

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

ANNUAL PROCUREMENT PLAN FOR FY 2021

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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)
				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	152,000.00	152,000.00	-	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	94,000.00	94,000.00	-	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	February	-	-	Feb. - Apr.	GF/CoB MOOE	208,800.00	208,800.00	-	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	Semi Expendable Office Machine/Equipment	AFCS	Shopping Method	Mar. - June	-	-	Mar. - June	GF/CoB MOOE	20,000.00	20,000.00	-	purchase of semi expendable machine and equipment
GWD 8	Other Supplies and Materials	OGM, BOD, AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	30,000.00	30,000.00	-	Other supplies and material requirements for operation and maintenance activities
GWD 9	Electricity Expenses	AFCS, OMS	Direct Contract	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	834,000.00	834,000.00	-	electric consumption of office, pumping stations and filtration house
GWD 10	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 11	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 12	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 13	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 14	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 15	Cable & Satellite expenses	AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	4,800.00	4,800.00	-	cable tv/sattelite subscription expenses
GWD 16	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 17	Clothing/Uniforms	OGM, BOD	Shopping Method	Jan. - Feb.	-	-	Jan. - Feb.	GF/CoB PS	7,500.00	7,500.00	-	Uniforms for other employees and officials/ BODs for proper representation
GWD 18	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 19	Pipes, Fittings, Paints and other Construction Materials	OMS	SVP/Shopping	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	196,000.00	196,000.00	-	supplies & materials for maintenance (pipes, valves & fittings, paints and other construction materials)
GWD 20	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 21	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 22	Repair and Maintenance - Infra Assets - Water Tank	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	20,000.00	20,000.00	-	construction/painting materials and other supplies including hiring of labor/services
GWD 23	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 24	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									2,360,490.00	2,360,490.00	-	

Prepared by:

BENEDICT Y. LOMARQUEZ
BAC Secretary

Noted:

PEDRO C. RICO
BAC Chairman/Water Maintenance Head

Approved:

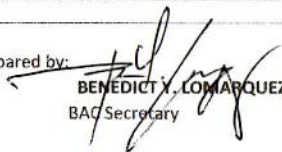
CARMELO ALEJANDRO C. PUSALTE
General Manager

DOMINGO S. LADUAN
BOD Chairperson

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

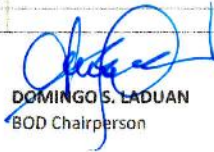
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GWD 25	Repair and maintenance of Transportation Equipment	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	25,000.00	25,000.00	-	materials & labor/hiring of services for repair & maintenance of motor vehicles
GWD 26	Repair and Maintenance 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 27	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 28	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 29	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 30	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 31	Subscription Expenses	AFCS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	5,000.00	5,000.00	-	expenses for the subscription of newspapers, magazines and etc.
GWD 32	Hiring of professional services	AFCS	Shopping Method	Nov. - Dec.	-	-	Nov. - Dec.	GF/CoB PS	8,000.00	8,000.00	-	payments for professional services rendered for mandatory drug testing of employees
GWD 33	Water System Equipment (Flowmeters)	OMS	SVP/Shopping Method	Feb. - Mar.	-	-	Feb. - Mar.	GF/CoB CO	100,000.00	-	100,000.00	purchase of Water System Equipment (6 units Flowmeters)
GWD 34	Water System Equipment (Water Pump and 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 Water Pump and Dewatering Pump)
GWD 35	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 36	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 37	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 38	Office Equipment (Generating Set)	AFCS	SVP/Shopping Method	May - June	-	-	May - June	GF/CoB CO	80,000.00	-	80,000.00	purchase of 1 unit 10kVA Generating Set
GWD 39	Office Equipment (Office/IT Equipment and Accessories)	AFCS	Shopping Method	June - Oct.	-	-	June - Oct.	GF/CoB CO(MOOE)	50,000.00	-	50,000.00	purchase of Office/IT Eqpt and Accessories (Aircon, Desktop Computer, Printer, etc.)
GWD 40	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 41	Construction of Pathway and Drainage Canal	OMS	SVP/Shopping Method	Apr. - May	-	-	Apr. - May	GF/CoB CO	75,000.00	-	75,000.00	construction materials & labor/hiring of services for construction of Pathway and Drainage Canal
GWD 42	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 43	Purchase of Land including Land Titling	OGM, BOD	Direct Contract	Apr. - Sept.	-	-	Apr. - Sept.	GF/CoB CO	800,000.00	-	800,000.00	acquisition of Land (Himbubulo Este Water Tank/Reservoir Site), Land Titling - Office Site
GWD 44	Construction of Connection Tank, San Antonio Spring	OMS	SVP/Shopping Method	June - July	-	-	June - July	GF/CoB CO	80,000.00	-	80,000.00	construction materials & labor/hiring of services for construction of Collection/Intake Tank
GWD 45	Construction/Fencing/Painting of Facilities and Other	OMS	SVP/Shopping Method	Aug. - Sept.	-	-	Aug. - Sept.	GF/CoB CO	120,000.00	-	120,000.00	materials & labor/hiring of services for construction/ fencing/painting of facilities and
GWD 46	Pipes, Fittings and other Service Connection Materials -	OMS	SVP/Shopping Method	Jun. - Aug.	-	-	Jun. - Aug.	GF/CoB CO	280,000.00	-	280,000.00	labor and materials (pipes, fittings, etc) for the extension and installation of Main Pipe Lines
NLIF S-1	Purchase of Centrifugal Pump	OMS	SVP/Shopping Method	Jan. - Mar.	-	-	Jan. - Mar.	GF/CoB and NLIF Savings	70,000.00	-	70,000.00	standby 5HP Centrifugal Pump for San Antonio Spring Water Source Pump Station
NLIF S-2	Extension of Main Pipeline	OMS	SVP/Shopping Method	Mar. - May	-	-	Mar. - May	GF/CoB and NLIF Savings	30,338.22	-	30,338.22	materials & labor/hiring of services for extension and installation of main pipeline - Baranqay Sisi
SUB TOTAL									2,745,138.22	164,000.00	2,581,138.22	
GRAND TOTAL									5,105,628.22	2,124,490.00	2,581,138.22	

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Noted: 
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