



**BUTUAN CITY WATER DISTRICT**  
**2018 REVISED ANNUAL PROCUREMENT PLAN (RE-ALIGNED BUDGET)**  
**CONSOLIDATED MAINTENANCE & OTHER OPERATING EXPENSES**

Code	Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)		Remarks
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signi- ng		Total	MOOE	
1	751 A - Office Supplies Expenses	ASD	Shopping		Quarterly			GOP	239,600.00	239,600.00	Ballpen,bookpaper,folders, inks, etc
2	751 B - Office Supplies Expenses	OBD	Shopping		Quarterly			GOP	49,495.76	49,495.76	Alcohol, ballpen, paper, toner, staple wire, inks
3	751 C- Office Supplies Expenses	OGM	Shopping		Quarterly			GOP	53,509.95	53,509.95	signpen, envelope, maker, bond paper, etc
4	751 D- Office Supplies Expenses	Finance	Shopping		Quarterly			GOP	957,165.57	957,165.57	Ballpen,paper,columnar, inks, official receipts, etc
5	751 E- Office Supplies Expenses	MSD	Shopping		Quarterly			GOP	339,637.38	339,637.38	Ballpen,bookpaper, envelopes, ring binders, inks, cartridge, etc
6	751 F- Office Supplies Expenses	Comm	Shopping		Quarterly			GOP	193,552.15	193,552.15	Ballpen,paper, stamp pad, envelopes, bill forms, etc
7	751 G- Office Supplies Expenses	Prod	Shopping		Quarterly			GOP	44,716.73	44,716.73	notebook, ballpen, bookpapers, envelopes, inks
8	751 H- Office Supplies Expenses	PAMD	Shopping		Quarterly			GOP	109,000.00	109,000.00	Ballpen, bondpaper, folder, ink, printer
9	751 I- Office Supplies Expenses	Engg	Shopping		Quarterly			GOP	82,619.00	82,619.00	Ballpen, bookpaper, folder, ink, printer, etc
	<b>Sub Total 751 - Office Supplies Expenses</b>								<b>2,069,296.54</b>		
10	757 A - Fuel, Oil & Lubricants	ASD	Shopping		Monthly			GOP	2,155,955.51	2,155,955.51	District & Hired vehicles fuel
	<b>Sub Total : 757 - Fuel, Oil &amp; Lubricants</b>								<b>2,155,955.51</b>		
11	759 A - Maintenance Supplies Expenses	ASD	Shopping		Monthly			GOP	32,082.00	32,082.00	Broom stick,rugs, freshener, mop, etc
12	759 B - Maintenance Supplies Expenses	OBD	Shopping		Monthly			GOP	15,380.00	15,380.00	Freshener, dishwashing, towel, tissue, mop, etc
13	759 C - Maintenance Supplies Expenses	OGM	Shopping		Monthly			GOP	19,943.00	19,943.00	Fish food, toilet paper, handsoap, alcohol, etc
14	759 D - Maintenance Supplies Expenses	Finance	Shopping		Monthly			GOP	4,570.00	4,570.00	Dishwashing, handsoap, ultra violet bulb, and soap
15	759 E - Maintenance Supplies Expenses	MSD	Shopping		Month of October			GOP	2,460.00	2,460.00	Air freshener, det. Soap, dishwashing, cartoons, etc
16	759 F - Maintenance Supplies Expenses	Comm	Shopping		Month of October			GOP	1,445.00	1,445.00	Dishwashing paste, empty box, sponge
