

Revised La Trinidad Water District Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PnP)			Remarks (brief description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
001	Procurement of Office Supplies	All Dept	No	Agency to Agency Procurement/ Small Value Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	1,191,707.35	1,191,707.35		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 accountable forms expense	AD	No	Agency to Agency Procurement	January-December 2025				Corporate Budget	59,950.00	59,950.00		
003	Procurement of office forms for printing of non-accountable forms expense	All Dept	No	Small Value Procurement	January-December 2025				Corporate Budget	317,234.56	317,234.56		
004	Procurement of Fuel, Oil and Lubricants	All Dept	No	Small Value Procurement/ Direct Acquisition/ Direct Retail Purchase	January-December 2025				Corporate Budget	3,700,000.00	3,700,000.00		
005	Procurement of water treatment chemicals	PD	No	Small Value Procurement	January-December 2025				Corporate Budget	1,041,089.50	1,041,089.50		Alcohol, Janitorial Equipment /supplies, lighting equipment
006	Procurement of Other Supplies and Materials	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	474,280.67	474,280.67		
007	Procurement of Semi- Expendable Furniture and Fixture Expenses	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	58,361.60	58,361.60		
008	Procurement of Semi- Expendable Office Equipment	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	94,960.06	94,960.06		
009	Procurement for Semi-Expendable Information and Communication Technology Equipment	All Dept	No	Small Value Procurement	As the need arises				Corporate Budget	625,207.17	625,207.17		

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					Activity					Total	MOOE	CO	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing					
010	Procurement for Semi- Expendable Communication Equipment	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	156,200.04	156,200.04		
011	Procurement for Semi-Expendable Printing Equipment	All Dept	No	Small Value Procurement	As the need arises				Corporate Budget	184,008.08	184,008.08		
012	Procurement for Semi-Expendable Other Equipment	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	700,765.04	700,765.04		
013	Procurement for Semi-Expendable Disaster Response and Rescue Equipment	All Dept	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	28,943.20	28,943.20		
014	Procurement of power for pumping	PD	No	Direct Retail Purchase	January-December 2025				Corporate Budget	34,800,000.00	34,800,000.00		
015	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Wells (Infrastructure Asset)	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	196,633.71	196,633.71		
016	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Supply Mains (Infrastructure Asset)	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	364,447.33	364,447.33		
017	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Trans & Distribution Mains	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	9,461,594.75	9,461,594.75		
018	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Service Mains	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	2,375,974.75	2,375,974.75		
019	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Water Meters	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	198,319.04	198,319.04		
020	Procurement of materials,equipment and other incidental expenses for the Repairs and Maintenance of Hydrants	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	109,183.67	109,183.67		



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					Activity					Total	MOOE	CO	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing					
021	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Source of Supply Plant Structure and Improvement	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	27,720.00	27,720.00		
022	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Pumping Plant Structures & Improvement	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	273,481.95	273,481.95		
023	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Water Treatment Structures & Improvement	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	91,088.03	91,088.03		
024	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Transmission and Distribution Structures & Improvement	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	102,000.00	102,000.00		
025	Procurement of materials, equipment and other incidental expenses for the Repairs and Maintenance of Administrative Structures and Improvements	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	144,000.00	144,000.00		
026	Procurement of materials and services for the repair and maintenance of Machinery and Equipment	AD & C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	420,000.00	420,000.00		
027	Procurement of materials and services for the repair and maintenance of Transportation Equipment	AD & C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	930,000.00	930,000.00		
028	Procurement of materials and services for the repair and maintenance of furniture and fixture	AD & C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	96,000.00	96,000.00		
029	Procurement of materials and services for the repair and maintenance of Power Production Equipment	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	850,000.00	850,000.00		
030	Procurement of materials and services for the repair and maintenance of Pumping Equipment	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	374,082.50	374,082.50		



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					Activity			Contract Signing		Total	MOOE	CO	
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award						
031	Procurement of materials and services for the repair and maintenance of Water Treatment Equipment	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	1,295,561.85	1,295,561.85		hacksaw blade , welding rod oxygen,acetylene and other tools for the general repair and maintenance purposes
032	Procurement of materials and services for the repair and maintenance of Power Operated Equipment	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	19,030.00	19,030.00		
033	Procurement of materials, equipment. Services for the repairs and maintenance of Tools, shop & garage equipment	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	115,241.50	115,241.50		
034	Procurement of materials, equipment. Services for under maintenance and operating expenses	C&M	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	24,000.00	24,000.00		
035	Travelling Expenses	AD	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	345,920.00	345,920.00		(Per Diems, Accommodation, registration fee, in-land fare, in-land -Local Fare) (w/in La Trinidad); Plane Ticket)
036	Taxes, Insurance Premiums and Other Fees: Taxes, Duties and Licenses	AD	No	Negotiated Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	515,115.00	515,115.00		
037	Taxes, Insurance Premiums and Other Fees: Fidelity Bond Premium	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	130,000.00	130,000.00		
038	Taxes, Insurance Premiums and Other Fees: Insurance Expenses	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	1,590,000.00	1,590,000.00		
039	Taxes, Insurance Premiums and Other Fees: Documentary Stamp Tax	AD	No	Negotiated Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	80,000.00	80,000.00		Postage and deliveries   (mobile & landline) and internet)
040	Procurement of Token for LTWD Awardees	AD	No	Small Value Procurement	January-December 2025				Corporate Budget	35,000.00	35,000.00		
041	Communication expenses:	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	20,000.00	20,000.00		
042	Communication expenses:	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	660,000.00	660,000.00		

