

PEÑARANDA WATER DISTRICT Annual Procurement Plan for FY 2022

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	100,000.00	100,000.00	-	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	225,000.00	225,000.00	-	Expenses for participation/attendance in in-house training/seminars, out-source trainings, convention/conference, year-end assessment and strategic planning conference.
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	109,879.00	109,879.00	-	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	94,586.00	94,586.00	-	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	63,450.00	63,450.00	-	Printing of official receipt and checkbooklet.
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	700,300.00	700,300.00	-	For service vehicle, generator set and BOO'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	129,800.00	129,800.00	-	For first aid kit and medicine and for Covid-19 monitoring.
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	1,130,800.00	1,130,800.00	-	Chlorine dioxide powder and filtering materials.
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	540,000.00	540,000.00	-	Procurement of water meters for the Districts program 'Palit-Metro' and new service connections.
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	14,000.00	14,000.00	-	Procurement of metal storage shelf.
5-02-03-210	Semi-Expendable Machinery and Equipment 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	52,000.00	52,000.00	-	Procurement of other ICT & office equipment for office use.
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	6,910,956.00	6,910,956.00	-	District's administration building and pumping stations 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	3,600.00	3,600.00	-	For cooking gas expense.
5-02-05-010	Postage and Courier Services	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	307,188.00	307,188.00	-	Mobile and landline telephone service with wifi connection.
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.

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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	233,600.00	233,600.00		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	336,000.00	336,000.00		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	323,725.00	323,725.00		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	530,000.00	530,000.00		Maintenance of various machineries and equipment in connection with pumping operations of the District, office equipment, ICT equipment & other machineries equipment.
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	100,000.00	100,000.00		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	15,000.00	15,000.00		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	18,325.00	18,325.00		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	713,000.00	713,000.00		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	178,000.00	178,000.00		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	15,000.00	15,000.00		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	18,950.00	18,950.00		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	44,672.00	44,672.00		Expenses for newspaper, aquarius magazine and microsoft office subscription.

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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	171,536.00	171,536.00	-	Provision of a job order utility worker and other maintenance and operating expenses.
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	560,640.00	-	560,640.00	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
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	85,000.00	-	85,000.00	Procurement of one (1) unit multimedia projector and CCTV surveillance camera for Sinasajan 2 pumping station.
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	100,000.00	-	100,000.00	Procurement of one (1) desktop computer and one (1) unit laptop...
1-06-05-990	Other 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	1,400,000.00	-	1,400,000.00	Procurement of electro-mechanical equipment and submersible motor and pump.
1-06-07-010	Furnitures and Fixtures	Admin., Finance and Com.	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 one (1) unit safety vault.
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	100,000.00	-	100,000.00	For one (1) unit motorcycle with sidecar.
1-06-03-050	Power Supply Systems	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	998,000.00	-	998,000.00	For 20-25 KW Grid Tie Roof Solar PV System in the administration building

Prepared by:

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Recommending Approval

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Approval:

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