



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

## La Trinidad Water District Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Program/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement			Source of Funds	Estimated Budget (Php)			Remarks  (brief description of Program/Project)
				Activity	Ads/Post of IB/REI	Sub/Open of Bids		Notice of Award	Contract Signing	Total	
001	Procurement of Office Supplies	All Dept	Shopping	January-December 2023			Corporate Budget	876,024.11	876,024.11		For Pumping Station Generators and all LTWD SV * inclusive of fuel expenses for GAD activities to provide Technical Assistance & Reimbursable expenses made by BOD
002	Procurement of office forms for printing of non- accountable forms expense	All Dept	Shopping	January-December 2023			Corporate Budget	342,932.46	342,932.46		
003	Procurement of Fuel, Oil and Lubricants	All Dept	Negotiated Procurement	January-December 2023			Corporate Budget	4,183,200.00	4,183,200.00		
004	Procurement of water treatment chemicals	PD	Public Bidding	January-December 2023			Corporate Budget	1,314,738.30	1,314,738.30		
005	Procurement of Other Supplies and Materials	All Dept	Shopping	As the need arises			Corporate Budget	421,186.33	421,186.33		Alcohol, Janitorial Equipment /supplies, lighting equipment
006	Procurement of Office Equipment	All Dept	Shopping	As the need arises			Corporate Budget	141,598.42	141,598.42		
007	Procurement for Communication Equipment	All Dept	Shopping	As the need arises			Corporate Budget	26,204.16	26,204.16		
008	Procurement for Information and Communication Technology Equipment	All Dept	Shopping	As the need arises			Corporate Budget	419,153.86	419,153.86		
009	Procurement for Printing Equipment	All Dept	Shopping	As the need arises			Corporate Budget	270,639.60	270,639.60		
010	Procurement of power for pumping	PD	Lone Provider	January-December 2023			Corporate Budget	33,600,000.00	33,600,000.00		
011	Procurement of water testing services and expenses	PD	Negotiated Procurement	As the need arises			Corporate Budget	911,400.00	911,400.00		





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				Activity					Total	MOOE	CO	
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing					
012	Procurement of materials and services for the repair and maintenance of collecting/ Impounding Reservoir	PD	Shopping	As the need arises				Corporate Budget	60,000.00	60,000.00		
013	Procurement of materials and services for the repair and maintenance of springs and tunnels	PD	Shopping	As the need arises				Corporate Budget	120,000.00	120,000.00		
014	Procurement of materials/ chemicals and meals for the repair and maintenance of wells	PD	Shopping	As the need arises				Corporate Budget	600,000.00	600,000.00		
015	Procurement of materials and services for the repair and maintenance of supply mains	PD	Shopping	As the need arises				Corporate Budget	480,000.00	480,000.00		
016	Procurement of materials and services for the repair and maintenance of Source of Supply Plant Structures and Improvement.	PD	Shopping	As the need arises				Corporate Budget	41,401.07	41,401.07		
017	Procurement of materials and services for the repair and maintenance of Pumping Plant Structures and Improvement.	PD	Shopping	As the need arises				Corporate Budget	135,586.00	135,586.00		
018	Procurement of materials and services for the repair and maintenance of Water Treatment Structures and Improvement.	PD	Shopping	As the need arises				Corporate Budget	70,207.50	70,207.50		
019	Procurement of materials and services for the repair and maintenance of Machinery and Equipment	PD	Shopping	As the need arises				Corporate Budget	12,000.00	12,000.00		
020	Procurement of materials and services for the repair and maintenance of Transportation Equipment	PD	Shopping	As the need arises				Corporate Budget	96,000.00	96,000.00		
021	Procurement of materials and services for the repair and maintenance of power production equipment	PD	Shopping/ Negotiated Procurement	As the need arises				Corporate Budget	600,000.00	600,000.00		





