## TABACO CITY WATER DISTRICT (TAWAD) FINAL ANNUAL PROCUREMENT PLAN FOR CY 2019

Code (PAP)	Procurement Program/Project		Mode of Procurement	Schedule for Each Procurement Activity					Esti	mated Budget (	PhP)	Remarks
		PMO/ End-User		Advertisement/Post ing of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
1-06-02-000	Other Land Improvements	EOD	NP-53.9 - Small Value Procurement	January 25, 2019	February 1, 2019	February 4, 2019	February 11, 2019	Corporate Budget	350,000.00		350,000.00	Perimeter fencing of Water Sources
1-00-02-990		EOD	NP-53.9 - Small Value Procurement	March 8, 2019	March 15, 2019	March 18, 2019	March 25, 2019	Corporate Budget	300,000.00		300,000.00	Fencing and Road Improvement of Pumping Stations
	Well Drilling	EOD	Competitive Bidding	November 21, 2018	December 11, 2018	December 14, 2018	December 15, 2018	Corporate Budget	2,300,000.00	-	2,300,000.00	Drilling of Well at San Carlos, Tabaco City
	Electro-mechanical component of Well	EOD	NP-53.9 - Small Value Procurement	April 5, 2019	April 12, 2019	April 15, 2019	April 22, 2019	Corporate Budget	650,000.00	-	650,000.00	Electro-mechanical component of San Carlos Well
	Construction-Powerline Extension with Distribution Transformer	EOD	NP-53.9 - Small Value Procurement	April 5, 2019	April 12, 2019	April 15, 2019	April 22, 2019	Corporate Budget	240,000.00	•	240,000.00	for San Carlos Well
1-06-03-040	Repair of Reservoir	EOD	Competitive Bidding	May 24, 2019	May 31, 2019	June 3, 2019	June 10, 2019	Corporate Budget	1,300,000.00	-	1,300,000.00	Replacement of Lining
	Installation of 100mm PVC Distribution Line	EOD	Competitive Bidding	April 5, 2019	April 26, 2019	April 28, 2019	April 29, 2019	Corporate Budget	2,070,000.00		2,070,000.00	Installation of 100mm PVC Distribution Line
	Installation of 75mm PVC Distribution Line	EOD	Competitive Bidding	May 10, 2019	May 31, 2019	June 2, 2019	June 3, 2019	Corporate Budget	1,050,000.00	-	1,050,000.00	Installation of 75mm PVC Distribution Line
	Watershed and Reforestation Program	EOD	NP-53.9 - Small Value Procurement	May 3, 2019	May 11, 2019	May 14, 2019	May 21, 2019	Corporate Budget	200,000.00	-	200,000.00	Watershed and Reforestation Program
	Improvement of the parking area	HRAGS	NP-53.9 - Small Value Procurement	Second Quarter	N/A	Second Cluarter	Second Quarter	Corporate Budget	80,000.00	1.	80,000.00	Installation of cover of existing parking area
