

Manolo Fortich Water District
Annual Procurement Plan Non- Common Supplies and Equipments for FY 2024
December 6, 2023

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
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Operating and Maintenance Expense												
5 02 03 010	Office Supplies Expenses (Refer to APP-CSE)											
	a. Billing And Commercial Section								214,682.00	214,682.00		
	b. Property and Supply								66,085.00	66,085.00		
	c. Admin/General Services								70,000.00	70,000.00		
	d. Accounting Section								42,179.00	42,179.00		
	e. Office of the General Manager								37,000.00	37,000.00		
	f. Cash Management Section								55,000.00	55,000.00		
	g. Engineering and Maintenance Division								78,764.00	78,764.00		
5 02 03 020	Accountable Forms Expenses								200,000.00	200,000.00		
5 02 03 090	Fuel,Oil and Lubricants Expenses (Red Plate)								1,520,000.00	1,520,000.00		
	Fuel,Oil and Lubricants Expenses (Transportation Allowance)								80,000.00	80,000.00		
5 02 03 990	Other Supplies and Materials Expenses								50,000.00	50,000.00		
5 02 01 010	Travelling Expenses								1,200,000.00	1,200,000.00		
5 02 02 010	Training Expenses								700,000.00	700,000.00		
	1. Personnel Development and Professional Growth	Admin Division		Anytime	Anytime	Anytime	Anytime	GoP	400,000.00	400,000.00		
	2. On-line Gora / VirtualSeminars	Admin Division		Anytime	Anytime	Anytime	Anytime	GoP	60,000.00	60,000.00		
5 02 04 010	Water Expenses											
5 02 04 020	Electricity Expenses								400,000.00	400,000.00		
5 02 05 010	Postage and Courier Services								10,000.00	10,000.00		
5 02 05 020	Telephone Expenses- Mobile								70,000.00	70,000.00		
5 02 05 030	Internet subscription Expenses								80,000.00	80,000.00		
5 02 05 040	Cable, Satellite, Telegraph and Radio Expenses								5,000.00	5,000.00		
5 02 06 010	Awards/Rewards Expenses								100,000.00	100,000.00		
5 02 99 010	Advertising, Promotional and Marketing Expenses											
	1. MFWD 2025 Calendar	Admin Division		Anytime	Anytime	Anytime	Anytime	GoP	300,000.00	300,000.00		
	2. Souvenir Programs, Magazines and Tarpaulins	Admin Division		Anytime	Anytime	Anytime	Anytime	GoP	20,000.00	20,000.00		
5 02 15 010	Taxes, Duties and Licences								3,000,000.00	3,000,000.00		
5 02 04 990	Other Utility Expenses (Franchise & Regulatory)											
5 02 15 020	Fidelity Bond premiums								30,000.00	30,000.00		
5 02 15 030	Insurance Expenses								400,000.00	400,000.00		
5 02 16 010	Labor and Wages								3,418,063.00	3,418,063.00		
5 02 99 030	Representation Expenses								500,000.00	500,000.00		
5 02 99 050	Rent/ Lease Expenses											
5 02 09 010	Generation, Transmission and Distribution Expenses (Power/Buseco)								35,640,000.00	35,640,000.00		
	Generation, Transmission and Distribution Expenses (Fuel for Brownout)								360,000.00	360,000.00		
5 02 03 130	Chemicals and Filtering Supplies Expenses								1,400,000.00	1,400,000.00		
5 02 10 030	Extraordinary & Miscellaneous Expenses								116,000.00	116,000.00		
5 02 10 030-1	Cultural and Athletic Expenses								114,000.00	114,000.00		
5 02 99 060	Membership Dues and Cont. to Organizations								80,000.00	80,000.00		
5 02 99 080	Donations								50,000.00	50,000.00		
5 02 99 140	Documentary Stamp Expenses								1,000.00	1,000.00		

