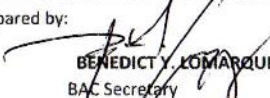


GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

ANNUAL PROCUREMENT PLAN FOR FY 2022

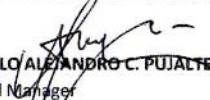
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Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (PHP)			REMARKS (brief description of the Program/Project)
				Advs/Post of IB/RFI Start of Activity	Sub/Open 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	136,000.00	136,000.00	-	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	78,000.00	78,000.00	-	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	85,000.00	85,000.00	-	supplies, materials and equipment for office use
GWD 4	Accountable Forms	AFCS	Authorize Govt. Printer/Shopping	February	-	-	Feb. - Apr.	GF/CoB MOOE	251,748.00	251,748.00	-	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	264,690.00	264,690.00	-	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	99,750.00	99,750.00	-	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	50,000.00	50,000.00	-	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	45,000.00	45,000.00	-	Other supplies and material requirements for operation & maintenance activities and
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/satellite 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. - Aug.	-	-	Jan. - Aug.	GF/CoB PS	27,000.00	27,000.00	-	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	250,000.00	250,000.00	-	supplies or materials for maintenance pipes, valves & fittings, paints and other constr mtl. incl.
GWD 20	Annual Water Physical and Chemical Analysis expense	OMS	Shopping Method	Nov. - Dec.	-	-	Nov. - Dec.	GF/CoB MOOE	48,000.00	48,000.00	-	cost of services for water physical-chemical 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	50,000.00	50,000.00	-	materials & labor/hiring of services for repair & maintenance of equipment & machinery
SUB TOTAL									2,436,788.00	2,436,788.00	-	

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

GUINAYANGAN WATER DISTRICT
Guinayangan, Quezon

ANNUAL PROCUREMENT PLAN FOR FY 2022
CY 2022- 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)
				Adv/Post of B/R/E/ Start of Activity	Sub/Open of Bids	Notice of Award	Contract Signing/ Delivery Date		Total	MOOE	CO	
GWD 25	Repair and maintenance of Transportation Equipment	OMS	Shopping Method	Jan. - Dec.	-	-	Jan. - Dec.	GF/CoB MOOE	50,000.00	50,000.00	-	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	76,000.00	76,000.00	-	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 (2 units Flowmeters)
GWD 34	Water System Equipment (Other Equipment & Accessories)	Oms	SVP/Shopping Method	May - June	-	-	May - June	GF/CoB CO	90,000.00	-	90,000.00	purchase of Water System Equipment (10 other Equipment and Dewatering Pump)
GWD 35	Office Equipment (Steel Filing Cabinet/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/ Safe Vault
GWD 36	Office Equipment (Fire Hydrant)	Oms	Shopping Method	Mar. - Apr.	-	-	Mar. - Apr.	GF/CoB CO	30,000.00	-	30,000.00	purchase of 1 unit Fire Hydrant
GWD 37	Office Equipment (Fire Extinguishers)	Oms	Shopping Method	Mar. - Apr.	-	-	Mar. - Apr.	GF/CoB CO(MOOE)	10,000.00	-	10,000.00	purchase of 4 units Fire Extinguishers
GWD 38	Office Equipment (Generating Sets)	AFCs	SVP/Shopping Method	May - June	-	-	May - June	GF/CoB CO	120,000.00	-	120,000.00	purchase of 1 unit 10kVA Generating Set and 1 unit 5KVA Generating Set
GWD 39	Office Equipment (Office/IT Equipment and Accessories)	AFCs	Shopping Method	June - Oct.	-	-	June - Oct.	GF/CoB CO(MOOE)	75,000.00	-	75,000.00	purchase of Office/IT Eqpt and Accessories (Aircon, Desktop Computer, Printer, Smart TV, 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/Landscaping	Oms	SVP/Shopping Method	Apr. - May	-	-	Apr. - May	GF/CoB CO	100,000.00	-	100,000.00	construction materials & labor/hiring of services for constr. of Pathway & Drainage Canal/Landscaping
GWD 42	Inventories (Water Service Connection Materials)	Oms	SVP/Shopping Method	Feb. - Nov	-	-	Feb. - Nov	GF/CoB CO	800,000.00	-	800,000.00	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	Constr/Improv. Of Building & Facilities (GWD Facilities)	Oms	SVP/Shopping Method	June - July	-	-	June - July	GF/CoB CO	400,000.00	-	400,000.00	construction/improvement of GWD Facilities
GWD 45	Construction/Fencing/Painting of Facilities and Other	Oms	SVP/Shopping Method	Aug. - Sept.	-	-	Aug. - Sept.	GF/CoB CO	125,000.00	-	125,000.00	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	250,000.00	-	250,000.00	labor and materials (pipes, fittings, etc) for the extension and installation of Main Pipe Lines
SUB TOTAL									3,121,000.00	171,000.00	2,950,000.00	
GRAND TOTAL									5,557,788.00	2,607,788.00	2,950,000.00	

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