

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

UPDATED ANNUAL PROCUREMENT PLAN FOR FY 2019
CY 2019 - page 1

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/RFI/ Start of Activity	Sub/Open of Bids	Notice of Award	Contract Signing/ Delivery Date		Total	MOOE	CO	
GWD 1	Hiring of Service Vehicle	OGM, BOD, AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	124,000.00	124,000.00	-	Hiring of Service Vehicle needed for attending official business/seminar/trainings
GWD 2	Hotel Accommodation/ Rental of Lodging/Room	OGM, BOD, AFCS	Shopping Method	Jan - Nov.	-	-	Jan. - Nov.	GF/CoB MOOE	62,000.00	62,000.00	-	Rental of Hotel Accommodation/Lodging Rooms during seminar/training/convention
GWD 3	Office Supplies	AFCS	PS DBM/Shopping	Jan - Oct.	-	-	Jan. - Oct.	GF/CoB MOOE	70,000.00	70,000.00	-	supplies, materials and equipment for office use
GWD 4	Accountable Forms	AFCS	Authorize Govt. Printer/Shopping	January	-	-	Jan. - Feb.	GF/CoB MOOE	171,600.00	171,600.00	-	Accountable forms - Water Bills and Official Receipts for issuance to Concessionaires
GWD 5	Fuel/Oil/Lubricants	AFCS, OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	384,690.00	384,690.00	-	Fuel used for Generating Set in Office and Pumping Stations, Service Vehicle Oil/Fuel
GWD 6	Chemical and Filtering Supplies	OMS	Shopping Method	Apr. - Oct.	-	-	Apr. - Oct.	GF/CoB MOOE	75,900.00	75,900.00	-	Chlorine Powder, Othotolidine Solution, Reagents used for Chlorination, Water Tests
GWD 7	Other Supplies and Materials	OGM, BOD, AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	20,000.00	20,000.00	-	Other supplies and material requirements for operation and maintenance activities
GWD 8	Electricity Expenses	AFCS, OMS	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	846,000.00	846,000.00	-	electric consumption of office, pumping stations and filtration house
GWD 9	Other Utility Expense - Cooking Gas	AFCS	Shopping Method	Mar. - Nov.	-	-	Mar. - Nov.	GF/CoB MOOE	2,400.00	2,400.00	-	LPG and other cooking gas expenses
GWD 10	Postage & Courier Services - Delivery Expenses	OGM	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	6,000.00	6,000.00	-	Postage stamps, Courier Delivery expenses
GWD 11	Telephone expenses - landline	AFCS	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	17,400.00	17,400.00	-	landline telephone expenses for official use
GWD 12	Telephone expenses - mobile	AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	19,200.00	19,200.00	-	mobile telephone expenses for official use
GWD 13	Internet Subscription expenses	AFCS	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	24,000.00	24,000.00	-	internet expenses for office use
GWD 14	Cable & Satellite expenses	AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	3,000.00	3,000.00	-	cable tv/sattelite subscription expenses
GWD 15	Supplies, Groceries and Appliances for Prizes	OGM, BOD	Shopping Method	Aug. - Dec.	-	-	Aug. - Dec.	GF/CoB MOOE	25,000.00	25,000.00	-	groceries, appliances, etc for raffle prizes
GWD 16	Clothing/Uniforms	OGM, BOD	Shopping Method	Jan. - Feb.	-	-	Jan. - Feb.	GF/CoB PS	4,200.00	4,200.00	-	Uniforms for other employees and officials/ BODs for proper representation
GWD 17	Repair and Maintenance - Land Improvement	OGM, BOD	Shopping Method	Jul. - Aug.	-	-	Jul. - Aug.	GF/CoB MOOE	20,000.00	20,000.00	-	seedlings & labor/hiring of services for digging and preparation of planting area, planting, etc.
GWD 18	Pipes, Valves and Fittings and other Service Con. Mtls	OMS	SVP/Shopping	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	180,000.00	180,000.00	-	supplies & materials for maintenance (pipes, valves & fittings, and other service con. mtlis)
GWD 19	Annual Water Physical and Chemical Analysis expense	OMS	Shopping Method	Nov. - Dec.	-	-	Nov. - Dec.	GF/CoB MOOE	40,000.00	40,000.00	-	cost of services for water p-chem analysis
GWD 20	Monthly Water Bacteriological Analysis expense	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	28,800.00	28,800.00	-	cost of services for water bacteriological testing
GWD 21	Repair and Maintenance - Infra Assets - Water Tank	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	25,000.00	25,000.00	-	construction/painting materials and other supplies including hiring of labor/services
GWD 22	Repair and maintenance of Office Building	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	50,000.00	50,000.00	-	supplies/materials & labor/hiring of services for repair & maintenance of office building
GWD 23	Repair and Maintenance of Machinery & Equipment	AFCS, OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	30,000.00	30,000.00	-	materials & labor/hiring of services for repair & maintenance of equipment & machinery
SUB TOTAL									2,229,190.00	2,229,190.00	-	

