



Republic of the Philippines  
Province of Pampanga  
Municipality of Macabebe  
**MACABEBE WATER DISTRICT**

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January 26, 2017

**GOVERNMENT PROCUREMENT POLICY BOARD**

Unit 2506, Raffles Corporate Center  
F. Ortigas Jr. Road, Ortigas Center  
Pasig City  
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Sir/Madam,

Respectfully submitting herewith the Macabebe Water District's Annual Procurement Plan (APP) for CY 2017.

Thank you very much.

Very truly yours,



**MR. RENE B. BERNARTE**  
General Manager

**MACABEBE WATER DISTRICT**  
**Macabebe, Pampanga**  
**2017 ANNUAL PROCUREMENT PLAN**

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)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>I. Supplies and Materials</b>												
	Commonly use supply	Admin/Across all Section	Agency-to-Agency	Not applicable. To be procured at DBM				Corp. Budget	328,024.77	328,024.77		Various common supplies available at DBM
	Other Supplies (not available in DBM)	Admin/Across all Section	Shopping	1st Quarter to 4th Quarter				Corp. Budget	150,000.00	150,000.00		Various supplies not available at DBM
	Accountable Forms	Finance Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	195,000.00	195,000.00	-	Provision for developing system for accounting and inventory for Cashiering use
<b>II. Office Equipments</b>												
	PC Sets with Printers	Finance Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	100,000.00		100,000.00	Purchase of 2 sets of computer
	Printers	Across all Section	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	59,000.00		59,000.00	Provision for 4 printers (EPSON 2180) and 2 printer (EPSON LX-300-II) for printing water bills
	Fax Machine	GM	Shopping	1st Quarter				Corp. Budget	15,000.00		15,000.00	Purchase of 1 unit of fax machine
	Laptop	GM	Shopping	1st Quarter				Corp. Budget	50,000.00		50,000.00	Purchase of 1 unit of laptop for OGM
	Steel Cabinets (4 layers)	Across all Section	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	64,000.00		64,000.00	Purchase of 5 steel filing cabinets
	Refrigerator	GM/Across all Section	Shopping	1st Quarter to 2nd Quarter				Corp. Budget	15,000.00	-	15,000.00	Purchase of 1 unit of refrigerator for OGM
	Water Dispenser	GM	Shopping	1st Quarter to 2nd Quarter				Corp. Budget	8,000.00	-	8,000.00	Purchase of 1 unit of water dispenser for OGM
	Monoblock Chair	Admin Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	25,000.00	-	25,000.00	Provision for 20pcs of monoblock chairs for WD office
	Handheld Radios	GM/All Pumping Station	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	150,000.00	-	150,000.00	Provide communication to MWD officers and other authorized personnels
	AVR	Across all Section	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	25,000.00		25,000.00	Purchase of 5 unit of AVR for computers
	Other Office Equipment/Appliances	Admin Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	180,000.00	-	180,000.00	Purchase of different office equipment and appliances, as needed

	Meter Reading Gadgets	Commercial Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	100,000.00		100,000.00	Purchase of 2 handheld meter reading devices
<b>III. Operation Equipments</b>									
	Generator Set	Production Services	Public Bidding	2nd Quarter	Corp. Budget	1,500,000.00	-	1,500,000.00	Provision for 1 Genset to be used for MWD operation
	Submersible Pump and Motor	Production Services	Emergency Purchase	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	1,000,000.00		1,000,000.00	Purchase of submersible pump and motor and accessories (various rating)
	Plumbing, Mechanical Tools and Equipment	Engineering Services	Shopping	1st Quarter to 4th Quarter	Corp. Budget	100,000.00	-	100,000.00	Tools for MWD daily activities
	Battery	Production Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	30,000.00		30,000.00	Purchase of battery of various sm
	Transformer	Production Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	380,000.00		380,000.00	Purchase of transformer 25KVA for various pumping stations
	Flow Meter	Production Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	250,000.00	-	250,000.00	Purchase of 5 sets of Flow meter for MWD pumping stations
	Chlorinator for MWD Pumping Stations	Production Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	250,000.00		250,000.00	Purchase of 5 Chlorinator for MWD pumping stations
	Chlorine Dioxide	Production Services	Shopping	Quarterly	Corp. Budget	500,000.00	-	500,000.00	Provision for 1000 kl of Chlorine Dioxide for disinfection of water supply
	Chlorine Residual Tester	Production Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	100,000.00		100,000.00	Purchase of 2 Chlorine Residual Tester for water treatment
	Restoration Materials	Engineering Services	Shopping	1st Quarter to 4th Quarter	Corp. Budget	200,000.00	200,000.00	-	Purchase of construction materials for restoration
<b>IV. New Connection Materials (Fittings)</b>									
	New Service Connection Materials	Engineering Services	Shopping	1st Quarter to 4th Quarter	Corp. Budget	1,200,000.00	-	1,200,000.00	Various materials for service connections
	Water Meter	Engineering Services	Shopping	Quarterly	Corp. Budget	960,000.00	-	960,000.00	Purchase of 800pcs of water meter (new connections, defective meters, retired meters)
	Other Materials	Engineering Services	Shopping	1st Quarter to 4th Quarter	Corp. Budget	300,000.00	300,000.00		Purchase of materials for repair of service line damages and other repairs covered by MWD (leak, mainline and distribution line damages)

