

PEÑARANDA WATER DISTRICT Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5-02-01-010	Travelling Expense - Local	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Direct Contracting	N/A	N/A	Within the year	Within the year	Corporate Budget	250,000.00	250,000.00	-	For directors, officers and employees within the country.
5-02-02-010	Training	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	490,000.00	490,000.00	-	participation/attendance in in-house training/seminars, out-source trainings, convention/conference, year-end assessment and
5-02-03-010	Office Supplies	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	122,000.00	122,000.00	-	Various common office, janitorial and computer supplies.
5-02-03-280	Cleaning Supplies	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	91,000.00	91,000.00	-	Expenses for cleaning supplies.
5-02-03-020	Accountable Forms	Admin., Finance and Com.	NO	Direct Contracting	N/A	N/A	2nd Quarter	2nd Quarter	Corporate Budget	98,600.00	98,600.00	-	Printing of official receipt.
5-02-03-030	Non-Accountable Forms	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	24,950.00	24,950.00	-	Printing of office forms
5-02-03-090	Fuel, Oil and Lubricants	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	Corporate Budget	321,400.00	321,400.00	-	For service vehicle, generator set and BOD's gas allowance.
5-02-03-990	Other Supplies and Materials Expenses	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	70,000.00	70,000.00	-	For first aid kit and medicine and Flu vaccine.
5-02-03-130	Chemicals and Filtering Supplies	Cons., Maint. and Production	YES	NP-53.9 - Small Value Procurement	Semi-Annual	N/A	Semi-Annual	Semi-Annual	Corporate Budget	1,200,340.00	1,200,340.00	-	Chlorine dioxide powder and filtering materials
5-02-03-220	Semi-expendable Furniture and Fixtures	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	20,600.00	20,600.00	-	Procurement of table/shelves and stand fan
5-02-03-210	Semi-expendable Machinery and Equipment	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	342,000.00	342,000.00	-	Procurement of various IT Equipmet and arconditioning unit.
5-02-03-270	Supplies and Materials for Water Systems Operations Expense	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	650,000.00	650,000.00	-	Procurement of water meters for the Districts program "Palit-Metro" and new service connections.
5-02-04-020	Electricity Services	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	180,000.00	180,000.00	-	District's administration building power supply.
5-02-04-990	Other Utility	Admin., Finance and Com.	NO	Shopping	As need arises	N/A	As need arises	As need arises	Corporate Budget	6,000.00	6,000.00	-	For cooking gas expense.
5-02-05-010	Postage and Courier Sevices	Admin., Finance and Com.	NO	Direct Contracting	N/A	N/A	As need arises	As need arises	Corporate Budget	3,000.00	3,000.00	-	Postage/delivery of official forms/documents/records, etc.
5-02-05-020	Telephone Services	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	299,400.00	299,400.00	-	Mobile and landline telephone service

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5-02-05-040	Internet Subscription Expense	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	52,800.00	52,800.00		- Wifi connection in pumping stations and administration building.
5-02-09-010	Generation, Transmission, Distribution Expense	Cons., Maint. and Production	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	10,359,862.00	10,359,862.00		- Costs of generation, transmission and distribution of water intended for sale.
5-02-10-030	Extraordinary and Miscellaneous Expenses	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	116,400.00	116,400.00		- Expenses incidental to the performance of official functions.
5-02-11-010	Legal Services	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	30,000.00	30,000.00		- Cost of authorized legal services.
5-02-11-020	Auditing Services	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	200,000.00	200,000.00		- Cost of services rendered by auditors.
5-02-11-990	Other Professional Services	Admin., Finance and Com.	NO	Direct Contracting	N/A	N/A	Within the year	Within the year	Corporate Budget	200,000.00	200,000.00		- Professional services contracted by the agency for monthly bacteriological test, annual & physical analysis of water, notarial fee, ISO re-certification Audit and other professional fees.
5-02-12-030	Security Services	Admin., Finance and Com.	YES	NP-53.9 - Small Value Procurement	Annual	N/A	Annual	Annual	Corporate Budget	384,000.00	384,000.00		- Cost of services rendered by two (2) security guards.
5-02-13-030	Repairs and Maintenance-Infrastructure Assets	Cons., Maint. and Production	YES	NP-53.9 - Small Value Procurement	Semi-Annual	N/A	Semi-Annual	Semi-Annual	Corporate Budget	812,991.00	812,991.00		- Various service connection materials for repairs & maintenance of service connections and transmission and distribution mains, hydrants and meter base/foundation.
5-02-13-040	Repair and Maintenance-Building & Other Structures	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	115,400.00	115,400.00		- Maintenance of office building and other structures as the need arises and refill of fire extinguisher.
5-02-13-050	Repair and Maintenance-Machinery & Equipment	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	540,000.00	540,000.00		- Maintenance of various machineries and equipment in connection with pumping operations of the District, office equipment, ICT equipment & other machineries equipment.