1-06-04-990	Construction of Control Room	EOD	NP-53.9 - Small Value Procurement	January 25, 2019	February 1, 2019	February 4, 2019	February 11, 2019	Corporate Budget	240,000.00	-	240,000.00	Construction of Control Room of Pumping Station
1-06-07-020	Office Equipment	CSD	NP-53.9 - Small Value Procurement	February 8, 2019	February 15, 2019	February 18, 2019	February 26, 2019	Corporate Budget	16,000.00	-	16,000.00	Vault for security of cash collection
	Various IT Equipment	ACMB/ HRAGS	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	30,000.00	-	30,000.00	Desktop Computer with printer - 2 units
		CSD	NP-53.9 - Small Value Procurement	August 9, 2019	August 16, 2019	August 19, 2019	August 26, 2019	Corporate Budget	30,000.00	-	30,000.00	
		CSD	NP-53.9 - Small Value Procurement	January 9, 2019	January 16, 2019	January 19, 2019	January 26, 2019	Corporate Budget	80,000.00		80,000.00	Developer Machine
		CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	20,000.00	-	20,000.00	CPU
		EOD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	20,000.00		20,000.00	Computer Printer
	Generator Set	EOD	Competitive Bidding	April 5, 2019	April 12, 2019	April 15, 2019	April 22, 2019	Corporate Budget	1,400,000.00		1,400,000.00	100KVA
	Pneumatic Breaker	EOD	Direct Contracting	January 25, 2019	February 1, 2019	February 4, 2019	February 11, 2019	Corporate Budget	300,000.00		300,000.00	Pneumatic Breaker
1-06-05-000	Miscellaneous tools and equipment for DDR/MC/Emergency Response Program	OGM	NP-53.9 - Small Value Procurement	February 8, 2019	February 15, 2019	February 18, 2019	February 25, 2019	Corporate Budget	300,000.00	-		Miscellaneous tools and equipment for DDRMC/Emergency Response Program
	Miscellaneous Machinery and Equipment	HRAGS	NP-53.9 - Small Value Procurement	May 10, 2019	May 31, 2019	June 2, 2019	June 3, 2019	Corporate Budget	20,000.00		20,000.00	Miscellaneous Machinery and Equipment
	Flow Meter	FOD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	180,000.00	-	180,000.00	3 units Flow Meter
	Tokens for Loyalty Awardees	HRAGS	NP-53.9 - Small Value Procurement	November 6, 2019	November 13, 2019	November 16, 2019	November 23, 2019	Corporate Budget	222,000.00	222,000.00	-	Plaque, token and loyalty pin for logalty awardees
	"On-the-spot" incentives, and unique monetary and non-monetary rewards for employees	HRAGS	NP-53.9 - Small Value Procurement	November 6, 2019	November 13, 2019	November 16, 2019	November 23, 2019	Corporate Budget	149,000.00	149,000.00	-	"On-the-spot" incentives, and unique monetary and non-monetary rewards for employees

