

Batac Water District Annual Procurement Plan for FY 2017

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (Php)			(Remarks - Brief Description of the Program/Project)	
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover		Total	MOOE	CO		
	ACCOUNTABLE FORMS																				
	450 booklets Water Bill Receipts	Commercial Section	Request for Quotation									Jan-17	Jan-17	Jan-17	Feb-17	Feb-17	Corporate Budget	36,000.00	36,000.00		For billing of concessionaires
	850 pcs. Customer Ledger Card	Commercial Section	Request for Quotation									Jul-17	Jul-17	Jul-17	Jul-17	Jul-17	Corporate Budget	17,000.00	17,000.00		For posting of billing, payments and penalties of concessionaire's accounts
	700 booklets official Receipts	Commercial Section	Purchase from National Printing Office	(200 booklets purchased for the months of January, April, and July. The remaining 100 booklets will be purchased on September 2017)												Corporate Budget	70,000.00	70,000.00		For receipt of payments	
	600 pcs. meter reading card	Commercial Section	Request for Quotation									Apr-17	Apr-17	Apr-17	Apr-17	Apr-17	Corporate Budget	9,600.00	9,600.00		For recording of water consumption and billing of concessionaires
	8 pcs. check booklets	Finance and Administrative	Purchase from LBP Batac (auto debit)	(Semi-annually : January and July 2017 at four booklets each)												Corporate Budget	2,800.00	2,800.00		For issuance of checks for disbursement transactions	
	700 pcs. water service contract	Commercial Section	Request for Quotation									Jan-17	Jan-17	Jan-17	Jan-17	Jan-17	Corporate Budget	8,400.00	8,400.00		To be issued to new concessionaires
	OFFICE SUPPLIES FROM DBM	Finance and Administrative, Commercial and Technical Sections	Purchase from the DBM Regional Office	(Quarterly basis: January, April, July and September 2017)												Corporate Budget	31,988.00	31,988.00		To be purchased from the DBM virtual store on a quarterly basis	
	OFFICE SUPPLIES NOT AVAILABLE AT THE DBM	Finance and Administrative, Commercial and Technical Sections	Request for Quotation	(Quarterly basis: January, April, July and September 2017)												Corporate Budget	18,412.00	18,412.00		Office supplies not readily available from the DBM virtual store will be purchased from outside	
	OTHER OFFICE SUPPLIES																				
	12 pairs Rainboot & 8 pcs. Raincoat	Finance and Administrative, Technical Sections	Request for Quotation									Jun-17	Jun-17	Jun-17	Jun-17	Jun-17	Corporate Budget	10,800.00	10,800.00		For the protection of the technical and commercial staff during their field works
	50 pairs working gloves	Administrative, Technical Sections	Request for Quotation	(Quarterly basis: January, April, July and September 2017)												Corporate Budget	5,000.00	5,000.00		For Technical staff use	
	CHEMICALS & FILTERING Materials																				
	560 kilos chlorine dioxide	Technical Section	Request for Quotation thru Phil GEPS Posting	(Quarterly basis: January, April, July and September 2017. 150 kilos each for January and April, and 130 kilos each for July & September 2017)												Corporate Budget	280,000.00	280,000.00		For water treatment purposes	
	SERVICE CONNECTION MATERIALS																				
	600 pcs. C.I. Saddle Clamp 75mm x 3/4"	Technical Section	Request for Quotation thru Phil GEPS Posting	(Quarterly basis: January, April, July and September 2017)												Corporate Budget	1,800,000.00	1,800,000.00		For installation of new service connections	
	600 pcs. G.I. Bushing reducer 3/4" x 1/2"																				
	600 pcs. Brass Corporation Cock 1/2"																				
	1200 pcs. G.I. Nipple 1/2 x 12" sch 40																				
	600 pcs. G.I. Elbow Reducer 3/4" x 1/2"																				
	600 pcs. Brass Gate Valve 1/2" (GV)																				
	600 pcs. G.I. St. Elbow 1/2"																				
	1200 pcs. Brass St. Coupling 1/2"																				
	1800 pcs. G.I. Elbow 1/2"																				
	1800 pcs. Tapelon 1"																				
	600 pcs. Brass Water Meter 1/2"																				
	35 bags cement																				
	16 rolls HDPE Pipe 1" x 100 meters																				
	16 rolls HDPE Pipe 3/4" x 150 meters																				
	25 rolls HDPE Pipe 1/2" x 300 meters																				

Item Description	Request for Quotation / GEPS Posting	Material/Service Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Budget	Actual	Remarks
CAPITAL EXPENDITURE																	
Continuation of Office Building	Request for Quotation	(Materials will be purchased on a staggered basis depending upon the phase of work to be done.	Nov-17	Nov-17	Dec-17	Dec-17	Corporate Budget	440,000.00							440,000.00		Continuation of office building at the Government Center
Chlorinator House	Request for Quotation	(Materials will be purchased on a staggered basis depending upon the phase of work to be done.	Apr-17	Apr-17	May-17	May-17	Corporate Budget	285,000.00							285,000.00		Construction of additional chlorinator house
Chlorine residual Kit	Request for Quotation		Feb-17	Feb-17	Feb-17	Feb-17	Corporate Budget	30,000.00							30,000.00		For water treatment purposes
Office Chairs and Tables	Request for Quotation thru Phil GEPS Posting		Jun-17	Jun-17	Jun-17	Jun-17	Corporate Budget	50,000.00							50,000.00		Replacement of existing which are no longer in good condition
One set Pipe wrench for the Technical Staff	Request for Quotation		Jun-17	Jun-17	Jun-17	Jun-17	Corporate Budget	30,000.00							30,000.00		For Technical staff use
One unit laptop	Request for Quotation		Jan-17	Jan-17	Jan-17	Jan-17	Corporate Budget	30,000.00							30,000.00		For Finance and Administrative use
One set submersible pump and motor 5hp	Request for Quotation thru Phil GEPS Posting		Mar-17	Mar-17	Mar-17	Mar-17	Corporate Budget	105,000.00							105,000.00		Replacement of defective submersible pump and motor especially during summer season
Two sets submersible pump and motor	Request for Quotation thru Phil GEPS Posting		Apr-17	Apr-17	Apr-17	Apr-17	Corporate Budget	130,000.00							130,000.00		Replacement of defective submersible pump and motor especially during summer season
											TOTAL	3,390,000.00	2,290,000.00	1,100,000.00			

DEFINITION

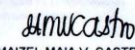
- PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency’s administrative operations or for the provisions of staff support to the agency’s administrative operations or for the provisions of staff support to the agency’s line functions.
- PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

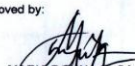
Remarks

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

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

Any remark that will help GPPB track programs and projects

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