

Batac Water District Annual Procurement Plan for FY 2019

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 45 booklets official Receipts	Finance and Administrative	Purchase from National Printing Office	(45 booklets to be purchased during the second quarter)												Corporate Budget	4,500.00	4,500.00		For receipt of payments
	6 pcs. check booklets	Finance and Administrative	Purchase from LBP Batac (auto debit)	(6 booklets to be purchased during the second quarter)												Corporate Budget	2,100.00	2,100.00		For issuance of checks for disbursement transactions
	1 box business envelope	Finance and Administrative	Request for Quotation	(First Quarter)												Corporate Budget	3,300.00	3,300.00		For communication purposes
	OFFICE SUPPLIES FROM DBM	Finance and Administrative, and Technical Sections	Purchase from the DBM Regional Office	(Semi-annually : January and July 2019)												Corporate Budget	15,196.71	15,196.71		To be purchased from the DBM virtual store on a semi-annual basis
	OFFICE SUPPLIES NOT AVAILABLE AT THE DBM	Finance and Administrative, and Technical Sections	Request for Quotation	(Quarterly basis: January, April, July and September 2019)												Corporate Budget	5,802.00	5,802.00		Office supplies not readily available from the DBM virtual store will be purchased from other suppliers
	ALLOWANCE FOR INFLATION																3,089.87	3,089.87		
																TOTAL	33,988.58	33,988.58	0.00	

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

Prepared by:

MAIZEL MAIA V. CASTRO
BAC Secretary

Approved by:

MARIA DOHNA D. SAGUN
General Manager D