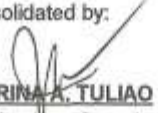
V. Utilities									
1	Electricity	GM/Main Office	Direct Contracting	Not applicable,Pursuant to Section 50 of the act and IRR-A	Corp. Budget	90,000.00	90,000.00		MWD main office electric consumption
2	Electricity	GM/All Pumping Stations	Direct Contracting	Not applicable,Pursuant to Section 50 of the act and IRR-A	Corp. Budget	9,000,000.00	9,000,000.00		MWD pumping stations electric consumption
VI. Fuel									
	Diesel/Gas for Service Vehicle and Gen Set	GM/Across all Section	Direct Contracting	Not applicable.Continue with current provider	Corp. Budget	658,750.00	658,750.00		Fuel for MWD's daily activities (fuel charge vary from time to time)
VII. Service Vehicle									
	Vehicle	GM	Negotiated Small Value Procurement	1st Quarter	Corp. Budget	1,000,000.00	-	1,000,000.00	Provision for 1 vehicle for the company service
	Motorcycle with provision to sidecar	Commercial Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	100,000.00		100,000.00	Provision for 1 motorcycle as service vehicle for MWD daily activities
VIII. Communications									
	Mobile Line	GM/Across all Section	Negotiated Small Value Procurement	Not applicable.To renew existing contract with current providers pursuant to Section 50 of IRR-A	Corp. Budget	142,950.00	142,950.00		Provision for mobile phone line to officers and other authorized personnel
	Internet and Landline	GM/Across all Section	Negotiated Small Value Procurement	Not applicable.To renew existing contract with current providers pursuant to Section 50 of IRR-A	Corp. Budget	40,800.00	40,800.00	-	Intends to provide communication (internet,wifi,data network)to MWD offices and personnel
	Postage and Deliveries	Admin Services	Negotiated Small Value Procurement	Monthly	Corp. Budget	29,000.00	29,000.00	-	Provision for other communication
IX. Advertisement/Printing									
	Publication	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	50,000.00	50,000.00		Publication requirements of MWD/Materials for ARTA
	Printing and Binding	Admin Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	10,000.00	10,000.00		Provision for printing and binding documents
	Advertising Expenses	Admin Services	Direct Contracting	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	150,000.00	150,000.00		Intends for advertisement
X. Ceremonies/Activities									
	Gift Giving Program	Admin Services	N/A	4th Quarter	Corp. Budget	150,000.00	150,000.00	-	Annual Christmas Party activity of MWD employees
	WD Association Program	Admin Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	50,000.00	50,000.00		Participation to association athletic/health and wellness program
	Team Building	Admin Services	N/A	2nd Quarter	Corp. Budget	120,000.00	120,000.00	-	Annual team building of MWD employees

	Catering Services	Admin Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	150,000.00	150,000.00		Provision to MWD special occasions
	Donations	GM	N/A		Corp. Budget	50,000.00	50,000.00		Provision for donations to other institutions
	Reward and Other Claims	Admin Services	N/A	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	250,000.00	250,000.00		Provision for rewards and other incentives
<b>XI. Rent/Subscription</b>									
	Subscription	GM	Direct Contracting		Corp. Budget	25,000.00	25,000.00		Subscription of annual dues
	Transportation and Delivery Expenses	GM/Across all Section			Corp. Budget	85,000.00	85,000.00		Rental transportation and delivery expenses
	Venue/s for Hosting and other programs	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	92,000.00	92,000.00		Venue for hosting association meetings and MWD orientations
<b>XII. Representation Expenses</b>									
	Representation Expenses	GM	N/A	Monthly	Corp. Budget	213,750.00	213,750.00		Expenses for official meetings/conferences/other expenses incurred in connection with improving the general image of the Water District
	Extraordinary Expenses	GM	N/A	Monthly	Corp. Budget	117,000.00	117,000.00		Extra Miscellaneous Expenses for GM
	Miscellaneous Expenses	GM/Across all Section	N/A	As Needed	Corp. Budget	192,000.00	192,000.00		Training Expenses (PAWD & PWWA Convention)
<b>XIII. Professional Services</b>									
	Legal Services	Admin Services	N/A	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	50,000.00	50,000.00		Legal Services, Notarial Fees and Professional Fees
	Consulting Services	GM/Admin Services	N/A	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	50,000.00	50,000.00		Managerial/Technical Consultant
	Electro-Mechanical Services	Production Services	Shopping	Not applicable. Continue/renew the services of current electro mechanical engineer	Corp. Budget	80,000.00	80,000.00		Acquiring the expertise of an electro-mechanical engineer for MWD pumping stations
	Bacteriological Tests of MWD Water Supply	Production Services	Shopping	Not applicable. Continue/renew the services of current service provider, accredited by DOH	Corp. Budget	186,000.00	186,000.00		Conduct lab test to MWD water sample
	Auditing Services	Finance Services	N/A	Provided by the Commission on Audit	Corp. Budget	150,000.00	150,000.00		Auditing Fee
<b>XIV. Trainings and Seminars</b>									