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5-02-13-060	Repair and Maintenance-Transportation Equipment	Admin., Finance and Com./ Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	120,000.00	120,000.00		Maintenance of various vehicle of the District to include labor, materials and kilometer check-up.
5-02-13-070	Repair and Maintenance-Furniture and Fixtures	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	20,000.00	20,000.00		Maintenance of furniture and fixtures as needed.
5-02-15-020	Fidelity Bond Premiums	Admin., Finance and Com.	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Feb, Mar, Sept.	Feb, Mar, Sept.	Corporate Budget	18,600.00	18,600.00		Premium of fidelity bond of accountable officers
5-02-15-010	Taxes, Duties and Licenses	Admin., Finance and Com.	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Monthly	Monthly	Corporate Budget	715,820.00	715,820.00		Franchise tax, motor vehicle licenses, real property tax & other taxes, duties and licenses.
5-02-15-030	Insurances	Admin., Finance and Com.	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Monthly	Monthly	Corporate Budget	228,000.00	228,000.00		For the District's properties.
5-02-99-010	Advertising, Promotional and Marketing	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	As need arises	N/A	As need arises	As need arises	Corporate Budget	20,000.00	20,000.00		PAWD Advertisement and other forms of media
5-02-99-030	Representation	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Shopping	As need arises	N/A	As need arises	As need arises	Corporate Budget	200,000.00	200,000.00		Expenses for official purposes incurred in connection with improving the general image of the District and other related expenses
5-02-99-040	Transportation and Delivery	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	Direct Contracting	N/A	N/A	As need arises	As need arises	Corporate Budget	10,000.00	10,000.00		Cost of transporting gov't. inventory, property & equipment.
5-02-99-050	Rent/Lease	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	As need arises	As need arises	Corporate Budget	5,000.00	5,000.00		Expenses for the use of facilities/equipment, etc.
5-02-99-060	Membership Dues & Contribution to Org.	Admin., Finance and Com./GMs Office	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	20,200.00	20,200.00		Membership dues/contributions to recognized organizations
5-02-99-070	Subscription	Admin., Finance and Com./GMs Office	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	191,672.00	191,672.00		Expenses for newspaper, aquarius magazine and microsoft office subscription.
5-03-01-040	Bank Charges	Admin., Finance and Com./GMs Office	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	6,000.00	6,000.00		Charges imposed by the bank for deposit/e-payments.
5-02-99-990	Other Maintenance and Operating Expenses	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	Monthly	N/A	Monthly	Monthly	Corporate Budget	20,000.00	20,000.00		Other maintenance and operating expenses.
1-08-01-020	Computer Software	Admin., Finance and Com./ Cons., Maint. and Production/ GM's office	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	70,000.00	-	70,000.00	For GIS software
1-04-04-990	Service connection materials	Cons., Maint. and Production	YES	NP-53.9 - Small Value Procurement	Semi-Annual	N/A	Semi-Annual	Semi-Annual	Corporate Budget	701,530.00	-	701,530.00	For new service connections.
1-06-03-110	Plant-UPIS-Supply Mains	Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	1,500,000.00	-	1,500,000.00	For pipeline expansion and appurtenances

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1-06-05-020	Office Equipment	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	100,000.00	-	100,000.00	Procurement of one (1) unit copier machine.
1-06-05-030	Information and Communication Technology Equipment	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	55,000.00	-	55,000.00	Procurement of one (1) unit laptop.
1-06-06-010	Motor Vehicle	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	180,000.00	-	180,000.00	For two (2) unit motorcycle
1-06-01-010	Machinery and Equipment	Cons., Maint. and Production	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	2,460,000.00	-	2,460,000.00	Procurement of chlorinator, flowmeter, and 3 sets SCADA-RTU


Prepared by:


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