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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
043	Procurement of other outside services (Survey)	AD	No	Small Value Procurement	As the need arises				Corporate Budget	50,000.00	50,000.00		(Other Legal Counsel)
044	Procurement of extra ordinary & miscellaneous items, under GM's EME	AD	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	120,000.00	120,000.00		
045	Procurement of professional services (Other Legal Counsel)	AD	No	Negotiated Procurement	As the need arises				Corporate Budget	84,000.00	84,000.00		
046	Auditing Expenses	AD	No	Negotiated Procurement	As the need arises				Corporate Budget	800,000.00	800,000.00		
047	Procurement of other professional services.	AD	No	Negotiated Procurement	As the need arises				Corporate Budget	679,600.00	679,600.00		
048	Water Expense	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	180,000.00	180,000.00		(security services and CCTV monitoring services)
049	Procurement of materials and services under other General Services	AD	No	Negotiated Procurement	January-December 2025				Corporate Budget	60,000.00	60,000.00		
050	Procurement of various materials and services for Advertising, Promotional & Mktg.	AD	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	24,000.00	24,000.00		
051	Printing, binding and Publications	AD	No	Small Value Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	750,000.00	750,000.00		
052	Procurement for Representation Expenses	AD and C&M	No	Small Value Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	1,275,000.00	1,275,000.00		
053	Procurement of services on Transportation and Delivery	AD	No	Small Value Procurement/ Direct Acquisition	As the need arises				Corporate Budget	12,000.00	12,000.00		Includes BOD Meetings/ Visitors, LTWD Anniversary, BOD Reimbursable/ GAD Activities ; Activities under C&M Dept.
054	Rent/ Lease Expenses	AD	No	Negotiated Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	16,800.00	16,800.00		
055	Membership Duties and Contributions	AD	No	Negotiated Procurement	As the need arises				Corporate Budget	24,000.00	24,000.00		



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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
CAPEX 012	Replacement of Warehouse Roofing and Construction of Mezzanine at Deep Well 2	C&M	No	Small Value Procurement/ Direct Acquisition	January-December 2025				Corporate Budget	1,880,055.74		1,880,055.74	
CAPEX 013	Procurement of various materials, equipment and services for the Construction of Transformer Stand	C&M	No	Small Value Procurement/ Direct Acquisition	2nd to 3rd Quarter 2025				Corporate Budget	530,000.00		530,000.00	
CAPEX 014	Procurement of Portable Generator Set	C&M	No	Small Value Procurement/ Direct Acquisition	2nd Quarter 2025				Corporate Budget	150,000.00		150,000.00	
CAPEX 015	Body Extension of LTWD Service Vehicle with plate no. SEF 294	AD	No	Small Value Procurement/ Direct Acquisition	2nd Quarter 2025				Corporate Budget	150,000.00		150,000.00	
CAPEX 016	Procurement of various materials, equipment and services for the Construction of Generator Shed for Guinamay Sarol Deep Well	COM	No	Small Value Procurement/ Direct Acquisition	2nd to 3rd Quarter 2025				Corporate Budget	123,000.00		123,000.00	
CAPEX 017	Procurement of various materials, equipment and services for the Replacement of roofing and construction of comfort room with septic tank and perimeter fence for Cogcoga Booster Pump House	C&M	No	Small Value Procurement/ Direct Acquisition	2nd to 3rd Quarter 2025				Corporate Budget	320,000.00		320,000.00	
CAPEX 018	Procurement of various materials, equipment and services for the construction of comfort room with septic tank and perimeter fence for Dreamland Booster Pump House.	C&M	No	Small Value Procurement/ Direct Acquisition	2nd to 3rd Quarter 2025				Corporate Budget	250,000.00		250,000.00	
CAPEX 019	Procurement of various materials, equipment and services for the installation of Point of Sale for the Commercial Department	COM	No	Small Value Procurement/ Direct Acquisition	3rd to 4th Quarter 2025				Corporate Budget	1,045,000.00		1,045,000.00	


Consolidated by:

  
SHEENA B. GREGORIO  
Supervising Procurement Officer

Noted by:

  
ENGR. JANCEL C. BURGOS  
Department Manager B/BAC Chairman

Approved by:

  
ENGR. OLIVER L. TAULE  
General Manager

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