

BATAC WATER DISTRICT
Batac City, Ilocos Norte

Annual Procurement Plan for CY 2016

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/Project)				
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance/Turnover		Total	MOOE	CO					
	Purchase of one (1) set electro-mechanical equipment 5HP	Technical Section	Request for quotation thru PhilGEPS posting		February 2016									March 2016	March 2016	Budget for CAPEX (Others)	160,000.00			Additional pumping equipment				
	Purchase of one (1) set electro-mechanical equipment 3HP	Technical Section	Request for quotation thru PhilGEPS posting		March 2016									March 2016	April 2016	Budget for CAPEX (Others)	120,000.00			Additional pumping equipment				
	Initial Construction of an office building		Public Bidding		November 2016								December 2016	December 2016	March 2017	April 2017	Budget for CAPEX (Others)	720,000.00			Initial construction of an office building at the Government Center			
	Service Connection Materials for the 1st Quarter	Technical Section	Request for Quotation through PhilGEPS posting		January 2016									January 2016		Budget for CAPEX (Service Connection Materials)	150,000.00			Materials used for installation for the 1st quarter				
	Service Connection Materials for the 2nd Quarter				April 2016									April 2016			150,000.00			Materials used for installation for the 2nd quarter				
	Service Connection Materials for the 3rd Quarter				June 2016									June 2016			150,000.00			Materials used for installation for the 3rd quarter				
	Service Connection Materials for the 4th Quarter				Sept. 2016									Sept. 2016			150,000.00			Materials used for installation for the 4th quarter				
	500 booklets Water Bill Receipt			Commercial	Request for Quotation		Apr-16										Jul-16		Budget for OFFICE SUPPLIES	60,000.00			Office supplies to be used by the Administrative and Commercial Sections	
	1,000 pcs. Customer Ledger Card		Sep-16											Sep-16		19,500.00								
	100 booklets Collector's Official Receipt		Jan-16											Mar-16		11,000.00								
	1,000 pcs. Meter Reading Card		Apr-16											Apr-16		13,000.00								
	500 pcs. water service contract		Mar-16											Mar-16		6,000.00								
	1 ream stationery w/letterhead	Administrative			Feb-16								Feb-16				2,500.00							
	1 box business envelope	Administrative			Mar-16								Mar-16				3,000.00							
	CHLORINE GRANULES	Technical	Request for Quotation		(6 drums each for months of January, March, May, July, August, October and November, and 3 drums for December. Delivery will fall within the same month).															Budget for Chemical & Filtering Materials	252,000.00			45 drums of powder chlorine to be used for water treatment

Prepared by:

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DEFINITION

- 1. PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- 2. PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- 3. PMO/End User** - Unit as proponent of program or project
- 4. Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- 5. Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.
- 6. Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- 7. Estimated Budget** - Agency approved estimate of project/program costs

- 8. Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects