

# San Jose del Monte City Water District Annual Procurement Plan for FY 2019

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity	Source of Funds	Estimated Budget (PhP)			Remarks  (brief description of Program/Project)
				Contract Signing		Total	MOOE	CO	
<b><u>A. INCENTIVE</u></b>									
A.1	Grocery Items								
<b><u>B. SUPPLIES, MATERIALS, &amp; FITTINGS</u></b>									
B. 1	Office Supplies,Janitorial Supplies	All Dept.	Shopping as the need arises	JANUARY-DECEMBER	Operational Funds	3,651,400.10			Procurement of various office supplies needed for the day to day requirement
B. 2	Fuel, Oil, Lubricants	All Dept.	Shopping as the need arises	JANUARY-DECEMBER	Operational Funds	692,079.50			Supply of lubricants
B. 3	Other Supplies Expense	All Dept.	Shopping	JANUARY-DECEMBER	Operational Funds	470,000.00			
<b><u>C. UTILITIES</u></b>									
C. 1	Electricity	Admin	Exclusive Meralco	JANUARY-DECEMBER	Operational Funds				
<b><u>D. COMMUNICATION</u></b>									
D. 1	Handheld Radio					-			
D. 2	Telephone (landline & mobile)	Admin. / OGM / Comm'l.	Exclusive PLDT/Globe	JANUARY-DECEMBER	Operational Funds	219,800.00			
D. 3	Internet	Admin. / OGM	PLDT	JANUARY-DECEMBER	Operational Funds	71,000.00			
<b><u>E. AWARDS AND INCENTIVES</u></b>									
E. 1	Plaques	Admin.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	57,000.00			For Loyalty Awardees
E. 2	Watches	Admin.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	105,000.00			For Loyalty Awardees
<b><u>F. ADVERTISING</u></b>									
F. 1	Advertising, Promotional & Marketing Expenses	Admin. / Comm'l. / OGM	Shopping based on requirements	JANUARY-DECEMBER	Operational Funds	2,897,500.00			
<b><u>G. PRINTING AND BINDING</u></b>									
G. 1	Calendars, Brochures & other Public Info Materials	OGM Comm'l.	Public Bidding & Shopping	JANUARY-DECEMBER	Operational Funds	1,000,000.00			
<b><u>H. RENT</u></b>									
H. 1	Rental Vehicle	All Dept.	Contract of Services	JANUARY-DECEMBER	Operational Funds	1,310,000.00			

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<u>I. PROFESSIONAL SERVICES</u>									
I. 1	Legal Services	OGM	Contract of Services	JANUARY-DECEMBER	Operational Funds	470,400.00			
I. 2	Auditing Services	Admin. & Finance	COA Exclusive	JANUARY-DECEMBER	Operational Funds	226,460.30			
I. 3	Computer Programming Services	Admin. / Comm'l.	Contract of Services	JANUARY-DECEMBER	Operational Funds	200,000.00			
I. 4	Other Professional Fees	Admin. / Comm'l.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	100,000.00			notarial
<u>J. TRAINING AND SCHOLARSHIPS</u>									
J. 1	Training Expertise	All Dept.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	1,000,000.00			
<u>K. REPAIR AND MAINTENANCE</u>									
K. 1	Building & Other Structures	Admin.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	150,000.00			
K. 2	Office Equipment	All Dept.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	300,000.00			
K. 3	Land Transportation Equipment / Motor Vehicles	Admin. Prod'n., OGM / Comm'l.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	207,000.00			
K. 4	Furniture & Fixtures	All Dept.	Small Value Procurement	JANUARY-DECEMBER	Operational Funds	75,000.00			
<u>L. TAXES, INSURANCE PREMIUMS AND OTHER FEES</u>									
L. 1	Taxes		Exclusive BIR	JANUARY-DECEMBER	Operational Funds	1,200,000.00			
L. 2	Insurance		Exclusive	JANUARY-DECEMBER	Operational Funds	63,600.00			
L. 3	Licenses		Exclusive LTO & NTC	JANUARY-DECEMBER	Operational Funds	10,500.00			

Approved by:

  
**ENGR. LORETO G. LIMCOLIOC**  
 General Manager