Republic of the Philippines

## **Victorias City Water District**

Quirino Street, Brgy. V, Victorias City

## ANNUAL PROCUREMENT PLAN for CY 2020 (Revised 05/29/2020)

ode (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement		Schedule for Each P	rocurement Activity		Source of Funds	Estimated Bu	dget		Remarks (brie description of
.ode (PAP)		,		Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Source or runus	Total	MOOE	со	program)
0601010	Land											
	Expenses for the processing of aquiring a title for the VCWD office Lot	Administrative Division	Direct Contracting		As ne	eeded		Corp. Budget	200,000.00		٧	
	Provision for taxes, licenses, transfer fees and other miscellaneous expenses directly related to donated lots	Administrative Division	Direct Contracting	As needed				Corp. Budget	100,000.00		٧	
									300,000.00			
0603050	Power Supply Systems											
	Provisions for electrical upgrades, transformers & NONECO charges	Engineering Division	SVP		To be procured a	s the need arises		Corp. Budget	300,000.00		٧	
	Generator	Engineering Division	Public Bidding	August 2020	September 2020	October 2020	October 2020	Corp. Budget	900,000.00		٧	
									1,200,000.00			
0603110	Plant-Utility Plant in Service (UPIS)											
	2 units Motor Control, pannel & accessories @ P250,000.00 each	Engineering Division	SVP		To be procured a	s the need arises		Corp. Budget	500,000.00		٧	
	2 units Submersible Pump	Engineering Division	SVP	To be procured as the need arises				Corp. Budget	290,000.00		٧	
	2 units Submersible motor	Engineering Division	SVP	To be procured as the need arises				Corp. Budget	290,000.00		٧	
	Other Miscellaneous Equipment, Soft Starter, Flowmeter, Motor Controls Components & Field Instruments	Engineering Division	SVP		To be procured a	Corp. Budget	300,000.00		٧			
	NRW Reduction Program:											
	Clustering, District Metered Area and Other Equipments	Engineering Division	SVP	To be procured in second quarter of the year				Corp. Budget	520,000.00		٧	
	Research and Development	Engineering Division	SVP	To be procured in third to fourth quarters of the year				Corp. Budget	100,000.00		٧	
	Transmission and Distribution Mains (pipes)	Engineering Division	SVP		To be procured in four	th quarter of the year		Corp. Budget	4,500,000.00		٧	
	Provisions of 2 units Variable Capacity Dosing Pump and Accessories	Engineering Division	SVP	To	be procured in third to f	ourth quarters of the ye	ear	Corp. Budget	100,000.00		٧	
									6,600,000.00			
10604010	Buildings										$\neg$	
											$\neg$	
	Renovation of Office Building	Administrative Division	SVP		To be procured in thir	d quarter of the year		Corp. Budget	570,000.00		V	
10605020	Office Equipment											
											$\overline{}$	
	1 unit Printer (CIS-pigment ink) w/ scanner (Commercial)	Commercial Division	Shopping		To be procured in thir	d quarter of the year		Corp. Budget	30,000.00		V	
	1 unit Aircon for Admin. Building	Administrative Division	SVP		To be procured in third quarter of the year				100,000.00		v	
				and the same desired and the ten					130,000.00			
10607010	Furniture and Fixtures										$\neg \uparrow$	
											$\neg$	
	Furnitures, Cabinets, Dividers, Counters & etc.	Engineering Division	Shopping		To be procured in secon	nd quarter of the year		Corp. Budget	450,000.00		V	
					Ī						-	
										-+	_	
				-				Totals	9,250,000.00		-+	

