

LUBAO WATER DISTRICT

Lubao, Pampanga

ANNUAL PROCUREMENT PLAN

CALENDAR YEAR : 2014

MAINTENANCE & OTHER OPERATION EXPENSES (MOOE)

OFFICE OF THE GENERAL MANAGER

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
				J	F	M	A	M	J	J	A	S	O	N	D	
1	Travelling Expense - Local	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													189,252.00
2	Travelling Expense - Foreign	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													300,000.00
3	Services	Training Expense (PAWD Convention)														150,000.00
4	Supply & Delivery	Office Supplies	Shopping													48,000.00
5	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement													52,920.00
6	Advertising	Calendar Production	Shopping													150,000.00
7	Services	Printing, Binding & Reproduction Expenses	Shopping													1,200.00
8	Services	Rent Expenses	Negotiated Procurement													12,000.00
9		Representation Expenses														662,852.00
10	Services	Auditing Services														200,000.00
11	Repairs & Maintenance	Repairs/Maintenance of IT Equipment	Shopping													4,000.00
12		Extraordinary Expenses														316,800.00
13		Miscellaneous Expenses														90,000.00
14	Taxes, Duties & Dues	Fidelity Bond	Negotiated Procurement													3,500.00
		Sub-Total		TOTAL CAPEX FOR OFFICE OF THE GENERAL MANAGER												2,180,524.00

ADMINISTRATIVE SERVICES DIVISION

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
				J	F	M	A	M	J	J	A	S	O	N	D	
1	Travelling Expense - Local	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													48,000.00
2	Training Expenses	Seminar/Registration	Negotiated Procurement													625,000.00
3	Supply & Delivery	Office Supplies	Shopping													219,144.00
4	Supply & Delivery	Medical Supplies	Shopping													5,000.00

5	Supply & Delivery	Fuel/Lubricants for Service Vehicle	Shopping						743,600.00	
6	Supply & Delivery	Water Expenses	Negotiated Procurement						21,000.00	
7	Supply & Delivery	Electricity Expenses	Negotiated Procurement						390,000.00	
8	Services	Postage & Telegrams	Negotiated Procurement						3,000.00	
9	Supply & Delivery	Communication Expenses	Negotiated Procurement						222,000.00	
10	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement						15,750.00	
11	Supply & Delivery	Internet Expenses	Negotiated Procurement						60,000.00	
12	Membership Dues & Contributions	Membership Dues	Negotiated Procurement						115,128.00	
13	Publication	Advertising Expenses	Shopping						24,000.00	
14	Services	Printing, Binding & Reproduction Expenses	Shopping						3,000.00	
15	Services	Rent Expenses	Negotiated Procurement						6,000.00	
16	Services	Transportation Expenses	Negotiated Procurement						3,600.00	
17	Services	General Services	Small Value Procurement						50,000.00	
18	Supply & Delivery	Security Services	Small Value Procurement						468,000.00	
19	Repairs & Maintenance	Repairs/Maintenance of Office Building	Small Value Procurement						100,000.00	
20	Repairs & Maintenance	Repairs/Maintenance of Office Equipment	Small Value Procurement						135,000.00	
21	Repairs & Maintenance	Repairs/Maintenance of IT Equipment	Small Value Procurement						14,000.00	
22	Repairs & Maintenance	Repairs/Maintenance of Firefighting Equipt	Small Value Procurement						41,500.00	
23	Repairs & Maintenance	Repairs/Maintenance of Service Vehicle	Small Value Procurement						464,500.00	
24	Miscellaneous	Various Activities of WD	Negotiated Procurement						439,000.00	
25	Taxes, Duties & Dues	LTO Registration & other related expenses	Negotiated Procurement						1,622,500.00	
26	Taxes, Duties & Dues	Fidelity Bond	Negotiated Procurement						9,375.00	
27	Taxes, Duties & Dues	Insurance Premium	Negotiated Procurement						210,300.00	
		Sub-Total		TOTAL CAPEX FOR ADMINISTRATIVE SERVICES DIVISION						6,058,397.00

FINANCE SERVICES DIVISION

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT	
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER				
				J	F	M	A	M	J	J	A	S	O	N	D		
1	Travelling Expense - Local	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													18,000.00	
2	Supply & Delivery	Office Supplies	Shopping													84,000.00	
3	Supply & Delivery	Accountable Forms	Shopping													205,892.20	
4	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement													6,300.00	
5	Services	Printing, Binding & Reproduction Expenses	Shopping													4,200.00	
6	Services	Transportation Expenses	Negotiated Procurement													12,000.00	
7	Repairs & Maintenance	Repairs/Maintenance of IT Equipment	Small Value Procurement													48,000.00	
8	Taxes, Duties & Dues	Fidelity Bond	Negotiated Procurement													9,375.00	
		Sub-Total		TOTAL CAPEX FOR FINANCE SERVICES DIVISION													387,767.20

