



Republic of the Philippines
LA TRINIDAD WATER DISTRICT
 FA 249-B, Km. 4, Balili, La Trinidad
 Benguet Province 2601

La Trinidad Water District Annual Procurement Plan for FY 2018

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)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PRODUCTION DEPARTMENT													
PD	001	Procurement of Office Supplies	PD	Alternative Mode	January-December 2018					90,000.00			
PD	002	Transportation & Incidental Expenses- Water Utilities Management Officer A	PD	Alternative Mode	As the need arises					2,040.00			
PD	003	Procurement of materials and services for the repair and maintenance of collecting/ Impounding Reservoir	PD	Alternative Mode	As the need arises					18,000.00			
PD	004	Procurement of materials and services for the repair and maintenance of springs and tunnels	PD	Alternative Mode	As the need arises					18,000.00			
PD	005	Procurement of materials/ chemicals and meals for the repair and maintenance of wells	PD	Alternative Mode	As the need arises					36,000.00			
PD	006	Procurement of materials and services for the repair and maintenance of supply mains	PD	Alternative Mode	As the need arises					18,000.00			
PD	007	Procurement of Gasoline, oil, lubricants and other Fuel Expense for Power production	PD	Alternative Mode	January-December 2018					1,080,000.00			
PD	008	Procurement of Fuel for the SV assigned to pumping operators	PD	Alternative Mode	January-December 2018					48,000.00			
PD	009	Procurement of power for pumping	PD	Alternative Mode	January-December 2018					22,475,700.00			
PD	010	Procurement of materials and services for the repair and maintenance of structures and improvement	PD	Alternative Mode	As the need arises					18,000.00			
PD	011	Procurement of materials and services for the repair and maintenance of power production equipment	PD	Alternative Mode	As the need arises					48,000.00			
PD	012	Procurement of materials and services for the repair and maintenance of pumping equipment	PD	Alternative Mode	As the need arises					24,000.00			

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				Activity				Total	MOOE	CO	
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing				
PD 013	Procurement of water testing services and expenses	PD	Alternative Mode	As the need arises				628,860.00			
PD 014	Procurement of water treatment chemicals	PD	Alternative Mode	As the need arises				1,300,620.00			
PD 015	Procurement of materials for the repair and maintenance of water treatment machineries and equipments	PD	Alternative Mode	As the need arises				300,000.00			
CONSTRUCTION & MAINTENANCE DEPARTMENT											
C&M 001	Transportation and Incidental expenses : Engineering Supervision	C&M	Alternative Mode	As the need arises				42,000.00			
C&M 002	Procurement of Office Supplies	C&M	Alternative Mode	January-December 2018				1,112,112.00			
C&M 003	Procurement of office forms for printing	C&M	Alternative Mode	January-December 2018				25,920.00			
C&M 004	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Trans & Distribution Main Structures & Improvements	C&M	Alternative Mode	January-December 2018				72,000.00			
C&M 005	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Trans. Main and Dist. Main.	C&M	Alternative Mode	January-December 2018				629,580.00			
C&M 006	Procurement of materials,equipment and other incidental expenses (Gasoline, oil , Lubricants & Others) for the repairs and maintenance of service mains.	C&M	Alternative Mode	As the need arises				921,600.00			
C&M 007	Procurement of materials, services ,equipment and other incidental expenses for the maintenance of other plant (PPE).	C&M	Alternative Mode	As the need arises				12,192.00			
C&M 008	Procurement of materials, equipment. Services for the repairs and maintenance of Tools, shop & garage equipment	C&M	Alternative Mode	January-December 2018				331,152.00			hacksaw blade , welding rod oxygen,acetylene and other tools for the general repair and maintenance purposes
COMMERCIAL DEPARTMENT											
COM 001	Procurement of Office Supplies under Supervision	COM	Alternative Mode	January-December 2018				24,000.00			
COM 002	Procurement of Office Supplies under Meter Reading Expenses	COM	Alternative Mode	January-December 2018				12,000.00			
COM 003	Travelling Expenses (local) under Meter Reading Expenses	COM	Alternative Mode	January-December 2018				75,600.00			
COM 004	Procurement of Office Supplies and services under Customer Records & Collection Expense	COM	Alternative Mode	January-December 2018				216,000.00			