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Page 1 of 6

10605030 II	Procurement Program/Project  Information and Communication Technology Equipment	PMO/ End-User	Mode of			Schedule for Each Procurement Activity					Estimated Budget		
10605030	nformation and Communication Technology Equipment	1	Procurement	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	description of program)	
	2 units Desktop computer w/ SSD @ P 50, 000.00 each (Commercial)	Commercial Division	Shopping		To be procured in sec	ond quarter of the year		Corp. Budget	100,000.00		٧		
	1 unit Desktop computer @ P50, 000.00 (Admin.)	Administrative Division	Shopping		To be procured in fir	st quarter of the year		Corp. Budget	50,000.00		٧	1	
									150,000.00				
10605990	Other Equipment												
	Automation of Pumphouses (Remote monitoring and controls)	Engr. Production section	Public Bidding		To be procured in sec	ond quarter of the year		Corp. Budget	3,000,000.00		٧		
	Portable Generator, Welding Inverter and other maintenance tools	Engineering Division	Shopping		To be procured a	as the need arises		Corp. Budget	200,000.00		٧		
	Leak Detection equipment	Engineering Division	Public Bidding		To be procured in the	rd quarter of the year		Corp. Budget	1,500,000.00		٧		
									4,700,000.00				
10606010	Motor Vehicles												
	Purchase of one unit vehicle for Maintenance Section	Engr. Maintenance section	Public Bidding		To be procured in thi	rd quarter of the year		Corp. Budget	2,100,000.00		V		
10801020	Computer Software												
	1 lot Computer Software (Engineering)	Engineering Division	Shopping		To be procured in seco	ond quarter of the year		Corp. Budget	40,000.00		٧		
50102120 L	Longevity Pay												
$\overline{}$		Administrative Division	Shopping		To be procured in fou	th quarter of the year		Corp. Budget	65,000.00	V	-		
	Loyalty Incentives (in kind)	Administrative Division	Shopping		To be procured in rou	tri quarter or the year		corp. Budget	65,000.00				
50203010	Office Supplies Expense												
		Administrative Division	Shopping		To be procured semian	nually in January & July		Corp. Budget	200,000.00	<b>V</b>			
		Commercial Division	Shopping		To be procured semian	nually in January & July		Corp. Budget	100,000.00	٧			
		Production Section	Shopping	To be procured semiannually in January & July				Corp. Budget	15,000.00	٧			
		Maintenance Section	Shopping		To be procured semiannually in January & July				15,000.00	٧			
		Office of the General Manager	Shopping		To be procured semiannually in January & July			Corp. Budget	10,000.00	٧			
		Office of the Board of Directors	Shopping		To be procured semian	nually in January & July		Corp. Budget	10,000.00	٧			
									350,000.00				
50203020 /	Accountable Forms Expenses												
	Official Receipt	Administrative Division	Direct Contracting	4	To be procured a	s the need arises		Corp. Budget	20,000.00	٧			
	Official Receipt - Water Bill Collection	Commercial Division	SVP		To be procured in four	th quarter of the year		Corp. Budget	80,000.00	٧			
									100,000.00				
50203080	Medical, Dental and Laboratory Supplies Expenses												
	Bacti-test of 170 samples @ P300/sample	Engr. Production section	Shopping		To be procu	red monthly		Corp. Budget	51,000.00	٧			
-+	Physical/chemical test of 16 samples (P7,000 /sample/year)	Engr. Production section	Shopping	To be procured in third quarter of the year				Corp. Budget	112,000.00	٧			
$\overline{}$	Chlorine Residual Kit (consumables) & Other Laboratory Supplies	Engr. Production section	Shopping		To be procured a	s the need arises		Corp. Budget	70,000.00	٧			
-+									233,000.00				
	-C-X					0		Totals	7,738,000.00				
	50	Juni	attir	Page 2 of	6 /	Sux							

