

# PEÑARANDA WATER DISTRICT Annual Procurement Plan for FY 2025

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	Traveling 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	580,000.00	580,000.00	-	Expenses for participation/attendance in in-house training/seminars, out-source trainings, convention/conference, year-end assessment and strategic planning conference and team building.
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	105,923.00	105,923.00	-	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	53,808.00	53,808.00	-	Expenses for cleaning supplies.
5-02-03-020	Accountable Forms	Admin., Finance and Com.	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Within the year	Within the year	Corporate Budget	313,600.00	313,600.00	-	Issuance 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	422,800.00	422,800.00	-	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	4,000.00	4,000.00	-	For first aid kit and medicine .
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	1,372,360.00	1,372,360.00	-	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	99,000.00	99,000.00	-	Procurement of furniture and fixtures below P50,000.00
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	207,250.00	207,250.00	-	Procurement of various IT, Office and communication equipment below P50,000.00.
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	795,000.00	795,000.00	-	Procurement of water meters for new service connections/obsolete meters and water meter protector.
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	266,400.00	266,400.00	-	District's administration building power supply.

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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 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	163,800.00	163,800.00	-	Mobile and landline telephone service.
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	87,600.00	87,600.00	-	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	8,522,255.00	8,522,255.00	-	Costs of generation, transmission and distribution of water intended for sale.
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	250,000.00	250,000.00	-	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	195,000.00	195,000.00	-	Professional services for monthly bacteriological test, annual & physical analysis of water, notarial fee 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	528,000.00	528,000.00	-	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	541,955.00	541,955.00	-	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	151,400.00	151,400.00	-	Maintenance of office building and other structures as the need arises and refill of fire extinguisher.



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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
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	387,500.00	387,500.00		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	10,000.00	10,000.00		Maintenance of furniture and fixtures as needed.
5-02-13-210	Repair and Maintenance-Semi-Expendable Machinery &	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	70,000.00	70,000.00		Maintenance of Semi-Expendable Machinery & Equipment as needed.
5-02-13-220	Repair and Maintenance-Semi-Expendable Furniture and	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	10,000.00	10,000.00		Maintenance of Semi-Expendable 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	20,300.00	20,300.00		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	384,331.00	384,331.00		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	250,000.00	250,000.00		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.

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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	24,680.00	24,680.00	-	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	45,000.00	45,000.00	-	Expenses for aquarius magazine , microsoft office, domain hosting and cpanel subscription.
2-99-990	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	178,400.00	178,400.00	-	Provision of 1 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	650,715.00	-	650,715.00	For new service connections.
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
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	850,000.00	-	850,000.00	Procurement of dosing pump, VFD and 20hp submersible pump and motor assembly.

Prepared by:

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Recommending Approval

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