CITY OF SAN FERNANDO WATER DISTRICT
City of San Fernando, Pampanga
ANNUAL PROCUREMENT PLAN
For the Period January 01, 2023 to December 31, 2023

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-2023-001	Office partitioning	*Office of the GM*	Shopping of Small Value Procurement	√	*N/A*	*N/A*	√	ICG	60,000	60,000		-	-	*Individual office partitions for staff*	4 units	15,000	60,000												
CO-2023-002	Cabinet (laminated) with open shelves	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	60,000	60,000		-	-	*For storage of reading materials, plaques etc.*	1 set	60,000	60,000												
CO-2023-003	Display wall made of fiber cement board and PVC - wood panels	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	60,000	60,000		-	-	*Wall display for TV set*	1 pc	60,000	60,000												
CO-2023-004	LED TV set	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	60,000	60,000		-	-	*Serves as mini-AVR for technical presentation, discussion during Management meeting*	1 pc	60,000	60,000												
CO-2023-005	Air-Condition (Ceiling Cassete) with Complete Accessories	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	170,000	170,000		-	-	*Replacement of existing unit*	1 pc	170,000	170,000												
CO-2023-006	Office partitioning	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	90,000	90,000		-	-	*Individual office partitions for staff*	6 units	15,000	90,000												
CO-2023-007	Airconditioning unit	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	65,000	65,000		-	-	*Replacement in case of break down of unit used in the office of the Administrative Department Head*	1 pc	65,000	65,000												
CO-2023-008	Airconditioning unit	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	170,000	170,000		-	-	*Replacement in case of break down of unit used in the Administrative Department office*	1 pc	170,000	170,000												
CO-2023-013	Office partitioning	*Finance & Comm'l Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	√	ICG	90,000	90,000		-	-	*Individual office partitions for staff*	6 units	15,000	90,000												
Capital Expenditures Funded thru Internal Cash Generation									**825,000**	**825,000**	-	-	-				**825,000**												
IN-2023-001	Office Supplies	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*N/A*	ICG	320,000		320,000	-	-	*Procurement of Office Supplies Inventory*	NA	320,000	320,000												
IN-2023-002	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*	NA	10,000	10,000												
Procurement of Inventory Funded thru Internal Cash Generation									**330,000**	-	**330,000**	-	-				**330,000**												
PS-2023-001	Uniforms	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	√	ICG	96,000			96,000	-	*(As needed)*	*N/A*	*N/A*	96,000												
Personnel Services Expenditures Funded thru Internal Cash Generation									**96,000**			**96,000**	-				**96,000**												
OM-2023-001	Local Travel for Training, Seminar, Official Travel	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	222,000				222,000	*(As needed)*	*N/A*	*N/A*	222,000												
OM-2023-002	Seminar Resource Persons, Registration, Venue, &Accommodation	*BOD, Officers &Employees*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	940,000				940,000	*Training Needs and Projects, Programs and Activities including GAD Program*	*N/A*	*N/A*	940,000												
OM-2023-003	Fuel, Oil and Lubricants Expenses	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	722,000				722,000	*(As needed)*	*N/A*	*N/A*	722,000												
OM-2023-004	Semi-expendable Machinery and Equipment	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	187,000				187,000	*(As needed)*	*N/A*	*N/A*	187,000												
OM-2023-005	Semi-expendable Furniture, Fixtures and Books	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	112,000				112,000	*(As needed)*	*N/A*	*N/A*	112,000												

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OM-2023-006	Bacteria & Physical/Chemical Test of Water	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	172,000				172,000	*Sampling tests of water from pump stations and wastewater from septage plant*	*N/A*	*N/A*	172,000												
OM-2023-007	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-2023-008	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-2023-009	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-2023-010	Other Professional Services	*Admin. & Tech. Dept.*	Alternative Methods of Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	60,000				60,000	*(As needed)*	*N/A*	*N/A*	60,000												
OM-2023-011	Repairs & Maint. - Machineries & Equipments	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	85,000				85,000	*(As needed)*	*N/A*	*N/A*	85,000												
OM-2023-012	Repairs & Maint. - Motor Vehicles	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	385,000				385,000	*(As needed)*	*N/A*	*N/A*	385,000												
OM-2023-013	Fidelity Bond Premiums	*Finance & Comm'l Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	196,000				196,000	*(As needed)*	*N/A*	*N/A*	196,000												
OM-2023-014	Insurance Expenses	*Admin. & Tech. Dept.*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	90,000				90,000	*(As needed)*	*N/A*	*N/A*	90,000												
OM-2023-015	Advertising, Promotional and Marketing Expenses	*Office of the GM*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	320,000				320,000	*(As needed)*	*N/A*	*N/A*	320,000												
OM-2023-016	Printing Expenses	*OSM*	Negotiated Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	10,000				10,000	*(As needed)*	*N/A*	*N/A*	10,000												
OM-2023-017	Representation Expenses	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	1,016,000				1,016,000	*(As needed)*	*N/A*	*N/A*	1,016,000												
OM-2023-018	Subscription Expenses	*Admin. & Tech. Dept.*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	65,000				65,000	*(As needed)*	*N/A*	*N/A*	65,000												
OM-2023-019	Donations	*Office of the GM*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	870,000				870,000	*(As needed)*	*N/A*	*N/A*	870,000												
OM-2023-020	Other Maintenance & Operating Expenses	*BOD, Officers &Employees*	Shopping of Small Value Procurement	*N/A*	*N/A*	*N/A*	*As needed*	ICG	2,089,000				2,089,000	*(As needed)*	*N/A*	*N/A*	2,089,000												
Total Operations and Maintenance Expenses funded thru internal cash generation									**8,128,600**				**8,128,600**				**8,128,600**												
Grand Total									**9,379,600**	**825,000**	**330,000**	**96,000**	**8,128,600**				**9,379,600**												

Prepared by:

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