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5-02-02-010	Conduct of In-house Trainings	HRAGS	NP-53.9 - Small Value Procurement	per L&D Program	per L&D Program	per L&D Program	per L&D Program	Corporate Budget	106,420.00	106,420.00		Materials and supplies, and token of speakers for the conduct of in-house trainings per approved Training Plan
5-02-03-010	Office Supplies (Common-Use)	All	NP-53.5 Agency-to- Agency	N/A	N/A	Quarterly	Quarterly	Corporate Budget	607,543.92	607,543.92		c/o APP-CSE: Common-use office supplies for or year consumpion
5-02-03-020	Accountable Forms	АСМВ	NP-53.5 Agency-to- Agency	N/A	N/A	January 9, 2018	January 16, 2018	Corporate Budget	4,800.00	4,800.00		LBP checkbook for 1 year
,, -10	, recountable rolling	ACMB	Shopping	March 20, 2019	March 27, 2019	March 30, 2019	April 6, 2019	Corporate Budget	8,000.00	8,000.00		80 stubs Official Receipts for cashiering
		CSD	Shopping	March 6, 2019	March 13, 2019	March 16, 2019	March 23, 2019	Corporate Budget	194,400.00	194,400.00	<u>_</u>	Official Water bill receipts for tellering
5-02-03-130	Chlorine Granules	EOD	Shopping	Nov. 2018	Nov. 2018	Jan. 2019	Jan. 2019	Corporate Budget	625,000.00	625,000.00		125, drums (45kg per drum), 70% available chloris
	Chemical Reagents	EOD	Direct Contracting	N/A	N/A	Quarterly	Quarterly	Corporate Budget	60,000.00	60,000.00		Lamotte DPD tablets, Glycine
5-02-03-080	Medical, Dental & Laboratory Supplies	HRAGS	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	2,800.00	2,800.00		Medical supplies  Provision of gasoline, oil and lubricants for mot
5-02-03-090	Gasoline, Oil, Lubricants & Other Fuel	HRAGS	Shopping	Monthly	N/A	Monthly	Monthly	Corporate Budget	1,015,200.00	1,015,200.00		vehicles, machineries and other equipment
		АСМВ	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	11,800.00	11,800.00		c/o APP-CSE: 1 unit each of computer printer and UPS
	Semi-expendable IT Equipment	HRAGS	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	7,000.00	7,000.00	-	c/o APP-CSE: Computer Monitor - 1 unit
		CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	10,000.00	10,000.00	-	1 unit Epson LX319 for teller
		CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	14,000.00	14,000.00	-	2 units computer monitor
		CSD-CAD	NP-53-9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	2,000.00	2,000.00		1 unit UPS
		CSD-CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	5,000.00	5,000.00	-	1 unit computer monitor
		CSD-CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	48,000.00	48,000.00	•	Meter Reading Android Phone - 4 units
		CSD-CSD	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 15, 2019	July 22, 2019	Corporate Budget	48,000.00	48,000.00	-	Android Thermal Printer - 4 units
		ACMB	NP-53.9 - Small Value Procurement	March 8, 2019	March 15, 2019	March 18, 2019	March 25, 2019	Corporate Budget	4,400.00	4,400.00	-	c/o APP-CSE: Mobile Pedestal
5-02-03-210	0	OGM	NP-53.9 - Small Value Procurement	March 8, 2019	March 15, 2019	March 18, 2019	March 25, 2019	Corporate Budget	15,000.00	15,000.00	-	c/o APP-CSE: Portable Scanner
		CSD	NP-53.9 - Small Value Procurement	April 5, 2019	April 12, 2019	April 15, 2019	April 22, 2019	Corporate Budget	15,000.00	15,000.00		External hard drive - 4 units
	Semi-expendable Office Equipment	CSD	NP-53-9 - Small Value Procurement	April 5, 2019	April 12, 2019	April 15, 2019	April 22, 2019	Corporate Budget	3,000.00	3,000.00	-	Stand Fan - 2 units
		CSD	NP-53.9 - Small Value Procurement	January 9, 2019	N/A	January 18, 2019	January 25, 2019	Corporate Budget	1,000.00	1,000.00	-	Data Cable - Samsung compatible
		CSD	NP-53.9 - Small Value Procurement	June 7, 2019	June 14, 2019	June 17, 2019	June 24, 2019	Corporate Budget	7,000.00	7,000.00	-	Binding Machine and Paper Cutter - 1 unit each
	Semi-expendable Communication Equipment	HRAGS	NP-53.9 - Small Value Procurement	May 9, 2019	May 16, 2019	May 19, 2019	May 26, 2019	Corporate Budget	5,000.00	5,000.00		Cellular phone for sending HRMPSB notices
		HRAGS	NP-53.9 - Small Value Procurement	February 8, 2019	February 15, 2019	February 18, 2019	February 25, 2019	Corporate Budget	20,000.00	20,000.00	-	Braille and hearing aide - For use of differently- abled applicants
	Semi-expendable Machinery and Equipment		NP-53.9 - Small Value Procurement	March 8, 2019	March 15, 2019	March 18, 2019	March 25, 2019	Corporate Budget	5,000.00	5,000.00	-	c/c APP-CSE: Floor polisher - heavy duty (purcha from other suppliers)
		HRAGS	NP-53.9 - Small Value Procurement	April 17, 2019	April 24, 2019	April 27, 2019	May 4, 2019	Corporate Budget	5,000.00	5,000.00		Miscellaneous tools
		HRAGS	NP-53.9 - Small Value Procurement	February 6, 2019	February 13, 2019	February 16, 2019	February 23, 2019	Corporate Budget	4,515.00	4,515.00	-	c/o APP-CSE: Swivel and visitor chairs (purchase from other suppliers)

