

Republic of the Philippines
BAAO WATER DISTRICT
 La Medalla, Baa, Camarines Sur

ANNUAL PROCUREMENT PLAN
 for Calendar Year 2015

Code (PAP)	Procurement Program/Project	PMO / End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
OFFICE OF THE GENERAL MANAGER (OGM)												
1	Office Supplies	OGM	Shopping					GOP	5,194.00	5,194.00		Various office supplies for OGM use
2	Other Supplies	OGM	Shopping					GOP	1,100.00	1,100.00		Various janitorial and other supplies for OGM use
3	Telephone Expense - Mobile	OGM	Negotiated Procurement					GOP	12,000.00	12,000.00		1 year Mobile Load Allowance at Php. 1,000.00/month
4	Office Equipment	OGM	Shopping					GOP	3,500.00		3,500.00	Hi Back Fabric Office Chair
FINANCE AND COMMERCIAL DIVISION (FCD)												
1	Accountable Forms	FCD	Repeat Order					GOP	1,750.00	1,750.00		5 stubs LandBank of the Philippines checks at Php. 350.00 each
2	Office Supplies	FCD	Shopping					GOP	73,435.00	73,435.00		Various office supplies for FCD use
3	Other Supplies	FCD	Shopping					GOP	4,960.00	4,960.00		Various janitorial and other supplies for FCD use
4	Furniture & Fixtures	FCD	Shopping					GOP	20,000.00		20,000.00	2 Filing Cabinets at Php. 10,000.00 each
5	IT Equipment and Software	FCD	Shopping					GOP	245,000.00		245,000.00	Includes Billing and Collection System Software upgrade among others
6	Other Property, Plant & Equipment	FCD	Shopping					GOP	15,500.00		15,500.00	14 Storage Boxes at Php. 1,000.00 each; 1 Helmet at Php. 1,500.00
ADMINISTRATIVE AND GENERAL SERVICES DIVISION (AGSD)												
1	Building - Steel Flooring	AGSD	Shopping					GOP	358,400.00		358,400.00	(See attached Program of Work)
2	Office Equipment	AGSD	Shopping					GOP	110,000.00		110,000.00	1 lot CCTV, 1 lot aircon unit for Stock Room
3	Furniture & Fixtures	AGSD	Shopping					GOP	97,500.00		97,500.00	11 Hi-Back Fabric Office Chair, 42" Flatscreen TV Set, 1 Steel Cabinet
4	IT Equipment & Software	AGSD	Shopping					GOP	244,160.00		244,160.00	Includes payment for Customization of Corporate Website among others
5	Machinery	AGSD	Shopping					GOP	5,000.00		5,000.00	1 HP Submersible Pump Motor 3/4" for Fountain
6	Communication Equipment	AGSD	Shopping					GOP	15,000.00		15,000.00	Facsimile Machine
7	Other Property, Plant & Equipment	AGSD	Shopping					GOP	35,400.00		35,400.00	12 Storage Boxes, 6 Flashlights, 6 Rechargeable Lamps, 3 Fire Extinguisher
8	Office Supplies	AGSD	Shopping					GOP	112,689.00	112,689.00		Various office supplies for AGSD use
9	Medical, Dental & Laboratory Supplies	AGSD	Shopping					GOP	12,474.00	12,474.00		Various medical supplies for office use
10	Gasoline, Oil, Lubricants & Other Fuel	AGSD	Shopping					GOP	19,440.00	19,440.00		Diesel for generator set at Php. 1,620.00 per month for use at office building
11	Other Supplies	AGSD	Shopping					GOP	56,103.00	56,103.00		Various janitorial and other supplies for AGSD use
12	Electricity Expense	AGSD	Negotiated Procurement					GOP	301,422.00	301,422.00		1 year electricity expense for office building
13	Cooking Gas Expense	AGSD	Shopping					GOP	10,800.00	10,800.00		12 LPG tanks at Php. 900.00 each
14	Telephone Expense - Landline	AGSD	Negotiated Procurement					GOP	45,600.00	45,600.00		1 year telephone expense for office building
15	Internet Expense	AGSD	Negotiated Procurement					GOP	54,000.00	54,000.00		1 year internet expense for office building
16	Cable Expense	AGSD	Negotiated Procurement					GOP	4,200.00	4,200.00		1 year cable expense for office building
17	Representation Expense	AGSD	Shopping					GOP	70,000.00	70,000.00		Includes polo shirts for Town Fiesta and CSC Celebration
18	Subscription Expense	AGSD	Repeat Order					GOP	13,000.00	13,000.00		Newspaper and PAWD Magazine subscription

