

SANTA ROSA (N.E.) WATER DISTRICT
Santa Rosa-Fort Magsasay Road, Brgy. Rizal, Santa Rosa, Nueva Ecija

CY 2016 ANNUAL PROCUREMENT PLAN

Code	Program/Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget PHP			Remarks/Activity (Brief Description of Program/Project)
				Pre-pro Conf	Ads/Post of ITB	Pre-Bid Conf	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance Turnover		PS	MOOE	CO	
A. Professional Services																			
	Security Services	AS	Public Bidding	With approved Contract. To renew the services of the existing service provider.									Jan.-Dec.	GoP	1,200,000.00		Security Services for SRWD.		
	Legal Services	AS	Not Applicable	To be procured as the need arises.									Jan.-Dec.	GoP	24,000.00		Legal Services for SRWD.		
	Consultancy Services	AS	Not Applicable	To be procured as the need arises.									Jan.-Dec.	GoP	50,000.00		Consultancy Services for SRWD.		
B. Supplies and Materials																			
	Common Use Supplies available at Procurement Service	AS	NP-Agency to Agency	To be procured on a quarterly basis by the Administrative Service.										GoP	250,000.00		Common use Office and Janitorial Cleaning supplies available at the Procurement Service.		
	Accountable Forms	AS	NP-Agency to Agency	To be procured as the need arises by the Administrative Services.						Jan.-Dec.	GoP	4,200.00		Checks issued by SRWD					
	Chlorine/Water Analysis	AS	Direct Contracting	Chlorine procurement and conduct of Water Analysis on a monthly basis.						Jan.-Dec.	GoP	1,728,000.00		Chlorination and water analysis requirements of SRWD.					
	Petroleum, Oil and Lubricants	AS	Direct Contracting	To be procured as the need arises.						Jan.-Dec.	GoP	1,000,000.00		Supply of Petroleum, Oil and Lubricants of SRWD vehicles and Generator Sets					
	Service Connection Materials/Fittings	AS	NP-Small Value	Quarterly							GoP	3,000,000.00		Construction Materials Inventory for service connections of SRWD.					
	Water Meters	AS	NP-Small Value	Quarterly							GoP		2,500,000.00	Water Meters for new service connections of SRWD					
C. Utilities																			
	Electricity Services	AS	Direct Contracting	Not Applicable						Jan.-Dec.	GoP	8,400,000.00		SRWD Office and Pumping Stations' Power Supply					
D. Communication																			
	Telecommunication Services																		
	a. Landline	AS	Not Applicable	To renew the services of existing service provider.						Jan.-Dec.	GoP	30,000.00		SRWD Office telephone requirement					
	b. Cellular Phone Lines	AS	Not Applicable	To renew the services of existing service provider.						Jan.-Dec.	GoP	75,000.00		Provision for cellular phone lines for SRWD officials					
	c. Wireless Broadband Services	AS	Not Applicable	To renew the services of existing service provider.						Jan.-Dec.	GoP	110,760.00		Unlimited wireless broadband connection of SRWD Office					