5 02 99 180	Major Events and Conventions Expenses								800,000.00	800,000.00		
5 02 99 990	Other Maintenance and Operating Expenses (BOD)								622,000.00	622,000.00		
5 02 11 010	Legal Services								180,000.00	180,000.00		
5 02 11 020	Auditing Services								150,000.00	150,000.00		
5 02 11 030	Consultancy Services								25,000.00	25,000.00		
5 02 11 990	Other Professional Services								100,000.00	100,000.00		
5 02 12 010	Environment/Sanitary Services								600,000.00	600,000.00		
	1. Dicklum River Rehabilitation	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	75,000.00	75,000.00		
	2. Dahilayan - PAMB Agusan River	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	25,000.00	25,000.00		
	3. Dahilayan - PAMB Kimaykay River	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	25,000.00	25,000.00		
	4. NCIP / FPIC	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	35,000.00	35,000.00		
	5. IEC on Environment	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	20,000.00	20,000.00		
	6. Tree Planting / Growing	Billing & Commercial Section		Anytime	Anytime	Anytime	Anytime	GoP	40,000.00	40,000.00		
5 02 12 030	Security Services											
	1. Security Guard Services	Admin Division	Public Bidding	July 2024	July 2024	August 2024	September 2024	GoP	2,000,000.00	2,000,000.00		
5 02 13 030-1	Maint. of River, Lake and other Intake											
	1. Various Materials for Maintenance at Dahilayan Source (Intake Structure)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	250,000.00	250,000.00		
5 02 13 030-2	Maint of Springs & Tunnels											
	1. Honorarium	Eng'g & Maint. Division	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	475,000.00	475,000.00		
5 02 13 030-3	Maint. of Wells											
	1. Maintenance of Water Well	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	100,000.00	100,000.00		
5 02 13 030-4	Maint. of Reservoir and Tanks											
	1. Various Construction Materials for Reservoir and Tanks Repairs	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	200,000.00	200,000.00		
5 02 13 030-5	Maint. of Trans & Dist. Mains (Materials)											
	Rehabilitation of Pipes in Various Barangays	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	552,692.00	552,692.00		
	1. Brgy. Agusan Canyon											
	2. Brgy Alae											
	3. Dahilayan											
	4. Brgy. Damilag											
	5. Brgy. Diclum											
	6. Sitio Kitam-is, Cebucawan, Awol											
	7. Brgy. Lingi-on											
	8. Brgy. Lunocan											
	9. Brgy. Mambatangan/Balubal/Upper Puerto											
	10. Brgy. Mampayag											
	11. Brgy. Mantibugao											
	12. Brgy. San Miguel											
	13. Brgy. Sto. Nino											
	14. Brgy. Tankulan											
	15. Purchase of Fittings for Maintenance (Refer to APP-CSE)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	3,100,000.00	3,100,000.00		
	16. Maint. of Trans & Dist. Mains (Fuel for Red plate)							GoP	352,000.00	352,000.00		
	17. Maint. of Trans & Dist. Mains (Transportation Allowance)							GoP	396,000.00	396,000.00		
5 02 13 030-6	Maint. of Services											
	1. Fittings for New Service Connection (Refer to APP-CSE)	Eng'g & Maint. Division		Anytime	Anytime	Anytime	Anytime	GoP	2,000,000.00	2,000,000.00		
5 02 13 030-7	Maint. of Water Meters											
	1. Maintenance of Meters for New Serive Connection	Eng'g & Maint. Division		Anytime	Anytime	Anytime	Anytime	GoP	3,000,000.00	3,000,000.00		
5 02 13 030-9	Maint of Pumping Plant Structures and Improvements											
	1. Transfer of Mangima Control House	Eng'g & Maint. Division	Small Value Procurement	Febuary 2024	February 2024	February 2024	February 2024	GoP	300,000.00	300,000.00		
5 02 13 030-10	Maint of Water Treatment Structures and Improvements											
	1. Repair of Lingion Perimeter Fence (Lompon Area)	Eng'g & Maint. Division	Small Value Procurement	January 2024	January 2024	January 2024	January 2024	GoP	150,000.00	150,000.00		
5 02 13 030-11	Maintenance of Trans. and Distribution Structures and Improvements											
	1. Purchase of Construction Materials for Maintenance Use	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	100,000.00	100,000.00		
	2. Construction of Valve Box for PRV	Eng'g & Maint. Division	Small Value Procurement	April 2024	April 2024	April 2024	April 2024	GoP	100,000.00	100,000.00		
5 02 13 030-12	Maint of Administrative Structures and Improvements											
5 02 13 030-13	Maint of Power Production Equipment											
	1. Purchase of Various Materials for Pumping Operations (Refer to APP-CSE)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	400,000.00	400,000.00		
5 02 13 030-14	Maint. of Pumping Equipment											

