

MACABEBE WATER DISTRICT
Macabebe, Pampanga
2016 ANNUAL PROCUREMENT PLAN

| No | Procurement Program/Project | FMO/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 |
| 1 | Vehicle | GM | Public Bidding | as needed | 9/2/2016 | 9/9/2016 | 9/21/2016 | 9/21/2016 | 9/22/2016 | 9/23/2016 | 9/26/2016 | 9/28/2016 | 9/30/2016 | before the end of Oct.2016 | Oct.2016 | Corp. Budget | 1,000,000.00 | | 1,000,000.00 | Provision for 1 service vehicle for the GM |
| 2 | Subscription | GM | Direct Contracting | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 25,000.00 | 25,000.00 | | Subscriptions of annual dues |
| 3 | Services | GM | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 1,085,000.00 | 1,085,000.00 | | Training Expenses (PAWD & PANA Convention) |
| 4 | Representation Expenses | GM | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 480,000.00 | 480,000.00 | | Representation and Extraordinary Expenses |
| 5 | Miscellaneous Expenses | GM/Across all Section | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 777,000.00 | 777,000.00 | | Provision for EME of GM and other miscellaneous expenses for donations to diff. institutions |
| 6 | Rent | GM/Across all Section | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 322,000.00 | 322,000.00 | | Provision for annual dues |
| 7 | Transportation and Delivery Expenses | GM/Across all Section | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 20,000.00 | 20,000.00 | | Other transportation and delivery expenses |
| 8 | Mobile Line | GM/Across all Section | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 130,800.00 | 130,800.00 | | Provision for mobile phone line to officers and other authorized personnel |
| 9 | Internet and Landline | GM/Across all Section | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 40,800.00 | 40,800.00 | | Intends to provide communication (internet, wifi, data network) to MWD offices and personnel |
| 10 | PC Sets | GM | Negotiated Small Value Procurement | | | | | | | | | | | | March 2016 | Corp. Budget | 50,000.00 | 50,000.00 | | Purchase of 1 set of computer |
| 11 | Fax Machine | GM | Shopping | | | | | | | | | | | | Apr-Dec 2016 | Corp. Budget | 25,000.00 | 25,000.00 | | Purchase of 1 unit of fax machine |
| 12 | Electric Airpot | GM | Shopping | | | | | | | | | | | | Apr-Dec 2016 | Corp. Budget | 15,000.00 | 15,000.00 | | Purchase of 1 unit of electric airpot |
| 13 | Steel Cabinets | GM | Shopping | | | | | | | | | | | | Apr-Dec 2016 | Corp. Budget | 15,000.00 | 15,000.00 | | Purchase of 2 steel filing cabinet |
| 14 | Handheld Radios | GM/Across all Section | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 150,000.00 | 150,000.00 | | Provide communication to MWD officers and other authorized personnel |
| 15 | Electricity | GM/Main Office | Direct Contracting | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 80,000.00 | 80,000.00 | | MWD main office electric consumption |
| 16 | Electricity | GM/All Pumping Station | Direct Contracting | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 9,400,000.00 | 9,400,000.00 | | MWD pumping station electric consumption |
| 17 | Diesel/Gas for Service Vehicle and Gen Set | GM/Across all Section | Direct Contracting | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 625,000.00 | 625,000.00 | | Fuel for MWD's daily activities (fuel charge vary from time to time) |
| TOTAL FOR OFFICE OF THE GENERAL MANAGER | | | | | | | | | | | | | | | | | 14,240,800.00 | | | |
| 1 | Anniversary Ceremony | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Aug. 2016 | Corp. Budget | 50,000.00 | 50,000.00 | | Various activities for MWD Anniversary |
| 2 | Venue/s for Hosting and other program | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 100,000.00 | 100,000.00 | | Venue for hosting association meetings and MWD orientations |
| 3 | Office Equipment/Appliances | Admin Services | Shopping | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 125,000.00 | 125,000.00 | | Purchase of different office equipment and appliances, as needed |
| 4 | Service Vehicle | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Feb-Dec 2016 | Corp. Budget | 150,000.00 | 150,000.00 | | Repair and maintenance of MWD service vehicle including labor, materials and change oils |
