Batac Water District Annual Procurement Plan for FY 2016

e Procurement Program/Project		Mode of					Sched	ule for Each F	rocurement A	Activity					Source of	Estir	nated Budget (F	PhP)	
?)	End-User	Procurement	Pre-Proc		Pre-bid Conf	Eligibility	Sub/Open of	Bid	Post Qual	Notice of	Contract	Notice to	Delivery/	Acceptance/	Funds	Total	MOOE	со	(Remarks - Brief Description of the Program/Project)
			Conference	IAEB		Check	Bids	Evaluation		Award	Signing	Proceed	Completion	Turnover			-		
ACCOUNTABLE FORMS																			
500 booklets Water Bill Receipts	Commercial	Request for								Jun-16	Jun-16	Jun-16	Jul-16	Jul-16	Corporate	60,000.00	60,000.00		For billing of concessionaires
	Section	Quotation													Budget				
1000 pcs. Customer Ledger Card	Commercial	Request for								Sep-16	Sep-16	Sep-16	Sep-16	Sep-16	Corporate	19,500.00	19,500.00		For posting of billing, payments and penalties of
	Section	Quotation													Budget				concessionaire's accounts
100 booklets Collector's official Receipts	Commercial	Request for								Feb-16	Feb-16	Feb-16	Mar-16	Mar-16	Corporate	11,000.00	11,000.00		For receipt of payments
	Section	Quotation													Budget				
1000 pcs. meter reading card	Commercial	Request for								Apr-16	Apr-16	Apr-16	Apr-16	Apr-16	Corporate	13,000.00	13,000.00		For recording of water consuption and billing of
	Section	Quotation													Budget				concessionaires
6 pcs. check booklets	Finance and	Purchase from LBP								Sep-16	Sep-16	Sep-16	Sep-16	Sep-16	Corporate	2,100.00	2,100.00		For issuance of checks for disbursement transactions
	Administrative	Batac (auto debit)													Budget				
	Section																		
1 ream stationery w/ letterhead	Finance and	Request for								Feb-16	Feb-16	Feb-16	Feb-16	Feb-16	Corporate	2,500.00	2,500.00		For communication letters, issued certification, etc.
	Administrative	Quotation													Budget				
	Section																		
1 box business envelope	Finance and	Request for								Mar-16	Mar-16	Mar-16	Mar-16	Mar-16	Corporate	3,000.00	3,000.00		For communication purposes
	Administrative	Quotation													Budget				
	Section																		
500 pcs. water service contract	Commercial	Request for								Mar-16	Mar-16	Mar-16	Mar-16	Mar-16	Corporate	6,000.00	6,000.00		To be issued to new concesssionaires
	Section	Quotation													Budget				
OFFICE SUPPLIES FROM DBM	Finance and	Purchase from the	(Quarterly ba	isis: January, J	April, July and	September 2	017)								Corporate	31,300.00	31,300.00		To be purchased from the DBM virtual store on a
	Administrative,	DBM Regional													Budget				quarterly basis
	Commercial and	Office													-				
	Technical																		
	Sections																		
OFFICE SUPPLIES NOT	Finance and	Request for	(Quarterly ba	isis: January, J	April, July and	September 2	017)								Corporate	18,800.00	18,800.00		Office supplies not readily available from the DBM virtual
AVAILABLE AT THE DBM	Administrative,	Quotation													Budget				store will be purchased from outside
	Commercial and																		
	Technical																		
	Sections																		
PUBLICATIONS		Issued by Philippine	(Issued on a	quarterly basi	s)										Corporate	2,000.00	2,000.00		Aquarius Magazine is issued by PAWD on a quarterly
Aquarius Magazine		Association of													Budget				basis.
		Water Districts																	
		(PAWD)																	
OTHER OFFICE SUPPLIES																			
12 pairs Rainboot & 8 pcs. Raincoat	Finance and	Request for								Jun-16	Jun-16	Jun-16	Jun-16	Jun-16	Corporate	10,800.00	10,800.00		For the protection of the technical and commercial staff
		Quotation			l										Budget				during their field works
50 pairs working gloves	Administrative,	Request for	(Quarterly ba	isis: January, J	April, July and	September 2	017)								Corporate	5,000.00	5,000.00		For Technical staff use
	Technical	Quotation													Budget				
	Sections																		
CHEMICALS & FILTERING Materials	Teebsient	Deguart ((C	h fas ar 11-	leeven: M:	h Marchiter		 	han as 10.1	uma far D	ah ar)				Comorti	050 000 00	050 000 00		
45 drums powder chlorine	Technical	Request for	to arums ead	in for months .	January, Marc	n, iviay, July, /	August, Octob	er and Novem	per; and 3 dr	ums for Decen	iber)				Corporate	252,000.00	252,000.00		For water treatment purposes
	Section	Quotation													Budget				
SERVICE CONNECTION MATERIALS																			
200 pcs. C.I. Saddle Clamp 75mm x 3/4"	Technical	Request for	(Quarterly ba	l Isis: January	April, July and	Sentember ?	017)								Corporate	600,000.00	600,000.00		For installation of new service connections
200 pcs. C.I. Saddle Clamp 75mm x 3/4 200 pcs. G.I. Bushing reducer 3/4" x 1/2"	Section	Quotation thru Phil		o.o. oanuary, i	, ynn, oury arlu	Septembel 2	,								Budget	000,000.00	000,000.00		
200 pcs. G.I. Bushing reducer 3/4 x 1/2 200 pcs. Brass Corporation Cock 1/2"	000000	GEPS Posting													Sugger				
400 pcs. G.I. Nipple 1/2 x 12" sch 40		GET OT USUNY																	
1/2 X 12 501 40	I.	I	I	I	I	I	1	1		I I	ļ			I	1	1	I I		1

