

BUSTOS WATER DISTRICT Annual Procurement Plan for FY 2016

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 Program/Project)	
				Pre-Proc Conference	Ads/Post of IABE	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		
2	pcs. Butterfly Valve	Eng'g Div.	Shopping														Corp. Budget	30,000.00	30,000.00		for Pumping Stations
8	pcs. Battery for Portable Radios	Eng'g Div.	Shopping														Corp. Budget	24,000.00	24,000.00		for Radio Communication Equipment
3	pcs. Battery for Gensets	Eng'g Div.	Shopping														Corp. Budget	19,500.00	19,500.00		for Pumping Station Gensets
1	pc. Crimping Pliers	Eng'g Div.	shopping														Corp. Budget	10,000.00	10,000.00		tools for Pumping Stations
	Office Supplies	Fin./Com'l Div.	Shopping														Corp. Budget	256,000.00	256,000.00		See attached APP2016 - Bustos Water District - Region 5
	Accountable Forms	Fin./Com'l Div.	Shopping														Corp. Budget	175,500.00	175,500.00		See attached APP2016 - Bustos Water District - Region 5
	Other Supplies	Fin./Com'l Div.	Shopping														Corp. Budget	12,000.00	12,000.00		See attached APP2016 - Bustos Water District - Region 5
	Advertising Expenses	Fin./Com'l Div.	Shopping														Corp. Budget	300,000.00	300,000.00		Christmas Raffle Proceed, Calendar & Give aways
	Repair&Maintenance - Office Equipment	Fin./Com'l Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for Repair&Maintenance - Office Equipment
	Repair&Maintenance - IT Equipment & Software	Fin./Com'l Div.	Shopping														Corp. Budget	24,000.00	24,000.00		for Repair&Maintenance - IT Equipment & Software
1	lot GIS Pipeline System	Fin./Com'l Div.	Bidding														Corp. Budget	300,000.00	300,000.00		As the need arises
3	lots Computer Package	Fin./Com'l Div.	Shopping														Corp. Budget	150,000.00	150,000.00		as per approved calendar of activities for work station
1	lot Accounting and Inventory System	Fin./Com'l Div.	Shopping														Corp. Budget	150,000.00	150,000.00		as per approved calendar of activities
3	units Filing Cabinet/Pedestal	Fin./Com'l Div.	Shopping														Corp. Budget	45,000.00	45,000.00		as per approved calendar of activities For Finance & Commercial Use
2	units Lazer Printer	Fin./Com'l Div.	Shopping														Corp. Budget	120,000.00	120,000.00		as per approved calendar of activities for work station
2	units Portable Scanner	Fin./Com'l Div.	Shopping														Corp. Budget	30,000.00	30,000.00		as per approved calendar of activities for work station
2	units Dot Matrix Printer	Fin./Com'l Div.	Shopping														Corp. Budget	20,000.00	20,000.00		as per approved calendar of activities for work station
SUBTOTAL																		1,678,000.00			page 2 of 5

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					Pre-Proc Conference	Ads/Post of I&EB	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	
3	units	Anti-virus System	Fin./Com'l Div.	Shopping														Corp. Budget	17,000.00	17,000.00		to safeguard the computers from virus threats
3	units	UPS	Fin./Com'l Div.	Shopping														Corp. Budget	18,000.00	18,000.00		back-up power supply in case of power interruptions
2	units	Adding Machine	Fin./Com'l Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for Cashier & Teller use
2	units	External Hard Drive	Fin./Com'l Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for electronic back-up of files
1	unit	Bill Counter	Fin./Com'l Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for Cashier & Teller use
4	pieces	Cash Box	Fin./Com'l Div.	Shopping														Corp. Budget	9,000.00	9,000.00		for Cashier & Teller use
1	unit	Network Hub	Fin./Com'l Div.	Shopping														Corp. Budget	10,000.00	10,000.00		for work station
1	unit	Wireless Router	Fin./Com'l Div.	Shopping														Corp. Budget	5,000.00	5,000.00		for work station
		Office Supplies	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	120,000.00	120,000.00		See attached APP2016 - Bustos Water District - Region5
		Drugs and Medicines	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	10,000.00	10,000.00		for emergency kit supplies
		Gasoline, Oil & Lubricants	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	216,000.00	216,000.00		for Isuzu Crosswind & Toyota Altis
		Other Supplies	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	42,000.00	42,000.00		See attached APP2016 - Bustos Water District - Region5
		Water	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	30,240.00	30,240.00		
		Cooking Gas - LPG	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	15,300.00	15,300.00		for kitchen/pantry supply
		Printing & Binding Expenses	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	58,000.00	58,000.00		for BWD I.D. (Supplies) & Handbook
		Subscription Expenses	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	22,080.00	22,080.00		Newspapers & Weekly Magazines
		Security Services	Admin. & Gen. Serv. Div.	Bidding														Corp. Budget	1,584,000.00	1,584,000.00		for BWD Office Premises and Pumping Stations
																		SUBTOTAL	2,192,620.00			page 3 of 5

