


Victorias City Water District Indicative Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Project	End-User	Is this an Entry Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity	Source of Funds	Estimated Budget (P=)	MOOE	CO	Remarks (Brief description of Project)
					Advertisement Posting of IRR/EI	Submission/ Opening of Bids	Notice of Award	Contract Signing	Total	
10903060	Provisions for electrical upgrades, transformers & NONREGO charges	Engineering	NO	Direct Contracting	N/A	N/A	N/A	as need arises	300,000.00	300,000.00
10903110	RFM Reduction Tools and Equipments	Engineering	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	550,000.00	550,000.00
10903110	Research and Development	Engineering	NO	Shopping	N/A	N/A	N/A	3rd - 4th CI	100,000.00	100,000.00
10903110	Reservoir Rehabilitation and Upgrading	Engineering	NO	Competitive Bidding	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	1,600,000.00	1,600,000.00
10903110	Construction of Pumping Station Control Rooms	Engineering	NO	NP-53.9 - Small Value Procurement	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	425,000.00	425,000.00
10903110	2 units Schrenkella Pump	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	250,000.00	250,000.00
10903110	2 units Submersible Motor	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	290,000.00	290,000.00
10903110	Motor Control Panel and Accessories	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	500,000.00	500,000.00
10903110	Production Pwmeter	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	360,000.00	360,000.00
10903110	Miscellaneous Instruments and Equipments	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	100,000.00	100,000.00
10903110	2 Units Chlorine Feed Pump	Engineering	NO	NP-53.9 - Small Value Procurement	as need arises	as need arises	as need arises	as need arises	100,000.00	100,000.00
10903200	1 unit Printer (CIS- payment only w/ scanner (Admin & Finance)	Administrative	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	45,000.00	45,000.00
10903200	1 unit Refrigerator (7 cu ft)	Administrative	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	25,000.00	25,000.00
10903200	1 unit Desktop Computer (for Admin. use)	Administrative	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	45,000.00	45,000.00
10903200	2 units LED Smart TV 50"	Commercial	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	90,000.00	90,000.00
10903200	2 units FM Transceiver	Engineering	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	42,000.00	42,000.00
10903200	Portable Generator, Welding Inverter, and other maintenance tools	Engineering	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	200,000.00	200,000.00
10903910	2 units vehicle for Admin Div. and Engg Div.	Engineering	NO	Competitive Bidding	4th CI	4th CI	4th CI	4th CI	4,000,000.00	4,000,000.00
10907010	Furniture, Cabinets, Drawers, Counters, etc	Administrative	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	200,000.00	200,000.00
10907010	Storage Rack for stock room, file room, and warehouse	Administrative	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	200,000.00	200,000.00
