

Lubao Water District Annual Procurement Plan for FY 2024

| Code (PAP)  | Procurement Program/Project                    | Object Code | PNO/Enc-User  | Mode of Procurement   | Schedule for Each Procurement Activity |                            |                 |                  | Source of Funds                | Estimated Budget (PHP) |            |            | Remarks<br>(Brief description of Program/Activity/Project)                               |
|-------------|--|-------------|---------------|---|--|----------------------------|-----------------|------------------|--------------------------------|------------------------|------------|------------|--|
|             |  |             |               |   | Advertisement/Posting of Bids          | Submission/Opening of Bids | Notice of Award | Contract Signing |                                | Total                  | MOOE       | CO         |  |
| 2023-001    | Purchase of 1 unit Split Type Aircon           | 5020321002  | OGW           | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 50,000.00              | 0.00       | 50,000.00  | Purchase of 1 unit Split Type Aircon   |
| 2023-002    | Purchase of 1 unit of Computer Set(Desktop)    | 5020321003  | Admin         | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 50,000.00              | 0.00       | 50,000.00  | Purchase of 1 unit of Computer Set(Desktop)  |
| 2023-003    | Purchase of 1 Laptop Computer                  | 5020321003  | Admin         | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 50,000.00              | 0.00       | 50,000.00  | Purchase of 1 Laptop Computer  |
| 2023-004    | Purchase of 1 unit Split Type Aircon (3HP)     | 5020321002  | Admin         | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 50,000.00              | 0.00       | 50,000.00  | Purchase of 1 unit Split Type Aircon (3HP)   |
| 2023-005    | Purchase of 1 unit of Computer Set(Desktop)    | 5020321003  | Finance       | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 50,000.00              | 0.00       | 50,000.00  | Purchase of 1 unit of Computer Set(Desktop)  |
| 2023-006    | Construction of CMU Carport                    | 5020404009  | Technical     | Negotiated Procurement - Small Value Procurement (Sec. 53.9)          | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 150,000.00             | 0.00       | 150,000.00 | Construction of CMU Carport  |
| 2023-007    | Stock Room for LWD Other Assets                | 5020404007  | Technical     | Negotiated Procurement - Small Value Procurement (Sec. 53.9)          | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 150,000.00             | 0.00       | 150,000.00 | Philatino Projects in 2 remote barangays   |
| 5 02 03 010 | Office Supplies/Expenses                       | 5020301002  | All Divisions | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 38,640.00              | 38,640.00  | 0.00       | Various office supplies needed by Lubao Water Dist                                       |
| 5 02 03 020 | Accountable Form                               | 5020302000  | Finance       | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 5,302.00               | 5,302.00   | 0.00       | Cost of Official Receipts and checks needed by FI  |
| 5 02 03 030 | Non-Accountable Forms                          | 5020303000  | All Divisions | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 2,700.00               | 2,700.00   | 0.00       | Cost of various forms  |
| 5 02 03 080 | Medical, Dental & Laboratory Supplies Expenses | 5020508000  | All Divisions | Negotiated Procurement - Small Value Procurement (Sec. 53.9)          | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 203,610.58             | 203,610.58 | 0.00       | Various Laboratory tests   |
| 5 02 03 210 | Semi-Expendable Machinery & Equipment Expenses | 5020321003  | All Divisions | Negotiated Procurement - Small Value Procurement (Sec. 53.9)          | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 63,083.04              | 63,083.04  | 0.00       | Purchase of printer for various divisions  |
| 5 02 03 220 | Semi-Expendable Furnitures & Fixtures Expenses | 5020322001  | All Divisions | Negotiated Procurement - Small Value Procurement (Sec. 53.9)          | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 195,500.00             | 195,500.00 | 0.00       | Purchase of low value furnitures & fixtures  |
| 5 02 03 080 | Gasoline, Oil & Lubricants                     | 5020308000  | Admin         | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 238,000.00             | 238,000.00 | 0.00       | Supply of Fuel, Oil & Lubricants   |
| 5 02 03 980 | Other Supplies                                 | 5020309000  | All Divisions | Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 66,800.00              | 66,800.00  | 0.00       | Various cleaning supplies, furnitures and equipments like printers                       |
| 5 02 99 070 | Subscription Expenses                          | 5029907004  | Admin         | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 5,000.00               | 5,000.00   | 0.00       | Newspaper and magazine supply  |
| 5 02 99 020 | Printing and Publication Expenses              | 5029902000  | Admin         | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 5,000.00               | 5,000.00   | 0.00       | Cost of various photocopies/reproduction on documents needed by the Lubao Water District |
| 5 02 05 010 | Postage & Courier Services                     | 5020501000  | Admin         | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 25,000.00              | 25,000.00  | 0.00       | Postage, delivery and courier requirements of Lubao Water District                       |
| 5 02 05 020 | Telephone Expenses - Mobile                    | 5020502001  | All Divisions | Direct Contracting (Sec. 50)  | 1st - 4th Quart                        | 1st - 4th Qtr              | 1st - 4th Qtr   | 1st - 4th Qtr    | Regular Agency Fund (01000000) | 178,800.00             | 178,800.00 | 0.00       | Provision of Phone Lines to Lubao Water District   |

