eqpt.
GWD 32	Purchase of Tools - Pipe Wrenches, Shovel & Others	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	25,000.00	-	25,000.00	pipe wrenches, shovels and other tools for maintenance division
GWD 33	Purchase of Water Service Connection Materials	GWD	SVP/Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	600,000.00	-	600,000.00	Water service connection materials and equipment
GWD 34	Purchase of Services Motorcycles	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	140,000.00	-	140,000.00	2 units brand new service motorcycles
GWD 35	Purchase of brand new 56KV Mobile GenSet	GWD	SVP/Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	950,000.00	-	950,000.00	brand new 56KV Mobile Generating Set
GWD 36	concreting of GWD Office Fence and Working Room	GWD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	Corporate Budget	30,000.00	-	30,000.00	materials & labor/hiring of services for construction of Fence & Working Room
NLIF L-1	3-phase powerline Extension Project	GWD	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	Salintubig Loan	3,000,000.00	-	3,000,000.00	Powerline Extension to Himbubulo Weste Pumping Station
NLIF S-1	Purchase of Centrifugal Pump	GWD	Shopping Method/SVP	Jan. - Dec.	-	-	Jan. - Dec.	Salintubig Savings	70,000.00	-	70,000.00	5HP Centrifugal Pump for San Antonio Spring Water Source Pump Station
NLIF S-2	Painting Supplies, Materials and Services - Water Tanks	GWD	Shopping Method/SVP	Jan. - Dec.	-	-	Jan. - Dec.	Salintubig Savings	135,000.00	-	135,000.00	materials & labor/hiring of services for Painting of Water Reservoirs
NLIF S-3	Completion of Fencing - S. Antonio Water Tank Site	GWD	Shopping Method/SVP	Jan. - Jun.	-	-	Jan. - Jun.	Salintubig Savings	15,000.00	-	15,000.00	Construction Materials/labor, hiring of services for fencing of San Antonio Water Tank Site
SUB TOTAL									5,379,200.00	179,200.00	5,200,000.00	
GRAND TOTAL									7,681,640.00	2,481,640.00	5,200,000.00	


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