



Santa Maria 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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
749	Other Personnel Benefits - Medical and Praise	Admin	NP-53.9 - Small Value Procurement	Semi Annual	Semi Annual	Semi Annual	Semi Annual	Corporate Budget	753,400.00	753,400.00		Medical examination of employees (twice a year)
751	Traveling Expenses - Local	Finance	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	632,481.60	632,481.60		Payment for airfare and hotel accommodation for conferences and seminars attended within the Philippines
753	Training and Scholarship Expenses	Admin	NP-53.9 - Small Value Procurement	Semi Annual	Semi Annual	Semi Annual	Semi Annual	Corporate Budget	2,269,400.00	2,269,400.00		Seminar for the improvement and awareness of employees
755	Common Electrical Supplies	Admin/Finance/WR/C&M/Eng'g	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	27,173.38	27,173.38		Fluorescent tube, led bulb and battery rechargeable
755	Common Office Supplies	All Divisions	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	4,262.18	4,262.18		Battery AA & AAA
755	Common Office Supplies	All Divisions	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	104,397.62	104,397.62		Transparent Plastic, folder, tapes and others
755	Common Office Supplies	Customer Services	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	252,747.85	252,747.85		Copy papers, envelopes, folders, pencils and others
755	Common Office Supplies	All Divisions	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	14,244.07	14,244.07		Cutter ,Puncher, stapler and scissors
755	Common Office Devices	All Divisions	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	65,848.40	65,848.40		Lever Arch files, Disconnection Tag
755	Common Office Equipment	Finance/CA	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	951.30	951.30		Calculators for office use
755	Common Office Equipment	Finance/GS/CA/C S/WR/C&M	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	14,966.98	14,966.98		Cork board,metal desk tray, money detector and others
755	Common Office Equipment	Finance/GS/CA/C S/WR/C&M	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	48,521.76	48,521.76		Money detector, Digital voice recorder
755	Common Janitorial Supplies	All Divisions	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	173,064.15	173,064.15		Broom, floorwax, garbage bag, soap and others
755	Common Janitorial Supplies	All Divisions	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	91,080.90	91,080.90		Brush, doormat, pail, dipper ,dish washing soap and others
755	Common Computer Supplies	All Divisions	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	38,953.70	38,953.70		Inks, flash drive & mouse
755	Common Computer Supplies	All Divisions	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	29,949.92	29,949.92		Continuous forms for daily office work not available at dbm
755	Common Computer Supplies	All Divisions	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	221,440.12	221,440.12		Mouse pad and ribbon cartridges
755	Computer Equipment and Accessories	Admin/GS/WR	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	9,460.88	9,460.88		Inks, flash drive & mouse
755	Computer Equipment and Accessories	Admin/GS/WR	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	18,709.08	18,709.08		Specialty paper and cartridge
755	Consumables	All Divisions	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	152,521.63	152,521.63		Coffee, creamer, sugar, paste, ribbon printer and others
755	Office Equipment and Accessories	Cust. Accounts	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	154,959.22	154,959.22		Thermal tape for reading purposes
755	Paper Materials and Products	Admin/Fin/GS/WR/C&M/Eng'g	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	246,156.74	246,156.74		Budget utilization slips, disbursement vouchers and others
755	Miscellaneous Office Supplies	GS	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	19,816.33	19,816.33		Photocopying and scanning
755	Miscellaneous Office Supplies	Admin/CA/CS/C&M/Eng'g	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	17,408.79	17,408.79		Solignum and surgical ,ask
755	Miscellaneous Office Supplies	CS	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	70,252.93	70,252.93		Calendar, company IDs, first aid kit, tarpaulin and others
756	Accountable Forms	CA & Finance	NP-53.5 Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	1,323,332.00	1,323,332.00		Journal entry vouchers and official receipts
761	Gasoline, Oil and Lubricant Expenses	GS/C&M	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,209,764.88	2,209,764.88		Gasoline, oil, lubricants for vehicles and heavy equipment
765	Other Supplies Expenses - Chemicals	Water Resource	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,453,670.40	1,453,670.40		Chlorine - Calcium Hypochlorite for water treatment
765	Other Supplies Expenses - Chemicals	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	549,452.80	549,452.80		Chemical Disinfectant, free Chlorine reagent
765	Other Supplies Expenses - Disconnection Supplies	Cust. Services	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	181,900.00	181,900.00		Bolts & Nuts, Disconnection Tag, Lead Seal and Magnetic Wire used for disconnection