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				Activity	Activity	Activity	Activity		Total	MOOE	CO	
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing					
022	Procurement of materials and services for the repair and maintenance of pumping equipment	PD	Shopping	As the need arises				Carparable Budget	120,000.05	120,000.05		
023	Procurement of materials for the repair and maintenance of water treatment machineries and equipment.	PD	Shopping/ Negotiated Procurement	As the need arises				Carparable Budget	978,440.00	978,440.00		Others: R&M for filters and other water treatment Equipment
024	Procurement of Chlorine Residual Test Kit	PD	Shopping	As the need arises				Carparable Budget	21,560.00	21,560.00		
025	Procurement of materials for the repair and maintenance of Power Operated Equipment	PD	Shopping	As the need arises				Carparable Budget	207,281.14	207,281.14		
026	Procurement of materials, equipment. Services for the repairs and maintenance of Tools, shop & garage equipment	PD	Shopping	As the need arises				Carparable Budget	110,193.13	110,193.13		
027	Procurement of materials, equipment. Services for other maintenance and operating expenses	PD	Shopping	As the need arises				Carparable Budget	60,000.00	60,000.00		
028	Transportation and Incidental expenses : Engineering Supervision	C&M	Alternative Mode	As the need arises				Carparable Budget	60,000.00	60,000.00		
029	Procurement of Semi- Expendable Machinery Equipment Expense: Machinery	C&M	Shopping	As the need arises				Carparable Budget	10,488.19	10,488.19		
030	Procurement of Semi- Expendable Machinery Equipment Expense: Other Equipment	C&M	Shopping	As the need arises				Carparable Budget	17,859.60	17,859.60		
031	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Springs and Tunnels	C&M	Shopping	As the need arises				Carparable Budget	5,379.22	5,379.22		
032	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Wells (Infrastructure Asset)	C&M	Shopping	As the need arises				Carparable Budget	50,610.87	50,610.87		





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				Activity								
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
033	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Supply Mains (Infrastructure Asset)	C&M	Public Bidding		As the need arises			Corporate Budget	1,014,993.47	1,014,993.47		
034	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Reservoirs and Tanks (Infrastructure Asset)	C&M	Shopping		As the need arises			Corporate Budget	5,379.22	5,379.22		
035	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Trans & Distribution Mains	C&M	Public Bidding		As the need arises			Corporate Budget	2,132,635.76	2,132,635.76		
036	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Service Mains	C&M	Shopping		As the need arises			Corporate Budget	913,780.01	913,780.01		
037	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Water Meters	C&M	Shopping		As the need arises			Corporate Budget	1,830.40	1,830.40		
038	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Hydrants	C&M	Shopping		As the need arises			Corporate Budget	18,078.26	18,078.26		
039	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Pumping Plant Structures & Improvement	C&M	Shopping		As the need arises			Corporate Budget	173,584.20	173,584.20		
040	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Water Treatment Structures & Improvement	C&M	Shopping		As the need arises			Corporate Budget	168,363.56	168,363.56		



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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
041	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Administrative Structures and Improvements	C&M	Shopping	As the need arises			Corporate Budget	168,363.56	168,363.56		
042	Procurement of materials and services for the repair and maintenance of machinery and equipment	C&M	Shopping	As the need arises			Corporate Budget	156,000.00	156,000.00		
043	Procurement of materials and services for the repair and maintenance of Transportation Equipment	C&M	Shopping	As the need arises			Corporate Budget	240,000.00	240,000.00		
044	Procurement of materials and services for the repair and maintenance of furniture and fixture	C&M	Shopping	As the need arises			Corporate Budget	12,000.00	12,000.00		
045	Procurement of materials and services for the repair and maintenance of Pumping Equipment	C&M	Shopping	As the need arises			Corporate Budget	94,446.00	94,446.00		
046	Procurement of materials, equipment, Services for the repairs and maintenance of Tools, shop & garage equipment	C&M	Shopping	As the need arises			Corporate Budget	200,000.00	200,000.00		hacksaw blade , welding rod oxygen, acetelyne and other tools for the general repair and maintenance purposes
047	Traveling Expenses (local) under Meter Reading Expenses	COM	Negotiated Procurement	January-December 2023			Corporate Budget	349,920.00	349,920.00		(Per Diems: Accomodation; registration fee; in-land fare; in-land -Local Fare( w/in La Trinidad); Plane Ticket)
048	Traveling Expenses- Board of Directors	AD	Negotiated Procurement	As the need arises			Corporate Budget	464,000.00	464,000.00		
049	Traveling Expenses- Rank and File (Office of the GM)	AD	Negotiated Procurement	As the need arises			Corporate Budget	59,700.00	59,700.00		(Per Diems: Accomodation; registration fee; in-land fare; in-land -Local Fare( w/in La Trinidad); Plane Ticket)



