

Toledo City Water District Annual Procurement Plan for FY 2017

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Total	Estimated Budget (PAP)	MOOE	CO	Remarks (brief description of Program/Project)
				Advs/Port or IARRI	Sub/Open of bids	Notice of Award	Contract Signing						
<b>A. Professional Services</b>													
846	Provision of Security Guards at Main Office and Sangi Warehouse	Administrative	Public Bidding		August		COB	792,000.00	792,000.00				
849	ISO Accreditation	Administrative	Direct Contracting		Delegated to Administrative Division		COB	500,000.00	500,000.00				
969	Provision of Body Templates to Secure PS	Administrative	Negotiated Procurement		Monthly		COB	234,000.00	234,000.00				
848	Consultancy Service for Computer Data Processing	Administrative	Negotiated Procurement		Monthly		COB	60,000.00	60,000.00				
849	Auditing Services	Finance	Agency-to-Agency		March		COB	149,688.20	149,688.20				
<b>B. Capital Expenditures</b>													
203	Paint (UPIS)	Prog & Maint	Shopping		As Indicated in the PPM/P		COB	873,286.68	873,286.68				
204	Bldgs. & Other Structures	Engg & Constr	SVP		Feb - Apr - Jun - Aug		COB	154,880.00	154,880.00				
207	Office Equipment	Various Divisions	SVP		As Indicated in the PPM/P		COB	212,530.00	212,530.00				
214	Land Transportation Equipment	Various Divisions	SVP		As Indicated in the PPM/P		COB	875,000.00	875,000.00				
225	Other Machinery and Equipment	Engg & Constr	SVP		March		COB	200,000.00	200,000.00				
226	Furniture and Fixtures	Finance	SVP		January		COB	63,290.00	63,290.00				
243	CAPEX Projects	Prog & Maint	Public Bidding/Shopping		As Indicated in the PPM/P		COB	2,650,000.00	2,650,000.00				
243	Carry Over Projects	Engg & Constr	Public Bidding/Shopping		As Indicated in the PPM/P		COB	8,131,800.00	8,131,800.00				
<b>C. Supplies, Materials, Tools and Equipment Services</b>													
751	Office Supplies	Various Divisions	QAM-PS		As Indicated in the PPM/P		COB	890,367.00	890,367.00				
767	Fuel, Oil and Lubricants	Various Divisions	Direct Contracting		Monthly		COB	908,185.00	908,185.00				
766	Other Supplies	Various Divisions	SVP		As Indicated in the PPM/P		COB	334,043.00	334,043.00				
<b>D. Water</b>													
768	Water	Administrative	Direct Contracting		Monthly		COB	36,000.00	36,000.00				
<b>E. Electricity</b>													
769	Electricity	Administrative	Direct Contracting		Monthly		COB	502,508.33	502,508.33				
<b>F. Postage and Deliveries</b>													
772	Postage and Deliveries	Various Divisions	Direct Contracting				COB	97,000.00	97,000.00				
<b>G. Telecommunication Services</b>													
773	Telephone Line	Various Divisions	Direct Contracting		Monthly		COB	118,500.00	118,500.00				
774	Mobile Phone Lines	Various Divisions	Direct Contracting		Monthly		COB	404,976.00	404,976.00				
775	Internet	Various Divisions	Direct Contracting		Monthly		COB	62,748.00	62,748.00				
776	Cable	Administrative	Direct Contracting		Monthly		COB	16,530.00	16,530.00				
<b>H. Printing &amp; Bookbinding</b>													
777	Book Binding	Various Divisions	SVP		As Indicated in the PPM/P		COB	18,093.00	18,093.00				
<b>I. Advertising, Promotional and Marketing Expenses</b>													
778	Calendar	Administrative	SVP		September		COB	280,000.00	280,000.00				
	Magazine Publication	Administrative	SVP		Quarterly		COB	20,000.00	20,000.00				
	Other Publication	Administrative	SVP		April		COB	10,000.00	10,000.00				

