

CALBAYOG CITY WATER DISTRICT
JD Avelino St., Calbayog City, Samar

ANNUAL PROCUREMENT PLAN 2017

Code	Procurement Program/Project	PMO/End User	Mode of Procurement	Schedule of its Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program /Project)
				Ads/Postof IB/REI	Sub/Open of Bids	Notice of Awards	Contract Signing		Total	MOOE	CO	
203-11 & 159	Procurement of various fitting/materials :	Administrative & Human Resource	shopping	To be procured in quarterly basis or as the need arises				Corporate Fund	1,130,492.94		1,130,492.94	for new connection and maintenance/rehabilitation program
								332,732.70		332,732.70		
203-12	Procurement of water meters	Administrative & Human Resource	Public Bidding	To be procured in quarterly basis/semi-annual				Corporate Fund	3,000,000.00		3,000,000.00	for new water service connection and water meter replacement program
168	Procurement of Construction Materials:	Administrative & Human Resource	Shopping	to be procured as the need arises				Corporate Fund	75,915.00		75,915.00	restoration; water meter base and other construction works
201	Procurement of land (access road going to Water Treatment Plant)	CCWD	Pursuant to the Writ of Execution & Letter of Demand from RTC, Calbayog	Within Five (5) days from receipt of the Letter of Demand from RTC, Calbayog Branch				Corporate Fund	229,414.50		229,414.50	Civil Case No. 050 for: Eminent Domain CCWD vs. Eduardo Ybanez
204-05	Procurement of various materials for the improvement of the administration building and other structures:	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	116,753.90		116,753.90	
207-01	Procurement of Office Equip't IT-Hardwares:	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	200,000.00		200,000.00	Additional IT Hardwares
207-02	Procurement of Office Equip't	Administrative & Human Resource	Shopping	To be procured on the 1st or 2nd Quarter of the Year or as the need arises				Corporate Fund	200,000.00		200,000.00	Replacement for defective units; additional office equipment
214	Procurement of one (1) unit motorcycle	Administrative & Human Resource	Shopping	To be procured on the 1st or 2nd Quarter of the Year or as the need arises				Corporate Fund	80,000.00		80,000.00	For canvassing & procurement of various
225-04	Store Equipment	Administrative & Human Resource	Shopping	To be procured on the 1st or 2nd Quarter of the Year or as the need arises				Corporate Fund	50,000.00		50,000.00	for stocking of supplies/materials/fitings
225-05	Communication Equipment	Administrative & Human Resource; Engineering & Operation; Commercial Services	Shopping	To be procured as the need arises				Corporate Fund	100,000.00		100,000.00	For day-to-day monitoring
225-07	Tools, Shop and Garage Equip't	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	80,500.00		80,500.00	
226	Furnitures and Fixtures	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	100,000.00		100,000.00	Additional Furnitures and Fixtures
261-01	IT Software/Hardware	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	143,990.00		143,990.00	Additional IT Software/Hardwares
752	Medical, Dental and Laboratory Supplies:	employees	Shopping	To be procured as the need arises				Corporate Fund	10,500.00	10,500.00		First Aid Kit
757	Fuel, Oil and Lubricants	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	130,000.00	130,000.00		For Muticab Pick-Up and Toyota Avanza
765-03	Other Supplies Expenses	Administrative & Human Resource	Shopping	To be procured as the need arises				Corporate Fund	10,000.00	10,000.00		Other supplies not budgeted in other accounts
766-03	Travel Expenses	employees		as the need arises				Corporate Fund	250,000.00	250,000.00		Attendance to seminars/trainings/conferences; official business transactions to attached agencies like GSIS, PAG-IBIG and the like