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E. Advertising																			
	Publication/Posting of Notices in Newspaper / Gazette	AS	NP-Small Value	Delegated to the Administrative Service									Jan.-Dec.	GoP		30,000.00		Publication requirements of SRWD	
	SRWD Raffle for Concessionaires	AS	NP-Small Value	Delegated to the Administrative Service									Dec.	GoP		250,000.00		Annual SRWD Raffle for concessionaires	
F. Rent/Subscription																			
	Pumping Station Site (owned by the Municipality), Brgy. Rizal	AS	NP-Agency to Agency	Not Applicable									Jan.-Dec.	GoP		72,000.00		Rental of pumping station site in Brgy. Rizal	
	Well, Brgy. Malacañang	AS	Direct Contracting	Not Applicable									Jan.-Dec.	GoP		46,200.00		Rental of existing well in Brgy. Malacañang	
	Office Space, Brgy. Mapalad	AS	Direct Contracting	Not Applicable									Jan.-Dec.	GoP		73,800.00		Rental of Brgy. Mapalad Office	
	Cable Television Services	AS	Direct Contracting	Not Applicable									Jan.-Dec.	GoP		10,000.00		Monthly Subscription of cable TV services of SRWD office and pumping station.	
	Newspapers & Magazines	AS	NP-Small Value	Delegated to the Administrative Service									Jan.-Dec.	GoP		15,000.00		Daily subscription of newspaper for SRWD Office.	
G. Representation																			
	Representation Expense	AS	NP-Small Value	Not Applicable									Jan.-Dec.	GoP		500,000.00		Expenses for official meetings/conferences/other expenses incurred in connection with improving the general image of the Water District	
H. Repair and Maintenance																			
	Electrification, Power and Energy Structures	AS	NP-Small Value	Delegated to the Administrative Service										GoP		50,000.00		Repairs & Maintenance of WD Electrification, Power & Energy Structures	
	Office Building	AS	NP-Small Value	Delegated to the Administrative Service										GoP		150,000.00		Repairs & Maintenance of WD Office Building	
	Office Equipment	AS	NP-Small Value	Delegated to the Administrative Service										GoP		50,000.00		Repairs & Maintenance of WD Office Equipment	
	Furnitures and Fixtures	AS	NP-Small Value	Delegated to the Administrative Service										GoP		10,000.00		Repairs & Maintenance of WD Furnitures & Fixtures	
	IT Equipment and Software	AS	NP-Small Value	Delegated to the Administrative Service										GoP		20,000.00		Repairs & Maintenance of WD IT Equipment	
	Communication Equipment	AS	NP-Small Value	Delegated to the Administrative Service										GoP		10,000.00		Repairs & Maintenance of WD Communication Equip.	
	Other Machinery and Equipment	AS	NP-Small Value	Delegated to the Administrative Service										GoP		200,000.00		Repairs & Maintenance of WD Other Machineries & Equipment	
	Motor Vehicles	AS	NP-Small Value	Delegated to the Administrative Service										GoP		200,000.00		Preventive Maintenance, Repairs of SRWD vehicles	

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	Other Property, Plant & Equipment	AS	NP-Small Value	Delegated to the Administrative Service										GoP		1,000,000.00		Repairs & Maintenance of WD Other Property & Equipment
	Artesian Wells, Reservoirs, Pumping Stations and Conduits	AS	NP-Small Value	Delegated to the Administrative Service										GoP		150,000.00		Repairs & Maintenance of WD wells and reservoirs
I. Taxes, Insurance Premiums and Other Fees																		
	Registration and Insurance of Motor Vehicles	AS	NP-Agency to Agency	Not Applicable						Jan.-Dec.		GoP		25,000.00		Registration and insurance coverage of SRWD vehicles		
	Insurance of SRWD Properties	AS	NP-Agency to Agency	Not Applicable						Jan.-Dec.		GoP		150,000.00		Insurance of SRWD Properties Including Office, Pumping Stations & Contents.		
	Taxes due to BIR	AS	NP-Agency to	Not Applicable						Jan.-Dec.		GoP		1,070,938.26		Franchise Tax on Water Sales		
K. Expansion/Improvement Projects																		
	Improvement of Office Facilities	AS	Direct Contracting	First Quarter						January		GoP			500,000.00	Improvement of Office Storage Area and Garage		
	Purchase of Lot	AS	Direct Contracting	First Quarter						January		GoP		3,000,000.00	Proposed Pumping Station and Water Tank Site in Brgy. Soledad			
	Drilling of Additional Well	AS	Negotiated Procurement	First Quarter						February		GoP		2,000,000.00	Drilling of Additional Well in Barangay Mapalad			
	Valving	AS	NP-Small Value	Quarterly								GoP		350,000.00	Construction Materials for WD			
															-	19,954,898.26	8,350,000.00	

Prepared by:


VICTORIA N. MARIANO
Division Manager C

Recommending Approval:

- Approved
 Disapproved


ENGR. JOEL FELIX H. BERNARDO
General Manager