	1. Materials for Electrical Accessories (Refer to APP-CSE)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	300,000.00	300,000.00		
	2. Purchase of Materials for Repairs, Replacement and Rearrangement of Pumping Equipment	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	100,000.00	100,000.00		
5 02 13 030-15	Maint. Of Water Treatment Equipment											
	1. Purchase of Chlorinator Assorted Parts and Accessories for Pumping Station	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	50,000.00	50,000.00		
	2. Replacement of 232psi Chlorinator Feed Pump	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	400,000.00	400,000.00		
	3. Maintenance of Chlorinator Feed Pump HDPE Pipe	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	50,000.00	50,000.00		
5 02 13 030-16	Maint. Of Tools, Shop and Garage Equip.											
	1. Hacksaw Blades	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	20,000.00	20,000.00		
	2. Portable Inverter Welding Machine (300amps)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	12,500.00	12,500.00		
	3. Electric Hand drill	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	7,500.00	7,500.00		
	4. Grass Cutter Accessories	Admin Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	5,000.00	5,000.00		
	5. Vehicle Tools	Admin Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	15,000.00	15,000.00		
5 02 13 050-1	Maint. of Office Equipment											
	1. Maintenance of Aircon	Admin Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	40,000.00	40,000.00		
5 02 13 050-2	Maint. of IT Equipment											
	1. Replacement of Computer Parts and Accessories (Eng'g & Maint. Div)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	58,000.00	58,000.00		
5 02 13 050-3	Maint. Of Communications Equipment								50,000.00	50,000.00		
5 02 13 060	Maint. of Land Transport Equipmt.								1,000,000.00	1,000,000.00		
5 02 13 070	Maint. Of Furniture and Fixtures											
	1. Repair and Replacement of Office Furnitures (Eng'g & Maint. Div)	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	31,000.00	31,000.00		
	2. Repair of Office Table	Billing & Commercial Section	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	10,000.00	10,000.00		
	3. Office Chair and Accessories	Admin Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	15,000.00	15,000.00		
5 03 01 040	Bank Charges								5,000.00	5,000.00		
Capital Outlay				Capital Outlay				Capital Outlay				
	Rental HRIS								300,000.00		300,000.00	
	Maintenance of GIS Program and Gadget	Eng'g & Maint. Division	Direct Contract	Monthly	Monthly	Monthly	Monthly	GoP	200,000.00		200,000.00	
	One Time Set up of Accounting System								150,000.00		150,000.00	
	Accounting System monthly payment								192,000.00		192,000.00	
	Purchase of Vehicle/Motor Cycle (3 units)								270,000.00		270,000.00	
	Purchase of Pumps, Motors and VFD with Accessories	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	2,000,000.00		2,000,000.00	
	Installation of New Distribution Line at Barangay Lindaban	Eng'g & Maint. Division	Public Bidding	Anytime	Anytime	Anytime	Anytime	GoP	2,500,000.00		2,500,000.00	
	Purchase of Various Sizes of Valves and Fittings for Transmission and Distribution Mains	Eng'g & Maint. Division	Small Value Procurement	Anytime	Anytime	Anytime	Anytime	GoP	400,000.00		400,000.00	
	Total								74,657,755.00	68,645,755.00	6,012,000.00	

Prepared by:

Reviewed by:

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