

**SAN CARLOS CITY WATER DISTRICT**  
Burgos St, San Carlos city Pangasinan

**Annual Procurement Plan for FY 2019**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget(Php)			Remarks
				Ads/Postof (B/REI)	Sub/Open of Bids	Notice of Award	Contract signing		Total	MOOE	CO	
<b>Office Activities</b>												
	San Carlos City Water District Anniversary	Admin	NP-Small Value	Delegated to End-user		Jul 2019		Approved by the Board	25,000.00	25,000.00		Anniversary Celebration
	Christmas Celebration	Admin	NP-Small Value	Delegated to End-user		Dec 2019		Approved by the Board	60,000.00	60,000.00		Christmas Celebration
	Corporate Social Responsibility	Admin	NP-Small Value	Delegated to End-user		Sep 2019		Approved by the Board	50,000.00	50,000.00		Corporate Social Responsibility
<b>Office improvement</b>												
	Fabrication of Cabinet(materials)	OGM	NP-Small Value	Delegated to End-user		Jun 2019		Approved by the Board	30,000.00		30,000.00	Improvement of Office
	Purchase of Airconditioning unit	Admin	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	50,000.00		50,000.00	Airconditioning unit for dining area
	Office software license	Admin	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	30,000.00		30,000.00	Operating system license
	Printer	Admin	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	7,000.00		7,000.00	additional printer
	Accounting System	Admin	NP-Small Value	Delegated to End-user		June 2019		Approved by the Board	120,000.00		120,000.00	automation for registration to BIR.
	Window Blinds	Admin	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	40,000.00		40,000.00	Improvement of Board room
	Office equipments repair/parts	Production	NP-Small Value	Delegated to End-user				Approved by the Board	24,000.00	24,000.00		For maintenance of motor vehicles.
<b>Office Supplies and other Expenses</b>												
	Common Use Supplies and Equip. Available at PS-DBM	Production	Not Applicable	Delegated to End-user		Mar 2019		Approved by the Board	50,390.00	50,390.00		Office use.
	Common Use Supplies & Equip not avail at PS_DBM	Production	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	20,500.00	20,500.00		Office use.
	Books, Newspaper and others	Admin	NP-Small Value	Delegated to End-user		Jun 2019		Approved by the Board	16,000.00	16,000.00		Office use.
	Other consumables	Admin	NP-Direct Contracting	Delegated to End-user		Mar 2019		Approved by the Board	10,500.00	10,500.00		Office use.
<b>Telecommunication Services</b>												
	Landline	OGM	Not Applicable	To renew the current service provider as per recommendation of the end-user.				Approved by the Board	21,000.00	21,000.00		Office use.
	Internet Service	Admin	Not Applicable	To renew the current service provider as per recommendation of the end-user.				Approved by the Board	35,000.00	35,000.00		For website Connection and Electronic communication.
	Cell Cards and others	OGM	NP-Small Value	Delegated to End-user		Feb 2019		Approved by the Board	28,000.00	28,000.00		For Cellular communication
	Cable Television Service	OGM	Not Applicable	To renew the current service provider as per recommendation of the end-user.				Approved by the Board	7,800.00	7,800.00		Updating of News and current events
	Website Maintenance	Admin	Not Applicable	To renew the current service provider as per recommendation of the end-user.				Approved by the Board	42,000.00	42,000.00		Website maintenance.
<b>Petroleum, Oil and Lubricants</b>												
	Petroleum Fuel	Production	NP-Small Value	Delegated to End-user		Feb 2019		Approved by the Board	112,000.00	112,000.00		fuel consumption
	Oil, Lubricants and Others	Production	NP-Small Value	Delegated to End-user		Feb 2019		Approved by the Board	18,000.00	18,000.00		preventive maintenance of service vehicles
<b>Repair and Maintenance</b>												
	Maintenance of aircon units	Production	NP-Small Value	Delegated to End-user		Mar 2019		Approved by the Board	12,600.00	12,600.00		For aircon maintenance/ cleaning
	Maintenance of motor vehicle	Production	NP-Small Value	Delegated to End-user		Sep 2019		Approved by the Board	59,500.00	59,500.00		For maintenance of motor vehicles.

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