

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

CY 2022 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 | |
| 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 | 2,496,000.00 | | Security Services for SRWD. | | |
| 5-02-11-010 | Legal Services | AS | Not Applicable | To be procured as the need arises. | | | | | | | | Jan.-Dec. | GoP | 50,000.00 | | 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 | 300,000.00 | | Auditing Services for SRWD. | | |
| 5-02-11-030 | Consultancy Services | AS | NP-Small Value | Fourth Quarter | | | | | | | | | GoP | 150,000.00 | | Consultancy Services for ISO Certification of SRWD | | |
| B. Supplies and Materials | | | | | | | | | | | | | | | | | | |
| 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 | 500,000.00 | | 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 | 6,120.00 | | Checks issued by 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 | | |
| 5-02-03-210 | Semi-Expendable Machinery & Equipment Expenses | | NP-Small Value | To be procured as the need arises by the Administrative Services. | | | | | | | | Jan.-Dec. | GoP | 200,000.00 | | 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 | 200,000.00 | | Furniture & Fixtures below P15,000 | | |
| 5-02-03-270 | Chlorine | AS | NP-Small Value | Quarterly | | | | | | | | | GoP | 1,000,000.00 | | Chlorination and water analysis requirements of SRWD. | | |
| 5-02-03-270 | Service Connection Materials/Fittings | AS | Public Bidding/Small Value | Quarterly | | | | | | | | | GoP | 3,800,000.00 | | Construction Materials Inventory for service connections of SRWD. | | |
| 5-02-03-270 | Water Meters | AS | Public Bidding | Quarterly | | | | | | | | | GoP | 2,250,000.00 | | Water Meters for new service connections of SRWD | | |
| 5-02-03-990 | Other Supplies and materials Expenses | AS | Public Bidding | Quarterly | | | | | | | | | GoP | 100,000.00 | | Other Supplies and materials | | |
| C. Utilities | | | | | | | | | | | | | | | | | | |
| 5-02-04-010 | Water Utility Expenses | AS | Direct Contracting | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 12,420,000.00 | | Bulk Water Supply | | |
| 5-02-04-020 | Electricity Services | AS | Direct Contracting | Not Applicable | | | | | | | | Jan.-Dec. | GoP | 10,200,000.00 | | 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 | 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 | | |

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| E. Advertising | | | | | | | | | | | | | | | | | | |
| 5-02-99-010 | Publication/Posting of Notices in Newspaper / Gazette | AS | NP-Small Value | Delegated to the Administrative Service | | | | | | | | | | 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 | | | | | | | | | | GoP | | 500,000.00 | | 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 | | | | | | | | | | GoP | | 72,000.00 | | Rental of pumping station site in Brgy. Rizal |
| 5-02-99-050 | Well, Brgy. Malacañang | AS | Direct Contracting | Not Applicable | | | | | | | | | | GoP | | 52,200.00 | | Rental of existing well in Brgy. Malacañang |
| 5-02-99-050 | Office Space, Brgy. Mapalad | AS | Direct Contracting | Not Applicable | | | | | | | | | | GoP | | 92,160.00 | | Rental of Brgy. Mapalad Office |
| 5-02-05-040 | Cable, Satellite, Telegraph and Radio | AS | Direct Contracting | Not Applicable | | | | | | | | | | 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 | | | | | | | | | | 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 | | | | | | | | | | 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 | | | | | | | | | | GoP | | 600,000.00 | | Expenses for official meetings/conferences/other expenses incurred in connection with improving the general image of the Water District |
| H. Repair and Maintenance | | | | | | | | | | | | | | | | | | |
| 5-02-13-030-05 | 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 | | 200,000.00 | | 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 | | 25,000.00 | | Repairs & Maintenance of WD IT & Communication Equipment |
| 5-02-13-050-07 | Communication Equipment | AS | 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 | | 500,000.00 | | 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 |
| 5-02-13-030-04 | 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 |

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| 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 | | 30,000.00 | | 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 | | 220,000.00 | | 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 | | 1,754,379.97 | | 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 | | 200,000.00 | | Traveling Expenses- Local |
| K. Training Expense | | | | | | | | | | | | | | | | | | | |
| 5-02-02-010 | Training Expenses for WD employees | AS | NP-Small Value | Not Applicable | | | | | | | | | | Jan.-Dec. | GoP | | 525,000.00 | | 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 |
| 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 | | | | | | | | | | | | | | | | | | | |
| 1-06-01-010 | Lot purchase for the proposed pumping station in Brgy. La Fuente | AS | NP-Small Value | February 1-7, 2022 | | Feb. 8 | February 9-28, 2022 | | | | March | | GoP | | | 450,000.00 | | Purchase of lot as proposed site of pumping station in Brgy. La Fuente | |
| 1-06-03-110 | Proposed Main Line Rehabilitation along Santa Rosa town proper | AS | Public Bidding | Feb. 14-20 | Feb. 21 | Mar. 7 | Mar. 8 | Mar. 9-14 | Mar. 16 | Mar. 23 | Mar. 25 | April 25 | 5-yr. contract | GoP | | 2,500,000.00 | | Procurement of Materials for Main Line Rehabilitation along Santa Rosa Town Proper | |
| 1-06-03-110 | Well Drilling in Brgy. La Fuente | AS | Public Bidding | Mar. 7-13 | Mar. 14 | Mar. 28 | Mar. 29 | Mar. 30-Apr. 7 | Apr. 8 | Apr. 13 | Apr. 18 | Aug. 18 | Aug. 19 | GoP | | 2,500,000.00 | | Drilling of well for the proposed pumping station in Brgy. La Fuente | |
| 1-06-06-010 | Purchase of Motorcycles | AS | NP-Small Value | March 7-13, 2022 | | | Mar. 14 | | | | | April 14 | April 15 | GoP | | 500,000.00 | | Purchase of motorcycles | |
| 1-06-07-010 | Office Partition | AS | Public Bidding | Mar. 7-13 | Mar. 14 | Mar. 28 | Mar. 29 | Mar. 30-Apr. 5 | Apr. 7 | Apr. 13 | Apr. 18 | June 17 | June 20 | GoP | | 1,000,000.00 | | Purchase of Office Partition | |
| 1-06-03-110 | Proposed expansion projects in Brgy. Tagpos and in Sitio Ginebra | AS | Public Bidding | Oct. 3-9 | Oct. 10 | Oct. 24 | Oct. 25 | Oct. 26-31 | Nov. 3 | Nov. 10 | Nov. 11 | Dec. 10 | 5-yr. contract | GoP | | 3,500,000.00 | | Materials and labor for the proposed expansion projects in Brgy. Tagpos and in Sitio Ginebra | |
| 5-02-13-030-11/ 5-02-13-050-99 | 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 |
| | | | | | | | | | | | | | | | - | 41,787,679.97 | 11,450,000.00 | | |

Prepared by:


VICTORIA N. MARIANO
Division Manager B

Recommending Approval:

Approved
 Disapproved


ENGR. JOEL FELIX H. BERNARDO
General Manager