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Code (FAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAKB	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	
	Repair&Maintenance - Office Building	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	24,000.00	24,000.00		for Repair&Maintenance -Office Building
	Repair&Maintenance - Office Equipment	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	36,000.00	36,000.00		for Repair&Maintenance - Office Equipment
	Repair&Maintenance - Furniture&Fixture	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for Repair&Maintenance - Furniture&Fixture
	Repair&Maintenance - IT Equipment&Software	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	72,000.00	72,000.00		for Repair&Maintenance -IT Equipment&Software & Website Maintenance
	Repair&Maintenance - Motor Vehicles	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	64,000.00	64,000.00		for Repair&Maintenance - Motor Vehicles
	Other Maintenance & Operating Expenses	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	80,000.00	80,000.00		for Other Maintenance & Operating Expenses
	Advertising Expenses	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	144,000.00	144,000.00		
1	lot Improvement - San Pedro Lot	Admin. & Gen. Serv. Div.	by Administration														Corp. Budget	300,000.00	300,000.00		for lot improvements of purchased lot at Brgy. San Pedro
2	units Aircondition (provision)	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	120,000.00	120,000.00		for purchase in-case of old unit breakdown
10	units Clerical Chair	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	100,000.00	100,000.00		replacement of old clerical chairs
5	units Visitors Chair	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	35,000.00	35,000.00		replacement of old visitors chair
1	unit Computer Set	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	50,000.00	50,000.00		for Administrative Division
1	unit Projector	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	60,000.00	60,000.00		replacement for old projector unit
1	unit Laptop	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	40,000.00	40,000.00		
1	unit Floor Polisher	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	35,000.00	35,000.00		
1	unit Biometrics (DTR)	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	20,000.00	20,000.00		replacement for the old biometric
2	units External Hard Drive (2TB)	Admin. & Gen. Serv. Div.	Shopping														Corp. Budget	12,000.00	12,000.00		for back-up of BWD documents
																	SUBTOTAL	1,204,000.00			page 4 of 5

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				Pre-Proc Conference	Ads/Post of IABE	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		
1	unit	Colored Printer	Admin. & Gen. Serv. Div.	Shopping	as per approved calendar of activities												Corp. Budget	10,000.00	10,000.00		for Administrative Division
1	unit	Fax Machine (provision)	Admin. & Gen. Serv. Div.	Shopping	As the need arises												Corp. Budget	10,000.00	10,000.00		for fax machine replacement in case of old unit breakdown
1	unit	Bahay Kubo (Camachilihan)	Admin. & Gen. Serv. Div.	Shopping	as per approved calendar of activities												Corp. Budget	20,000.00	20,000.00		
1	lot	Licensed Software such as Microsoft Office & Anti-virus	Admin. & Gen. Serv. Div.	Shopping	as per approved calendar of activities												Corp. Budget	6,000.00	6,000.00		to safeguard the computers from virus threats
1	unit	Wireless Router	Admin. & Gen. Serv. Div.	Shopping	as per approved calendar of activities												Corp. Budget	6,000.00	6,000.00		for Administrative Division use
1	unit	Bulletin Cabinet	Admin. & Gen. Serv. Div.	Shopping	as per approved calendar of activities												Corp. Budget	5,000.00	5,000.00		for Posting/Advertisement Purposes
											SUBTOTAL	57,000.00				page 5 of 5					

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 pre-determined 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 evaluation; 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

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

page 1	7,385,560.00
page 2	1,678,000.00
page 3	2,192,620.00
page 4	1,204,000.00
page 5	57,000.00
TOTAL	12,517,180.00

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