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765	Other Supplies - Safety & Protective Gears/Various Tools	CA/CS/WR/C&M/Eng'g.	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	577,871.40	577,871.40		Raincoat, vest, umbrella, helmets, gloves, various tools used by field employees
766	Water Drinking	Admin	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	76,800.00	76,800.00		Drinking water supplied weekly by the water distributor
766	Bulk Water Supply	Water Resource	Direct Contracting					Corporate Budget	96,122,989.44	96,122,989.44		Bulk water supply distributed directly to SMWD pipelines
768	Cooking Gas Expenses	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	1,516.32	1,516.32		Cooking gas used in connection w/ government activities
780	Advertising Expenses - Public Hearing expenses (Septage)	Cust. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	191,000.00	191,000.00		Public hearing expenses
780	Advertising Expenses (Flyers, Giveaways, Orientation & Pouch)	Cust. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	378,870.00	378,870.00		Flyers, giveaways, pouch and orientation expenses, dry clean
781	Printing & Binding Expenses	Finance	NP-53.9 - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	2,500.00	2,500.00		Production, printing and binding of documents
795	General Services	Water Resource	NP-53.9 - Small Value Procurement	Semi Annual	Semi Annual	Semi Annual	Semi Annual	Corporate Budget	192,500.00	192,500.00		Physical and Chemical Analysis
795	General Services	Water Resource	NP-53.9 - Small Value Procurement	Semi Annual	Semi Annual	Semi Annual	Semi Annual	Corporate Budget	384,000.00	384,000.00		Total Fecal, coliform & Heterotrophic Plate count test
797	Security Services	Gen. Services	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	2,319,180.36	2,319,180.36		Payment for Security Guards at HQ and GS
811	R & M - Office Building	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	79,994.00	79,994.00		Repairs and electrical supplies
815	R & M - Other Structures	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	43,476.32	43,476.32		Rehabilitation and repainting of pump stations
821	R & M - Office Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	67,184.00	67,184.00		Bnc connector, dc adaptor, analog camera, digital video recorder (CCTV) and others
821	R & M - Office Equipment	Gen. Services	NP-53.9 - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	45,760.00	45,760.00		Cleaning and Maintenance of Aircon
822	R & M - Furniture and Fixture	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	24,064.50	24,064.50		Drawer guide and lock, top glass cover, venetian blinds, repairs of swivel chair and shelves
823	R & M - IT Equipment and Software	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	115,586.40	115,586.40		Internal hard drive/disk, keyboard, network hub, UPS battery and others
829	R & M - Communication Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	13,728.00	13,728.00		Battery of portable radio, Regulated Power Supply
829	R & M - Communication Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	10,400.00	10,400.00		Repairs of mobile phone
830	R & M - Construction and Heavy Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	33,280.00	33,280.00		Parts and labor for the maintenance of concrete cutter, compressor, jack hammer, generator set and others
830	R & M - Construction and Heavy Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	278,507.28	278,507.28		Flood lights, Combination Wrench Tool Set and others
831	R & M - Firefighting Equipment & Accessories	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	87,360.00	87,360.00		Fire Extinguisher 20 lbs.
841	R & M - Transportation Equipment	Gen. Services	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,784,833.32	1,784,833.32		Labor and parts for the maintenance of service vehicles
841	R & M - Transportation Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	2,147.60	2,147.60		Rust remover for service vehicles
841	R & M - Transportation Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	205,972.00	205,972.00		GPS Tracker device and Parking Barrier System
850	R & M - Tools, Shops and Garage Equipment	Gen. Services	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	138,493.00	138,493.00		Cutting and grinding disk, hack saw blade and other tools
850-311	R & M - Other PPE - Power Production Equipment	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	228,034.56	228,034.56		Automatic Voltage Regulator, Circuit Breaker, Thermal Overload Relay, Timer and others