			Mode of		Schedule for Each F	Procurement Activity			Estimated Budget			Remarks (brief
Code (PAP)	Procurement Program/Project	PMO/ End-User	Procurement	Ads/Post of IB/REI			Source of Funds	Total	MOOE	со	description of program)	
50203130	Chemical and Filtering Supplies Expenses											
	Provision of chemicals for water treatment	Engr. Production section	Public Bidding	November 2019	November 2019	December 2019	January 2020	Corp. Budget	1,040,000.00	٧		
50203090	Fuel, Oil and Lubricants Expenses											
	Provision for Power Failure and Calamity (For generating sets)	Engr. Production section	Direct Contracting		To be procured a	as the need arises		Corp. Budget	485,100.00	٧		
	Motor oil for generating sets	Engr. Production section	Direct Contracting		To be procured a	as the need arises		Corp. Budget	30,000.00	٧		
	Diesel Fuel of Adventure, 2 units L-300 Van and Boom Truck	Adm. & Eng'r. Divisions	Direct Contracting		To be procured a	as the need arises		Corp. Budget	170,000.00	٧		
	Diesel Fuel of Pick-up	Administrative Division	Direct Contracting		To be procured a	s the need arises		Corp. Budget	55,000.00	٧		
	Gasoline of Tamaraw	Engineering Division	Direct Contracting		To be procured a	is the need arises		Corp. Budget	55,000.00	٧		
	Gasoline of 4 tricycle	Adm., Comm. & Eng'r. Div.	Direct Contracting		To be procured a	s the need arises		Corp. Budget	130,000.00	٧		
	Diesel/Gasoline of various machineries & equipments	Engineering Division	Direct Contracting		To be procured a	is the need arises		Corp. Budget	25,000.00	V		
	Grease, oil, etc.	Adm., Comm. & Eng'r. Div.	Direct Contracting		To be procured a	s the need arises		Corp. Budget	15,000.00	٧		
									965,100.00			
50204020	Electricity Expenses											
	P.S. No. 1	Engr. Production section	Direct Contracting	ngono, company	To be paid monthly b	pased on monthly bill		Corp. Budget	490,000.00	٧		
	P.S. No. 2	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	1,450,000.00	V		
	P.s. No. 3	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	2,170,000.00	٧		
	P.S. No. 4	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	2,860,000.00	٧		
	P.S. No. 5	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	570,000.00	٧		
	P.S. No. 6	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	880,000.00	٧		P
	P.S. No. 7 (Terravile)	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill				Corp. Budget	1,220,000.00	٧		
	3 Pump Stations @ Villa Victorias	Engr. Production section	Direct Contracting	To be paid monthly based on monthly bill					1,200,000.00	٧		
	Toreno Pump Stations	Engr. Production section	Direct Contracting		To be paid monthly b	ased on monthly bill		Corp. Budget	1,000,000.00	٧		
	Electric power for the Admin. Building	Administrative Division	Direct Contracting		To be paid monthly b	ased on monthly bill		Corp. Budget	500,000.00	٧		
									12,340,000.00			
50205010	Postage and Courier Services											
	LBC, Postage	Administrative Division	Direct Contracting		To be procured as	s the need arises		Corp. Budget	40,000.00	٧		
50205021	Telephone Expenses - Landline											
	Telephone	Administrative Division	Direct Contracting	То	pe paid monthly based	on monthly telephone bi	1	Corp. Budget	30,000.00	٧		
50205022	Telephone Expenses - Mobile											
	Cell Cards/Load	Various End-Users	Direct Contracting	T	To be procur	ed monthly		Corp. Budget	141,600.00	٧		
4 W W								Totals	14,556,700.00			
Ċ	5	Arand	all'	Page 3 of	6	55						