|             |   |            |               |  |                |                |                |                |                                |            |            |      |   |
|-------------|---|------------|---------------|--|----------------|----------------|----------------|----------------|--------------------------------|------------|------------|------|---|
| 5 02 06 030 | Internet Expenses   | 5020503000 | All Divisions | Direct Contracting (Sec. 50)                                 | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | Regular Agency Fund (01000000) | 50,430.00  | 50,430.00  | 0.00 | Provision of wireless broadband and internet expa   |
| 5 02 06 010 | Awards/Reward Expenses  | 5020801001 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 14,000.00  | 14,000.00  | 0.00 | Cost of awards/rewards for employees' achievement   |
| 5 02 06 030 | Indemnities   | 5020601002 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 14,000.00  | 14,000.00  | 0.00 | Provision for emergency claims/accidents  |
| 5 02 99 010 | Advertising Expense   | 5029901000 | Admin         | Direct Contracting (Sec. 50)                                 | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | Regular Agency Fund (01000000) | 53,000.00  | 53,000.00  | 0.00 | Cost of tarpauline/billboards, streamers, newspapers, souvenirs programs  |
| 5 02 01 010 | Traveling expenses -Local                                       | 5020101000 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 467,420.00 | 467,420.00 | 0.00 | Various cost of per diem and toll gate fee  |
| 5 02 01 020 | Traveling Expenses - Foreign                                    | 5020102000 | OGM/BOD       | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 100,000.00 | 100,000.00 | 0.00 | Cost of Foreign Travel Expenses   |
| 5 02 99 040 | Transportation and Delivery Expenses                            | 5029904000 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 2,400.00   | 2,400.00   | 0.00 | Cost of transportation and delivery expenses  |
| 5 02 02 010 | Training Expenses   | 5020201002 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 565,000.00 | 565,000.00 | 0.00 | Various trainings by Philippine Association of Water Districts, Inc., Water Environment Association of the Philippines, Inc. (WEAP) |
| 5 02 11 010 | Legal Services  | 5021101000 | Admin         | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 72,000.00  | 72,000.00  | 0.00 | Legal fees  |
| 5 02 11 020 | Auditing Services   | 5021102000 | Finance       | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 190,000.00 | 190,000.00 | 0.00 | Audit fees  |
| 5 02 12 990 | Other General Services  | 5021299098 | All Divisions | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 4,000.00   | 4,000.00   | 0.00 | Wages of Job Orders and other services needed by the Lubao Water District   |
| 5 02 99 050 | Rent Expenses   | 5029905003 | OGM           | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 10,000.00  | 10,000.00  | 0.00 | Cost of rental  |
| 5 02 13 040 | Repair and Maintenance-Office Building                          | 5021304001 | All Divisions | N/A  | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 70,000.00  | 70,000.00  | 0.00 | Cost of office building repairs and maintenance   |
| 5 02 13 050 | Repair and Maintenance-Office Equipment                         | 5021305002 | OGM/Admin     | Negotiated Procurement - Small Value Procurement (Sec. 53.6) | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | 1st - 4th Quar | Regular Agency Fund (01000000) | 31,500.00  | 31,500.00  | 0.00 | Cost of office equipment repairs and maintenance  |
| 5 02 13 050 | Repair and Maintenance-IT Equipment & Software                  | 5021305003 | All Divisions | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 47,000.00  | 47,000.00  | 0.00 | Cost of repairs and maintenance of IT Equipment & software  |
| 5 02 13 050 | Repair and Maintenance-Communication Equipment                  | 5021305007 | All Divisions | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 3,000.00   | 3,000.00   | 0.00 | Cost of repair of communication equipment   |
| 5 02 13 050 | Repair and Maintenance-Disaster Response & Relief               | 5021305009 | All Divisions | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 5,696.20   | 5,696.20   | 0.00 | Cost of repair and maintenance of Disaster Response & rescue Equipment  |
| 5 02 13 080 | Repair and Maintenance-Motor Vehicles                           | 5021308001 | Admin         | Negotiated Procurement - Small Value Procurement (Sec. 53.6) | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 140,000.00 | 140,000.00 | 0.00 | Cost of repairs and maintenance of motor vehicles   |
| 5 02 13 070 | Repair and Maintenance-Furniture, Fixtures & Books              | 5021322000 | Finance       | Negotiated Procurement - Small Value Procurement (Sec. 53.6) | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 5,000.00   | 5,000.00   | 0.00 | Cost of repairs and maintenance of Furniture, Fixtures & Books  |
| 5 02 13 880 | Repair and Maintenance-Medical, Dental And Laboratory Equipment | 5021321010 | All Divisions | Negotiated Procurement - Small Value Procurement (Sec. 53.6) | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 9,000.00   | 9,000.00   | 0.00 | Cost of repairs and maintenance of Medical, Dental and Laboratory Equipment   |
| 5 02 99 030 | Representation Expenses   | 5029903000 | OGM/BOD       | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 532,278.00 | 532,278.00 | 0.00 | Costs during Anniversary celebration & other representation   |
| 5 02 99 080 | Donations   | 5029908000 | OGM           | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 90,000.00  | 90,000.00  | 0.00 | Donations to various organizations  |
| 5 02 10 030 | Extraordinary and Miscellaneous Expenses                        | 5021003000 | OGM           | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 141,600.00 | 141,600.00 | 0.00 | Various Receipted Expenses  |
| 5 02 15 010 | Taxes, Duties & Licenses  | 5021501001 | Admin         | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 773,347.77 | 773,347.77 | 0.00 | Various cost of Franchise Tax, LTO Registration, Taxes and Licenses   |
| 5 02 15 020 | Fidelity Bonds Premiums   | 5021502000 | All Divisions | Direct Contracting (Sec. 50)                                 | N/A            | N/A            | N/A            | N/A            | Regular Agency Fund (01000000) | 10,878.75  | 10,878.75  | 0.00 | Cost of Fidelity Bonds Premiums   |