10901020	Upgrade of Billing and Collection Program	Commercial	NO	Direct Contracting	N/A	N/A	N/A	as need arises	200,000.00	200,000.00
10901020	Inventory Management Software	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	40,000.00	40,000.00
10901020	Project Management Software	Engineering	NO	Shopping	N/A	N/A	N/A	as need arises	30,000.00	30,000.00
10901020	File Management Software	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	56,500.00	56,500.00
50102120	Loyalty Incentives and Service Award	Administrative	NO	NP-53.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	100,000.00	100,000.00
50201010	Rental of Vehicle for maintenance personnel	Administrative	NO	Direct Contracting	N/A	N/A	N/A	as need arises	500,000.00	500,000.00
50203010	Office Supplies	Administrative	NO	NP-53.9 Agency-to-Agency	N/A	N/A	N/A	Semi-Annual	20,000.00	20,000.00
50203020	Administrative Division Accountable Forms	Administrative	NO	NP-53.9 Agency-to-Agency	N/A	N/A	N/A	Semi-Annual	80,000.00	80,000.00
50203020	Commercial Division Accountable Forms	Commercial	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	63,000.00	63,000.00
50203060	Microbiological Test of 180 samples @ P20/sample	Engineering	NO	Shopping	N/A	N/A	N/A	4th CI	153,000.00	153,000.00
50203090	Physicochemical test of 18 samples @ P1,500.00/sample/year	Engineering	NO	Shopping	N/A	N/A	N/A	4th CI	19,000.00	19,000.00
50203090	Chemicals and first aid kits for Employees and Job Order Workers	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	20,000.00	20,000.00
50203090	Chemical Residual Kit (consumables) and Other Laboratory Supplies	Engineering	NO	Shopping	N/A	N/A	N/A	as need arises	35,000.00	35,000.00
50203090	Medical Laboratory for Employees and Job Order Workers	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	30,000.00	30,000.00
50203090	Motor Oil for generating sets	Administrative	NO	Direct Contracting	N/A	N/A	N/A	Monthly	225,000.00	225,000.00
50203090	Diesel Fuel for Various Vehicles	Administrative	NO	Direct Contracting	N/A	N/A	N/A	Monthly	165,000.00	165,000.00
50203090	Gasoline Fuel for Various Vehicles	Administrative	NO	Direct Contracting	N/A	N/A	N/A	Monthly	740,000.00	740,000.00
50203090	Provision for Power Failure and Contingency (for generating sets)	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	25,000.00	25,000.00
50203090	Failure of various motorbikes and equipment	Administrative	NO	Direct Contracting	N/A	N/A	N/A	as need arises	15,000.00	15,000.00
50203090	Greases, Oil, etc	Administrative	NO	Competitive Bidding	1st CI	1st CI	1st CI	1st CI	1,250,000.00	1,250,000.00
50203130	Supply and Delivery of 200 Drums of Sodium Hypochlorite NaOCl (Liquid Chlorine)	Engineering	NO	NP-53.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	70,000.00	70,000.00
50203210	Fire Fighting Equipments (fire extinguishers, hose, etc.)	Engineering	NO	Shopping	N/A	N/A	N/A	1st CI	100,000.00	100,000.00
50203210	Office Equipment (Printer, Air Purifier, Vacuum Cleaner, Tower Fan, etc.)	Administrative	NO	Shopping	N/A	N/A	N/A	1st CI	35,000.00	35,000.00
50203210	Information and Communication Technology Equipment (Intracom, External Hard Drive, etc.)	Administrative	NO	Shopping	N/A	N/A	N/A	as need arises	35,000.00	35,000.00

