CITY OF SAN FERNANDO WATER DISTRICT
City of San Fernando, Pampanga
ANNUAL PROCUREMENT PLAN
For the Period January 01, 2022 to December 31, 2022

APP No.	EXTENT / SIZE OF CONTRACT	PMO / END USER	MODE OF PROCUREMENT	Schedule for Each Procurement Activity				SOURCE OF FUNDS	Estimated Budget (Php)					Remarks			APPROVED BUDGET	SCHEDULE OF PROCUREMENT											
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	CAPITAL OUTLAY	INVENTORY	PERSONNEL SERVICES	MOOE	*(Brief description of Program)*	Qty	Unit Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CO-2022-001	Furnitures and Fixtures for Office the Office of the GM	*Office of the GM*	Shopping of Small Value Procurement	√	*N/A*	*N/A*	√	ICG	150,000	150,000		-	-	*Replacement of worn out furnitures and additional furnitures and fixtures for the newly partitioned office of the GM*	1 lot	150,000	150,000												
CO-2022-002	Furnitures and Fixtures for Office Partitioning	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	300,000	300,000		-	-	*Replacement of worn out furnitures and additional furnitures and fixtures for the office partitioning of the boardroom*	1 lot	300,000	300,000												
CO-2022-003	Airconditioning Unit	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	200,000	200,000		-	-	*Centralized airconditioning unit for Office of the GM receiving area*	1 pc	200,000	200,000												
CO-2022-004	Television	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	50,000	50,000		-	-	*For Office of the GM*	1 pc	50,000	50,000												
CO-2022-005	Paper Shredder	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	25,000	25,000		-	-	*For Office of the GM*	1 pc	25,000	25,000												
CO-2022-006	IT Equipments	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	250,000	250,000		-	-	*For BOD monitoring*	1 lot	250,000	250,000												
CO-2022-007	Desktop computer	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	80,000	80,000		-	-	*For use of the GM*	1 pc	80,000	80,000												
CO-2022-008	Laptop	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	100,000	100,000		-	-	*For use of OGM staff*	2 pcs	50,000	100,000												
CO-2022-009	Airconditioning Unit	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	50,000	50,000		-	-	*For Department Head Office*	1 unit	50,000	50,000												
CO-2022-010	Airconditioning Unit	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	160,000	160,000		-	-	*For Administrative and Technical Department Office*	1 unit	160,000	160,000												
CO-2022-011	Visitors' Chair	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	28,000	28,000		-	-	*For Department Head Office*	1 pc	28,000	28,000												
CO-2022-012	Printer for A3 sized paper	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	25,000	25,000		-	-	*For printing of plans*	1 unit	25,000	25,000												
CO-2022-013	Desktop computers	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	80,000	80,000		-	-	*For the use of the department manager*	1 unit	80,000	80,000												
CO-2022-014	Laptop	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	√	√	√	√	ICG	100,000	100,000		-	-	*To be used for presentations, preparations of reports*	2 units	50,000	100,000												
CO-2022-015	Flow meter, fittings and accessories	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	300,000	300,000		-	-	*For production assessments for three establishments*	1 lot	300,000	300,000												
CO-2022-016	Furnitures and Fixtures	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	50,000	50,000		-	-	*For other necessary furnitures and fixtures after repartitioning*	1 lot	50,000	50,000												
CO-2022-017	Office Equipments	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	200,000	200,000		-	-	*For other necessary office equipments after repartitioning*	1 lot	200,000	200,000												
CO-2022-018	Airconditioning Unit	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	50,000	50,000		-	-	*For Department Head Office*	1 unit	50,000	50,000												
CO-2022-019	Photocopy Machine	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	130,000	130,000		-	-	*In case of breakdown of currently used machine which is more than ten years old*	1 unit	130,000	130,000												
CO-2022-020	Laptop	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	100,000	100,000		-	-	*To be used for presentations, preparations of reports and for replacement of malfunctioning units*	2 units	50,000	100,000												
CO-2022-021	Desktop computer	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	80,000	80,000		-	-	*For the use of the department manager*	1 unit	80,000	80,000												

