

METRO BANGUED WATER DISTRICT
ANNUAL PROCUREMENT PLAN
FOR THE CY 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	FOR THE CY 2020				Source of Funds	MOOE	CO	Remarks (brief description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing				
I.	WATER SYSTEM IMPROVEMENT										
1	Water Supply Improvement Project	Technical	Competitive Bidding	3rd Quarter				Internally Generated Funds		17,750,000.00	Non-Revenue Water Reduction, District Metered Area project, Pipeline Replacement, Replacement of 5 yrs. Old Water Meters, Water Source Development, etc.
II.	OFFICE BUILDING										
III.	ACQUISITION OF EQUIPMENTS/TOOLS/FIXTURES/VEHICLES/LAND										
1	Water Truck	Technical	Competitive Bidding	3rd Quarter				Internally Generated Funds		5,500,000.00	To be used for water delivery to low pressure areas.
2	Tools (Plumbing)	Technical	Shopping	1st Quarter				Internally Generated Funds		146,000.00	For regular repairs/maintenance of Distribution Lines and Service Lines
3	Paper shredder	Admin	Shopping	2nd Quarter				Internally Generated Funds		100,000.00	For Office Use.
4	Xerox Machine (trade-in)	Admin	Shopping	3rd Quarter				Internally Generated Funds		70,000.00	For Office Use.
5	Computer Printer	Admin	Shopping	3rd Quarter				Internally Generated Funds		36,000.00	For Office Use.
6	UPS	Admin	Shopping	2nd Quarter				Internally Generated Funds		15,000.00	For Office Use.
7	Office Computer	Admin	Shopping	2nd Quarter				Internally Generated Funds		360,000.00	For Office Use.
8	Palm Pilot Printer	Admin	Shopping	1st Quarter				Internally Generated Funds		120,000.00	For Office Use.
9	Floor Polisher	Admin	Shopping	2nd Quarter				Internally Generated Funds		23,000.00	For Office Use.
10	ISO 2015 Certification	Technical	Competitive Bidding	2nd Quarter				Internally Generated Funds		630,000.00	To be certified as an organization which consistently provides services that meet customer and applicable statutory and regulatory requirements.
IV.	CHEMICAL, FILTERING AND LABORATORY										
1	Gas - 2.50 cylinder per month	Technical	Shopping	Quarterly				Internally Generated Funds	498,000.00		For water Disinfection
2	Granular- one drum per semester	Technical	Shopping	Quarterly				Internally Generated Funds			For water Disinfection

METRO BANGUED WATER DISTRICT
ANNUAL PROCUREMENT PLAN
FOR THE CY 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	MOOE	CO	Remarks (brief description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing				
3	Bacteriological Test / Chlorine Residual Test	Technical	Not Applicable					Internally Generated Funds	220,000.00		For Water Testing to ensure quality of water
4	Annual chemical/physical water analysis	Technical	Not Applicable					Internally Generated Funds			For Water Testing to ensure quality of water
V. MATERIALS & FITTINGS FOR OPERATION											
1	Maintenance of Transmission and Distribution Mains	Technical	Competitive Bidding	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	3,393,200.00		Procurement of various supplies and materials needed for the day to day requirements of MBWD; including Laborers/Job Order Employees
2	Maintenance of Services	Technical	Competitive Bidding	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	3,196,440.00		Procurement of various supplies and materials needed for the day to day requirements of MBWD; including Laborers/Job Order Employees
3	Maintenance of Meters	Technical	Competitive Bidding	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	1,170,000.00		Replacement of Water Meters - 5 yrs. Old and up
VI. SUPPLIES											
1	Office Supplies	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	594,500.00		Procurement of various office supplies needed for the day to day requirements of MBWD
2	Other Supplies	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	35,000.00		Procurement of various supplies needed for the day to day requirements of MBWD
VII. REPAIRS AND MAINTENANCE											
1	Buildings and Other Structures	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	100,000.00		Procurement of items needed for the repair and maintenance of buildings and other structures.
2	Office Equipments	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	50,000.00		Procurement of items needed for the repair and maintenance of office equipments
3	IT Equipment	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	6,000.00		Procurement of items needed for the repair and maintenance of IT equipments
4	Land Transport Equipment	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	542,400.00		Procurement of items needed for the repair and maintenance of the District's service vehicles.
5	Water Treatment Equipment	Technical	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	20,000.00		Procurement of items needed for the repair and maintenance of Chlorinator Equipment
6	Tools, Shop and Garage Equipment	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	5,000.00		Procurement of items needed for the repair and maintenance of Tools, Shop and Garage Equipment
7	Furnitures and Fixtures	Admin	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds	15,000.00		Procurement of items needed for the repair and maintenance of Furnitures and Fixtures