17	759 H - Maintenance Supplies Expenses	PAMD	Shopping		To be procured as the need arises			GOP	1,991.00	1,991.00	broom, dishwashing, insert spray, mop, rug, etc
18	759 I - Maintenance Supplies Expenses	Engg	Shopping		To be procured as the need arises			GOP	7,126.00	7,126.00	Freshener, alcohol, dishwashing liquid, etc
	<b>Sub total: 759 - Maintenance Supplies Expenses</b>								<b>84,997.00</b>		
19	765 A - Other Supplies Expenses	ASD	Shopping		To be procured as the need arises			GOP	109,180.00	109,180.00	File cabinet, hacksaw, PPE, Office chair, HDPE pipes, plastic crates
20	765B - Other Supplies Expense	OBD	Shopping		To be procured as the need arises			GOP	4,500.00	4,500.00	contingency
21	765C - Other Supplies Expense	OGM	Shopping		To be procured as the need arises			GOP	26,500.00	26,500.00	Swivel chair, mobile phone
22	765D - Other Supplies Expense	Finance	Shopping		To be procured as the need arises			GOP	30,400.00	30,400.00	Money Detector, office chair, table top glass, printing calculator
23	765E - Other Supplies Expense	MSD	Shopping		To be procured as the need arises			GOP	32,486.78	32,486.78	Comp table, cutter blade, chair, extension cord, wooden shelves,
24	765F - Other Supplies Expense	Comm	Shopping		Months of August & September 2018			GOP	34,000.00	34,000.00	Computer chair with armrest, visitors chair, steel cabinet
25	765G - Other Supplies Expense	Prod	Shopping		To be procured as the need arises			GOP	24,300.00	24,300.00	PPE for Maintenance Personnel
26	765H - Other Supplies Expense	PAMD	Small Value Proc		To be procured as the need arises			GOP	3,799,862.00	3,799,862.00	Water meter assy, inserts, barricade materials, contingency
27	765 I - Other Supplies Expense	Engg	Shopping		To be procured as the need arises			GOP	245,310.00	245,310.00	Jackhammer, extension wire, welding mask gloves, drill bit, soft ton, dark clear glass, welding jacket, grinding wheel, cutting disk, steel tape, becnh vise, grinder, contingencies
	<b>Sub Total: 765 - Other Supplies Expenses</b>								<b>4,306,538.78</b>		
30	<b>768 A - Water</b>	ASD	Direct Contracting		Monthly			GOP	<b>164,000.00</b>	<b>164,000.00</b>	Payable monthly
31	<b>769 A - Electricity</b>	ASD	Direct Contracting		Monthly			GOP	<b>1,420,710.00</b>	<b>1,420,710.00</b>	Payable monthly
32	772 A - Postage & Deliveries	ASD	Direct Contracting		Monthly			GOP	10,800.00	10,800.00	Mailing
33	772 C - Postage & Deliveries	OGM	Direct Contracting		Monthly			GOP	10,800.00	10,800.00	Mailing
34	772 E - Postage & Deliveries	MSD	Direct Contracting		Monthly			GOP	8,000.00	8,000.00	Mailing
	<b>Sub Total: 772 - Postage &amp; Deliveries</b>								<b>29,600.00</b>		


