



Santa Maria

WATER DISTRICT

January 10, 2018

ATTY. DENNIS S. SANTIAGO

Executive Director V
Government Procurement Policy Board (GPPB)
Technical Support Office (GPPB-TSO)
Unit 2506 Raffles Corporate Center
F. Ortigas Center, Pasig City

Re: Submission of Revised Annual Procurement Plan for the Year 2017

Dear Sir,

Pursuant to Section 7 of Republic Act (RA) 9184 and GPPB Circular 07-2015 dated July 16, 2015, where in procuring entities are mandated in the preparation of Annual Procurement Plan (APP) which should include procurements considered crucial to the efficient discharge of governmental functions..

Relative thereto, we are respectfully submitting the following documentary requirements, viz: (1) Revised APP for the year 2017 and (2) Electronic Format in CD form with the file name "SMWD-Revised APP for the year 2017.

We hope that you will find the above-mentioned documents in order. Kindly acknowledged receipt hereof.

Respectfully Yours,

Engr. Carlos N. Santos Jr
General Manager

REVISED ANNUAL PROCUREMENT PLAN FOR FY 2017

OPERATING AND MAINTENANCE EXPENSES

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief Description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total (Revised)	MOOE	CO	
A. SUPPLIES AND MATERIALS												
755	Common Use Supplies	All Divisions	NP-Agency to Agency	Quarterly	Quarterly	Quarterly	Quarterly	COB	450,592.87	420,592.87		ballpens,pencils, multi-copy papers, etc. needed in the daily office works
755	Other Office Supplies	All Divisions	NP-SVP	Quarterly	Quarterly	Quarterly	Quarterly	COB	132,103.04	110,909.27		coffee, sugar, creamer and alcohol for office use
755	Printed Forms/Supplies	All Divisions	NP-SVP	Quarterly	Quarterly	Quarterly	Quarterly	COB	224,940.50	224,940.50		disbursement vouchers, BUS, IAR,BIN , Leave cards, etc.
755	Small Office Equipment Devices	All Divisions	NP-SVP	Feb to Dec 2017				COB	69,840.50	69,840.50		calculators, metal desk tray, staplers, punchers, etc.
755	Computer Supplies	GS,F,CA, CS	NP-SVP	Feb to Dec 2017				COB	1,913.50	1,913.50		Printer Cartridge
755	Toners and Inks	All Divisions	NP-SVP	Quarterly	Quarterly	Quarterly	Quarterly	COB	32,378.80	32,378.80		Printer Ink/refill with different colors
755	Miscellaneous Office Supplies	All Divisions	NP-SVP	Quarterly	Quarterly	Quarterly	Quarterly	COB	112,369.86	112,369.86		photo copies, tarpaulins,transparent plastics,decors, etc
756	Accountable Forms	CA	NP-Agency to Agency	Sep-17	Sep-17	Sep-17	Sep-17	COB	804,600.00	804,600.00		Official Receipts issued for water bills and sale of fittings
756	Accountable Forms - Others	Finance	NP-Agency to Agency	Sep-17	Sep-17	Sep-17	Sep-17	COB	10,600.00	10,600.00		Checks, Journal Entry Vouchers, OR (Cashier)
761	Gasoline, Oil and Lubricants	GS,CS,WR,C M, E	Direct Contracting	monthly	monthly	monthly	monthly	COB	1,519,216.09	1,519,216.09		Gasoline, Oil, Grease/lubricants for SMWD vehicles and heavy
765	Other Supplies-Calcium Hypochlorite	WR	Public Bidding	Mar-17	Mar-17	Apr-17	Apr-17	COB	1,504,300.00	1,504,300.00		Calcium Hypochlorite granules for water treatment
765	Other Supplies- Chlorine Dioxide	WR	Direct Contracting	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	COB	67,200.00	67,200.00		Chlorine Dioxide in Powder Form for water treatment
765	Other Supplies-Ortho-tolidine solution	WR	Direct Contracting	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	COB	15,000.00	15,000.00		Ortho-tolidine solution used for water testing
765	Other Supplies-Chemicals	WR	NP-SVP	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	1st & 3rd quarter	COB	406,802.20	370,885.20		chlorine re-agent powder pillows, disinfectant, PH reagent, chlorine dioxide reagent, Glycine for Chlorine Dioxide
765	Other Supplies- Various Tools & Small Equipment	G.S, C.M,E, WR	NP-SVP	Quarterly	Quarterly	Quarterly	Quarterly	COB	876,265.99	840,348.99		raincoat, vest, umbrella,helmets, gloves, diff. tools used by field employees