

PEÑARANDA WATER DISTRICT Indicative Annual Procurement Plan for FY 2021

| Code (PAP) | Procurement Program/Project | PMO/End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | Source of Funds | Estimated Budget (PHP) | | | Remarks (brief description of Program/Activity/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 | Direct Contracting | January - December 2021 | | | | Corporate Budget | 200,000.00 | 200,000.00 | 0.00 | For directors, officers and employees within the country. |
| 5-02-02-010 | Training | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 545,500.00 | 545,500.00 | 0.00 | 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 | Common Supplies and Equipment | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 240,852.00 | 240,852.00 | 0.00 | Various common office, janitorial and computer supplies. |
| 5-02-03-010 | Printed Office Forms | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.9 - Small Value Procurement | January 2021 | | | | Corporate Budget | 20,650.00 | 20,650.00 | 0.00 | Various office forms needed in the day to day service and computerized billing statement. |
| 5-02-03-020 | Computerized Official Receipt | Admin., Finance and Com. | Direct Contracting | April - June 2021 | | | | Corporate Budget | 48,000.00 | 48,000.00 | 0.00 | Printing of official receipt. |
| 5-02-03-090 | Fuel, Oil and Lubricants | Admin., Finance and Com./ Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 738,300.00 | 738,300.00 | 0.00 | For service vehicle, generator set and BOD's gas allowance. |
| 5-02-03-130 | Chemicals and Filtering Supplies | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January and June 2021 | | | | Corporate Budget | 874,600.00 | 874,600.00 | 0.00 | Chlorine dioxide powder and filtering materials |
| 5-02-03-210 | Semi-Expendable Machinery and Equipment Expenses | Admin., Finance and Com./ Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 471,500.00 | 471,500.00 | 0.00 | Procurement of other ICT & office equipment for office use and water meters for the Districts program "Palit-Metro" and new service connections. |
| 5-02-03-220 | Semi-Expendable Furniture and Fixtures Expense | Admin., Finance and Com. | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 39,000.00 | 39,000.00 | 0.00 | Provision for additional office chair and centrifugal school bell for administration building. |
| 5-02-04-020 | Electricity Services | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | Direct Contracting | January - December 2021 | | | | Corporate Budget | 7,474,931.00 | 7,474,931.00 | 0.00 | District's administration building and pumping stations power supply. |
| 5-02-04-990 | Other Utility | Admin., Finance and Com. | Shopping | January - December 2021 | | | | Corporate Budget | 3,600.00 | 3,600.00 | 0.00 | For cooking gas expense. |
| 5-02-05-010 | Postage and Courier Services | Admin., Finance and Com. | Direct Contracting | January - December 2021 | | | | Corporate Budget | 3,000.00 | 3,000.00 | 0.00 | 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 | Direct Contracting | January - December 2021 | | | | Corporate Budget | 252,588.00 | 252,588.00 | 0.00 | Mobile and landline telephone service with wifi connection |
| 5-02-05-040 | Cable Television Services | Admin., Finance and Com. | Direct Contracting | January - December 2021 | | | | Corporate Budget | 6,000.00 | 6,000.00 | 0.00 | District's subscription on cable services. |
| 5-02-10-030 | Extraordinary and Miscellaneous Expenses | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 98,400.00 | 98,400.00 | 0.00 | 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 | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 30,000.00 | 30,000.00 | 0.00 | Cost of authorized legal services. |
| 5-02-11-020 | Auditing Services | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.5 Agency-to-Agency | July - December 2021 | | | | Corporate Budget | 200,000.00 | 200,000.00 | 0.00 | Cost of services rendered by auditors. |
| 5-02-11-990 | Other Professional Services | Admin., Finance and Com. | Direct Contracting | January - December 2021 | | | | Corporate Budget | 425,800.00 | 425,800.00 | 0.00 | 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. | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 336,000.00 | 336,000.00 | 0.00 | Cost of services rendered by two (2) security guards. |
| 5-02-13-030 | Repairs and Maintenance-Infrastructure Assets | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 114,461.50 | 114,461.50 | 0.00 | 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 | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 116,800.00 | 116,800.00 | 0.00 | 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 | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 510,000.00 | 510,000.00 | 0.00 | 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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|-------------|---|---|-----------------------------------|--|----------------------------|-----------------|------------------|------------------|------------------------|------------|--------------|---|