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35	773 A - Telephone Expenses - Landline	ASD	Direct Contracting		Monthly			GOP	89,000.00	89,000.00	Payable monthly
36	773 C - Telephone Expenses - Landline	OGM	Direct Contracting		Monthly			GOP	1,125.00	1,125.00	Payable monthly ( Fax machine )
37	773 E - Telephone Expenses - Landline	MSD	Direct Contracting		Monthly			GOP	17,100.00	17,100.00	Payable monthly
	<b>Sub total: 773 - Telephone Expenses - Landline</b>								<b>107,225.00</b>		
38	774 A - Telephone Expenses - Mobile	ASD	Direct Contracting		Monthly			GOP	240,000.00	240,000.00	Mobile phone
39	774 C - Telephone Expenses - Mobile	OGM	Direct Contracting		Monthly			GOP	54,000.00	54,000.00	Mobile phone - GM's globe unit
40	774 E - Telephone Expenses - Mobile	MSD	Direct Contracting		Monthly			GOP	69,300.00	69,300.00	Mobile phone
41	774 H - Telephone Expenses - Mobile	PAMD	Direct Contracting		Monthly			GOP	3,600.00	3,600.00	Mobile phone
42	774 F - Telephone Expenses - Mobile	Comm	Direct Contracting		Monthly			GOP	4,500.00	4,500.00	Mobile phone ( Globe)
	<b>Sub Total: 774 - Telephone Expenses - Mobile</b>								<b>371,400.00</b>		
43	775 A Internet Expenses	ASD	Direct Contracting		Monthly			GOP	244,250.00	244,250.00	Payable monthly
44	775 C Internet Expenses	OGM	Direct Contracting		Monthly			GOP	39,000.00	39,000.00	Globe Tattoo, CD Asia
44	775 E Internet Expenses	MSD	Direct Contracting		Monthly			GOP	25,000.00	25,000.00	Web hosting
	<b>Sub Total: 775 - Internet Expenses</b>								<b>308,250.00</b>		
45	<b>776 A - Cable, Satellite, Telegraph &amp; Radio Expenses</b>	ASD	Direct Contracting		Monthly			GOP	<b>6,800.00</b>	<b>6,800.00</b>	Payable monthly
46	<b>777 E - Printing Expenses</b>	MSD	Shopping		To be procured as the need arises			GOP	<b>377,841.10</b>	<b>377,841.10</b>	riso ink - B,C,M,Y
47	779 A - Taxes, Duties & Licenses	ASD	Direct Contracting		To be procured as the need arises			GOP	257,137.51	257,137.51	
	779 G - Taxes, Duties & Licenses	Prod	Direct Contracting		Month of October 2017			GOP	37,000.00	37,000.00	Surface water source and deep well
	<b>Sub Total: 779 - Taxes, Duties &amp; Licenses</b>								<b>294,137.51</b>		
48	<b>781 A- Insurance Premium</b>	ASD	Agency-Agency		Monthly			GOP	<b>492,324.00</b>	<b>492,324.00</b>	
49	<b>782B - Representation Expenses (Groceries)</b>	OBD	Shopping		Monthly			GOP	<b>9,122.50</b>	<b>9,122.50</b>	Coffee, Coffe beans, creamer, sugar, tea, contingencies
50	786 A - Rent / Lease Expenses	ASD	Public Bidding		Contract - July 16, 2016 to July 15, 2017			GOP	3,086,100.00	3,086,100.00	Vehicle rental for 2018
	<b>Sub Total: 786 - Rent / Lease Expenses</b>								<b>3,086,100.00</b>		
51	<b>787 A - Survey</b>	ASD	Shopping		To be procured as the need arises			GOP	<b>54,000.00</b>	<b>54,000.00</b>	
52	<b>792-01 G - Gen-Trans. &amp; Dist. Exp. Source of Supply and Miscellaneous Expenses</b>	Prod	Shopping		Monthly/ To be procured as the need arises			GOP	<b>688,500.00</b>	<b>688,500.00</b>	Rice allowance for Watershed Stakeholders (Tribal, AWFA & TRICORR), Other Environmental Requirements Pursuant to RA 6969, RA 9275, RA 8749, meals & snacks, Emergency fund
53	<b>792-05G - Gen-Trans. &amp; Dist. Exp. - Fuel for Power Production</b>	Prod	Shopping		To be procured as the need arises			GOP	<b>183,168.00</b>	<b>183,168.00</b>	Fuel for 6 units Generator Set during failure in power supply/brown out
54	<b>792-06 G - Gens., Trans., &amp; Dist. Exp.- Pumping Operation Expenses</b>	Prod	Shopping		To be procured as the need arises			GOP	<b>157,570.00</b>	<b>157,570.00</b>	Materials for flushing, pumping & Pressure monitoring, charging/discharging, radio communication and unforeseen requirements
55	<b>792-07 G - Gen., Trans. &amp; Dist. Exp. - Power Purchased for Pumping</b>	Prod	Direct Contracting		Monthly			GOP	<b>6,007,500.00</b>	<b>6,007,500.00</b>	Power requirements for operation (Electricity consumption)/ pumping station, filtration plant, other source and plant facilities