Item ID	Description	Category	Priority	Procurement Method	Start Date	End Date	Frequency	Budget Type	Amount	Notes
50210310	Other Maintenance and Equipment (Various tools for service vehicles and maintenance activities, etc.)	Administrative	NO	Shopping				Corporate Budget	100,000.00	
50210320	Semi-Expendable Furniture & Fixtures (The Cabinet, Sofa, Cabinet, Sofa Board Table with drawers, etc.)	Administrative	NO	NP-53 9 - Small Value Procurement				Corporate Budget	30,000.00	
50210320	Electricity Expenses of Pumping Stations	Administrative	NO	Direct Contracting				Corporate Budget	1,315,000.00	
50210320	Electric Power for Office Buildings	Administrative	NO	Direct Contracting				Corporate Budget	565,000.00	
50210321	Postage Expenses	Administrative	NO	Direct Contracting				Corporate Budget	40,000.00	
50210321	Telephone Expenses (P2,500 00x12months)	Administrative	NO	Direct Contracting				Corporate Budget	30,000.00	
50210322	GM and Division Heads Postpaid Mobile Expense	Administrative	NO	Shopping				Corporate Budget	75,000.00	
50210322	Prepaid Cell Cards	Administrative	NO	Shopping				Corporate Budget	40,800.00	
50210320	Internet Subscription (P4,000 00x12months)	Administrative	NO	Repeat Order				Corporate Budget	30,000.00	
50210320	Web Hosting	Administrative	NO	Repeat Order				Corporate Budget	15,000.00	
50210320	Cable	Administrative	NO	Repeat Order				Corporate Budget	10,000.00	
50210330	Dessler Risk Reduction Program	Administrative	NO	Shopping				Corporate Budget	500,000.00	
50211010	Provision for Professional Fee	Administrative	NO	Direct Contracting				Corporate Budget	60,000.00	
50211010	Normalization and other legal expenses	Administrative	NO	Direct Contracting				Corporate Budget	90,000.00	
50211020	Provision for cost of audit services rendered by Commission on Audit January 1, 2023 to December 31, 2023	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	180,000.00	
50213030	Provision for the repairs and maintenance of Power Production Equipments	Engineering	YES	Competitive Bidding				Corporate Budget	1,100,000.00	
50213031	Supply and Delivery of 1/2" Water Meters	Engineering	NO	Shopping				Corporate Budget	400,000.00	
50213032	Provision for labor and materials for pump station break down	Engineering	NO	Competitive Bidding				Corporate Budget	1,450,000.00	
50213032	Provision for materials and labor for the maintenance of Transmission and Distribution Mains	Engineering	NO	Shopping				Corporate Budget	950,000.00	
50213032	Water Meters, 1"	Engineering	NO	NP-53 9 - Small Value Procurement				Corporate Budget	650,000.00	
50213032	Water Meters, 1 1/2"	Engineering	NO	NP-53 9 - Small Value Procurement				Corporate Budget	14,000.00	
50213032	Water Meters, 2"	Engineering	NO	NP-53 9 - Small Value Procurement				Corporate Budget	60,000.00	
50213032	Ball Valve with lock wing	Engineering	NO	NP-53 9 - Small Value Procurement				Corporate Budget	30,000.00	
50213032	Provision for flushing activities after occurrence of flood (Corporate Social Responsibility)	Engineering	NO	NP-53 12 Community Participation				Corporate Budget	175,000.00	
50213040	Repairs and maintenance of office buildings and other structures	Administrative	NO	Shopping				Corporate Budget	50,000.00	
50213051	Repairs and Maintenance of office equipment	Administrative	NO	Shopping				Corporate Budget	150,000.00	
50213052	Repair of IT equipment and software	Administrative	NO	Shopping				Corporate Budget	70,000.00	
50213053	Repair of Communication Equipments	Administrative	NO	Shopping				Corporate Budget	60,000.00	
50213054	Provision for repairs and maintenance of other machinery & equipment	Administrative	NO	Shopping				Corporate Budget	15,000.00	
50213050	Repairs and maintenance of various vehicles	Administrative	NO	Shopping				Corporate Budget	60,000.00	
50213070	Repair of furnitures and fixtures	Administrative	NO	Shopping				Corporate Budget	265,000.00	
50215030	Insurance of one (1) motorcycle (Wind)	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	10,000.00	
50215030	Insurance of L-300 Van & PET	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	2,000.00	
50215030	Insurance of Adventure	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	10,000.00	
50215030	Insurance of Boat/lock	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	5,000.00	
50215030	Insurance of Toyota Transar	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	6,000.00	
50215030	Registration of Pick-up	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	3,000.00	
50215030	Registration of one (1) motorcycle (Wind)	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	15,000.00	
50215030	Registration of L-300 Van & PET	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	1,000.00	
50215030	Registration of Adventure	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	7,000.00	
50215030	Registration and Insurance of three (3) Honda Motorcycles	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	3,000.00	
50215030	Registration of Boat/lock	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	10,000.00	
50215030	Registration of Toyota Transar	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	3,000.00	
50215030	Insurance of Generator Set / Admin Bldg & Pumping Stations	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	5,000.00	
50215030	Fire and Burglary Insurance of Terrestrial Pumping Station	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	54,000.00	
50215030	Insurance of three (3) Pumping stations at Villa Victoria	Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	20,000.00	
50215030		Administrative	NO	NP-53 5 Agency-to-Agency				Corporate Budget	150,000.00	