767-03	Training Seminar and Scholarship Expenses	employees		as the need arises	Corporate Fund	200,000.00	200,000.00		Providing technical as well as professional advancement to employees
768	Water	CCWD		Monthly	Corporate Fund	88,203.30	88,203.30		Water Consumption by the CCWD
769	Electricity	CCWD			Corporate Fund	432,604.26	432,604.26		Electric Consumption by the CCWD
772	Postage and Deliveries	LBC & forwarder		Monthly	Corporate Fund	60,000.00	60,000.00		Mailing to various suppliers & attached agencies; freight & handling
773	Telephone Expenses-Landline	CCWD		Monthly	Corporate Fund	68,370.99	68,370.99		Local and long distance calls to attached agencies and various suppliers
775	Internet Expenses	CCWD		Monthly	Corporate Fund	39,600.00	39,600.00		Philgeps & online official transactions
776	Cables, Satellite, Telegraph and Radio Expenses	Concessionaires/clients		Monthly	Corporate Fund	4,200.00	4,200.00		Monthly subscription of cable tv for concessionaires
777	Printing Expenses		Shopping	As the need arises	Corporate Fund	21,325.33	21,325.33		Tarpaulin and other forms
778	Advertising Promotional Marketing Expenses	employees & concessionaires	Shopping	Prior the CCWD's 30th Anniversary	Corporate Fund	100,000.00	100,000.00		Tokens and Tshirts
779-02	Taxes, Duties & Licenses	attached agencies		As per due date	Corporate Fund	150,000.00	150,000.00		Monthly/Quarterly/Annual Dues (Real Property Tax;NWRB Permit, Radio Fidelity bond; insurance of CCWD's property, Registration & other form of insurance (service vehicles, etc.)
781	Insurance Premiums	CCWD Bonded officials;GSIS		As per due date	Corporate Fund	110,919.54	110,919.54		Improving the general image of the CCWD through representation
782	Representation Expenses	clients and non-clients		as the need arises	Corporate Fund	150,000.00	150,000.00		Rewards for the reported water pilferage & other illegal acts; awards for the CCWD employees pursuant to CSC implementing guidelines
783	Awards and Rewards	CCWD loyalty awardees;tipsters			Corporate Fund	70,000.00	70,000.00		Injuries, damages & other claims necessary to provide compensation, financial assistance against injuries & damages, claims of clients, non-clients, employees or other losses not covered by injuries & expenses in settlement of claims
785	Indemnities and Other Claims	employees;clients/non-clients		as the need arises	Corporate Fund	15,650.00	15,650.00		Rental for the lot which will be used for the construction of a temporary warehouse
786	Rent/Lease Expenses		Contract	as the need arises	Corporate Fund	40,000.00	40,000.00		lot survey (acquired lot from Casaljay et.al & Eduardo Ybanez)
787	Survey Expenses			as the need arises	Corporate Fund	30,000.00	30,000.00		Surety Bond due to the DPWH in connection with cutting, demolition or excavation activities of the CCWD
789	Demolition & Relocation Expenses	DPWH		as the need arises	Corporate Fund	200,000.00	200,000.00		


796	Membership Dues and Contribution for Organization	PAWD, EVAWD; VAWD etc. employees		as per due date	Corporate Fund	30,000.00	30,000.00	
797	Cultural & Athletic Expenses	employee		once a year	Corporate Fund	50,000.00	50,000.00	Personnel development in terms of health & wellness & team building to promote good camaraderie & harmonious relationship between the Management and employees
839	Other Subsidies	Charitable Institutions			Corporate Fund	198,346.08	198,346.08	Discount for charitable institutions
841	Donation	private/government institutions			Corporate Fund	10,000.00	10,000.00	
842	Legal Services	Legal Counsel			Corporate Fund	120,000.00	120,000.00	Travel expenses & Monthly Allowance of the CCWD Legal Counsel
843	Auditing Services	COA			Corporate Fund	125,000.00	125,000.00	Audit fees
845	General Services	CCWD		as the need arises	Corporate Fund	40,000.00	40,000.00	Office maintenance
846	Security Services	CCWD	Public Bidding	annual	Corporate Fund	1,930,158.72	1,930,158.72	Safeguarding of the CCWD Administration building and vital facilities
848	Computer Data Processing Services	Mr. Exequiel Cabrigas		To be paid once Computerization Systems are fully operational	Corporate Fund	339,000.00	339,000.00	Computerization Systems (remaining balance)
849	Other Professional Fees			as the need arises	Corporate Fund	50,000.00	50,000.00	
989	Other Maintenance and Operating Expenses		Shopping	as the need arises	Corporate Fund	250,000.00	250,000.00	necessary in the day-to-day operation
814	Repairs and Maintenance -Land Transportation Equipm't		Shopping	as the need arises	Corporate Fund	500,000.00	500,000.00	necessary in the day-to-day operation
804-05	Maintenance of General Administrative Structure and Improvement		Shopping	as the need arises	Corporate Fund	100,000.00	100,000.00	necessary in the day-to-day operation
807	Repair & Maintenance -Office Equipment		Shopping	as the need arises	Corporate Fund	100,000.00	100,000.00	necessary in the say-to-day operation
825-04	Repairs and Maintenance-Office Equipment		Shopping	as the need arises /2nd Quarter	Corporate Fund	80,000.00	80,000.00	necessary in the day-to-day operation
825-05	Repairs and Maintenance -Communication Equipment		Shopping	as the need arises	Corporate Fund	100,000.00	100,000.00	necessary in the day-to-day operation
825-06	Repairs and Maintenance-Power Operated Equipment		Shopping	as the need arises	Corporate Fund	136,401.92	136,401.92	necessary in the day-to-day operation
825-07	Repairs and Maintenance-Tools, Shop and Garage Equipment		Shopping	as the need arises	Corporate Fund	116,675.30	116,675.30	necessary in the day-to-day operation
826	Repairs and Maintenance -Furniture and Fixtures		Shopping	as the need arises	Corporate Fund	20,000.00	20,000.00	necessary in the day-to-day operation
751	Procurement of various office supplies:	Office of the Board of Directors;GM & All Departments	Shopping	To be procured quarterly or as the need arises	Corporate Fund	299,033.40	299,033.40	various office supplies necessary in the day-to-day operation
Sub Total :						12,615,787.88	6,775,988.84	5,839,799.04