			Mode of	Schedule for Each Procurement Activity					Estimated Budget			Remarks (brief
Code (PAP)	Procurement Program/Project	PMO/ End-User	Procurement	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	description of program)
50205030	Internet Subscription Expenses		1									p g ,
	Internet (5,000 x 12)	Administrative Division	Direct Contracting		To be paid monthly	based on monthly bill		Corp. Budget	60,000.00	V		
	Web Hosting	Administrative Division	Direct Contracting		To be paid annually in	third quarter of the year		Corp. Budget	15,000.00	V		
									75,000.00			
50205040	Cable, Satellite, Telegraph and Radio Expenses											
	Cable	Administrative Division	Direct Contracting		To be paid monthly	based on monthly bill		Corp. Budget	13,000.00	٧		
50299010	Advertising, Promotional and Marketing Expenses											
	Other Advertising Expenses	Administrative Division	Shopping		To be procured a	s the need arises		Corp. Budget	300,000.00	V		
	VCWD Calendars for the Year 2021	Commercial Division	SVP		To be procured in fou	rth quarter of the year		Corp. Budget	200,000.00	٧		
									500,000.00			
50299020	Printing and Publication Expenses											
	Photocopy and other printing expenses	Admin., Comm. & Engr. Div.	Shopping		To be procured a	s the need arises		Corp. Budget	10,000.00	V		
50299050	Rent/Lease Expense											
	Rental of Adm. Building lot @ P5,000/mo. X 12 mos.	Administrative Division	Direct Contracting		To be paid	d monthly		Corp. Budget	60,000.00	V		
	Rental of Daan Banwa Deepwell @17,000.00/mo.	Engineering Division	Direct Contracting		To be paid	d monthly		Corp. Budget	204,000.00	V		×
									264,000.00			M
50299040	Transportation and Delivery Expenses											
												0
	Provision for Freight & Handling	Administrative Division	Direct Contracting		To be procured a	s the need arises		Corp. Budget	10,000.00	V		Na training contract of the state of the sta
												- 0,0-
50299070	Subscription Expenses											
***	Provision for News Paper Subscription	Administrative Division	Direct Contracting		To be paid	d weekly		Corp. Budget	12,000.00	٧		***************************************
···········												
50211010	Legal Services										$\neg$	
											$\dashv$	
	Provision for Professional fee	Administrative Division	Direct Contracting		To be procured as	the need arises		Corp. Budget	60,000.00	V		
4404	Notarization and other legal expenses	Administrative Division	Direct Contracting		To be procured as			Corp. Budget	90,000.00	V	$\neg \uparrow$	
									150,000.00	-		
				T					,		$\overline{}$	
50211020	Auditing Services									$\overline{}$	-	
											_	
	Provision for cost of audit services rendered by Commission on Audit	Administrative Division	Direct Contracting		To be procured as	the need arises		Corp. Budget	180,000.00	٧	$\dashv$	
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											-	
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	2	-				year!		Totals	1,214,000.00		$\neg$	
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n 4 m m	P) Procurement Program/Project	PMO/ End User	Mode of Procurement		Schedule for Each P		Estimated Budget			Remarks (brief		
Code (PAP)		PMO/ End-User		Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	description of program)
50212030	Security Services											programy
	Salary of security guards	Administrative Division	Public Bidding	November 2019	November 2019	December 2019	December 2019	Corp. Budget	870,000.00	V		
50213031	Repairs and Maintenance - Power Supply Systems											
	Maintenance of Power Production Equipment	Eng'r. Production section	Shopping/SVP		To be procured a	s the need arises		Corp. Budget	400,000.00	٧		
50213040	Repairs and Maintenance - Buildings and Other Structures		ļ									
-												
	Repair of office buildings	Administrative Division	Shopping		To be procured a	s the need arises		Corp. Budget	230,000.00	٧		
50213051	Repairs and Maintenance - Office Equipment											
		A. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.										
	Repair of office equipment	Administrative Division	Shopping		To be procured a	s the need arises		Corp. Budget	35,000.00	٧		
PARA COMC	Booting of Michael Co. Co.		-								$\rightarrow$	
50213070	Repairs and Maintenance - Furniture and Fixtures											
	Repair of furnitures & fixtures	Administration District	Shaaaiaa		T-1						_	
	Repair of furnitures & fixtures	Administrative Division	Shopping		To be procured as	s the need arises		Corp. Budget	35,000.00	٧	-	
50313053	Bonsies and Maintenance Information and Communication Technology Equipment											
50213052	Repairs and Maintenance - Information and Communication Technology Equipment (Communication Technology)	nent									_	
	Repair of IT equipment & software	Administrative Division	Shonning		To be procured as	the read edes					-	
	Repair of 11 equipment & software	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	60,000.00	٧	$\rightarrow$	
50213053	Repairs and Maintenance - Communication Equipment										-	
30213033	repairs and maintenance communication equipment										-	
	Repair of Communication Equipments	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	15,000.00	v	-	
	Tapan of Bollman adalphanes	7 1011111111111111111111111111111111111	опорринд		To be procured as	the need anses		Corp. Budget	15,000.00		-+	
50213054	Repairs and Maintenance - Other Machinery and Equipment									_	_	
											$\dashv$	
	Repair of other machinery & equipment	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	60,000.00	V	+	
								co.p. budget	00,000.00		$\dashv$	
50213060	Repairs and Maintenance - Transportation Equipment										_	
											$\dashv$	
	Maint, of Boom Truck	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	35,000.00	V	-+	
	Repair of Tamaraw	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	35,000.00	v	-	
	Maint. of L-300 Van & PET	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	100,000.00	٧	$\dashv$	
	Maint. of Adventure	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	50,000.00	٧		
		Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	35,000.00	٧		
	Maint. Of Pick-up	Administrative Division	Shopping		To be procured as	the need arises		Corp. Budget	30,000.00	٧		
									285,000.00			
	70					en		Totals	1,990,000.00			
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		V	400(/	1 486 5 01 (								