50296010	Supply and Delivery of Calendars for CV 2024	Commercial	NO	NP-43.9 - Small Value Procurement	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	3rd - 4th CI	Corporate Budget	200,000.00	200,000.00	
50296010	Christmas Greenways	Administrative	NO	NP-43.9 - Small Value Procurement	4th CI	4th CI	4th CI	4th CI	as need arises	Corporate Budget	100,000.00	100,000.00	
50296010	VCHAD Sponsorship	Administrative	NO	NP-43.12 Community Participation	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	100,000.00	100,000.00	
50296020	Other Advertising Expenses (Corporate Social Responsibility)	Commercial	NO	NP-43.12 Community Participation	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	100,000.00	100,000.00	
50296020	Protocopy and other printing expenses	Administrative	NO	Shopping	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	10,000.00	10,000.00	
50296030	Expenses for Women's Month Celebration	Administrative	NO	NP-43.9 - Small Value Procurement	1st CI	1st CI	1st CI	1st CI	as need arises	Corporate Budget	67,000.00	67,000.00	
50296030	Expenses for VCHAD Anniversary Celebration	Administrative	NO	NP-43.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	as need arises	Corporate Budget	150,000.00	150,000.00	
50296030	Expenses for CSC Anniversary Celebration	Administrative	NO	NP-43.9 - Small Value Procurement	3rd CI	3rd CI	3rd CI	3rd CI	as need arises	Corporate Budget	115,000.00	115,000.00	
50296030	Expenses for 18-Day Campaign to End YAW	Administrative	NO	NP-43.9 - Small Value Procurement	4th CI	4th CI	4th CI	4th CI	as need arises	Corporate Budget	68,000.00	68,000.00	
50296030	Expenses for VCHAD Employees' General Assembly (HR Programs & Activities)	Administrative	NO	NP-43.9 - Small Value Procurement	4th CI	4th CI	4th CI	4th CI	as need arises	Corporate Budget	150,000.00	150,000.00	
50296030	Meals and snacks during company meetings and representations	Administrative	NO	Shopping	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	350,000.00	350,000.00	
50296040	Office Decorations	Administrative	NO	Shopping	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	50,000.00	50,000.00	
50296040	Provision for Freight and Handling	Administrative	NO	Direct Contracting	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	10,000.00	10,000.00	
50296050	Rentals of Admin. Building Lot @ P5,000/mo. X 12 mo.	Administrative	NO	NP-43.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	Monthly	Corporate Budget	60,000.00	60,000.00	
50296070	Provision for Newspaper Subscription	Administrative	NO	Repeat Order	N/A	N/A	N/A	N/A	Yearly	Corporate Budget	12,000.00	12,000.00	
50296070	Subscription to Inventory Management Software	Administrative	NO	Shopping	N/A	N/A	N/A	N/A	1st CI	Corporate Budget	2,000.00	2,000.00	
50296070	Text Email Subscription	Commercial	NO	Shopping	N/A	N/A	N/A	N/A	4th CI	Corporate Budget	60,000.00	60,000.00	
50296070	Subscription to Online Platform for Virtual Meetings	Administrative	NO	Shopping	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	10,000.00	10,000.00	
50301040	Provision for Bank Charge	Administrative	NO	NP-43.9 Agency-4p-Agency	N/A	N/A	N/A	N/A	as need arises	Corporate Budget	5,000.00	5,000.00	

Prepared by:

  
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 BAC Secretariat

Recommended for Approval by:

  
 JOSE N. FAMA  
 BAC Chairperson

End-user Representatives:


  
 LEONILYN BOTALON  
 Finance Administrative & General Services

Approved by:

  
 ENGR. ABRAM J. DE DIOS, JR.  
 General Manager

  
 DAMILYN ESPERA  
 BAC Vice Chairperson

  
 JONATHAN SALAR  
 BAC Member

  
 EDGIELUM M. VALENCIANO  
 BAC Member

  
 EDMOND B. JACOBIN, JR.  
 BAC Member

  
 LILYTT BASCUG  
 Commercial Division

  
 DANILYN ESPERA  
 Engineering Division: Maintenance Section

  
 EDGIELUM M. VALENCIANO  
 Engineering Division: Production Section