207-01	IT Equipment	Finance Services Department	Shopping	To be procured observing Procurement Law under supervision of BAC /To be procured as the need arises	Corporate Budget	104,500.00		104,500.00	Additional computer for Finance Services Department personnel Backup /preventive maintenance for IT equipments
226	Furnitures & Fixtures	Finance Services Department	Shopping	To be procured observing Procurement Law under supervision of BAC /To be procured as the need arises	Corporate Budget	22,000.00		22,000.00	Additional Furnitures and Fixtures
207-02	Other Furnitures and Equipment	Finance Services Department	Shopping	To be procured observing Procurement Law under supervision of BAC /To be procured as the need arises	Corporate Budget	41,000.00		41,000.00	Additional office chairs for Finance Services Department personnel
261-01	IT Software/Hardware	Finance Services Department	Shopping	To be procured observing Procurement Law under supervision of BAC /To be procured as the need arises	Corporate Budget	15,000.00		15,000.00	For preventive maintenance
792-11	Miscellaneous Customer Accounts Expenses	Finance Services Department	Shopping	To be procured observing Procurement Law under supervision of BAC /To be procured as the need arises	Corporate Budget	100,000.00	100,000.00		Official Receipts(250 Booklets/Carbonized-For Cashier)
Sub Total :						282,500.00	100,000.00	182,500.00	
774	Telephone Expenses - Mobile	OGM		Monthly	Corporate Budget	12,000.00	12,000.00		Cost of Cellphone1000 Plan/Card used on official function of the GM
795	Extra Ordinary Expenses & Miscellaneous Expenses	OGM			Corporate Budget	250,000.00	250,000.00		Expenses in connection with the general management such as community relations,public relations, entertainment,meetings & others
226-1	Furnitures and Fixtures	Management Services Division	shopping	As the need arises	Corporate Budget	5,000.00		5,000.00	Additional Furnitures and Fixtures
207-03	IT Equipments	Management Services Division	shopping	As the need arises	Corporate Budget	35,000.00		35,000.00	Additional IT Hardwares
Sub Total :						302,000.00	262,000.00	40,000.00	
765-05a	Other Supplies Expenses	Office of the BOD			Corporate Budget	15,000.00	15,000.00		
766-05a	Travel Expenses	Office of the BOD			Corporate Budget	174,000.00	174,000.00		
767-05a	Training and Scholarship Expense	Office of the BOD			Corporate Budget	150,000.00	150,000.00		
774-05a	Telephone Expenses (mobile)	Office of the BOD			Corporate Budget	60,000.00	60,000.00		
804-05a	Maintenance of General Administrative Structure	Office of the BOD	shopping	As the need arises	Corporate Budget	75,000.00	75,000.00		
226a	Furnitures and Fixtures	Office of the BOD	shopping	As the need arises	Corporate Budget	121,000.00		121,000.00	Additional Furnitures and Fixtures
Sub Total :						595,000.00	474,000.00	121,000.00	
771-04	Fuel & Oil for Service Vehicles	Engineering & Operation Department			Corporate Budget	373,584.00	373,584.00		
792-05	Fuel for Power Production-Diesoline	Engineering & Operation Department			Corporate Budget	528,000.00	528,000.00		

