

Republic of the Philippines
MAPANDAN WATER DISTRICT
Poblacion, Mapandan, Pangasinan

Annual Procurement Plan FY 2024 (UPDATED)

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 ITB /REI	Submission / Opening of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
1	SEMI-EXPENDABLE-OFFICE EQUIPMENT											
	Digital Voice Recorder	CMU	Small Value Procurement /Shopping					COB	10,000.00		10,000.00	Requirement for Semi-Expendable Office Equipment for CY2024
	Printer (3 in-1), BIG, 1 unit	CMU	Small Value Procurement /Shopping					COB	11,000.00		11,000.00	
	Serving Trolley	CMU	Small Value Procurement /Shopping					COB	2,639.25		2,639.25	
	UPS	CMU	Small Value Procurement /Shopping					COB	8,152.35		8,152.35	
	Water Dispenser	CMU	Small Value Procurement /Shopping					COB	14,000.00		14,000.00	
2	SUPPLIES AND MATERIALS											
	Accountable Forms	CMU	NP-Agency to Agency					COB	57,774.00	57,774.00		Annual requirement for supplies and materials for year 2024
	Office Supplies	CMU	Small Value Procurement /Shopping					COB	40,686.18	40,686.18		
	Other Office Supplies	CMU	Small Value Procurement /Shopping					COB	55,715.38	55,715.38		
	Fuel , Oil & Lubricants	CMU	Small Value Procurement /Shopping					COB	144,000.00	144,000.00		
3	TRAINING & SCHOLARSHIP								-			
	BOD & CMU Trainings needs	CMU/BOD	N/A					COB	144,000.00	144,000.00		Training, seminars and conventions to attend for year 2024
	Conventions Registration	CMU/BOD	N/A					COB	109,000.00	109,000.00		
4	TRAVELS								-			
	Purchase of Air Ticket	CMU/BOD	Small Value Procurement /Shopping					COB	60,000.00	60,000.00		Training, seminars and conventions' travel to attend for year 2024
	Hotel Accomodation	CMU/BOD	Small Value Procurement /Shopping					COB	156,900.00	156,900.00		
5	COMMUNICATION								-			
	Postage and Courier Services	CMU	Direct Contracting					COB	5,000.00	5,000.00		Communications requirement for Year 2024
	Mobile Communication	CMU/BOD	Direct Contracting					COB	72,000.00	72,000.00		
6	PROFESSIONAL SERVICES								-			
	Auditing Services	CMU	N/A					COB	160,000.00	160,000.00		Professional services requirement for year 2024
	Legal Services	CMU	N/A					COB	72,000.00	72,000.00		
	Survey Services	CMU	Small Value Procurement					COB	500,000.00	500,000.00		

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7	CONFIDENTIAL, INTELLIGENCE & EXTRAORDINARY								-			
	Extraordinary & Miscellaneous	CMU	N/A					COB	116,400.00	116,400.00		Annual expenses for Year 2024 as per GAA
	Cultural & Athletic Expenses	CMU	N/A					COB	18,000.00	18,000.00		
8	TAXES, INSURANCE PREMIUMS & OTHER FEES								-			
	Insurance of Motor Vehicle	CMU	N/A					COB	35,000.00	35,000.00		Annual requirement for the Taxes, Insurance premiums and the like for year 2024
	Bond of Official Employees	CMU	N/A					COB	82,500.00	82,500.00		
	Registration of Motor Vehicle	CMU	N/A					COB	20,000.00	20,000.00		
	Notarial and Other Fees	CMU	N/A					COB	196,440.00	196,440.00		
9	REPAIRS & MAINTENANCE- BUILDINGS								-			
	Ceiling Main and its accessories	CMU	NP-53.9					COB	23,500.00	23,500.00		For the repair & main of Buildings' requirement for Year 2024
	Windows and Doors	CMU	NP-53.9					COB	11,252.50	11,252.50		
	Wall Division	CMU	NP-53.9					COB	5,300.00	5,300.00		
	Gutter/ Roofing	CMU	NP-53.9					COB	1,850.00	1,850.00		
10	REPAIRS & MAINTENANCE- OFFICE EQUIPMENT								-			
	Air Purifier Filter maintenance	CMU	NP-53.9					COB	13,600.00	13,600.00		For the repair & main of Office Equipments' requirement for Year 2024
	Aircon maintenance	CMU	NP-53.9					COB	27,000.00	27,000.00		
	Audio Conference maintenance	CMU	NP-53.9					COB	15,000.00	15,000.00		
	Printers maintenance	CMU	NP-53.9					COB	4,000.00	4,000.00		
11	REPAIRS & MAINTENANCE UTILITY VEHICLE								-			
	Motor Vehicle main (ISUZU Pick-UP)	CMU	NP-53.9					COB	117,300.00	117,300.00		For the repair & maintenance of motor vehicles' requirement for year 2024
	Motor Vehicle main (HI-ACE VAN)	CMU	NP-53.9					COB	114,400.00	114,400.00		
	Motor Vehicle main (SUZUKI SMASH)	CMU	NP-53.9					COB	5,900.00	5,900.00		
12	OTHER PROCUREMENT											
	Indoor Plants (Office & Board Room)	CMU	N/A					COB	5,000.00	5,000.00		Other procurement expenses requirement for Year 2024
	MAWADI BODs Framed Photo	CMU	N/A					COB	4,025.00	4,025.00		
	MAWADI Logo Signage & MAWADI Vison & Vision with lightning and acrylic	CMU	N/A					COB	60,000.00	60,000.00		
	Wall Partition/Cladding	CMU	N/A					COB	15,000.00	15,000.00		

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13	OTHER MAINTENANCE & OPERATING EXPENSE											
	Advertising, Promotion & Marketing exp	CMU	N/A					COB	10,000.00	10,000.00		Annual expenses requirement for the activities of the Water District for Year 2024
	Printing & Publication exp	CMU	N/A					COB	10,000.00	10,000.00		
	Representaiton	CMU	N/A					COB	113,640.00	113,640.00		
	Membership Dues & Conrti to Org	CMU	N/A						13,000.00	13,000.00		
	Subscription Expense	CMU	N/A						7,500.00	7,500.00		
	Donation	CMU	N/A						10,000.00	10,000.00		
	Other MOOE (GAD Activities, CSC Salo-Salo, Anniversary Celebration, Team Building, World Water Day Celebration, Year-End Report & Assessment, Other MOOE Expenses)	CMU	N/A						285,700.00	285,700.00		
TOTAL									2,964,174.66	2,918,383.06	45,791.60	

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