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56	792-08 G - Generation, Trans. & Dist. Exp. - Water Treatment Operation Expenses	Prod	Shopping	To be procured as the need arises				GOP	145,200.00	145,200.00	for Chemical analysis of water samples for PNSDW compliance & Required licenses for water supply and laboratory operations, DOH annual monitoring and accreditation, PPE for water sampling
57	792-09 G - Generation, Trans. & Dist. Exp. - Chemical, Filtering and Lab Supplies Expenses	Prod	Shopping	To be procured as the need arises					2,767,403.12	2,767,403.12	Lab supplies, first aid supplies, lab apparatus and glass wares, chemical reagents, chlorine residual monitoring, water treatment, chlorine parts and accessories, Obligated
58	792 - 11 F -Repairs and Maintenance - IT Equipment	Comm	Shopping	To be procured as the need arises				GOP	16,800.00	16,800.00	Raincoats, rainboots, sling bags, mailing expenses
<b>Sub Total: 792 - 11 -Repairs and Maintenance - IT Equipment</b>									<b>16,800.00</b>		
59	846 A - Security Services	ASD	Public bidding	Contract for 3 years - 2015- 2018				GOP	3,252,852.86	3,252,852.86	
60	803-02 G - Repairs and Maint. - Plant (UPIS) - Maint. of Lake, River and Other Channels	Prod	Shopping	Labor-Pakyaw - Monthly /Materials - To be procured as the need arises				GOP	1,015,948.80	1,015,948.80	Maint. Of Infiltration Gallery
61	803-04 G - Repairs and Maint. - Plant (UPIS) - Maint. of Wells	Prod	Shopping	To be procured as the need arises				GOP	11,346.92	11,346.92	For fabrication materials and contingencies
62	803-05 G - Repairs and Maint. - Plant (UPIS) - Maint. of Supply Mains	Prod	Shopping	To be procured as the need arises				GOP	15,000.00	15,000.00	Welding rod, cutting disc, cotingency, float valve
63	803-07 G - Repairs and Maint. - Plant (UPIS) - Maint. of Other Pumping Plant	Prod	Shopping	To be procured as the need arises				GOP	18,840.00	18,840.00	Maintenance of Pumping Station, Chlorination water supply lines of Booster pumps, Calibration of Equipment
64	803-08 G - Repairs and Maint. - Plant (UPIS) - Maint. of Reservoir and Tanks	Prod	Shopping	To be procured as the need arises				GOP	47,093.83	47,093.83	Housekeeping and Ground clean-up activities, Plumbing Materials, Electrical Control Requirements
65	803-09 H - Repairs & Maint. - plant (UPIS) - Maint. Of Trans. & Dist. Mains	PAMD	Small Value Procurement/ Shopping/Public bidding	To be procured as the need arises				GOP	1,631,257.00	1,631,257.00	Painting materials, Brass fittings, upvc pipes, fabrication works and contingencies
66	803-11 H - Repairs & Maint. - plant (UPIS) - Maint. Of services	PAMD	SVP/Public bidding	To be procured as the need arises				GOP	3,890,780.00	3,890,780.00	Cement, contingency
67	803 - 12 A - Maintenance of Meters	ASD	Shopping	To be procured as the need arises				GOP	390,975.00	390,975.00	Plastic lead cover, lid seal, strainer, local materials, etc
68	803-14 H - Repairs & Maint. - plant (UPIS) - Maint. Of Hydrants	PAMD	SVP/Public bidding	To be procured as the need arises				GOP	78,075.00	78,075.00	Paintingmaterials, concrete material, Lagaraw bolo, contingency
69	804-02 G - Repairs and Maintenance - Bldgs. & Other Structures - Maint. of Pumping Plant Structures	Prod	Shopping	To be procured as the need arises				GOP	646,090.00	646,090.00	Plant Facilities Maintenance requirements, Roofing for Chlorine House, Electrical Maintenance, Repainting of Ground reservoir and booster pump house @ Emily subdivision., Repainting of PRV Pipe Line and PRV house @ brgy. Taguibo (inside and outside), Tools / Equipment & Contingency