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				Ads/Post of IB/REI	Sub/Open Bids	Notice of Award		Contract Signing	Total	MOOE	
050	Traveling Expenses- Rank and File (Administration Department)	AD	Negotiated Procurement	As the need arises			Carparable Budget	69,800.00	69,800.00		(Per Diems: Accommodation; registration fee; in-land fare; in-land -Local Fare) w/in La Trinidad); Plane Ticket)
051	Traveling Expenses- Rank and File ( Commercial Department)	AD	Negotiated Procurement	As the need arises			Carparable Budget	63,800.00	63,800.00		(Per Diems: Accommodation; registration fee; in-land fare; in-land -Local Fare) w/in La Trinidad); Plane Ticket)
052	Traveling Expenses- Rank and File (Const. & maint Department)	AD	Negotiated Procurement	As the need arises			Carparable Budget	63,800.00	63,800.00		(Per Diems: Accommodation; registration fee; in-land fare; in-land -Local Fare) w/in La Trinidad); Plane Ticket)
053	Traveling Expenses- Rank and File (Production Department)	AD	Negotiated Procurement	As the need arises			Carparable Budget	63,800.00	63,800.00		(Per Diems: Accommodation; registration fee; in-land fare; in-land -Local Fare) w/in La Trinidad); Plane Ticket)
054	Training Expenses: Rank & File Employees	AD	Negotiated Procurement	As the need arises			Carparable Budget	378,800.00	378,800.00		Seminar Fees & Other Charges ( Office of the GM & Admin; Com; Const; & Prod. Dept)
055	Training Expenses: Board of Directors	AD	Negotiated Procurement	As the need arises			Carparable Budget	246,000.00	246,000.00		Seminar Fee; Air Fare
056	Procurement of Various Accountable Forms	AD	Shopping	January-December 2023			Carparable Budget	29,370.00	29,370.00		
057	Procurement of Semi- Expendable Other Equipment		Shopping	January-December 2023			Carparable Budget	5,720.00	5,720.00		
058	Communication expenses:	AD	Negotiated Procurement	January-December 2023			Carparable Budget	36,000.00	36,000.00		Postage and deliveries