| | | | | Advertisement/Posting of IB/REI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| 5-02-13-060 | Repair and Maintenance-Transportation Equipment | Admin., Finance and Com./ Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 100,000.00 | 100,000.00 | 0.00 | 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. | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 15,000.00 | 15,000.00 | 0.00 | Maintenance of furniture and fixtures as needed. |
| 5-02-15-020 | Fidelity Bond Premiums | Admin., Finance and Com. | NP-53.5 Agency-to-Agency | February, March & September 2021 | | | | Corporate Budget | 18,225.00 | 18,225.00 | 0.00 | Premium of fidelity bond of accountable officers |
| 5-02-15-010 | Taxes, Duties and Licenses | Admin., Finance and Com. | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 759,749.00 | 759,749.00 | 0.00 | Franchise tax, motor vehicle licenses, real property tax & other taxes, duties and licenses. |
| 5-02-15-030 | Insurances | Admin., Finance and Com. | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 177,000.00 | 177,000.00 | 0.00 | For the District's properties. |
| 5-02-99-010 | Advertising, Promotional and Marketing | Admin., Finance and Com. | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 15,000.00 | 15,000.00 | 0.00 | PAWD Advertisement and other forms of media |
| 5-02-99-030 | Representation | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | Shopping | January - December 2021 | | | | Corporate Budget | 200,000.00 | 200,000.00 | 0.00 | 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 | Direct Contracting | January - December 2021 | | | | Corporate Budget | 10,000.00 | 10,000.00 | 0.00 | 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 | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 5,000.00 | 5,000.00 | 0.00 | Expenses for the use of facilities/equipment, etc. |
| 5-02-99-060 | Membership Dues & Contribution to Org. | Admin., Finance and Com./GMs Office | NP-53.5 Agency-to-Agency | January - December 2021 | | | | Corporate Budget | 18,075.00 | 18,075.00 | 0.00 | Membership dues/contributions to recognized organizations |
| 5-02-99-070 | Subscription | Admin., Finance and Com./GMs Office | Direct Contracting | January - December 2021 | | | | Corporate Budget | 41,672.00 | 41,672.00 | 0.00 | Expenses for newspaper, aquarius magazine and microsoft office subscription. |
| 5-02-99-120 | Directors and Committee Members' Fees | Admin., Finance and Com. | Direct Contracting | January - December 2021 | | | | Corporate Budget | 589,680.00 | 589,680.00 | 0.00 | Board of Director's per diem and PBI |
| 5-02-99-990 | Other Maintenance and Operating Expenses | Admin., Finance and Com./ Cons., Maint. and Production/ GM's office | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 230,084.00 | 230,084.00 | 0.00 | Provision for two (2) job order utility worker and other maintenance and operating expenses. |
| 1-04-04-990 | Service connection materials | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January and June 2021 | | | | Corporate Budget | 371,058.00 | 0.00 | 371,058.00 | For new service connections. |
| 1-06-03-110 | Plant-UPIS-Supply Mains | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 500,000.00 | 0.00 | 500,000.00 | For pipeline expansion. |
| 1-06-03-110 | Plant-UPIS-Reservoirs and Tanks | Cons., Maint. and Production | Public Bidding | January - December 2021 | | | | Corporate Budget | 2,250,000.00 | 0.00 | 2,250,000.00 | Construction of steel bolted ground tank. |
| 1-06-04-070 | Building and Other Structures | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - June 2021 | | | | Corporate Budget | 100,000.00 | 0.00 | 100,000.00 | Provision of weather/soundproof canopy for genset in Poblacion ps. |
| 1-06-05-020 | Office Equipment | Admin., Finance and Com. | NP-53.9 - Small Value Procurement | January - June 2021 | | | | Corporate Budget | 50,000.00 | 0.00 | 50,000.00 | Procurement of one (1) unit 2.5hp split type aircondition. |
| 1-06-05-030 | Information and Communication Technology Equipm | Admin., Finance and Com. | NP-53.9 - Small Value Procurement | July - December 2021 | | | | Corporate Budget | 40,000.00 | 0.00 | 40,000.00 | Procurement of one (1) desktop computer.. |
| 1-06-05-990 | Other Machinery and Equipment | Cons., Maint. and Production | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 2,000,000.00 | 0.00 | 2,000,000.00 | Procurement of electro-mechanical equipment, two (2) units genset, ATS and two (2) units GSM Controller. |
| 1-06-06-010 | Motor Vehicle | Admin., Finance and Com. | NP-53.9 - Small Value Procurement | January - December 2021 | | | | Corporate Budget | 100,000.00 | 0.00 | 100,000.00 | Provision for one (1) unit motorcycle with sidecar. |

Prepared by:

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Recommending Approval

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