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70	804-05 A - Maint. Of Gen. Adm. - Structures & Improvements	ASD	Shopping	To be procured as the need arises				GOP	574,998.00	574,998.00	Emergency lights, bldg. accessories, electrical maint., Bulding maintenance
71	804-05 B - Maint. Of Gen. Adm. - Structures & Improvements	OBD	Shopping	To be procured as the need arises				GOP	4,500.00	4,500.00	contingency
	<b>Sub total: 804-05 - Maint. Of Gen. Adm. - Structures &amp; Improvements</b>							<b>579,498.00</b>			
72	807-IT A - Repair & Maint. Of IT Equipment	ASD							315,000.00		
	<i>Comfac</i>		<i>Contract</i>	<i>Quarterly</i>				<i>GOP</i>	<i>180,000.00</i>		UPS maintenance
	<i>Repair &amp; Maintenance</i>		<i>Shopping</i>	<i>To be procured as the need arises</i>				<i>GOP</i>	<i>135,000.00</i>		Various materials for repairs and maintenance
73	807-IT B - Repair & Maint. Of IT Equipment	OBD	Shopping	To be procured as the need arises				GOP	61,550.00	61,550.00	CPU, keyboard, mouse, Ups batteyr, contingency
74	807-IT D - Repair & Maint. Of IT Equipment	Finance	Shopping	To be procured as the need arises				GOP	118,000.00	118,000.00	computer upgrading, CPU, Keyboard, Led Monitor, Mouse, HHD
75	807-IT E - Repair & Maint. Of IT Equipment	MSD	Shopping	To be procured as the need arises				GOP	408,782.00	408,782.00	Printer head, riso color, CPU
76	807-IT F - Repair & Maint. Of IT Equipment	Comm	Shopping	To be procured as the need arises				GOP	68,400.00	68,400.00	Battery for Psion, Workabout, CPU, etc
78	807-IT I - Repair & Maint. Of IT Equipment	Engg	Shopping	To be procured as the need arises				GOP	25,000.00	25,000.00	IT Equipment maintenance
	<b>Sub total: 807-IT - Repair &amp; Maint. Of IT Equipment</b>							<b>996,732.00</b>			
79	807-OE A - Repair & Maint. - Office Equipment	ASD									
	<i>Aircon Retainership</i>		<i>Contract</i>	<i>Quarterly</i>				<i>GOP</i>	<i>48,000.00</i>	<i>48,000.00</i>	Aircon maintenance
	<i>Aircon Parts &amp; Maintenance</i>		<i>shopping</i>	<i>To be procured as the need arises</i>				<i>GOP</i>	<i>57,950.00</i>	<i>57,950.00</i>	Aircon parts maintenance
	<i>Calibration of total Station</i>		<i>Small Value proc</i>	<i>To be procured as the need arises</i>				<i>GOP</i>	<i>8,500.00</i>	<i>8,500.00</i>	
	<i>Parts and maintenance of Photocopier</i>		<i>Direct contracting</i>	<i>To be procured as the need arises</i>				<i>GOP</i>	<i>60,000.00</i>	<i>60,000.00</i>	
	<i>Parts &amp; Maintenance of other Office Equipment</i>		<i>shopping</i>	<i>To be procured as the need arises</i>				<i>GOP</i>	<i>54,000.00</i>	<i>54,000.00</i>	various materials for IT equip. maintenance
	807-OE I - Repair & Maint. - Office Equipment	Engg	shopping	To be procured as the need arises				GOP	10,000.00	10,000.00	Office Equipment Maintenance
	<b>Sub total: 807-OE - Repairs &amp; Maintenance of It Equipment</b>							<b>238,450.00</b>			
80	<b>814 A - Repair &amp; Maintenance - Land Transportation Equipment</b>	ASD	Shopping	To be procured as the need arises				GOP	<b>475,646.99</b>	<b>475,646.99</b>	Tires, batteries, servicng,calibration,parts, supplies
81	817 A - Repair & Maintenance - Construction Equipment	ASD	Shopping	To be procured as the need arises				GOP	370,000.00	370,000.00	Maint of Backhoe-eng'g & Prod
	<b>Sub Total: 817 - Repair &amp; Maintenance - Construction Equipment</b>							<b>370,000.00</b>			
82	<b>825-01 G - Repairs and Maintenance - Other Machineries and Equipment - Power Production Equipment</b>	Prod	shopping	To be procured as the need arises				GOP	<b>201,300.00</b>	<b>201,300.00</b>	Generating Set Requirements,Emenvil Sump and Booster Station & Labor Services/ Contingency
83	<b>825-02 G - Repairs and Maintenance - Other Machineries and Equipment - Pumping Equipment</b>	Prod	shopping	To be procured as the need arises				GOP	<b>58,370.00</b>	<b>58,370.00</b>	Materials for motor controller equipt., electrical Equipment
84	<b>825-03 G - Repairs &amp; Maint. - Other Machineries and Equipment</b>	Prod	Shopping	To be procured as the need arises				GOP	<b>288,800.00</b>	<b>288,800.00</b>	Calibration equipment, sampling materials and maintenance
85	<b>825-05 A - Repair &amp; Maintenance - Communication Equipment</b>	ASD	Shopping	To be procured as the need arises				GOP	<b>36,000.00</b>	<b>36,000.00</b>	Maint. Of VHF/repeater/replacement /renewal
86	825-06 A - Repair & Maintenance - Power Operated Equipment	ASD	Shopping	To be procured as the need arises				GOP	113,260.00	113,260.00	Maint. Of water meter test bench. & Test Bench
87	825-06 H - Repair & Maintenance - Power Operated Equipment	PAMD	Shopping	To be procured as the need arises				GOP	95,171.00	95,171.00	Materials for threading machine, weldingmachine, equip repair

