

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

CY 2018 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 | | | | | | | | | | | | | | | | | | | |
| 5-02-12-030 | Security Services | AS | Public Bidding | With approved Contract. To renew the services of the existing service provider. | | | | | | | | Jan.-Dec. | GoP | 1,620,000.00 | | Security Services for SRWD. | | | |
| 5-02-11-010 | Legal Services | AS | Not Applicable | To be procured as the need arises. | | | | | | | | Jan.-Dec. | GoP | 24,000.00 | | Legal Services for SRWD. | | | |
| 5-02-11-020 | Auditing Services | AS | NP-Agency to Agency | To be procured as scheduled by the Commission on Audit | | | | | | | | | GoP | 150,000.00 | | Auditing Services for SRWD. | | | |
| 5-02-11-030 | Consultancy Services | AS | NP-Small Value | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 250,000.00 | | Consultancy Services for ISO Certification of SRWD | | | |
| B. Supplies and Materials | | | | | | | | | | | | | | | | | | | |
| 5-02-03-010 | 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. | | | |
| 5-02-03-020 | 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 | | | |
| 5-02-99-090 | Chlorine | AS | Direct Contracting | Quarterly | | | | | | | | | GoP | 1,576,800.00 | | Chlorination and water analysis requirements of SRWD. | | | |
| 5-02-03-090 | 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 | | | |
| 5-02-03-990 | Service Connection Materials/Fittings | AS | NP-Small Value | Quarterly | | | | | | | | | GoP | 3,500,000.00 | | Construction Materials Inventory for service connections of SRWD. | | | |
| 5-02-03-990 | Water Meters | AS | NP-Small Value | Quarterly | | | | | | | | | GoP | | 2,250,000.00 | Water Meters for new service connections of SRWD | | | |
| C. Utilities | | | | | | | | | | | | | | | | | | | |
| 5-02-04-020 | Electricity Services | AS | Direct Contracting | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 10,800,000.00 | | SRWD Office and Pumping Stations' Power Supply | | | |
| D. Communication | | | | | | | | | | | | | | | | | | | |
| Telecommunication Services | | | | | | | | | | | | | | | | | | | |
| 5-02-05-020-02 | a. Landline | AS | Not Applicable | To renew the services of existing service provider. | | | | | | | | Jan.-Dec. | GoP | 50,000.00 | | SRWD Office telephone requirement | | | |
| 5-02-05-020-01 | 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 | | | |
| 5-02-05-030 | c. Wireless Broadband Services | AS | Not Applicable | To renew the services of existing service provider. | | | | | | | | Jan.-Dec. | GoP | 190,320.00 | | Unlimited wireless broadband connection of SRWD Office | | | |
| E. Advertising | | | | | | | | | | | | | | | | | | | |
| 5-02-99-010 | 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 | | | |
| 5-02-99-010 | SRWD Raffle for Concessionaires | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | Dec. | GoP | 400,000.00 | | Annual SRWD Raffle for concessionaires | | | |
| F. Rent/Subscription | | | | | | | | | | | | | | | | | | | |
| 5-02-99-050 | 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 | | | |
| 5-02-99-050 | Well, Brgy. Malacañang | AS | Direct Contracting | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 52,200.00 | | Rental of existing well in Brgy. Malacañang | | | |
| 5-02-99-050 | Office Space, Brgy. Mapalad | AS | Direct Contracting | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 92,160.00 | | Rental of Brgy. Mapalad Office | | | |

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| | | | | 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 | |
| 5-02-05-040 | Cable, Satellite, Telegraph and Radio | AS | Direct Contracting | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 10,000.00 | | Monthly Subscription of cable TV services of SRWD office and pumping station. |
| 5-02-99-060 | Membership Dues and Contribution to Organization | AS | NP-Agency to Agency | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 50,000.00 | | Annual Membership Dues to various WD Organization |
| 5-02-99-070 | 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 | | | | | | | | | | | | | | | | | | | |
| 5-02-99-030 | 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 | | | | | | | | | | | | | | | | | | | |
| 5-02-13-030 | 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 |
| 5-02-13-040 | Office Building and Other Structures | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 250,000.00 | | Repairs & Maintenance of WD Office Building |
| 5-02-13-050 | Office Equipment | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 50,000.00 | | Repairs & Maintenance of WD Office Equipment |
| 5-02-13-070 | Furnitures and Fixtures | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 10,000.00 | | Repairs & Maintenance of WD Furnitures & Fixtures |
| 5-02-03-210 / 5-02-13-210 | Information & Communication Equipment | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 20,000.00 | | Repairs & Maintenance of WD Communication Equipment |
| 5-02-03-210 / 5-02-13-210 | Other Machinery and Equipment | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 200,000.00 | | Repairs & Maintenance of WD Other Machineries & Equipment |
| 5-02-13-060 | Transportation Equipment | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | | GoP | | 250,000.00 | | Preventive Maintenance, Repairs of SRWD vehicles |
| 5-02-13-990 | 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 |
| 5-02-13-030 | 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 | | | | | | | | | | | | | | | | | | | |
| 5-02-15-030 | 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 |
| 5-02-15-030 | Insurance of SRWD Properties | AS | NP-Agency to Agency | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 175,000.00 | | Insurance of SRWD Properties including Office, Pumping Stations & Contents |
| 5-02-15-010 | Taxes due to BIR | AS | NP-Agency to Agency | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 1,300,201.42 | | Franchise Tax on Water Sales |
| 5-02-99-990 | Other Maintenance and Operating Expenses | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 253,500.00 | | Water Analysis |
| J. Traveling Expense | | | | | | | | | | | | | | | | | | | |
| 5-02-01-010 | Traveling Expenses- Local | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 250,000.00 | | Traveling Expenses- Local |
| 5-02-01-020 | Traveling Expenses- Foreign | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 150,000.00 | | Traveling Expenses- Foreign |
| K. Training Expense | | | | | | | | | | | | | | | | | | | |
| 5-02-02-010 | Training Expenses for WD employees | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 1,155,000.00 | | Training Exp. for WD employees |
| L. Extraordinary and Miscellaneous Expenses | | | | | | | | | | | | | | | | | | | |
| 5-02-10-030-01 | Extraordinary Expenses | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 78,000.00 | | Extraordinary Expenses |