| 5 | Furniture and Fixture | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Feb-Dec 2016 | Corp. Budget | 180,000.00 | 180,000.00 | | Repair of various furniture and fixture of MWD office |
| 6 | Other Machine and Equipment | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 695,000.00 | 695,000.00 | | Repair and maintenance of MWD equipment in operation (Gen Set, Pump motor, Control Panel and other machinery) |
| 7 | Postage and Deliveries | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 25,000.00 | 25,000.00 | | Provision for other communications |
| 8 | Other Services | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 121,000.00 | 121,000.00 | | Legal Services, Notarial Fees and Professional Fees |
| 9 | Trainings and Seminars | Admin Services | Negotiated Small Value Procurement | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 1,017,000.00 | 1,017,000.00 | | Various trainings and seminars for MWD employees as per attached documents (local and foreign travel) |

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|--|---|--------------------------|---------------------------------------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------------------|---------------|--------------|--------------|--------------|--------------|---|---|--|--|--|--|
| 10 | WD Association Program | Admin Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 57,600.00 | 57,600.00 | | Participation to association athletic/health and wellness program | | | | | |
| 11 | Medical and Laboratory | Admin Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 100,000.00 | 100,000.00 | | Annual Physical/Medical Examination of MWD employees | | | | | |
| 12 | Commonly use supply | Admin/Across all Section | Agency-to-Agency | Not applicable.To be procured at DBM | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 222,418.96 | 222,418.96 | | Various common supplies available at DBM | | | | | |
| 13 | Other Supplies (not available in DBM) | Admin/Across all Section | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 1,070,000.00 | 1,070,000.00 | | Various supplies not available at DBM | | | | | |
| 14 | Advertising Expenses | Admin Services | Direct Contracting | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Dec 2016 | Corp. Budget | 185,000.00 | 185,000.00 | | Intends for advertisement | | | | | |
| 15 | Printing and Binding | Admin Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 10,000.00 | 10,000.00 | | Provision for printing and binding documents | | | | | |
| 16 | Consulting Services | Admin Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 50,000.00 | 50,000.00 | | Managerial/Technical Consultant | | | | | |
| 17 | Team Building | Admin Services | N/A | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | May 2016 | Corp. Budget | 100,000.00 | 100,000.00 | | Annual team building of MWD employees | | | | | |
| 18 | Catering Services | Admin Services | Selective Bidding | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Aug 2016 | Corp. Budget | 100,000.00 | 100,000.00 | | Provision to MWD especial occasions | | | | | |
| 19 | Gift Giving Program | Admin Services | N/A | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Dec 2016 | Corp. Budget | 150,000.00 | 150,000.00 | | Annual Christmas Party activity of MWD employees | | | | | |
| TOTAL FOR ADMINISTRATIVE & GENERAL SERVICES | | | | | | | | | | | | | | | | | | 4,576,018.96 | | | | | | | |
| 1 | Auditing Services | Finance Services | N/A | Provided by the Commission on Audit | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 70,000.00 | 70,000.00 | | Auditing Fee | | | | | |
| 2 | Fidelity Bond Premium | Finance Services | N/A | Provided by the Bureau of Treasury | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 7,500.00 | 7,500.00 | | Fidelity bonds of employees | | | | | |
| 3 | Membership dues & Cont. to org. | Finance Services | N/A | | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 31,410.00 | 31,410.00 | | Provision for annual dues | | | | | |
| 4 | Taxes,Duties & Licenses | Finance Services | N/A | Provided by LTO | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 30,000.00 | 30,000.00 | | LTO Registration | | | | | |