Prepared by:

BENEDICT Y. LOMARQUEZ
BAC Secretary

Noted:

PEDRO C. RICO
BAC Chairman/Water Maintenance Head

Approved:

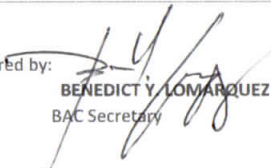
CARMELO ALEJANDRO C. PUJALTE
General Manager

DOMINGO S. LADUAN
BOD Chairperson

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CY 2019 - 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/RE Start of Activity	Sub/Open of Bids	Notice of Award	Contract Signing/ Delivery Date		Total	MOOE	CO	
GWD 24	Repair and maintenance of Transportation Equipment	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	25,000.00	25,000.00	-	materials & labor/hiring of services for repair & maintenance of motor vehicles
GWD 25	Repair and Maintenance of Furnitures & Fixtures	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	6,000.00	6,000.00	-	materials & labor/hiring of services for repair & maintenance of furniture and fixtures
GWD 26	Representation Exp - Food/ Groceries/Meals/Snacks	OGM, BOD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	94,000.00	94,000.00	-	food, groceries, meals and snacks during meeting, training and other official activities
GWD 27	Representation Expenses - Rental of Lodging Room	OGM, BOD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	9,000.00	9,000.00	-	rental of lodging room to accommodate office guests and visitors
GWD 28	Representation Exp - Rental of Venue & Sound System	OGM, BOD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	7,000.00	7,000.00	-	rental of venue & sound system during conduct of seminar, meeting, & other official activities
GWD 29	Representation Expenses - Supplies/Materials/Tarps	OGM, BOD	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	10,000.00	10,000.00	-	supplies, materials, tarpaulins for use during the conduct of meeting, seminar, training, etc.
GWD 30	Subscription Expenses	AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	10,000.00	10,000.00	-	expenses for the subscription of newspapers, magazines and etc.
GWD 31	Hiring of professional services	AFCS	Shopping Method	Nov. - Dec.	-	-	Nov. - Dec.	GF/CoB PS	7,600.00	7,600.00	-	payments for professional services rendered for mandatory drug testing of employees
GWD 32	Water System Equipment (Flowmeters)	OMS	SVP/Shopping Method	Feb. - Mar.	-	-	Feb. - Mar.	GF/CoB CO	440,000.00	-	440,000.00	purchase of Water System Equipment (6 units Flowmeters)
GWD 33	Water System Equipment (Dewatering Pump)	OMS	SVP/Shopping Method	May - June	-	-	May - June	GF/CoB CO	50,000.00	-	50,000.00	purchase of Water System Equipment (1 unit Dewatering Pump)
GWD 34	Office Equipment (Steel Filing Cabinet w/ Safe Vault)	AFCS	Shopping Method	Mar. - Apr.	-	-	Mar. - Apr.	GF/CoB CO	25,000.00	-	25,000.00	purchase of 1 unit Fire Resistant Steel Filing Cabinet with Safe Vault
GWD 35	Office Equipment (Steel Filing Cabinet)	AFCS	Shopping Method	Mar. - Apr.	-	-	Mar. - Apr.	GF/CoB CO	35,000.00	-	35,000.00	purchase of 2 units Fire Resistant Steel Filing Cabinet
GWD 36	Office Equipment (Fire Extinguishers)	OMS	Shopping Method	Mar. - Apr.	-	-	Mar. - Apr.	GF/CoB CO (MOOE)	10,800.00	-	10,800.00	purchase of 4 units Fire Extinguishers for Pump Stations
GWD 37	Office Equipment (Generating Set)	AFCS	SVP/Shopping Method	May - June	-	-	May - June	GF/CoB CO	55,000.00	-	55,000.00	purchase of 1 unit 10kVA Generating Set
GWD 38	Office Equipment (Office/IT Equipment and Accessories)	AFCS	Shopping Method	June - Oct.	-	-	June - Oct.	GF/CoB CO (MOOE)	40,000.00	-	40,000.00	purchase of Office/IT Eqp and Accessories (Aircon, Desktop Computer, Printer, etc.)
GWD 39	Purchase of Tools - Pipe Wrenches, Shovel & Others	OMS	Shopping Method	Sep. - Oct.	-	-	Sep. - Oct.	GF/CoB CO (MOOE)	25,000.00	-	25,000.00	pipe wrenches, shovels, pad locks and other tools for maintenance division
GWD 40	Construction of Workshop/Storage Room	OMS	SVP/Shopping Method	Apr. - May	-	-	Apr. - May	GF/CoB CO	70,000.00	-	70,000.00	construction materials & labor/hiring of services for construction of Workshop/Storage
GWD 41	Inventories (Water Service Connection Materials)	OMS	SVP/Shopping Method	Feb. - Nov	-	-	Feb. - Nov	GF/CoB CO	750,000.00	-	750,000.00	supplies & materials for inventories (pipes, valves & fittings, and other service con. mtl's)
GWD 41	Purchase of Land including Land Titling	OGM, BOD	Direct Contract	Apr. - Sept.	-	-	Apr. - Sept.	GF/CoB CO	680,000.00	-	680,000.00	acquisition of Land (Himbubulo Este Water Tank/Reservoir Site), Land Titling - Office Site
NLIF S-1	Rehabilitation of Well (San Antonio Pumping Station)	OMS	Shopping Method	June - July	-	-	June - July	Loan/ Grant Savings	95,000.00	-	95,000.00	rehabilitation of deep well (supplies/materials and labor/hiring of services)
NLIF S-2	Land Titling (San Antonio Water Tank/Reservoir Site)	OGM, BOD	Direct Contract	Jan. - June	-	-	Jan. - June	Loan/ Grant Savings	30,000.00	-	30,000.00	cost/expenses for the titling of land (water tank/reservoir site in Brgy. San Antonio)
NLIF S-3	Purchase of Centrifugal Pump	OMS	SVP/Shopping Method	May - June	-	-	May - June	Loan/ Grant Savings	70,000.00	-	70,000.00	standby 5HP Centrifugal Pump for San Antonio Spring Water Source Pump Station
NLIF S-4	Construction of Mini Dam	OMS	SVP/Shopping Method	July - Aug.	-	-	Aug. - Sept.	Loan/ Grant Savings	73,125.99	-	73,125.99	materials & labor/hiring of services for construction of Mini Dam
NLIF S-5	Installation of Main Pipeline (Dam to Tapping Point)	OMS	SVP/Shopping Method	July - Aug.	-	-	June - July	Loan/ Grant Savings	300,000.00	-	300,000.00	materials & labor/hiring of services for installation of Main Pipeline to tapping Point
SUB TOTAL									2,917,525.99	168,600.00	2,748,925.99	