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	CAPITAL OUTLAY	INVENTORY	PERSONNEL SERVICES	MOOE	(Brief description of Program)	Qty	Unit Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Capital Expenditures Funded thru Internal Cash Generation									**2,508,000**	**2,508,000**	**-**	**-**	**-**				**2,508,000**											
IN-2022-001	Office Supplies	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*N/A*	ICG	310,000		310,000	-	-	*Procurement of Office Supplies Inventory*	1 lot	310,000	310,000												
IN-2022-002	Accountable Forms	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*N/A*	ICG	10,000		10,000	-	-	*Procurement of Accountable Forms Inventory*	1 lot	10,000	10,000												
Procurement of Inventory Funded thru Internal Cash Generation									**320,000**	**-**	**320,000**	**-**	**-**				**-**											
PS-2022-001	Uniforms	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	√	ICG	90,000			90,000	-	*(As needed)*	*N/A*	*N/A*	90,000												
Personnel Services Expenditures Funded thru Internal Cash Generation									**90,000**			**90,000**	**-**				**90,000**											
OM-2022-001	Local Travel for Training, Seminar, Official Travel	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	250,000			-	250,000	*(As needed)*	*N/A*	*N/A*	250,000												
OM-2022-002	Seminar Resource Persons, Registration, Venue, &Accommodation	*BOD, Officers &Employees*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	150,000			-	150,000	*Training Needs, GAD Program and association meetings, seminars and others*	*N/A*	*N/A*	150,000												
OM-2022-003	Fuel, Oil and Lubricants Expenses	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	600,000			-	600,000	*(As needed)*	*N/A*	*N/A*	600,000												
OM-2022-004	Semi-expendable Machinery and Equipment	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	189,000			-	189,000	*(As needed)*	*N/A*	*N/A*	189,000												
OM-2022-005	Semi-expendable Furniture, Fixtures and Books	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	189,000			-	189,000	*(As needed)*	*N/A*	*N/A*	189,000												
OM-2022-006	Bacteria & Physical/Chemical Test of Water	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	50,000			-	50,000	*Sampling tests of water from pump stations*	*N/A*	*N/A*	50,000												
OM-2022-007	Telephone Expenses	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	375,000			-	375,000	*for office communication*	*N/A*	*N/A*	375,000												
OM-2022-008	Internet Subscription Expenses	*xpenses*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	77,000			-	77,000	*for office communication*	*N/A*	*N/A*	77,000												
OM-2022-009	Extraordinary and Miscellaneous Expenses	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	135,600			-	135,600	*(As needed)*	*N/A*	*N/A*	135,600												
OM-2022-010	Other Professional Services	*Admin. & Tech. Dept.*	Alternative Methods of Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	50,000			-	50,000	*(As needed)*	*N/A*	*N/A*	50,000												
OM-2022-011	Repairs & Maint. - Machineries & Equipments	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	80,000			-	80,000	*(As needed)*	*N/A*	*N/A*	80,000												
OM-2022-012	Repairs & Maint. - Motor Vehicles	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	200,000			-	200,000	*(As needed)*	*N/A*	*N/A*	200,000												
OM-2022-013	Fidelity Bond Premiums	*Finance & Comm'l Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	168,000			-	168,000	*(As needed)*	*N/A*	*N/A*	168,000												
OM-2022-014	Insurance Expenses	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	60,000			-	60,000	*(As needed)*	*N/A*	*N/A*	60,000												
OM-2022-015	Advertising, Promotional and Marketing Expenses	*Office of the GM*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	295,000			-	295,000	*(As needed)*	*N/A*	*N/A*	295,000												
OM-2022-016	Representation Expenses	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	950,000			-	950,000	*(As needed)*	*N/A*	*N/A*	950,000												

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OM-2022-017	Subscription Expenses	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	62,000			-	62,000	*(As needed)*	*N/A*	*N/A*	62,000												
OM-2022-018	Donations	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	805,000			-	805,000	*(As needed)*	*N/A*	*N/A*	805,000												
OM-2022-019	Other Maintenance & Operating Expenses	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	1,997,000			-	1,997,000	*(As needed)*	*N/A*	*N/A*	1,997,000												
Total Operations and Maintenance Expenses funded thru internal cash generation									**6,682,600**			**-**	**6,682,600**				**6,682,600**											
Grand Total									**9,600,600**	**2,508,000**	**320,000**	**90,000**	**6,682,600**				**9,280,600**											

Prepared by:

Jay Francisco
BAC Secretariat

Noted by:

Rocky M. Dungca
BAC Chairperson

Approved by:

Jorge P. Gumba
General Manager