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850-312	R & M - Other PPE - Power Production Equipment	Water Resource	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,810,881.28	1,810,881.28		LCP Display, VFD Blower Fan, Sensorprom for Electromag
850-312	R & M - Other PPE - Power Production Equipment	Water Resource	NP-53.2 Emergency Cases	N/A	N/A	N/A	N/A	Corporate Budget	370,000.00	370,000.00		Lowering of Pump and other repairs of pumping equipment
850-313	R & M - Other PPE - Water Treatment Equipment	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	138,528.00	138,528.00		PE Chlorinator Hose Tubing, Diaphragm, Foot and Injection Valve for water treatment
850-314	R & M - Other PPE - Reservoir and Tanks	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	31,824.00	31,824.00		Nylon Thread
850-315	R & M - Other PPE - Transmission and Distribution Mains	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	624.00	624.00		Paint thinner for Distribution of Mains
850-317	R & M - Other PPE - Meters	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	201,600.00	201,600.00		Verification calibration of Electromagnetic Flowmeter
850-325	R & M - Transmission and Distribution Mains	C&M	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	455,105.00	455,105.00		Repair and maintenance Distribution amd mains
850-336	R & M - Services (New Connection)	Eng'g.	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	18,000.80	18,000.80		Concrete hollow block, plywood and other materials for painting of water meters
	Supply of Black Iron fittings	Water Resource	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	120,120.00	120,120.00		BI Coupling Sch 60
	Supply of Brass fittings	CS/WR/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	5,668,438.92	5,668,438.92		Brass Adaptors, Ball Valves, Check Valves and others
	Supply of Cast Iron fittings	CS/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,925,781.80	1,925,781.80		CI Sleeve type couplings, valve box cover and others
	Supply of Ductile Iron fittings	CS/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,285,897.00	2,285,897.00		DI Sleeve Type Coupling, Flange Adaptors and others
	Supply of Galvanized Iron fittings	CS/WR/C&M/Eng'g	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	3,939,563.96	3,939,563.96		GI Bushings, Couplings, Elbows, Nipples and others
	Supply of HDPE fittings	CS/WR/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	544,424.08	544,424.08		HDPE Tubings and Pipes
	Supply of Plastic fittings	CS/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,957,769.00	1,957,769.00		Plastic Adaptors, Elbows, Plastic Saddle Clamps and others
	Supply of uPVC fittings	CS/WR/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	712,397.40	712,397.40		uPVC Elbows and Pipes with Rubber Ring, and Couplings
	Supply of Flow Meters	CS/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	173,547.75	173,547.75		Flowmeters 2" - 4"
969	Other Maintenance & Operating Expenses	CA	Competitive Bidding	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	Corporate Budget	1,600,000.00	1,600,000.00		Christmas Giveaways for Concessionaires
969	Other Maintenance & Operating Expenses	Admin	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	1,936,735.00	1,936,735.00		Sports activity, SMWD Anniversary and Christmas Party
TOTAL ANNUAL PROCUREMENT PLAN FOR 2018 MOOE									138,447,576.08	138,447,576.08		
215	Other PPE - Other Structures	Water Resource	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	2,717,591.08		2,717,591.08	Land development and painting of pump station
215	Other PPE - Other Structures	Water Resource	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	1,183,347.05		1,183,347.05	Improvement of right of way
221	Office Equipment	Finance	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	120,263.40		120,263.40	Palm Reader, ID Laminator, Digital Camer and others
222	Furniture and Fixture	Admin/Fin/GS/CA /CS	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	273,315.99		273,315.99	Bar Stool, Swivel Chairs and Office Tables,Steel and others
223	IT Equipment and Software	Admin/ GS/CS	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,943,442.84		1,943,442.84	Computers, External Hard Drive,Microsoft Office, UPS and Printer
230	Construction and Heavy Equipment	Gen. Services	NP-53.9 - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	394,004.00		394,004.00	Concrete Cutter's Engine, Jack hammer and Compactor
241	Transportation Equipment	GS/C&M/Eng'g.	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	3,175,950.00		3,175,950.00	2.4 Diesel Pick-up MT and Van
241	Transportation Equipment	CS/WR/C&M/Eng'g	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	280,000.00		280,000.00	Motorcycle and Side Car
250-010	Tools, Shops and Garage Equipment	Water Resource	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	6,058,000.00		6,058,000.00	Power Generator, GPS Rover and Leak noise detection Equip
250-010	Tools, Shops and Garage Equipment	Water Resource	Competitive Bidding	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	Corporate Budget	1,243,671.52		1,243,671.52	Surge Protection Device and power sprayer, data logger and ot
250-313	Pumping Equipment	Water Resource	NP-53.2 Emergency Cases	N/A	N/A	N/A	N/A	Corporate Budget	2,802,139.60		2,802,139.60	Submersible cable and pump motor
250-313	Pumping Equipment	Water Resource	NP-53.2 Emergency Cases	N/A	N/A	N/A	N/A	Corporate Budget	1,844,320.00		1,844,320.00	Programable logic controller, Variable Frequency Drive and Others
250-314	Water Treatment Equipment	Water Resource	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Corporate Budget	231,940.80		231,940.80	Chemical Dosing Pump and Tank



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250-328	Other PPE - Meters	CS/C&M	Competitive Bidding	1st Quarter	1st Quarter	1st Quarter	1st Quarter	Corporate Budget	6,459,875.00		6,459,875.00	Water meters 1/2, 3/4 and 1"
TOTAL ANNUAL PROCUREMENT PLAN 2019 - CAPITAL OUTLAY									28,727,861.28		28,727,861.28	
TOTAL ANNUAL PROCUREMENT PLAN FOR 2019									167,175,437.36			


Prepared by:


Certified Funds Available:

Certified correct:

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