200 pcs. G.I. Elbow Reducer 3/4" x 1/2" 200 pcs. Brass Gate Valve 1/2" (GV) 200 pcs. G.I. St. Elbow 1/2" 400 pcs. Brass St. Coupling 1/2" 600 pcs. G.I. Elbow 1/2" 800 pcs. Tapelon 1" 200 pcs. Brass Water Meter 1/2" 75 bags cement 10 rolls HDPE Pipe 1" x 100 meters 10 rolls HDPE Pipe 3/4" x 150 meters 15 rolls HDPE Pipe 1/2" x 300 meters																		
CAPITAL EXPENDITURE																		
Purchase of one set electro-mechanical	Technical	Request for							Mar-16	Mar-16	Mar-16	Mar-16		Corporate	160,000.00		160,000.00	Replacement of defective submersible pump and motor
equipment 5HP	Section	Quotation thru Phil GEPS Posting												Budget				especially during summer season
Purchase of one set electro-mechanical	Technical	Request for							Apr-16	Apr-16	Apr-16	Apr-16	Apr-16	Corporate	120,000.00		120 000 00	Replacement of defective submersible pump and motor
equipment 3HP	Section	Quotation thru Phil							7.01.10	7401 10	7401 10	7.01.10		Budget	120,000.00		120,000.00	especially during summer season
		GEPS Posting												9				
Initial Construction of on Office Building		Request for	(Materials wil	l be purchase	d on a stagern	ed basis depe	ending upon th	ne phase of work to be done	.)	Mar-16	Mar-16	May-16	May-16	Corporate	720,000.00		720,000.00	Initial Construction of an office building at the Government
at the Government Center		Quotation	[`										,	Budget				Center
													TOTAL		2,037,000.00	1,037,000.00	1,000,000.00	

DEFINITION

1. PROGRAM (BESF) – A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF) – Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some predetermined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evalutaion; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

Prepared by:		Approved by:
simucastro		At you
MAIZEL MAIA V. CASTRO BAC Secretary		MARIX DOVINA D. SAGU General Menager D

Remarks Programs and projects should be alligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; alligned with budget documents

Any remark that will help GPPB track programs and projects