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COM 005	Procurement of office forms for printing under Customer Records & Collection Expense	COM	Alternative Mode	January-December 2018				480,000.00		Accountable forms
COM 006	Other maintenance and Operating Expenses of IBCS	COM	Alternative Mode	July- December 2018				90,000.00		
COM 007	Traveling Expenses (local) under Customer Records & Collection Expense	COM	Alternative Mode	As the need arises				6,300.00		
COM 008	Procurement of Office Supplies under Miscellaneous Customer Accounts Expense	COM	Alternative Mode	January-December 2018				36,000.00		
COM 009	Procurement of office forms for printing under Miscellaneous Customer Accounts Expense	COM	Alternative Mode	January-December 2018				180,000.00		Accountable Forms
COM 010	Procurement of prizes for 23 early water bill payors	COM	Alternative Mode	January-December 2018				55,200.00		
COM 011	Procurement of Office Supplies under Water Delivery Services	COM	Alternative Mode	January-December 2018				2,160.00		
COM 012	Procurement of office forms for printing under Water Delivery Services	COM	Alternative Mode	January-December 2018				10,200.00		
COM 013	Procurement of Gasoline, oil, lubricants & other fuel expenses for the water delivery trucks	COM	Alternative Mode	January-December 2018				492,000.00		
ADMINISTRATION DEPARTMENT										
AD 001	Procurement of personnel benefits (rice subsidy)	AD	Alternative Mode	January-December 2018				570,000.00		
AD 002	Procurement of professional services (Oher Leagl Counsel)	AD	Alternative Mode	As the need arises				42,000.00		(Other Legal Counsel & Others eg. Survey Expense)
AD 003	Procurement of other outside services (Survey)	AD	Alternative Mode	As the need arises				30,000.00		
AD 004	Procurement of other outside services (CCTV Monitoring)	AD	Alternative Mode	January-December 2018				12,000.00		(security services and CCTV monitoring services)
AD 005	Traveling Expenses- Board of Directors	AD	Alternative Mode	As the need arises				1,002,500.00		
AD 006	Traveling Expenses- Rank and File (Office of the Gm)	AD	Alternative Mode	As the need arises				113,300.00		
AD 007	Traveling Expenses- Rank and File (Administrative Department)	AD	Alternative Mode	As the need arises				142,400.00		
AD 008	Traveling Expenses- Rank and File (Commercial Department)	AD	Alternative Mode	As the need arises				77,200.00		