COMMERCIAL SERVICES DIVISION

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
				J	F	M	A	M	J	J	A	S	O	N	D	
1	Travelling Expense - Local	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													60,000.00
2	Supply & Delivery	Office Supplies	Shopping													344,880.00
3	Supply & Delivery	Accountable Forms	Shopping													153,000.00
4	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement													36,570.00
5	Services	Printing, Binding & Reproduction Expenses	Shopping													1,200.00
6	Services	Rent Expenses	Negotiated Procurement													12,000.00
7	Services	Transportation Expenses	Negotiated Procurement													144,000.00
8	Services	Other Professional Services	Negotiated Procurement													176,400.00
9	Repairs & Maintenance	Repairs/Maintenance of IT Equipment	Small Value Procurement													108,000.00
10	Taxes, Duties & Dues	Fidelity Bond	Negotiated Procurement													6,075.00
		Sub-Total		TOTAL CAPEX FOR COMMERCIAL SERVICES DIVISION												1,042,125.00

ENGINEERING & OPERATION DIVISION (MAINTENANCE/CONSTRUCTION)

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
				J	F	M	A	M	J	J	A	S	O	N	D	
1	Travelling Expense - Local	Training, Seminar Per Diem / Official Travel, Toll Fees	Negotiated Procurement													48,000.00
2	Supply & Delivery	Office Supplies	Shopping													30,000.00
3	Services	Medical Supplies	Shopping													12,000.00
4	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement													26,460.00
5	Services	Printing, Binding & Reproduction Expenses	Shopping													6,000.00
6	Services	Rent Expenses	Negotiated Procurement													12,000.00
7	Services	Transportation Expenses	Negotiated Procurement													12,000.00
8	Services	General Services	Negotiated Procurement													1,092,000.00
9	Repairs & Maintenance	Repairs/Maintenance of Land Improvements	Small Value Procurement													70,000.00
10	Repairs & Maintenance	Repairs/Maintenance of Other Structures	Small Value Procurement													240,000.00
11	Repairs & Maintenance	Repairs/Maintenance of IT Equipment	Small Value Procurement													4,000.00
12	Repairs & Maintenance	Repairs/Maintenance of Other PPE	Small Value Procurement													1,190,000.00
13	Taxes, Duties & Dues	Fidelity Bond	Negotiated Procurement													3,375.00
		Sub-Total		TOTAL CAPEX FOR EOD (MAINTENANCE/CONSTRUCTION)												2,745,835.00

ENGINEERING & OPERATION DIVISION (PRODUCTION)

No.	TYPE OF CONTRACT	EXTENT/SIZE OF CONTRACT	PROCUREMENT METHOD	TIME SCHEDULE												APPROVED BUDGET FOR CONTRACT
				1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
				J	F	M	A	M	J	J	A	S	O	N	D	
1	Supply & Delivery	Office Supplies	Shopping													30,000.00
2	Services	Phychem/Bacti Analysis	Shopping													285,000.00
3	Supply & Delivery	Water Treatment Chemicals	Shopping													1,472,936.00
4	Supply & Delivery	Fuel/Lubricants for Generating Set	Shopping													495,500.00
5	Supply & Delivery	Water Expenses	Negotiated Procurement													24,600.00
6	Supply & Delivery	Electricity Expenses	Negotiated Procurement													12,577,200.00
7	Supply & Delivery	Telephone Expenses - Mobile	Negotiated Procurement													22,050.00
8	Services	General Services	Negotiated Procurement													327,880.00
9	Services	Other Professional Services	Negotiated Procurement													92,000.00
10	Repairs & Maintenance	Repairs/Maintenance of Machineries	Small Value Procurement													66,000.00
11	Repairs & Maintenance	Repairs/Maintenance of Other Machineries	Small Value Procurement													476,000.00
12	Repairs & Maintenance	Repairs/Maintenance of Other PPE	Small Value Procurement													295,000.00
		Sub-Total		TOTAL CAPEX FOR EOD (PRODUCTION)												16,164,166.00
		GRAND TOTAL														28,578,814.20

Prepared by:



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