

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

**CY 2017 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	
<b>A. Professional Services</b>																			
	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.	
	Auditing Services	AS	NP-Agency to Agency	To be procured as scheduled by the Commission on Audit										GoP		350,000.00		Auditing Services for SRWD.	
	Consultancy Services	AS	NP-Small Value	First Quarter								Jan.-Dec.		GoP		250,000.00		Consultancy Services for ISO Certification of SRWD	
<b>B. Supplies and Materials</b>																			
	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		1,822,800.00		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		2,000,000.00		Water Meters for new service connections of SRWD	
<b>C. Utilities</b>																			
	Electricity Services	AS	Direct Contracting	Not Applicable								Jan.-Dec.		GoP		9,000,000.00		SRWD Office and Pumping Stations' Power Supply	
<b>D. Communication</b>																			
	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		155,760.00		Unlimited wireless broadband connection of SRWD Office	

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

**CY 2017 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	
<b>E. Advertising</b>																			
	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		300,000.00		Annual SRWD Raffle for concessionaires	
<b>F. Rent/Subscription</b>																			
	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		50,100.00		Rental of existing well in Brgy. Malacañang	
	Office Space, Brgy. Mapalad	AS	Direct Contracting	Not Applicable									Jan.-Dec.	GoP		81,000.00		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.	
<b>G. Representation</b>																			
	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	
<b>H. Repair and Maintenance</b>																			
	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		250,000.00		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 Equipment	
	Other Machinery and Equipment	AS	NP-Small Value	Delegated to the Administrative Service										GoP		200,000.00		Repairs & Maintenance of WD Other Machineries & Equipment	

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

**CY 2017 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		
	Motor Vehicles	AS	NP-Small Value	Delegated to the Administrative Service											GoP		250,000.00		Preventive Maintenance, Repairs of SRWD vehicles	
	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	
<b>J. Insurance Premiums and Other Fees</b>																				
	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 Agency	Not Applicable											Jan.-Dec.	GoP		1,121,690.74		Franchise Tax on Water Sales
<b>K. Expansion/Improvement Projects</b>																				
	Backfilling of Soledad Lot	AS	By Administration Canvassing	First to Fourth Quarter											March to December	GoP		2,000,000.00		Proposed Pumping Station in Barangay Soledad
	Improvement of Office Network (Network Server)	AS	By Administration Canvassing	Second Quarter											May	GoP		500,000.00		Purchase of 1 unit Network Server for WD Office
	Office Equipment	AS	By Administration Canvassing	Second Quarter											May	GoP		75,000.00		Purchase of 1 unit 3 TR Floor Mounted Aircon for WD Office
	Motor Vehicle	AS	By Administration	Third Quarter											July	GoP		150,000.00		Purchase of 2 Units Motorcycles
	Pumping Equipment	AS	By Administration	Third Quarter											August	GoP		100,000.00		Purchase of 2 units chlorinator
	Improvement of Office Network (Wireless Network Tower)	AS	Public Bidding	Third Quarter											August	GoP		700,000.00		Installation of 1 unit Wireless Network Communication Tower
	La Fuente Well/Electro Mechanical	AS	Public Bidding	Second to Fourth Quarter											May to Dec.	GoP		3,000,000.00		Drilling of Additional Well in Barangay La Fuente
	Electrification	AS	By Administration Canvassing	Third Quarter											September	GoP		150,000.00		Upgrade of Supply Capacity of La Fuente and Rajal Pumping Stations
	Improvement of Pumping Station	AS	Public Bidding	Fourth Quarter											October	GoP		1,000,000.00		Purchase of 1 unit Booster Pump for Rajal Pumping Station
	Electrification	AS	By Administration Canvassing	Fourth Quarter											October	GoP		200,000.00		Replacement of Office Transformers

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

**CY 2017 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		
	Office Equipment	AS	By Administration Canvassing												October		GoP			75,000.00	Purchase of 1 unit Copier
	Improvement of Pumping Station	AS	By Administration Canvassing												November		GoP			50,000.00	Purchase of 1 unit Bladder Tank for Rajal Pumping Station
	Improvement of Office Facilities and Equipment (Aircon)	AS	By Administration Canvassing												December		GoP			400,000.00	Purchase of 4 units 3 TR Floor Mounted Aircon for WD Office
	Generator Set-La Fuente	AS	Public Bidding												December		GoP			1,000,000.00	Purchase of 1 unit Generator Set for La Fuente Pumping Station
	Office Equipment	AS	By Administration Canvassing												December		GoP			25,000.00	Purchase of 1 unit Television Set for Office Lobby
	IT Equipment	AS	By Administration Canvassing												December		GoP			50,000.00	Purchase of 1 unit Port Manage Switch for WD Office Server
	IT Equipment	AS	By Administration Canvassing												December		GoP			75,000.00	Purchase of 1 unit Computer Set for Storekeeper
	Office Equipment	AS	By Administration Canvassing												December		GoP			50,000.00	Purchase of 1 unit DSLR Camera for WD office
	Office Equipment	AS	By Administration Canvassing												December		GoP			50,000.00	Purchase of 1 unit PDA Thermal Printer
																		-	21,506,550.74	11,650,000.00	

Prepared by:

  
**VICTORIA N. MARIANO**  
Division Manager B

Recommending Approval:

Approved  
 Disapproved

  
**ENGR. JOEL FELIX H. BERNARDO**  
General Manager