			Mode of	I	Schedule for Each I	1	Estimated Budget			Remarks (brief		
Code (PAP)	Procurement Program/Project	PMO/ End-User	Procurement	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Source of Funds		<del>_</del>		description of
			-	Ads/Post of IB/REI Sub/Open of Bids Notice of Award Contract Signing				Total	MOOE	со	program)	
50213032	Repairs and Maintenance - Plant-Utility Plant in Service (UPIS)		-									
$\vdash$	Provision for the labor and materials for pump station breakdown	Engr. Production section	Shopping		To be procured a	as the need arises	901 inc., 200000000	Corp. Budget	950,000.00	V		
	Provision for materials and labor for the maintenance of Transmission and Distribution Mains	Engr. Production section	Shanning		To be assessed a							
		engr. Production section	Shopping		To be procured a	as the need arises		Corp. Budget	850,000.00	٧		
$\vdash$	Provisions for Water Meters:					l .						
	Water meter (1/2") & angle valve w/ lockwing (850 pcs.)	Engr. Maintenance Section	Public Bidding		Fourth Quarter of 201		Jan. 2020	Corp. Budget	1,450,000.00	٧		
<b> </b>	Water meter, 1" (5 pcs)	Engr. Maintenance Section	Shopping/SVP		· · · · · · · · · · · · · · · · · · ·	as the need arises		Corp. Budget	14,000.00	٧		
<b></b>	Water meter, 1 1/2" (5 pcs)	Engr. Maintenance Section	Shopping/SVP			is the need arises	***	Corp. Budget	60,000.00	٧		
-	Water meter, 2" (2 pcs)	Engr. Maintenance Section	Shopping/SVP		To be procured a	s the need arises		Corp. Budget	30,000.00	٧		
	Angle valve w/ lock wing (500 pcs.)	Engr. Maintenance Section	SVP		To be procured a			Corp. Budget	175,000.00	٧		
	Safety Equipments	Engineering Division	Shopping/SVP		To be procured	in fourth quarter		Corp. Budget	50,000.00	٧		
									3,579,000.00			-
50203210	Semi-Expendable Machinery and Equipment Expenses							,				N. W.
												,
	Firefighting Equipments (fire extinguishers, hose & etc.)	Administrative Division	SVP		To be procured as the need arises			Corp. Budget	70,000.00	v	$\overline{}$	
	Office Equipment (Printers, Labelling Machine, Vernier Caliper & etc.)	Administrative Division	Shopping		To be procured as the need arises			Corp. Budget	75,000.00	v	$\overline{}$	
	Communication Equipment (Radio Handset & Radio Transceiver)	Administrative Division	Shopping		To be procured as the need arises				60,000.00	v	$\rightarrow$	
	Information & Communication Technology Equipment (CCTV)	Administrative Division	Shopping	***************************************	To be procured in fourth quarter of the year				30,000.00	v	$\overline{}$	
	Other Machineries and Equipment (Various tools, Lawn Mower & etc.)	Administrative Division	Shopping		To be procured a			Corp. Budget Corp. Budget	70,000.00	V	$\rightarrow$	
								co.p. bangar	305,000.00		$\rightarrow$	
50203220	emi-Expendable Furniture, Fixtures and Books Expenses								303,000.00	_	$\rightarrow$	
										$\rightarrow$	$\rightarrow$	
	Furniture & Fixtures	Administrative Division	Shopping		To be procured in first quarter of the year				30,000.00	v	$\rightarrow$	
					To be procedured in this	e quarter or the year		Corp. Budget	30,000.00	_ v	$\rightarrow$	
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		######################################						Totals	3,914,000.00			
		······································	F					Grand Total	38,662,700.00			

Prepared by:

MARY ATILOVE S. ESCANER

Customer Service Assistant D/BAC Secretariat

Noted by:

LINO T. BASCUE
Division Manager C / BAC Chairperson
Commercial Division

Reviewed as to the Budget Amount and Account Classification:

LEONE ANN P. BUTALON

Finance, Administrative & General Services Division

Approved by:

ABRAHAM J. DE DIOS, JR

Notes:

SVP - Small Value Procurement

IB - Invitation to Bid

El - Request for Expression to Bid

MOOE - Maintenance & Other

Operating Expenses
CO - Capital Outlay