| 5 | Insurance Expenses | Finance Services | N/A | Provided by the GSIS | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 175,000.00 | 175,000.00 | | Provision for property insurance GSIS | | | | | |
| 6 | PC Sets | Finance Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | June-Aug 2016 | Corp. Budget | 100,000.00 | | 100,000.00 | | Purchase of 2 sets of computer | | | | |
| 7 | Printer | Finance Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Mar 2016 | Corp. Budget | 30,000.00 | | 30,000.00 | | Provision for 1 printer (EPSON 2180) and 1 printer (EPSON LX-300+I)for printing water bills | | | | |
| 8 | Accountable Form | Finance Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 10,000.00 | 10,000.00 | | Provision for developing system for accounting and inventory | | | | | |
| 9 | Steel Cabinets | Finance Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | May 2016 | Corp. Budget | 60,000.00 | | 60,000.00 | | Purchase of 1 steel cabinet (4 laves) for file storage | | | | |
| 10 | AVR | Finance Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 12,000.00 | | 12,000.00 | | Purchase of 3 unit of AVR for computers | | | | |
| 11 | Motorcycle with provision to sidecar | Commercial Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan 2016 | Corp. Budget | 70,000.00 | | 70,000.00 | | Provision for 1 motorcycle as service vehicle for MWD daily activities | | | | |
| 12 | Purchase of Materials | Commercial Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 100,000.00 | | 100,000.00 | | Purchase of various forms for billing and printing water bills | | | | |
| 13 | Purchase of Materials | Commercial Services | Shopping | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan 2016 | Corp. Budget | 100,000.00 | | 100,000.00 | | Purchase of rain gears,umbrellas and safety boots for disconnectors and meter readers as safety gears | | | | |
| 14 | Meter Reading Gadgets | Commercial Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | May 2016 | Corp. Budget | 100,000.00 | | 100,000.00 | | Purchase of 2 handheld meter reading devices | | | | |
| TOTAL FOR FINANCE AND COMMERCIAL SERVICES | | | | | | | | | | | | | | | | | | 895,910.00 | | | | | | | |
| 1 | Rehabilitation Project | Engineering Services | Public Bidding/Negotiated Procurement | as needed | 4/22/2016 | 4/29/2016 | 5/12/2016 | 5/12/2016 | 5/13/2016 | 5/16/2016 | 5/17/2016 | 5/19/2016 | 5/23/2016 | before the end of June 2016 | Jun 2016 | Corp. Budget | 5,000,000.00 | | 5,000,000.00 | | Labor and Materials for Rehabilitation Projects | | | | |
| 2 | Expansion Project | Engineering Services | Public Bidding/Negotiated Procurement | as needed | 8/1/2016 | 8/8/2016 | 8/22/2016 | 8/22/2016 | 8/23/2016 | 8/24/2016 | 8/25/2016 | 8/29/2016 | 8/31/2016 | before the end of Sept. 2016 | Sept. 2016 | Corp. Budget | 2,000,000.00 | | 2,000,000.00 | | Labor and Materials for Expansion Projects | | | | |
| 3 | MWD Office Building | Engineering Services | Negotiated Procurement/By Admin | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jun 2016 | Corp. Budget | 5,000,000.00 | | 5,000,000.00 | | Labor and Materials for New Office Building of MWD extension | | | | |
| 4 | Renovation | Engineering Services | By Admin | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jul 2016 | Corp. Budget | 350,000.00 | | 350,000.00 | | Labor and materials for renovation of MWD main office | | | | |
| 5 | Improvement/Extension | Engineering Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Mar 2016 | Corp. Budget | 385,150.00 | | 385,150.00 | | Labor and materials for extension/improvement of Pumphouse | | | | |
| 6 | Plumbing,Mechanical Tools and Equipment | Engineering Services | Negotiated Small Value Procurement | Not applicable.To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Quarterly | Corp. Budget | 50,000.00 | | 50,000.00 | | Tools for MWD daily activities | | | | |

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|--|---|----------------------|------------------------------------|--|-----------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------------------------|--------------|--------------|----------------------|--------------|--------------|--|--|--|