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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
069	Communication expenses:	AD	Negotiated Procurement	January-December 2023			Corporate Budget	522,000.00	522,000.00		(mobile & landline) and internet)
060	Procurement of other outside services (Survey)	AD	Shopping	As the need arises			Corporate Budget	80,000.00	80,000.00		
061	Procurement of extra ordinary & miscellaneous items, under GM's EME	AD	Shopping	As the need arises			Corporate Budget	120,000.00	120,000.00		
062	Procurement of professional services (Other Legal Counsel)	AD	Negotiated Procurement	As the need arises			Corporate Budget	42,000.00	42,000.00		(Other Legal Counsel)
063	Procurement of other professional services.	AD	Negotiated Procurement	As the need arises			Corporate Budget	120,000.00	120,000.00		
064	Procurement of Consultancy Services		Public Bidding	As the need arises			Corporate Budget	1,200,000.00	1,200,000.00		
065	Procurement of other outside services (CCTV Monitoring)	AD	Negotiated Procurement	January-December 2023			Corporate Budget	30,000.00	30,000.00		(security services and CCTV monitoring services)
066	Procurement of materials and services for the maintenance of Administrative Structures and Improvements	AD	Shopping	As the need arises			Corporate Budget	72,000.00	72,000.00		
067	Procurement of materials and services for the maintenance of firefighting equipment	AD	Shopping	As the need arises			Corporate Budget	6,000.00	6,000.00		
068	Procurement of materials and services for the maintenance of other machinery and equipment	AD	Shopping	As the need arises			Corporate Budget	60,000.00	60,000.00		
069	Procurement of materials and services for the maintenance of Transportation Equipment	AD	Shopping	As the need arises			Corporate Budget	240,000.00	240,000.00		
070	Procurement of materials and services for the maintenance of furniture and fixture	AD	Shopping	As the need arises			Corporate Budget	96,000.00	96,000.00		





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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
071	Procurement of materials and services for the maintenance of Semi-expendable office equipment	AD	Shopping	As the need arises			Variable Budget	60,000.00	60,000.00		Public information drives , calendar, tarpaulin; Blood Donors' month  Includes BOD Meetings/ Visitors; LTWD Anniversary; BOD Reimbursable/ GAD Activities ; Activities under C&M Dept.
072	Procurement of various materials and services for Advertising; Promotional & Mktg.	AD	Shopping	As the need arises			Variable Budget	24,000.00	24,000.00		
073	Printing; binding and reproduction	AD	Shopping	January-December 2023			Variable Budget	744,000.00	744,000.00		
074	Procurement for Representation Expenses	AD and C&M	Shopping/ Negotiated Procurement	January-December 2023			Variable Budget	888,000.00	888,000.00		
075	procurement of services on freight and handling	AD	Shopping/ Negotiated Procurement	As the need arises			Variable Budget	12,000.00	12,000.00		aquarius, national geographic, cable
076	Subscriptions of reading materials and cable television service.	AD	Shopping/ Negotiated Procurement	January-December 2023			Variable Budget	17,640.00	17,640.00		
077	Procurement of various items for Donations & contributions	AD	Shopping/ Negotiated Procurement	As the need arises			Variable Budget	36,000.00	36,000.00		
078	Procurement of various items for other maintenance and operating expenses	AD	Shopping/ Negotiated Procurement	January-December 2023			Variable Budget	96,000.00	96,000.00		
NEW CINNECTION MATERIALS											
NC 001	Procurement of HDPE Pipes	C&M	Shopping	January-December 2023			Variable Budget	119,577.60			sizes: 20mm and 25mm dia





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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award		Contract Signing	Total	MOOE	
NC 002	Procurement of GI pipes	C&M	Shopping	January-December 2023			Corporate Budget	414,746.40			sizes: 1/2" , 3/4", 1"  (Plastic) : Male Adapter, union connectors, male adaptors Elbow, St. Elbow, Tee, Coupling, union and bushing
NC 003	Procurement of Plastic Fittings for HDPE Pipes	C&M	Shopping	January-December 2023			Corporate Budget	426,861.60			
NC 004	Procurement for Malleable Fittings	C&M	Shopping	January-December 2023			Corporate Budget	626,390.92			
NC 005	Procurement of Ballvalve with lockwing	C&M	Shopping	January-December 2023			Corporate Budget	341,500.80			
NC 006	Procurement of Brass Fittings	C&M	Shopping	January-December 2023			Corporate Budget	458,584.00			Adapter and connector
NC 007	Procurement of Brass Horizontal Checkvalves	C&M	Shopping	January-December 2023			Corporate Budget	408,211.20			
NC 008	Procurement of Water Meters	C&M	Shopping	January-December 2023			Corporate Budget	911,200.00			Brandnew and reconditioned
NC 009	Procurement of Teflon Tapes	C&M	Shopping	January-December 2023			Corporate Budget	220,800.00			
CAPITAL EXPENDITURES											
CAPEX 001	Procurement of various materials, equipment and services under source Development: Guinamay Sarol Deep Well, Balili (Km.3 lot)	C&M	Public Bidding	1st to 2nd Quarter 2023			Corporate Budget	4,500,000.00		4,500,000.00	
CAPEX 002	Procurement of various materials, equipment and services under source Development: Chac-chacan Deep Well, Poblacion, La Trinidad, Benguet	C&M	Public Bidding	3rd to 4th Quarter 2023			Corporate Budget	4,850,000.00		4,850,000.00	