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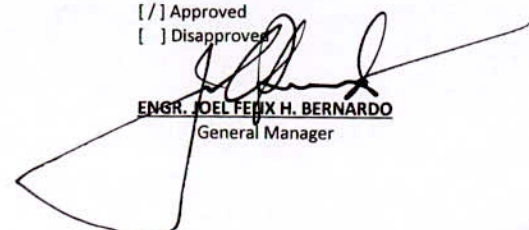
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| 5-02-10-030-02 | Miscellaneous Expenses | AS | NP-Small Value | Not Applicable | | | | | | | | | | | Jan.-Dec. | GoP | 30,000.00 | | Miscellaneous Expenses |
| M. Expansion/Improvement/Acquisition Projects | | | | | | | | | | | | | | | | | | | |
| 1-06-05-020 | Improvement of Office Facilities and Other Equipment | AS | NP-Small Value | Not Applicable | | | | | | | | | | | Jan.-Dec. | GoP | | 600,000.00 | Replacement of Unserviceable Pumping Station Equipment |
| 1-06-06-010 | Motor Vehicle | AS | Public Bidding | 11/28/17 | 11/30/17 to 12/19/17 | 12/7/2017 | 12/19/2017 | 12/22/2017 | 12/24/2017 | 12/26/2017 | 1/4/2018 | 1/4/2018 | January | | GoP | | 1,600,000.00 | Purchase of 1 unit Service Vehicle of GM in discharge of his official functions | |
| 1-06-01-010 | Purchase of Mapalad Lot | AS | By Administration Canvassing | First Quarter | | | | | | | | | | | February | GoP | | 1,000,000.00 | Proposed Treatment Plant Site in Barangay Mapalad |
| 1-06-98-990 | Barangay Soledad Well | AS | Public Bidding | 11/17/17 | 11/18/17 to 12/11/17 | 11/28/17 | 12/11/2017 | 12/12/2017 | 12/22/2017 | 12/26/2017 | 1/4/2018 | 1/12/2018 | April | | GoP | | 2,700,000.00 | Proposed Pumping Station in Barangay Soledad | |
| 1-06-02-990 | Fencing of Soledad Lot | AS | By Administration Canvassing | Second to Fourth Quarter | | | | | | | | | | | June-December | GoP | | 2,100,000.00 | Proposed Pumping Station in Barangay Soledad |
| 1-06-01-010 | Backfilling of Soledad Lot | AS | NP-Small Value | Last Quarter | | | | | | | | | | | December | GoP | | 300,000.00 | Proposed Pumping Station in Barangay Soledad |
| 1-06-05-990 | Electro Mechanical and Generator Set Barangay Soledad | AS | NP-Small Value | Last Quarter | | | | | | | | | | | December | GoP | | 2,000,000.00 | Proposed Pumping Station in Barangay Soledad |
| 1-06-98-990 | Pumping Station-Barangay Soledad | AS | By Administration Canvassing | Last Quarter | | | | | | | | | | | December | GoP | | 500,000.00 | Proposed Pumping Station in Barangay Soledad |
| 1-06-05-990 | Upgrade of Pumping Station-Rajal | AS | NP-Small Value | Last Quarter | | | | | | | | | | | December | GoP | | 300,000.00 | Pump and Motor in Rajal PS |
| 1-06-05-990 | Upgrade of Pumping Station-Gomez | AS | NP-Small Value | Last Quarter | | | | | | | | | | | December | GoP | | 700,000.00 | Pump and Motor/Riser Pipes in Gomez PS |
| 1-06-05-030 | IT Equipment | AS | NP-Small Value | Last Quarter | | | | | | | | | | | December | GoP | | 150,000.00 | 2 units Laptop for MIS/Admin |
| 1-06-05-030 | Installation of CCTV Surveillance to pumping stations | AS | Public Bidding | 10/12/18 | 10/16/18 to 11/5/18 | 10/24/18 | 11/5/2018 | 11/6/2018 | 11/15/2018 | 11/20/2018 | 11/29/2018 | 12/3/2018 | December | | GoP | | 1,500,000.00 | CCTV Surveillance installed in pumping stations | |
| 1-06-98-990 | Pipe Laying in Barangay Soledad | AS | Public Bidding | Last Quarter | | | | | | | | | | | December | GoP | | 200,000.00 | Additional Main Line from the proposed pumping station in Barangay Soledad (1st amortization) |
| | | | | | | | | | | | | | | | | - | 26,108,381.42 | 15,900,000.00 | |

Prepared by:


VICTORIA N. MARIANO
Division Manager B

Recommending Approval:

Approved
 Disapproved


ENGR. JOEL FELIX H. BERNARDO
General Manager