| 7 | New Service Connection Materials | Engineering Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Quarterly | Corp. Budget | 500,000.00 | - | 500,000.00 | Materials for service connection | | |
| 8 | Water Meter | Engineering Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Quarterly | Corp. Budget | 650,000.00 | - | 650,000.00 | Purchase of 600pcs of water meter (new connections, defective meters, retired meters) | | |
| 9 | Steel Cabinets | Engineering Services | Shopping | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 30,000.00 | - | 30,000.00 | Purchase of 1 steel cabinet (4 layers) for BAC documents | | |
| 10 | Other Materials | Engineering Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 100,000.00 | 100,000.00 | - | Purchase of materials for repair of service line damages and other repairs covered by MWD (leak, mainline and distribution line damages) | | |
| 11 | Restoration Materials | Engineering Services | Shopping | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 1,200,000.00 | 1,200,000.00 | - | Purchase of construction materials for restoration | | |
| TOTAL FOR ENGINEERING AND CONSTRUCTION SERVICES | | | | | | | | | | | | | | | | | 15,265,150.00 | | | | | |
| 1 | Generator Set | Production Services | Public Bidding | as needed | 10/3/2016 | 10/10/2016 | 10/24/2016 | 10/24/2016 | 10/29/2016 | 10/26/2016 | 10/27/2016 | 10/28/2016 | 11/2/2016 | before the end of Nov. 2016 | Nov. 2016 | Corp. Budget | 2,000,000.00 | - | 2,000,000.00 | Provision for 2 Gen Set to be used for MWD operation | | |
| 2 | Maintenance of Structures & Improvements | Production Services | Negotiated Procurement/By Admin | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Quarterly | Corp. Budget | 350,000.00 | 350,000.00 | - | Labor and materials for the constructions, repainting and other improvements of Pumping Stations | | |
| 3 | Pumping Equipment | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 250,000.00 | 250,000.00 | - | Provision for repair and maintenance of Pump equipments | | |
| 4 | Flow Meter | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan. 2016 | Corp. Budget | 100,000.00 | - | 100,000.00 | Purchase of 2 sets of Flow meter for MWD pumping stations | | |
| 5 | Chlorinator for MWD Pumping Stations | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | May. 2016 | Corp. Budget | 150,000.00 | - | 150,000.00 | Purchase of 3 Chlorinator for MWD pumping stations | | |
| 6 | Chlorine Residual Tester | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Apr. 2016 | Corp. Budget | 100,000.00 | - | 100,000.00 | Purchase of 2 Chlorine Residual Tester for water treatment | | |
| 7 | Chlorine Dioxide | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Quarterly | Corp. Budget | 900,000.00 | - | 900,000.00 | Provision for 2000 kl of Chlorine Dioxide for disinfection of water supply | | |
| 8 | Submersible Pump and Motor | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 400,000.00 | - | 400,000.00 | Purchase of submersible pump and motor and accessories (various rating) | | |
| 9 | Battery | Production Services | Shopping | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 30,000.00 | - | 30,000.00 | Purchase of battery for various sm | | |
| 10 | Transformer | Production Services | Shopping | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 100,000.00 | - | 100,000.00 | Purchase of transformer 25KVA for various pump stations | | |
| 11 | Maintenance of all MWD Wells | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 1,750,000.00 | 1,750,000.00 | - | Rehabilitations and maintenance of Wells of MWD | | |
| 12 | Bacteriological Tests of MWD Water Supply | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 170,000.00 | 170,000.00 | - | Conduct lab test to MWD water supply | | |
| 13 | Water Treatment | Production Services | Negotiated Small Value Procurement | Not applicable. To be procured by the Purchasing Officer as delegated by BAC | | | | | | | | | | | Jan-Dec 2016 | Corp. Budget | 200,000.00 | 200,000.00 | - | Provision for repair of other water treatment equipment | | |
| TOTAL FOR PRODUCTION AND WATER QUALITY SERVICES | | | | | | | | | | | | | | | | | 6,500,000.00 | | | | | |
| GRAND TOTAL | | | | | | | | | | | | | | | | | 41,409,678.96 | | | | | |

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