

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

**CY 2020 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>																			
5-02-12-030	Security Services	AS	Public Bidding	With approved Contract. To renew the services of the existing service provider.								Jan.-Dec.	GoP	2,340,000.00		Security Services for SRWD.			
5-02-11-010	Legal Services	AS	Not Applicable	To be procured as the need arises.								Jan.-Dec.	GoP	100,000.00		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	250,000.00		Auditing Services for SRWD.			
5-02-11-030	Consultancy Services	AS	NP-Small Value	Not Applicable								Jan.-Dec.	GoP	100,000.00		Consultancy Services for ISO Certification of SRWD			
<b>B. Supplies and Materials</b>																			
5-02-03-010	Common Use Supplies and Equipment	AS	NP-Agency to Agency	To be procured on a quarterly basis by the Administrative Service.									GoP	300,000.00		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			
5-02-03-210	Semi-Expendable Machinery & Equipment Expenses		NP-Small Value	To be procured as the need arises by the Administrative Services.								Jan.-Dec.	GoP	100,000.00		Machinery & Equipment below P15,000			
5-02-03-220	Semi-Expendable Furniture & Fixture Expenses		NP-Small Value	To be procured as the need arises by the Administrative Services.								Jan.-Dec.	GoP	50,000.00		Furniture & Fixtures below P15,000			
5-02-99-090	Chlorine	AS	NP-Small Value	Quarterly									GoP	639,600.00		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	1,100,000.00		Supply of Petroleum, Oil and Lubricants of SRWD vehicles and Generator Sets			
5-02-03-990	Service Connection Materials/Fittings	AS	Public Bidding/Small Value	Quarterly									GoP	2,665,000.00		Construction Materials Inventory for service connections of SRWD.			
5-02-03-990	Water Meters	AS	Public Bidding	Quarterly									GoP	1,835,000.00		Water Meters for new service connections of SRWD			
<b>C. Utilities</b>																			
5-02-04-010	Water Utility Expenses		Direct Contracting	Not Applicable								Jan.-Dec.	GoP	8,280,000.00		Bulk Water Supply			
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			
<b>D. Communication</b>																			
Telecommunication Services																			
5-02-05-020-02	a. Landline	AS	Not Applicable	To renew the services of existing service provider.								Jan.-Dec.	GoP	25,000.00		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	100,000.00		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	133,320.00		Unlimited wireless broadband connection of SRWD Office			
<b>E. Advertising</b>																			
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			

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

**CY 2020 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	
5-02-99-010	SRWD Raffle for Concessionaires	AS	NP-Small Value	Delegated to the Administrative Service									Dec.		GoP		500,000.00		Annual SRWD Raffle for concessionaires
<b>F. Rent/Subscription</b>																			
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
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.
<b>G. Representation</b>																			
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
<b>H. Repair and Maintenance</b>																			
5-02-13-030-05	Infrastructure Asset (Power Supply System)	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		500,000.00		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
5-02-13-050-03	Information & Communication Technology Equipment	AS	NP-Small Value	Delegated to the Administrative Service											GoP		20,000.00		Repairs & Maintenance of WD IT & Communication Equipment
5-02-13-050-07	Communication Equipment		NP-Small Value	Delegated to the Administrative Service											GoP		10,000.00		Repairs & Maintenance of WD Communication Equipment
5-02-13-050-99	Other Machinery and Equipment	AS	NP-Small Value	Delegated to the Administrative Service											GoP		250,000.00		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		750,000.00		Repairs & Maintenance of WD Other Property & Equipment
5-02-13-030-04	Infrastructure Asset (Water Supply System)	AS	NP-Small Value	Delegated to the Administrative Service											GoP		150,000.00		Repairs & Maintenance of WD wells and reservoirs
<b>I. Taxes, Insurance Premiums and Other Fees</b>																			
5-02-15-030	Registration and Insurance of Motor Vehicles	AS	NP-Agency to Agency	Not Applicable									Jan.-Dec.		GoP		30,000.00		Registration and insurance coverage of SRWD vehicles

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

**CY 2020 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		
5-02-15-030	Insurance of SRWD Properties	AS	NP-Agency to Agency	Not Applicable											Jan.-Dec.	GoP		250,000.00		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		1,610,688.50		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
<b>J. Traveling Expense</b>																				
5-02-01-010	Traveling Expenses- Local	AS	NP-Small Value	Not Applicable											Jan.-Dec.	GoP		300,000.00		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
<b>K. Training Expense</b>																				
5-02-02-010	Training Expenses for WD employees	AS	NP-Small Value	Not Applicable											Jan.-Dec.	GoP		1,035,000.00		Training Exp. for WD employees
<b>L. Extraordinary and Miscellaneous Expenses</b>																				
5-02-10-030-01	Extraordinary Expenses	AS	NP-Small Value	Not Applicable											Jan.-Dec.	GoP		78,000.00		Extraordinary Expenses
5-02-10-030-02	Miscellaneous Expenses	AS	NP-Small Value	Not Applicable											Jan.-Dec.	GoP		30,000.00		Miscellaneous Expenses
<b>M. Expansion/Improvement/Acquisition Projects</b>																				
1-06-05-030	IT Equipment / Software	AS	NP-Small Value	First and Third Quarter												GoP		1,000,000.00		5 units Desktop/Firewall/Anti-virus for Office use
1-06-07-010	Office Partition	AS	Public Bidding	Second Quarter												GoP		1,500,000.00		Purchase of Office Partition
1-06-06-010	Motor Vehicle	AS	NP-Small Value	Second Quarter												GoP		260,000.00		Purchase of 4 units motorcycle for Production, Commercial, Engineering and Maintenance
1-06-98-990	Proposed Main Line Rehabilitation along Santa Rosa town proper	AS	Public Bidding	Second Quarter												GoP		4,000,000.00		Procurement of Materials for Main Line Rehabilitation along Santa Rosa Town Proper
1-06-05-030	SCADA	AS	Public Bidding	Second Quarter												GoP		4,000,000.00		SCADA for monitoring of PS
1-06-05-990	Electro - Mechanical Equipment for Soledad Pumping Station	AS	NP-Small Value	Third-Fourth Quarter												GoP		1,000,000.00		Pumping station in Barangay Soledad
1-06-05-990/ 1-06-98-990	Proposed Repair / Improvement of Pumping Stations & SRWD Facilities	AS	NP-Small Value	Not Applicable												GoP		1,000,000.00		Replacement of Unserviceable Pumping Station Equipment
															-	35,920,668.50	12,760,000.00			

Prepared by:

  
**VICTORIA N. MARIANO**  
Division Manager B

Recommending Approval:

Approved  
 Disapproved

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