



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

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January 30, 2018

GOVERNMENT PROCUREMENT POLICY BOARD

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Received
DATE

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Technical Support Office



Sir/Madam,

Respectfully submitting herewith the Macabebe Water District's Annual Procurement Plan (APP) for CY 2018.

Thank you very much.

Very truly yours,

MR. RENE B. BERNARTE
General Manager

MACABEBE WATER DISTRICT
 Macabebe, Pampanga
2018 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/Activity/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. Supplies and Materials												
	Commonly use supply	Admin/Across all Section	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	Corp. Budget	727,199.06	727,199.06		Various common supplies and materials available at PS
	Other Supplies (not available in DBM)	Admin/Across all Section	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	85,000.00	85,000.00		Various office supplies and materials not available at PS
	Accountable Forms	Finance/Commercial 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	-	For disbursements, billing and collections like checkbook, OR and CR
II. Office Equipments												
	PC Sets with Printers	Finance Services	Shopping	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corp. Budget	100,000.00		100,000.00	Purchase of 2 sets of computer
	Printers	Across all Section	Shopping	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corp. Budget	65,000.00		65,000.00	Provision for 4 printers (EPSON 2180) and 2 printer (EPSON LX-300+II) for printing water bills
	Laptop	GM	Shopping	2nd Quarter	2nd Quarter	2nd Quarter	2nd 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	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corp. Budget	64,000.00		64,000.00	Purchase of 5 steel filing cabinets
	AVR	Across all Section	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	15,000.00		15,000.00	Purchase of 3 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	120,000.00	-	120,000.00	Purchase of different office equipment and appliances, as needed
III. Operation Equipments												
	Generator Set	Production Services	Public Bidding	4th Quarter	4th Quarter	4th Quarter	4th 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	500,000.00		500,000.00	Purchase of submersible pump and motor and accessories (various rating)
	Plumbing, Mechanical Tools and Equipment	Engineering Services	Shopping	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corp. Budget	35,000.00	-	35,000.00	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	50,000.00		50,000.00	Purchase of (4) 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	250,000.00		250,000.00	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	200,000.00	-	200,000.00	Purchase of 4 pcs 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	Quarterly	Quarterly	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	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corp. Budget	150,000.00		150,000.00	Purchase of 3 Chlorine Residual Tester for water treatment
	Restoration Materials	Engineering 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 construction materials for restoration
IV. New Connection Materials (Fittings)												
	New Service Connection Materials	Engineering Services	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corp. Budget	1,000,000.00	-	1,000,000.00	Various materials for service connections
	Water Meter	Engineering Services	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corp. Budget	1,100,000.00	-	1,100,000.00	Purchase of 800pcs of water meter (new connections, defective meters, retired meters)
	Other Materials	Engineering Services	Shopping	To be procured by the Purchasing Officer as the need arises with the approval of BAC				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	95,000.00	95,000.00		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	990,000.00	990,000.00		Fuel for MWD's daily activities (fuel charge vary from time to time)
VII. Service Vehicle												

	Motorcycle with provision to sidecar	Commercial Services	Negotiated Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	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	130,000.00	130,000.00		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	90,000.00	90,000.00	-	Intends to provide communication (internet,wifi,data network)to MWD offices and personnel
	Postage and Deliveries	Admin Services	Negotiated Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Corp. Budget	30,000.00	30,000.00	-	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	30,000.00	30,000.00		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	15,000.00	15,000.00		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	100,000.00	100,000.00		Intends for advertisement
X. Ceremonies/Activities												
	Gift Giving Program	Admin Services	N/A	4th Quarter	4th Quarter	4th Quarter	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	2nd Quarter	2nd Quarter	2nd Quarter	Corp. Budget	150,000.00	150,000.00	-	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	As Needed				Corp. Budget	40,000.00	40,000.00		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	100,000.00	100,000.00		Provision for rewards and other incentives
XI. Rent/Subscription												
	Subscription	GM	Direct Contracting					Corp. Budget	10,000.00	10,000.00		Subscription of annual dues
	Transportation and Delivery Expenses	GM/Across all Section						Corp. Budget	30,000.00	30,000.00		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	120,000.00	120,000.00		Venue for hosting association meetings and MWD orientations
XII. Representation Expenses												