	Trainings and Seminars	Across all Section	N/A	1st Quarter to 4th Quarter	Corp. Budget	885,000.00	885,000.00		Various trainings and seminars for MWD employees as per attached documents (local and foreign travel)
	Travel Expenses	Across all Section	N/A	1st Quarter to 4th Quarter	Corp. Budget	600,000.00	600,000.00		Travels, seminars per diem and official travels
<b>XV. Repairs and Maintenance</b>									
	Office Building	Admin Services	Negotiated Small Value Procurement	1st Quarter to 4th Quarter	Corp. Budget	300,000.00	300,000.00		Repairs and maintenance of MWD Office building
	Office Equipment/Appliances	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	100,000.00	100,000.00		Repairs and maintenance of various office equipment, as needed
	Furniture and Fixture	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	145,000.00	145,000.00		Repairs and maintenance of various furnitures and fixtures of MWD office
	IT Equipment and Software	Admin Services	Negotiated Small Value Procurement	1st Quarter to 4th Quarter	Corp. Budget	20,000.00	20,000.00		Repairs and maintenance of MWD IT Equipments, as needed
	Water Treatment	Production Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	200,000.00	200,000.00		Provision for repair of other water treatment equipment
	Other Machinery and Equipment	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	1,000,000.00	1,000,000.00		Repairs and maintenance of MWD equipment in operation (Gen Set, Pump motor, Control Panel and other machinery equipments)
	Service Vehicle	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	75,000.00	75,000.00		Repairs and maintenance of MWD service vehicle including labor, materials and change oils
	Maintenance of all MWD Wells	Production Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	3,950,000.00	3,950,000.00	-	Maintenance of MWD wells and reservoirs
	Other PPE	Production Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	300,000.00	300,000.00		Provision for repair of other property, plant and equipment
<b>XVI. Construction/Expansion/Improvement Projects</b>									
	MWD Office Building	Engineering Services	Public Bidding	2nd Quarter to 3rd Quarter	Corp. Budget	5,000,000.00	-	5,000,000.00	Purchase of lot including labor and materials for new office building

	Drilling	Engineering Services	Public Bidding	1st Quarter to 3rd Quarter	Corp. Budget	3,500,000.00	-	3,500,000.00	Drilling of 1 Exploratory/Production Well
	Well Rehabilitation Project	Production Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget			1,800,000.00	Rehabilitation of Wells
	Rehabilitation Project	Engineering Services	Public Bidding/Negotiated Procurement	1st Quarter to 2nd Quarter	Corp. Budget	3,000,000.00	-	3,000,000.00	Labor and Materials for Upgrading/Rehabilitation Projects
	Improvement/Extension	Engineering Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	300,000.00		300,000.00	Labor and materials for structures and improvements of MWD main office
	Improvement/Extension	Engineering Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC	Corp. Budget	800,000.00		800,000.00	Labor and materials for the constructions, repainting and other improvements of Pumping stations
<b>XVII. Taxes, Insurance Premiums and Other Fees</b>									
	Fidelity Bond Premium	Finance Services	N/A	Provided by the Bureau of Treasury	Corp. Budget	12,000.00	12,000.00		Fidelity bonds of employees
	Membership dues & Contributions	Finance Services	N/A	1st Quarter to 4th Quarter	Corp. Budget	15,000.00	15,000.00		Provision for annual dues
	Taxes, Duties & Licenses	Finance Services	N/A	Provided by LTO	Corp. Budget	80,000.00	80,000.00		LTO Registration
	Insurance Expenses	Finance Services	N/A	Provided by the GSIS	Corp. Budget	175,000.00	175,000.00		Provision for property insurance GSIS
<b>GRAND TOTAL</b>							<b>43,763,274.77</b>	<b>21,212,274.77</b>	<b>22,541,000.00</b>

Consolidated by:

  
**KATRINA A. TULIAO**  
 Member/Bac Secretariat

Recommending Approval:

  
**BERNARDINO M. MAGAT**  
 BAC Chairperson

Approved By:

  
**MR. RENE B. BERNARTE**  
 General Manager