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		HRAGS	NP-53.9 - Small Value Procurement	May 9, 2019	May 16, 2019	May 19, 2019	May 26, 2019	Corporate Budget	10,000.00	10,000.00		Steel Cabinet - 1 unit
5-03-03-330	Semi-expendable Furniture and Fixtures	CSD-CAD	NP-53.9 - Small Value Procurement	May 10, 2019	May 17, 2019	May 20, 2019	May 27, 2019	Corporate Budget	20,000.00	20,000.00		Steel Cabinet - 2 units
5-02-03-220		CSD-CAD	NP-53.9 - Small Value Procurement	May 22, 2019	May 29, 2019	June 1, 2019	June 8, 2019	Corporate Budget	2,940.00	2,940.00		Swivel Chair - 1 unit
		CSD-CSD	NP-53.9 - Small Value Procurement	May 22, 2019	May 29, 2019	June 1, 2019	June 8, 2019	Corporate Budget	2,940.00	2,940.00		Swivel Chair - 1 unit
		CSD-CSD	NP-53-9 - Small Value Procurement	May 23, 2019	May 30, 2019	June 2, 2019	June 9, 2019	Corporate Budget	3,000.00	3,000.00	-	Customer Chair - 2 units
	Water Meters %"	EOD	Competitive Bidding	November 21, 2018	December 11, 2018	December 14, 2018	December 15, 2018	Corporate Budget	1,500,000.00	1,500,000.00	-	for new connections, reconnections and regular meter replacements
1			Competitive Bidding	April 5, 2019	April 25, 2019	April 28, 2019	April 29, 2019	Corporate Budget	1,000,000.00	1,000,000.00		for replacement of meters over 10 years old
	Supplies for Occupational Safety	CSD	Shopping	February 8, 2019	February 15, 2019	February 18, 2019	February 25, 2019	Corporate Budget	7,000.00	7,000.00	· ·	Hard hat and rain boots for CSD field personnel Supplies for Occupational Safety and Health of
5-02-03-990	and Health of Workers	EOD	Shopping	February 8, 2019	February 15, 2019	February 18, 2019	February 25, 2019	Corporate Budget	111,000.00	111,000.00		Workers
	Handgloves, shovels and pipe wrenches	EOD	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	136,000.00	136,000.00	-	Handgloves, shovels and pipe wrenches
	Other Supplies	All	NP-53.5 Agency-to- Agency	N/A	N,IA	Quarterly	Quarterly	Corporate Budget	110,933.10	110,933.10		c/o APP-CSE: Common-use cleaning materials, electrical materials and misc. supplies for one year consumption
5-02-04-020	Electricity Expenses	HRAGS and EOD	Direct Contracting	N/A	N,A	Monthly	Monthly	Corporate Budget	11,390,642.78	11,390,642.78	-	Electricity consumption for 1 year
5-02-05-010	Postage and Deliveries	HRAGS and CSD	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	19,200.00	19,200.00		Postage and courier services for 1 year
5-02-05-020	Telephone Expenses	HRAGS	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	145,600.00	145,600.00		Telephone (landline and mobile) expenses for 1 year
5-02-05-030	Internet Service Expenses	HRAGS	Direct Contracting	N/A	N,A	Monthly	Monthly	Corporate Budget	72,000.00	72,000.00	-	Internet subscription for 1 year
15-02-05-0401	Cable, Satellite, Telegraph & Radio Expense	HRAGS	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	4,120.00	4,120.00	-	Cable subscription for 1 year
5-02-11-010	Legal Services	HRAGS	NP-53.7 Highly Technical Consultants	N/A	N/A	Monthly	Monthly	Corporate Budget	218,000.00	218,000.00	-	Retainership agreement for 1 year, notarial fees, Atty. Saligumba and other legal fees
			NP-53.5 Agency-to- Agency	N/A	N/A	per COA audit schedule	per COA audit schedule	Corporate Budget	120,000.00	120,000.00	-	COA Auditing services
5-02-11-020	Auditing Services HRA	HRAGS	Direct Contracting	N/A	N/A	Aug. 2019	Aug. 2019	Corporate Budget	68,320.00	68,320.00		ISO 9110:2015 Certification 1st surveillance audit
5-02-11-030	Security Services	HRAGS	Competitive Bidding	November 21, 2018	December 11, 2018	January 10, 2019	January 20, 2019	Corporate Budget	2,019,267.18	2,019,267.18		Security services for 1 year
5-02-11-990	Consultancy Services	HRAGS	NP-53.9 - Small Value Procurement	June 7, 2019	June 14, 2019	June 17, 2019	June 24, 2019	Corporate Budget	100,000.00	100,000.00	-	Assistance for surveillance audit
	Repairs and maintenance-Land Improvements	EOD	NP-53.9 - Small Value Procurement	May 10, 2019	May 17, 2019	May 20, 2019	May 27, 2019	Corporate Budget	30,000.00	30,000.00	-	Repairs and maintenance-Land Improvements
5-02-13-030	Various Materials & Fittings for installation of new connections and reconnections, and for repairs, Restoration works and misc. repairs of water supply systems		Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	4,189,243.70	4,189,243.70	-	Various Materials & Fittings for installation of new connections and reconnections, and for repairs, Restoration works and misc. repairs of water supply systems
E-02-12-040	Maintenance of Office Building and Other Structures	HRAGS	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	60,000.00	60,000.00	-	Maintenance of Office Building and Other Structures