	Representation Expenses	GM	N/A	Monthly	Monthly	Monthly	Monthly	Corp. Budget	450,000.00	450,000.00		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	Monthly	Monthly	Monthly	Corp. Budget	120,000.00	120,000.00		Extra Miscellenous Expenses for GM
	Miscellenous Expenses	GM/Across all Section	N/A	Monthly	Monthly	Monthly	Monthly	Corp. Budget	550,000.00	550,000.00		Training Expenses (PAWD & PWWA Convention)
XIII. Professional Services												
	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	200,000.00	200,000.00		Conduct lab test to MWD water sample
	Updating Website	All Services	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corp. Budget	20,000.00	20,000.00		Compliance with transparency requirements
	Auditing Services	Finance Services	N/A	Provided by the Commission on Audit				Corp. Budget	120,000.00	120,000.00		Auditing Fee
XIV. Trainings and Seminars												
	Trainings and Seminars	Across all Section	N/A	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	500,000.00	500,000.00		Various trainings and seminars for MWD employees as per attached documents (local and foreign travel)
	Travel Expenses	Across all Section	N/A	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	200,000.00	200,000.00		Travels, seminars per diem and official travels
XV. Repairs and Maintenance												
	Office Building	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget	350,000.00	350,000.00		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	125,000.00	125,000.00		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	150,000.00	150,000.00		Repairs and maintenance of various furnitures and fixtures of MWD office
	IT Equipment and Software	Admin Services	Negotiated Small Value Procurement	To be procured by the Purchasing Officer as the need arises with the approval of BAC				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	50,000.00	50,000.00		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	1,500,181.76	1,500,181.76	-	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	1,000,000.00	1,000,000.00		Provision for repair of other property, plant and equipment

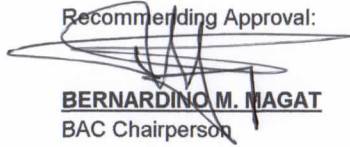
XVI. Construction/Expansion/Improvement Projects

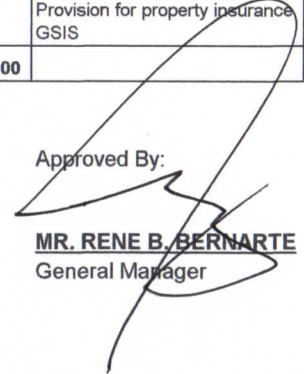
	MWD Office Building	Engineering Services	Public Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corp. Budget	5,000,000.00	-	5,000,000.00	Purchase of lot including labor and materials for new office building
	Drilling	Engineering Services	Public Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corp. Budget	5,700,000.00	-	5,700,000.00	Drilling of 1 Exploratory/Production Well
	Well Rehabilitation Project	Production Services	SVP / Emergency Purchase	To be procured by the Purchasing Officer as the need arises with the approval of BAC				Corp. Budget			1,500,000.00	Rehabilitation of Wells
	Rehabilitation Project	Engineering Services	Public Bidding/Negotiated Procurement	1st Quarter to 2nd Quarter				Corp. Budget	5,100,000.00	-	5,100,000.00	Labor and Materials for Upgrading/Rehabilitation Projects (Infrastructure 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	200,000.00		200,000.00	Labor and materials for the constructions, repainting and other improvements of Pumping stations
XVII. Taxes, Insurance Premiums and Other Fees									
	Fidelity Bond Premium	Finance Services	N/A	Provided by the Bureau of Treasury	Corp. Budget	15,000.00	15,000.00		Fidelity bonds of employees
	Membership dues & Contributions	Finance Services	N/A	1st Quarter to 4th Quarter	Corp. Budget	50,000.00	50,000.00		Provision for annual dues
	Taxes, Duties & Licenses	Finance Services	N/A	Provided by LTO	Corp. Budget	750,000.00	750,000.00		LTO Registration/Franchise tax/License
	Insurance Expenses	Finance Services	N/A	Provided by the GSIS	Corp. Budget	250,000.00	250,000.00		Provision for property insurance GSIS
GRAND TOTAL						44,391,380.82	20,542,380.82	23,849,000.00	

Consolidated by:

KATRINA A. TULIAO
 Member/Bac Secretariat

Recommending Approval:

BERNARDINO M. MAGAT
 BAC Chairperson

Approved By:

MR. RENE B. BERNARTE
 General Manager