792-07	Power Purchase for pumping	Engineering & Operation Department	by Admin		Corporate Budget	12,525,480.00	12,525,480.00		
803-01	Maintenance of Structure & Reservoir Expenses	Engineering & Operation Department			Corporate Budget	82,504.00	82,504.00		
803-09	Maintenance of transmission and distribution maintenance	Engineering & Operation Department	shopping		Corporate Budget	1,687,962.00	1,687,962.00		cost of various materials for leak repair, WTP & Pumping
803-09a	Transmission & Distribution Expenses	Engineering & Operation Department			Corporate Budget	69,828.00	69,828.00		
803-15	Other maintenance of trans. & distribution maintenance	Engineering & Operation Department	shopping		Corporate Budget	227,115.00	227,115.00		Repainting of pipe bridge crossing
825-02	Maintenance of Equipment Expenses	Engineering & Operation Department	shopping		Corporate Budget	255,000.00	255,000.00		
792-09	Chemicals/Filtering and laboratory supplies	Engineering & Operation Department	Public bidding		Corporate Budget	3,268,700.00	3,268,700.00		chemicals/chlorines
203-13	Maintenance of water meters	Engineering & Operation Department	shopping		Corporate Budget	184,892.40		184,892.40	water meters clustering
225-02	Machinery and equipments	Engineering & Operation Department	Public bidding		Corporate Budget	750,000.00		750,000.00	
225-06	Power operated equipment	Engineering & Operation Department	Public bidding		Corporate Budget	75,000.00		75,000.00	
203-09	Main. of Trans. & Dist. Lines pressure improvement & installation of variable frequency drive.	Engineering & Operation Department	by Admin		Corporate Budget		935,613.33		935,613.33
	Proposed improvement and expansion of distribution lines.					459,243.03		459,243.03	
	Repair and improvements of Cabatuan intake building facilities.					59,818.50		59,818.50	
	Repair and improvements of WTP building facilities					25,920.00		25,920.00	
	Expansion/Rehabilitation (75mm dia. uPVC pipes).					360,264.95		360,264.95	
	Proposed interconnection of distribution lines(200mm.dia)					1,926,398.21		1,926,398.21	
Sub Total :						23,795,323.42	19,018,173.00	4,777,150.42	
207-01	IT Equipment	Commercial Services Department	shopping		Corporate Budget	105,100.00		105,100.00	
226	Furniture & Fixtures	Commercial Services Department	shopping		Corporate Budget	3,000.00		3,000.00	
207-02	Other Furniture and Equipment	Commercial Services Department	shopping		Corporate Budget	19,200.00		19,200.00	
261-01	IT Softwares	Commercial Services Department	shopping		Corporate Budget	5,000.00		5,000.00	
771-01	Fuel Consumption	Commercial Services Department			Corporate Budget	157,900.00	157,900.00		

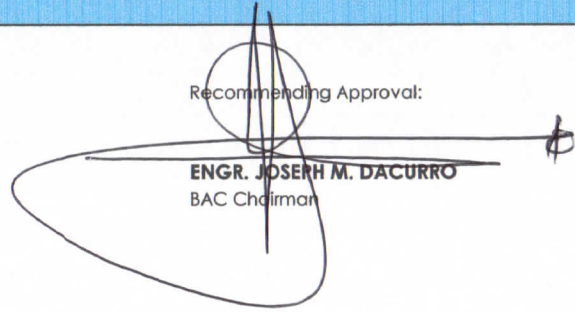
792-11	Miscellaneous Customer Accounts Expenses	Commercial Services Department			Corporate Budget	805,252.80	805,252.80		
803-12	Repair & Maintenance (Water Meter)	Commercial Services Department			Corporate Budget	114,000.00	114,000.00		
Sub Total :						1,209,452.80	1,077,152.80	132,300.00	
TOTAL:						38,800,064.10	27,707,314.64	11,092,749.46	

Prepared by:



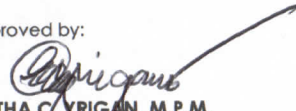
ENGR. MICHEL T. MALAQUI
Sr. Data Encoder-Controller

Recommending Approval:



ENGR. JOSEPH M. DACURRO
BAC Chairman

Approved by:



EDITHA C. YRIGON, M.P.M.
General Manager B