METRO BANGUED WATER DISTRICT
ANNUAL PROCUREMENT PLAN
FOR THE CY 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	MOOE	CO	Remarks (brief description of Program/Project)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing				
8	Major Equipments	Technical	Shopping	Not Applicable: To be procured by Administrative Division as delegated by the BAC				Internally Generated Funds		100,000.00	Procurement of items needed for the repairs and maintenance of the District's heavy equipment
VIII UTILITIES											
1	Fuel, Oil and Lubricant	Admin	Not Applicable					Internally Generated Funds	849,600.00		Procurement of the day to day gasoline, diesel and lubricating oils needed for MBWD vehicles and equipment
2	Water Expense	Admin	Not Applicable					Internally Generated Funds	18,000.00		Water Consumption of Casamata Offices and Main Office
3	Electricity	Admin	Not Applicable					Internally Generated Funds	420,000.00		Electric Consumption for Lusuac Source, Casamata Hills Office and Main Office
IX PROFESSIONAL SERVICES											
1	Legal Services	Admin	Not Applicable					Internally Generated Funds	102,000.00		Fees in connection with MBWD legal matters
X GENERAL SERVICES											
1	Customer Account Expense-Customer Record	Commercial	Not Applicable					Internally Generated Funds	752,400.00		Payment for the Job Order Employees of MBWD
2	Administrative and General Salaries	Admin	Not Applicable					Internally Generated Funds	1,755,600.00		Payment for the Job Order Employees of MBWD
XI. COMMUNICATION											
1	Postage and Deliveries	Admin	Not Applicable					Internally Generated Funds	10,200.00		Postage and Delivery Fees for the requirements of MBWD
2	Telephone Expenses - Landline	Admin	Not Applicable					Internally Generated Funds	49,800.00		This is intended to provide communication link services to MBWD office
3	Telephone Expenses - Mobile	Admin	Not Applicable					Internally Generated Funds	132,750.00		Load Allowance for the 18 MBWD employees and BODs. And Load for the Data Logger.
XII	ADVERTISING, PROMOTIONAL AND MARKETING	Admin	Not Applicable					Internally Generated Funds	374,000.00		Radio plugs and newsletters(DZPA), BAC Advertisements and Advertisements on other News Letters


METRO BANGUED WATER DISTRICT
ANNUAL PROCUREMENT PLAN
FOR THE CY 2020

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	MOOE	CO	Remarks (brief description of Program/Project)
				Ads/Post of IAFB	Sub/Open of Bids	Notice of Award	Contract Signing				
XIII	INSURANCE PREMIUMS AND OTHER FEES										
1	Insurance Premiums	Admin	Not Applicable					Internally Generated Funds	350,000.00		Payment for the Annual Insurance of MBWD Buildings and Vehicles
2	Franchise Tax (2% of Sales)	Admin	Not Applicable					Internally Generated Funds	1,371,883.30		Annual payment of fees to BIR
3	1% Share for the utilization of natural resources (For 2016 and 2017)	Admin	Not Applicable					Internally Generated Funds	680,000.00		Annual payment (For the years 2020)
4	Registration Fees of Motor Vehicles	Admin	Not Applicable					Internally Generated Funds	100,000.00		Annual payment for the registration of MBWD Motor Vehicles
5	Real Property Tax	Admin	Not Applicable					Internally Generated Funds	20,000.00		Annual Taxes
6	Fidelity Bond	Admin	Not Applicable					Internally Generated Funds	100,000.00		Annual payment
7	Extraordinary and Miscellaneous Expenses	Admin	Not Applicable					Internally Generated Funds	98,400.00		GM's extraordinary allowance
8	Membership Dues and Contributions to Organizations (For 2018 & 2019)	Admin	Not Applicable					Internally Generated Funds	58,000.00		Annual water charges by regulating authorities (For the years 2018 and 2019)
9	Other Financial Charges	Admin	Not Applicable					Internally Generated Funds	2,400.00		Imposed charges to MBWD by Banks and other Institutions.
XIV	OTHER MAINTENANCE AND OPERATING EXPENSES	Admin	Not Applicable					Internally Generated Funds	680,000.00		This is intended for GM's Discretionary Fund, Anniversary Expenses, Christmas Program and Other MOOE.
XV	OTHERS										
1	Other Personnel Benefits	Admin	Not Applicable					Internally Generated Funds	1,622,150.00		Program on Awards and Incentives for Excellence (PRAISE), Gender Development and Loyalty Award.
2	Travel Expenses	Admin	Not Applicable					Internally Generated Funds	1,950,000.00		Travelling Expenses for MBWD Management Staff and Personnel on their Official Business
3	Training and Scholarship Expense	Admin	Not Applicable					Internally Generated Funds	480,000.00		Registration Fees of Executives, officers and employees in attending seminars, trainings and conferences inside and outside the area and cost of various materials and handouts needed during the said events.

**METRO BANGUED WATER DISTRICT
ANNUAL PROCUREMENT PLAN
FOR THE CY 2020**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	MOOE CO		Remarks (brief description of Program/Project)
				Ads/Post of LAEB	Sub/Open of Bids	Notice of Award	Contract Signing				
4	Donations	Admin	Not Applicable					Internally Generated Funds	468,500.00		Donations for charitable, religious and other contributions, Water consumption of 50 Drinking Fountains, Corporate Social Responsibility Program, Repair of Artesian Well and Distribution of Bottled Water
5	Representation Expense	Admin	Not Applicable					Internally Generated Funds	768,540.00		Snacks during seminar for new connection, Due dates, Board meeting and for other visitors.
6	Rent/Lease Expense	Admin	Not Applicable					Internally Generated Funds	360,000.00		This is intended for the payment of MBWD office building, office building (extension), and space (generator house) rentals.
GRAND TOTAL									23,419,763.30	24,850,000.00	

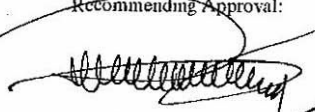
Prepared by:



MOILIN B. BALAORO
Division Manager C - Admin.


[X] Approved
[] Disapproved


Date: September 25, 2019


Recommending Approval:

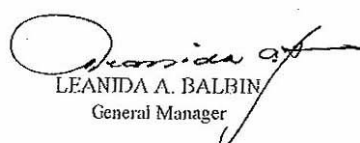

EXPEDITO G. BERAME
BAC Chairperson


JULIUS DOMINADOR BAYAS JR.
BAC Member


MICHELLE R. BORJA
BAC Member


REX JOY N. ASTUDILLO
BAC Member


SHARON S. BARBADILLO
BAC Member


LEANIDA A. BALBIN
General Manager