|             |                                     |            |               |                              |    |    |    |    |                                |              |              |            |  |
|-------------|-------------------------------------|------------|---------------|------------------------------|----|----|----|----|--------------------------------|--------------|--------------|------------|--|
| 5 02 16 030 | Insurance Expenses                  | 5021503000 | Admin         | Direct Contracting (Sec. 50) | NA | NA | NA | NA | Regular Agency Fund (01000000) | 23,500.00    | 23,500.00    | 0.00       | Cost of Insurance  |
| 5 02 99 080 | Membership Dues & Contributions     | 5029990800 | Admin         | Direct Contracting (Sec. 50) | NA | NA | NA | NA | Regular Agency Fund (01000000) | 148,000.00   | 148,000.00   | 0.00       | Philippine Association of Water Districts, Inc. ;<br>CLAWD; Panganga Association of Water Districts; Annual Dues & Contributions |
| 5 02 99 990 | Miscellaneous Expenses              | 5029999900 | All Divisions | Direct Contracting (Sec. 50) | NA | NA | NA | NA | Regular Agency Fund (01000000) | 705,000.00   | 705,000.00   | 0.00       | Various Miscellaneous Expenses   |
| 5 02 99 120 | Directors & Committee Members' Fees | 5029990900 | Admin         | Direct Contracting (Sec. 50) | NA | NA | NA | NA | Regular Agency Fund (01000000) | 775,008.00   | 775,008.00   | 0.00       | Board of Directors per diem  |
| TOTAL       |                                     |            |               |                              |    |    |    |    |                                | 9,578,141.32 | 6,018,141.32 | 560,000.00 |  |

Prepared By:

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 General Manager