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88	825-06 I - Repair & Maintenance - Power Operated Equipment	Enng	Shopping	To be procured as the need arises				GOP	52,600.00	52,600.00	For repairs and maintenance
<b>Sub total: 825-06 - Repair &amp; Maintenance - Power Operated Equipment</b>								<b>261,031.00</b>			
89	825-07 A - Maintenance of Tools, Shop & Garage Equipment	ASD	Shopping	To be procured as the need arises				GOP	3,900.00	3,900.00	Bearing, electrical tape
89	825-07 H - Maintenance of Tools, Shop & Garage Equipment	PAMD	Shopping	To be procured as the need arises				GOP	18,000.00	18,000.00	Plumbing and welding tools, contingency
90	825-07 I - Maintenance of Tools, Shop & Garage Equipment	Enng	Shopping	To be procured as the need arises				GOP	22,500.00	22,500.00	Shopping
<b>Sub Total: 825-07 - Maintenance of Tools, Shop &amp; Garage Equipment</b>								<b>44,400.00</b>			
<b>99</b>	<b>829 G - Reforestation</b>	<b>Prod</b>							<b>5,532,350.00</b>		
	* 829 G - 318 Structure & Development (CAPEX)	Prod	Small Value Procurement	To be procured as the need arises					515,000.00	515,000.00	Construction of Dual Comfort room, Water Supply System Construction (Corporate Social Responsibility) @ Sitio Mahayahay & Water System Improvement at Sitio Dugyaman
	* 829 G - 845 Supervision	Prod	shopping	Monthly/ To be procured as the need arises					51,600.00	51,600.00	Documentation Equipment/gadget (Smart Comm. Plan), Fuel for Motorcycle - 2 units (XR200 & TMX), Tune up, Oil, Spareparts & Tire of Motorcycle (maintenance)
	* 829 G - 846 Labor and Other Misc. Expenses	Prod	shopping	To be procured as the need arises					392,700.00	392,700.00	Assembly Meeting with AWFP Coop, Meeting with AWFP Coop. BOD & Officers, Meeting with other Watershed Stakeholders, Billboards/signages/tarpaulin printing & ECC Compliance
	*829 G - 847 Watershed Development Expenses	Prod	shopping	To be procured as the need arises					227,800.00	227,800.00	Meeting with TWMC, Area visitation with other gov't agencies & watershed stakeholders
	* 829 G - 848 Nursery Establishment Expenses	Prod	shopping	Labor -Pakyaw- Monthly / Seedlings					104,750.00	104,750.00	Nursery operation & maintenance (pakyaw), seedlings organic fertilizer , rice hull
	* 829 G -849 Reforestation Expenses	Prod	shopping	To be procured as the need arises					3,981,000.00	3,981,000.00	NGP-TWG Field monitoring & evaluation, NGP-TWG Field monitoring & evaluation, meetings, seedling, etc
	* 829 G - 851 Maintenance of Watershed Structure and Improvements	Prod	shopping	Monthly					259,500.00	259,500.00	Electric Bill, Other Corporate Social Responsibilities and Environmental related activities.
100	989B B - other MOOE	OBD	Shopping	Month of August 2018					20,000.00	20,000.00	Board manual pictorial, contingency
101	50212010 - Environment/Sanitary Services	ASD	Direct contracting	Month of September					500,000.00	500,000.00	Services
<b>GRAND TOTAL</b>								<b>45,905,276.46</b>	<b>45,905,276.46</b>		

Prepared by:




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Asst. General Manager

Approved by:



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General Manager A



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Chair, Board of Directors

