

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

**Annual Procurement Plan for FY 2018**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget(Php)			Remarks
				Ads/Postor/IB/REI	Sub/Open of Bids	Notice of Award	Contract signing		Total	MOOE	CO	
<b>Office Furnitures for Boardroom</b>												
	Chairs	OGM	NP-Small Value			10/31/2018		Approved by the Board	58,400.00		58,400.00	Replacement of Chairs at Boardroom
	Office Table	OGM	NP-Small Value			5/18/2018		Approved by the Board	5,153.75		5,153.75	Replacement of Table for the Recording Secretary at Boardroom
<b>Television Set for Boardroom</b>												
	LED TV	OGM	NP-Small Value		2/1/2018	2/2/2018		Approved by the Board	28,425.00		28,425.00	For Boardroom use.
<b>Office improvement</b>												
	Conference Table	Admin	NP-Small Value	Delegated to Engineering Division		3/5/2018		Approved by the Board	25,000.00		25,000.00	Improvement of Office
	Tempered Glass for Conference Table	Admin	NP-Small Value	Delegated to Engineering Division		11/7/2018		Approved by the Board	19,800.00		19,800.00	Improvement of Office
	Fabrication of Cabinet	Admin	NP-Small Value	Delegated to Engineering Division		8/30/2018		Approved by the Board	23,002.00		23,002.00	Improvement of Office
<b>Office Supplies and other Expenses</b>												
	Common Use Supplies and Equip. Available at PS-DBM	Admin	NP-Agency to Agency		Mar-18	Sep-18		Approved by the Board	5,039.33	5,039.33		Office use.
	Common Use Supplies & Equip. not avail at PS-DBM	Production	NP-Shopping	Delegated to Production Division				Approved by the Board	46,652.70	46,652.70		Office use.
	Books, Newspaper and others	Admin	NP-Small Value	Delegated to Admin Division				Approved by the Board	4,642.00	4,642.00		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	8,944.16	8,944.16		Office use.
	Internet Service	Admin	Direct Contracting	Delegated to Admin Division				Approved by the Board	24,551.12	24,551.12		For website Connection and Electronic communication.
	Call Cards and others	Admin	NP-Shopping	Delegated to Admin Division				Approved by the Board	19,800.00	19,800.00		
	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		
<b>Petroleum, Oil and Lubricants</b>												
	Petroleum Fuel	Admin	NP-Small Value		2/19/2018	2/1/2018	2/2/2018	Approved by the Board	180,786.16	180,786.16		
	Oil, Lubricants and Others	Engng	NP-Small Value	Delegated to Engineering Division				Approved by the Board	2,800.00	2,800.00		
<b>Repair and Maintenance</b>												
	Preventive maintenance of aircon units	Prod	NP-Small Value	Delegated to Production Division				Approved by the Board	5,000.00	5,000.00		For aircon unit cleaning.
	Replacement of defective parts of motor vehicle and Equipment	Engng	NP-Small Value	Delegated to Engineering Division				Approved by the Board	36,000.00	36,000.00		For maintenance of motor vehicles.
	Registration of Motor vehicles	Production	NP-Agency to Agency	Delegated to Production Division				Approved by the Board	7,500.00	7,500.00		
<b>Taxes, Insurance Premiums and Other Fees</b>												
	Insurance of SCOWD Properties and motor vehicles	Production	NP-Agency to Agency	Delegated to Production Division				Approved by the Board	84,678.88	84,678.88		
<b>Professional Services and Others</b>												
	Retainership Agreement	Admin	Direct Contracting			7/1/2018		Approved by the Board	60,000.00	60,000.00		As per approval of OGCC.
	Website Maintenance and Development	Admin	NP-Small Value		1/19/2018	2/7/2018	2/15/2018	Approved by the Board	42,000.00	42,000.00		For Website updates, development and maintenance.
	Outsourcing of skilled workers	Admin	NP-Small Value	Delegated to Admin Division				Approved by the Board	12,000.00	12,000.00		

Prepared By:

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