

Santa Maria Water District Annual Procurement Plan for FY 2018

gpcdb
Technical Report

| 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 '18 | JAN 31 | |
| 720 | Honoraria | Admin | NP-53.9 - Small Value Procurement | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 672,300.00 | 672,300.00 | | Payment for airfare and hotel accommodation for conferences and seminars attended by the Board of Directors |
| 749 | Other Personnel Benefits - Medical and Praise | Admin | NP-53.9 - Small Value Procurement | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 718,310.00 | 718,310.00 | | Medical examination of employees (twice a year) |
| 751 | Traveling Expenses - Local | Finance | Competitive Bidding | Quarterly | Quarterly | Quarterly | Quarterly | Corporate Budget | 450,000.00 | 450,000.00 | | Payment for airfare and hotel accommodation for conferences and seminars attended within the Philippines |
| 752 | Traveling Expenses - Foreign | Finance | Competitive Bidding | Semi-annual | Semi-annual | Semi-annual | Semi-annual | Corporate Budget | 1,630,000.00 | 1,630,000.00 | | Payment for airfare and hotel accommodation for conferences and seminars attended outside the Philippines |
| 753 | Training and Scholarship Expenses | Admin | NP-53.9 - Small Value Procurement | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 2,437,300.00 | 2,437,300.00 | | Seminar for the improvement and awareness of employees |
| 755 | Common Electrical Supplies | Admin/GS/WR | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 9,080.40 | 9,080.40 | | Battery - 9 volts and AA |
| 755 | Common Electrical Supplies | Admin/Finance/WR/C&M/Eng'g | Shopping | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 27,308.70 | 27,308.70 | | Fluorescent tube, led bulb and battery rechargeable |
| 755 | Common Office Supplies | All Divisions | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 192,851.80 | 192,851.80 | | Copy papers, envelopes, folders, pencils and others |
| 755 | Common Office Supplies | All Divisions | Shopping | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 38,109.00 | 38,109.00 | | Ballpen holder, rubber stamp, file box and others |
| 755 | Common Office Supplies | Customer Services | NP-53.9 - Small Value Procurement | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 35,000.00 | 35,000.00 | | Disconnection tag for disconnection purposes |
| 755 | Common Office Devices | All Divisions | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 11,568.85 | 11,568.85 | | Cutter, scissors, punchers, staplers and others |
| 755 | Common Office Equipment | Finance/CA | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 2,075.75 | 2,075.75 | | Calculators for office use |
| 755 | Common Office Equipment | Finance/GS/CA/CS/WR/C&M | Shopping | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 41,913.00 | 41,913.00 | | Cork board, metal desk tray, money detector and others |
| 755 | Common Janitorial Supplies | All Divisions | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 436,098.44 | 436,098.44 | | Broom, floorwax, garbage bag, soap and others |
| 755 | Common Computer Supplies | All Divisions | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 122,260.92 | 122,260.92 | | Inks, flash drive & mouse |
| 755 | Common Computer Supplies | All Divisions | NP-53.9 - Small Value Procurement | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 63,672.00 | 63,672.00 | | Continuous forms for daily office work |
| 755 | Computer Equipment and Accessories | GS/CA/CS/S&M/Eng'g | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 8,604.70 | 8,604.70 | | Mouse pad and ribbon cartridges |
| 755 | Computer Equipment and Accessories | Admin/GS/WR | Shopping | Quarterly | N/A | Quarterly | Quarterly | Corporate Budget | 2,126.50 | 2,126.50 | | Specialty and sticker papers |
| 755 | Consumables | All Divisions | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 112,177.74 | 112,177.74 | | Coffee, creamer, sugar, paste, ribbon printer and others |
| 755 | Office Equipment and Accessories | Cust. Accounts | NP-53.5 Agency-to-Agency | N/A | N/A | Quarterly | Quarterly | Corporate Budget | 180,000.00 | 180,000.00 | | Thermal tape for reading purposes |

Handwritten signatures and initials at the bottom of the page.