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 1 of 3



I. Rent Expenses										
786	Water Sources	Administrative	Negotiated Procurement		As indicated in the PPMF	COB	1,305,684.00	1,305,684.00		
786	Office Space	Administrative	Negotiated Procurement		Monthly	COB	150,240.00	150,240.00		
K. Survey Expenses										
787	LA Survey	Administrative	SVP		Quarterly	COB	80,000.00	80,000.00		
L. Taxes, Insurance Premiums and Other Fees										
778	Taxes, Dues and Licenses	Administrative	Agency-to-Agency		As indicated in the PPMF	COB	85,000.00	85,000.00		
781	Insurance Premiums	Administrative	Agency-to-Agency		As indicated in the PPMF	COB	126,337.50	126,337.50		
M. Research and Exploration										
788	Geo-technical Study	Engg & Constr	Shopping		February	COB	240,000.00	240,000.00		
788	Exploration Expenses	Engg & Constr	Direct Contracting		As indicated in the PPMF	COB	4,000.00	4,000.00		
N. Membership Dues and Contribution to Organizations										
796	Organizations	Administrative	Agency-to-Agency		As indicated in the PPMF	COB	40,000.00	40,000.00		
O. Legal Services										
842	Retainer Fee of Legal Counsel	Administrative	Negotiated Procurement		Monthly	COB	198,000.00	198,000.00		
F. Bank Charges										
891	Checkbook	Finance	Direct Contracting		As indicated in the PPMF	COB	5,986.50	5,986.50		
Q. Repair and Maintenance										
803	Paint (UPSI)	Various Divisions	Shopping		As indicated in the PPMF	COB	2,503,420.21	2,503,420.21		
804	Buildings and Other Structures	Administrative	SVP		As indicated in the PPMF	COB	50,000.00	50,000.00		
807	Office Equipments	Various Divisions	SVP		As indicated in the PPMF	COB	436,890.00	436,890.00		
814	Land Transportation									
	a. Two-Wheel	Various Divisions	SVP		As indicated in the PPMF	COB	370,000.00	370,000.00		
	b. Four-Wheel	Various Divisions	SVP		As indicated in the PPMF	COB	32,300.00	32,300.00		
	c. Six-Wheel	Engg & Constr	SVP		As indicated in the PPMF	COB	47,700.00	47,700.00		
825	Other Machinery and Equipment	Various Divisions	SVP		As indicated in the PPMF	COB	240,000.00	240,000.00		
825	Furniture and Fixtures	Various Divisions	SVP		As indicated in the PPMF	COB	78,270.00	78,270.00		
R. Training Programs										
	In-house Trainings/Seminars conducted by TCWD	Administrative	Direct Contracting		Delegated to Administrative Division	COB	124,600.00	124,600.00		
766/767	Other Entities									
	Property and Inventory Management	Administrative	Direct Contracting		Delegated to Administrative Division	COB	62,100.00	62,100.00		
	Water Meter Management	Administrative	Direct Contracting		Delegated to Administrative Division	COB	41,400.00	41,400.00		
	Well Drilling, Rehabilitation, Maintenance & Monitoring	Administrative	Direct Contracting		Delegated to Administrative Division	COB	41,400.00	41,400.00		
	GAO Planning & Budgeting for Water Utilities	Administrative	Direct Contracting		Delegated to Administrative Division	COB	41,400.00	41,400.00		
	Water Safety Plan Orientation & Development	Administrative	Direct Contracting		Delegated to Administrative Division	COB	41,400.00	41,400.00		
	Career Development & Succession Management	Administrative	Direct Contracting		Delegated to Administrative Division	COB	14,800.00	14,800.00		
	Competency-based HR	Administrative	Direct Contracting		Delegated to Administrative Division	COB	16,400.00	16,400.00		
	HR Symposium	Administrative	Direct Contracting		Delegated to Administrative Division	COB	29,400.00	29,400.00		
	Convention Registration and Expenses Estimated									
796/797	CVAWD	Administrative	Direct Contracting		Delegated to Administrative Division	COB	5,960.00	5,960.00		
	VAWD	Administrative	Direct Contracting		Delegated to Administrative Division	COB	5,980.00	5,980.00		
	PAWD	Administrative	Direct Contracting		Delegated to Administrative Division	COB	48,020.00	48,020.00		
	ILEE	Administrative	Direct Contracting		Delegated to Administrative Division	COB	7,400.00	7,400.00		

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PICE	Administrative	Direct Contracting	Delegated to Administrative Division	COB	7,400.00	7,400.00	
PICCA	Administrative	Direct Contracting	Delegated to Administrative Division	COB	40,800.00	40,800.00	
PSME	Administrative	Direct Contracting	Delegated to Administrative Division	COB	7,400.00	7,400.00	
Local travel/ve registration (maintenance)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	16,320.00	16,320.00	
Monthly Conference of Personnel Officers (Admin)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	29,280.00	29,280.00	
<b>766 Travelling Expenses</b>							
Pick-up material/ice supplies, materials (March)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	7,680.00	7,680.00	
Office Business, cleaning (Finance)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	6,240.00	6,240.00	
Pick-up Supplies, Materials (Admin)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	12,480.00	12,480.00	
Stunt documents to CSC, DBM (Admin)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	6,240.00	6,240.00	
Representatives w/ Other Agencies (Admin outside Ofc/)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	15,000.00	15,000.00	
Representatives w/ Other Agencies (Admin)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	3,120.00	3,120.00	
Rent, GIS, PAQ, IBG (Admin)	Administrative	Direct Contracting	Delegated to Administrative Division	COB	12,480.00	12,480.00	
<b>767 Travelling Expenses</b>							
Cultural Presentation During In Annual Thanksgiving of Trade City	Administrative	Direct Contracting	January	COB	54,000.00	54,000.00	
National Greening Program/World Water Day	Administrative	Direct Contracting	March	COB	36,000.00	36,000.00	
Anniversary Celebration of TOWN Government Employees Cultural Presentation LGU/Annual Thanksgiving Celebration	Administrative	Direct Contracting	April	COB	40,000.00	40,000.00	
City Service Month Celebration	Administrative	Direct Contracting	June	COB	56,150.00	56,150.00	
Sportfest	Administrative	Direct Contracting	September	COB	36,000.00	36,000.00	
Employee Annual Assembly & Fellowship	Administrative	Direct Contracting	October	COB	69,500.00	69,500.00	
Staff Meeting	Administrative	Direct Contracting	December	COB	472,000.00	472,000.00	
BOD Meeting	Administrative	Direct Contracting	Monthly	COB	24,000.00	24,000.00	
Biwing of Guests from WDOs, LGUk, LWLA & NGOs	Administrative	Direct Contracting	Monthly	COB	108,000.00	108,000.00	
Conferences	Administrative	Direct Contracting	Monthly	COB	36,000.00	36,000.00	
<b>8. Service Connection Materials</b>							
169 Service Connection Materials	Commercial	Public Bidding	Semi Annual	COB	3,324,000.00	3,324,000.00	

  
**JENN GLAZA C. GALLEGO**  
 BAC Secretariat

Recommending Approval:

 **RODRIGO SZAMORA**  
 BAC Member

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Approved  
 Disapproved

  
**ANTONIO S. MAPUTI**  
 Head of Procuring Entity  
 Date: November 21, 2016