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19	R & M - Office Building	AGSD	Shopping					GOP	189,000.00	189,000.00		Includes replacement of bulbs and tubes, painting of steel staircase, repair and maintenance of comfort rooms, painting of pavement and bollard, repainting of office building, repair of signage, and maintenance of corporate façade
20	R & M - Office Equipment	AGSD	Shopping					GOP	64,950.00	64,950.00		Includes repair of airconditioning units, repair of photocopier, and repair of typewriter
21	R & M - Furniture & Fixtures	AGSD	Shopping					GOP	26,000.00	26,000.00		Includes repair of tables, and repair of 8 swivel chairs at the Board Room
22	R & M - IT Equipment & Software	AGSD	Shopping					GOP	9,600.00	9,600.00		Repair of Epson L100 printer
23	R & M - Machinery	AGSD	Shopping					GOP	2,000.00	2,000.00		Repair of office generator set
24	R & M - Other Property, Plant & Equipment	AGSD	Shopping					GOP	9,000.00	9,000.00		Refill/Recharge of 9 fire extinguisher at Php. 1,000.00 each
ENGINEERING DIVISION (ED)												
1	Gasoline, Oil, Lubricants & Other Fuel	ED	Shopping					GOP	222,500.00	222,500.00		Gasoline for concrete cutter, motorcycles, tricycles and oil for motorcycles
2	R & M - Irrigation Water System & Structure	ED	Shopping					GOP	622,064.00	622,064.00		Various plumbing materials for use at repair and maintenance of IWSS
3	R & M - Machinery	ED	Shopping					GOP	44,350.00	44,350.00		Concrete Cutter Accessories; Pipe Dies
4	R & M - Motor Vehicles	ED	Shopping					GOP	100,000.00	100,000.00		Includes exterior and interior tires, preventive maintenance and other accessories
5	Office Supplies	ED	Shopping					GOP	20,405.00	20,405.00		Various office supplies for ED use
6	Other Supplies	ED	Shopping					GOP	12,920.00	12,920.00		Various janitorial and other supplies for ED use
7	Irrigation Water System & Structure	ED	Shopping					GOP	4,216,090.00		4,216,090.00	Various plumbing materials for lateral lines (new connections), realignment of pipe lines along Maharika Highway (San Nicolas to Pawti), and installation of transmission line 6" from Sagrada to San Juan
8	Other Structures	ED	Public Bidding	03/03/15	03/23/15	03/26/15	03/28/15	GOP	1,073,340.00		1,073,340.00	Includes materials and labor for construction of Sagrada Pumping Station
9	Office Equipment	ED	Shopping					GOP	70,000.00		70,000.00	1 Airconditioning unit for Engineering Office
10	IT Equipment & Software	ED	Shopping					GOP	38,000.00		38,000.00	Desktop computer and UPS for Engineering Office
11	Machinery	ED	Shopping					GOP	1,575,000.00		1,575,000.00	Concrete Cutter, Electromechanical, Dewatering Pump
12	Motor Vehicles	ED	Shopping					GOP	250,000.00		250,000.00	2 motorcycle unit and 1 sidecar
13	Other Property, Plant & Equipment	ED	Shopping					GOP	194,500.00		194,500.00	12 Storage Boxes; 5 Shovel; 3 Yoko Vise; Tools; 1 Air Compressor
PRODUCTION DIVISION (PD)												
1	Irrigation Water System & Structure	PD	Shopping					GOP	149,130.00		149,130.00	10 Air Release Valve; Flow Meter
2	Machinery	PD	Shopping					GOP	2,867,600.00		2,867,600.00	6 Chlorinator; 1 Controls; 2 Pump and Motors; 1 Generator Set 70kVa with Canopy; 2 Transformers
3	Other Property, Plant & Equipment	PD	Shopping					GOP	18,000.00		18,000.00	12 Storage Boxes; 6 Twin Half-Mask
4	Medical, Dental & Laboratory Supplies	PD	Shopping					GOP	1,110,800.00	1,110,800.00		Includes Chlorine granules, DPD Chlorine and bacteriological test fees
5	Gasoline, Oil, Lubricants & Other Fuel	PD	Shopping					GOP	1,292,600.00	1,292,600.00		Includes diesel for generator sets, par oil and engine oil
6	Electricity Expense	PD	Negotiated Procurement					GOP	6,298,578.00	6,298,578.00		Electricity for pumping stations

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7	Cooking Gas Expense	PD	Shopping					GOP	21,600.00	21,600.00		24 LPG tanks at Php. 900.00 each for pumping stations
8	Office Supplies	PD	Shopping					GOP	6,792.00	6,792.00		Various office supplies for PD use
9	Other Supplies	PD	Shopping					GOP	8,670.00	8,670.00		Various janitorial and other supplies for PD use
10	R & M - Irrigation Water System & Structure	PD	Shopping					GOP	7,950.00	7,950.00		Various plumbing/construction materials for use at repair and maintenance of IWSS
11	R & M - Other Structures	PD	Shopping					GOP	17,645.00	17,645.00		Various construction materials for use at repair and maintenance of pumping stations
12	R & M - Machinery	PD	Shopping					GOP	257,500.00	257,500.00		Various materials for use at repair and maintenance of chlorinators
PROJECTS												
1	San Isidro Source Development Project	ED	Selective Bidding	09/07/15	09/28/15	09/30/15	10/02/15	Foreign Assisted	10,000,000.00		10,000,000.00	Includes well drilling, storage facility, pumping facilities, treatment facility, and new service connections
GRAND TOTAL									32,744,211.00			

Prepared by:

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Received by:

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 BAC Chairman

Certified Funds Available:

MERCY B. IMPERIAL
 Division Manager C - FCD

Approved by:

VICENTE VIC B. ROBOSA
 General Manager C