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CAPEX 003	Procurement of various materials, equipment and services under Source Improvement: Procurement and Installation of (Three (3) units Stainless Steel Filter and Two (2) Booster pump with motor controller; upgrading of existing transformer and other accessories and upgrading of distribution panels at Pines Park Spring Source	C&M	Public Bidding	2nd Quarter 2023			Corporate Budget	5,500,000.00	5,500,000.00	
CAPEX 004	Procurement of various materials, equipment and services under Installation of New Transmission Main: Guinamay Sarol Deep Well towards Oras Area	C&M	Shopping	1st Quarter 2023			Corporate Budget	480,000.00	480,000.00	
CAPEX 005	Procurement of various materials, equipment and services under Installation of New Transmission Main: Oras to 'Hexen Motors' Area (Bailii)	C&M	Shopping	2nd Quarter 2023			Corporate Budget	288,000.00	288,000.00	
CAPEX 006	Procurement of various materials, equipment and services under Installation of New Transmission Main: Chac-chacan Deep Well towards Paris Area	C&M	Shopping	4th Quarter 2023			Corporate Budget	320,000.00	320,000.00	
CAPEX 007	Procurement of various materials, equipment and services under rehabilitation of Distribution Main: Oras to 'Hexen Motors' Area ( Bailii)	C&M	Shopping	2nd Quarter 2023			Corporate Budget	480,000.00	480,000.00	
CAPEX 008	Procurement of various materials, equipment and services under rehabilitation of Distribution Main: Capuyan Area ( Bailii)	C&M	Shopping	1st Quarter 2023			Corporate Budget	116,000.00	116,000.00	
CAPEX 009	Procurement of various materials, equipment and services under Enclosure and Maintenance: L.TWD Administration Building	AD	Public Bidding	1st Quarter 2023			Corporate Budget	1,200,000.00	1,200,000.00	




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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CAPEX 010	Procurement of Support Equipment: Service Vehicle	C&M	Public Bidding		1st Quarter 2023			Corporate Budget	2,100,000.00		2,100,000.00	
CAPEX 011	Procurement of Support Equipment: Stand-by submersible pump/ motors and motor controllers	PD	Public Bidding		January-December 2023			Corporate Budget	2,400,000.00		2,400,000.00	
CAPEX 012	Procurement of Support Equipment: Tools for construction and maintenance	C&M	Shopping		1st Quarter 2023			Corporate Budget	200,000.00		200,000.00	
CAPEX 013	Procurement of Support Equipment for water quality monitoring	PD	Shopping		1st Quarter 2023			Corporate Budget	300,000.00		300,000.00	
CAPEX 014	Procurement of Support Equipment: acquisition and installation of automatic turbidity meter for Capiparan Deep Well	PD	Public Bidding		1st Quarter 2023			Corporate Budget	1,000,000.00		1,000,000.00	

Consolidated by:

  
**SHEENA B. GREGORIO**  
Customer Service Assistant B

Noted by:

  
**JOSEPH E. UNOS**  
Property Supply Mgmt Officer B

Approved by:

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

  
**ENGR. OLIVER L. TAULE**  
General Manager