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AD 009	Traveling Expenses- Rank and File (Const. & maint Department)	AD	Alternative Mode	As the need arises				77,200.00			(Per Diems, Accomodation; registration fee; in-land fare; in-land - Local Fare(w/in La Trinidad); Plane Ticket)
AD 010	Traveling Expenses- Rank and File (Production Department)	AD	Alternative Mode	As the need arises				77,200.00			
AD 011	Traveling Expenses- Legal Office	AD	Alternative Mode	As the need arises				42,000.00			
AD 012	Procurement of various items for representation & entertainment	AD	Alternative Mode	As the need arises				961,584.00			
AD 013	Procurement of extra ordinary & miscellaneous items	AD	Alternative Mode	As the need arises				120,000.00			(Board meeting/visitors' LTWD anniversary, others (various); GM's RA; Department Manager's RA) Various items under GM's EME
AD 014	Procurement of Various Office Supplies	AD	Alternative Mode	January-December 2018				396,000.00			
AD 015	Procurement of Various Accountable Forms	AD	Alternative Mode	January-December 2018				12,000.00			
AD 016	Procurement of Reading Materials	AD	Alternative Mode	January-December 2018				51,540.00			
AD 017	Printing; binding and reproduction	AD	Alternative Mode	January-December 2018				84,000.00			newspapers, aquarius ans national geographic Postage and deliveries (mobile & landline) and internet)
AD 018	Communication expenses:	AD	Alternative Mode	January-December 2018				30,000.00			
AD 019	Communication expenses:	AD	Alternative Mode	January-December 2018				540,000.00			
AD 020	procurement of services on freight and handling	AD	Alternative Mode	As the need arises				60,000.00			
AD 021	Training Expenses: Rank & File Employees	AD	Alternative Mode	As the need arises				270,700.00			Seminar Fees & Other Charges (Office of the GM & Admin; Com; Const; & Prod. Dept) Seminar Fee; Air Fare
AD 022	Training Expenses: Board of Directors	AD	Alternative Mode	As the need arises				487,500.00			
AD 023	Light and Power : Electricity Expenses	AD	Alternative Mode	January-December 2018				84,000.00			
AD 024	Procurement of various items for Donations & contributions	AD	Alternative Mode	As the need arises				24,000.00			
AD 025	Procurement of various materials and expenses for public information/ promotions	AD	Alternative Mode	As the need arises				1,014,000.00			Print and broadcast Media; Leaflets, celendards, snacks during orientation drives/ Publicd information drives and others; Cable (for TV) and coffee/ candies for clients
AD 026	Procurement of gasoline, oil, lubricants for vehicles utilized by admin/ office of the GM	AD	Alternative Mode	As the need arises				228,000.00			
AD 027	Procurement of miscellaneous & general administrative expenses (rain gears, clothing allowance, others)	AD	Alternative Mode	As the need arises				872,000.00			
AD 028	Procurement of materials and services for the maintenance of office equipment	AD	Alternative Mode	As the need arises				72,000.00			
AD 029	Procurement of materials and services for the maintenance of furniture and fixture	AD	Alternative Mode	As the need arises				30,000.00			
AD 030	Procurement of materials and services for the maintenance of office building	AD	Alternative Mode	As the need arises				198,000.00			

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CAPEX 007	Procurement of various materials, equipment and services under Rehabilitation Program: Back of Tiongsan		Alternative Mode	July- September 2018					100,000.00			
CAPEX 008	Procurement of various materials, equipment and services under Construction of Pumphouse/ Building: SPED Center: Mangal		Alternative Mode	July- December 2018					1,700,000.00			
CAPEX 009	Procurement of various materials, equipment and services under Construction of Pumphouse/ Building: Pico Deep Well 1		Alternative Mode	April- September 2018					400,000.00			
CAPEX 010	Procurement of various materials, equipment and services under Construction of Pumphouse/ Building: Pico Deep Well 2		Alternative Mode	January- March 2018					200,000.00			
CAPEX 011	Procurement of various materials, equipment and services under Improvement of Pump ouse/ Building: PPSS Building		Alternative Mode	January- September 2018					1,800,000.00			
CAPEX 012	Procurement of Support Equipment: Stand-by submersible pump/ motors and motor controllers		Alternative Mode	As the need arises					1,000,000.00			
CAPEX 013	Procurement of Support Equipment: Stand-by Generator Set for Lubas Spring Source		Public Bidding	August - September, 2018					1,400,000.00			
CAPEX 014	Procurement of Support Equipment: Server of Billing and Collection System		Alternative Mode	January- March 2018					300,000.00			

Consolidated by:


SHEENA E. BULAY
Customer Service Assistant B

Noted by:


JOSEPH F. UNOS
Property Supply Mgmt Officer B

Certified Correct as compared to Budget by:


ENGR. JANCEL C. BURGOS
Senior Engineer A/BAC Chairman

Approved by:


ENGR. OLIVER L. TAULE
General Manager