Prepared by: 
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Noted: 
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BAC Chairman/Water Maintenance Head

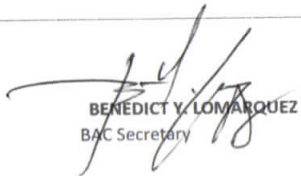
Approved: 
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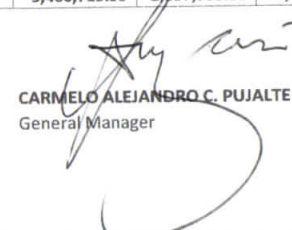
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GWD 42	Construction of 30 cu.m. Collection Tank (S Antonio)	OMS	SVP/Shopping Method	Sept. - Nov.	-	-	Sept. - Nov.	GF/CoB CO	60,000.00	-	60,000.00	construction materials & labor/hiring of services for construction of collection tank
GWD 43	Installation of Electrical Service Entrance & Wiring	OMS	SVP/Shopping Method	June	-	-	June	GF/CoB CO	110,000.00	-	110,000.00	construction materials & labor/hiring of services for installation of electrical wiring
GWD 44	Construction of Filtration System	OMS	SVP/Shopping Method	June - July	-	-	June-July	GF/CoB CO	150,000.00	-	150,000.00	construction materials & labor/hiring of services for construction of filtration system
SUB TOTAL									320,000.00	-	320,000.00	
GRAND TOTAL									5,466,715.99	2,397,790.00	3,068,925.99	

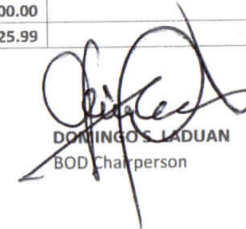

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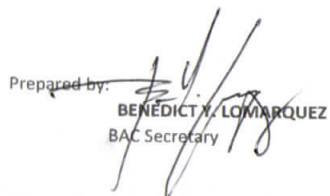

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SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR FY 2019
CY 2019 - page 1

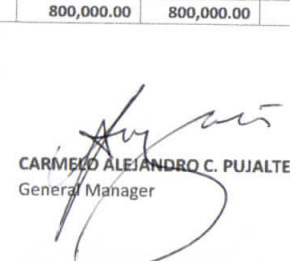
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GWD 55	Fuel/Oil/Lubricants	OMS	Shopping Method	July - Dec.	-	-	July - Dec.	GF/CoB MOOE	400,000.00	400,000.00	-	Fuel used for Generating Set in Office and Pumping Stations, Service Vehicle Oil/Fuel
GWD 85	Electricity Expenses	AFCS, OMS	Direct Contract	July - Dec.	-	-	July - Dec.	GF/CoB MOOE	400,000.00	400,000.00	-	electric consumption of office, pumping stations and filtration house
SUB TOTAL									800,000.00	800,000.00	-	
GRAND TOTAL									800,000.00	800,000.00	-	

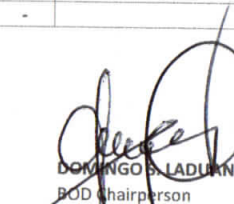
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