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5-02-13-050	Repairs and preventive maintenance of various Machineries and Equipment	HRAGS and EOD	NP-53.9 - Small Value Procurement	As scheduled	As scheduled	As scheduled	As scheduled	Corporate Budget	433,008.00	433,008.00	-	Repairs and preventive maintenance of air conditioning units, office equipment, IT equipment, communication equipment, generator sets, concrete cutters and other machineries
	Fire Extinguisher Refill, 10lbs	HRAGS	NP-53.9 - Small Value Procurement	February 6, 2019	February 13, 2019	February 16, 2019	February 23, 2019	Corporate Budget	21,600.00	21,600.00	-	c/o APP-CSE
5-02-13-060	Preventive maintenance and repair of vehicles	HRAGS	NP-53.9 - Small Value Procurement	Semi-annual	Semi-annual	Semi-annual	Semí-annual	Corporate Budget	76,778.20	76,778.20		Preventive maintenance and repair of vehicles
	Replacement of tires and batteries of vehicles	HRAGS	NP-53.9 - Small Value Procurement	As scheduled	As scheduled	As scheduled	As scheduled	Corporate Budget	113,958.00	113,958.00		Replacement of tires and batteries of vehicles
5-02-13-070	Repair and maintenance of furniture and fixtures	HRAGS	NP-53-9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Corporate Budget	10,000.00	10,000.00	-	Repair and maintenance of furniture and fixtures
	Media Advertisements	OGM	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	24,000.00	24,000.00		Radio announcements
	Calendar	OGM	NP-53.9 - Small Value Procurement	September 4, 2019	September 11, 2019	September 14, 2019	September 21, 2019	Corporate Budget	70,000.00	70,000.00	-	Provision of 2020 Calendars
5-02-99-010	Gift Giving/ Community Outreach Program	OGM	NP-53.9 - Small Value Procurement	November 20, 2019	November 27, 2019	November 29, 2019	December 6, 2019	Corporate Budget	125,000.00	125,000.00	-	Provision of gift giving/ community outreach programs
	Other promotional and marketing activities	OGM	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	98,000.00	98,000.00		Marketing services
5-02-99-020	Printing, Binding and Reproduction	HRAGS and CSD	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	18,000.00	18,000.00	-	Printing of tarpaulin and other documents, and binding of books of accounts
	Daily Subscription of Newspaper	HRAGS	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	9,125.00	9,125.00		Daily Subscription of Newspaper
5-02-99-060	Subscription of Aquarius Magazine	HRAGS	NP-53-5 Agency-to- Agency	N/A	N/A	N/A	N/A	Corporate Budget	7,500.00	7,500.00	-	Subscription of Aquarius Magazine
	BIWADA uniform and sports paraphernalia	OGM	NP-53.9 - Small Value Procurement	February 22, 2019	March 1, 2019	March 3, 2019	March 10, 2019	Corporate Budget	40,000.00	40,000.00	-	Uniform and sports paraphernalia in participation to BIWADA Sportsfest 2019
	Materials for Christmas Decoration	HRAGS	NP-53.9 - Small Value Procurement	October 9, 2019	October 16, 2019	October 18, 2019	October 25, 2019	Corporate Budget	50,000.00	50,000.00	-	Materials for Christmas Decoration
	Year-end conference and 45th Anniversary celebration (rental of venue)	HRAGS	NP-53.10 Lease of Real Property and Venue	N/A	N/A	November 20, 2019	November 27, 2019	Corporate Budget	143,500.00	143,500.00	-	Rental of venue (inclusive of food)
5-02-99-990	Year-end conference and 45th Anniversary celebration (souvenir and miscellaneous items)	HRAGS	NP-53.9 - Small Value Procurement	October 9, 2019	N/A	October 18, 2019	October 25, 2019	Corporate Budget	332,750.00	332,750.00		Souvenir and miscellaneous items for give-aways to valued customers
	Other MOOE	HRAGS	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Corporate Budget	120,000.00	120,000.00	-	GAD-related activities and misc expenses
	Bacteriology Test - DOH	EOD	NP-53.5 Agency-to- Agency	N/A	N/A	Monthly	Monthly	Corporate Budget	168,000.00	168,000.00	-	Bacteriology Test of TAWAD water samples
	Physical Chemical Analysis	EUU I	NP-53.9 - Small Value Procurement	July 5, 2019	July 12, 2019	July 14, 2019	July 21, 2019	Corporate Budget	40,000.00	40,000.00	1.	Physical Chemical Analysis of TAWAD water samples

Prepared by:

CATHERINE & BRONSAL

**BAC Secretariat** 

Recommended for Approval by:

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Approved by:

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BOD Chairperson