



# Quezon Bukidnon Water District

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## ANNUAL PROCUREMENT PLAN CY 2024

CODE	PROGRAM/ ACTIVITY/PROJECT	END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY												SOURCE OF FUNDS	ESTIMATED BUDGET (PHP)		REMARKS
				PRE-PROC CONF.	ADS/POST OF ITB/PHILG EPS	PRE-BID CONF.	SUB /OPEN OF BIDS	ELIGIBILITY CHECKING	BIDS EVALUATION	POST QUAL.	NOTICE OF AWARD	CONTRACT SIGNING/PURCHASE ORDER	NOTICE TO PROCEED	DELIVERY COMPLETION	ACCEPTANCE/ TURNOVER		MOOE	CO	
10602020	LAND IMPROVEMENTS, REFORESTATION PROJECTS																		
	Watershed Development	T/O	Negotiated Procurement-Small Value Procurement & Agency-to-Agency	N/A	January-December 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January2024 - December 2024	COB		200,000.00	Protection, restoration, and improvement of existing QBWD water sources.
10602990	OTHER LAND IMPROVEMENTS, REFORESTATION PROJECTS																		
	QBWD Administration Building - Perimeter Fence	AS/CS/FS/T/O	Competitive Bidding	February 2024	February 2024	February 2024	February 2024	February 2024	February 2024	February 2024	February 2024	March 2024	March 2024	March 2024 - May 2024	March 2024 - May 2024	COB		3,000,000.00	Construction of perimeter fence of QBWD's Administration Building.
10603110	PLANT -UTILITY PLANT IN SERVICE (UPIS)																		
	I. TRANSMISSION AND DISTRIBUTION MAINS																		
	Construction of Augmentation Spring Box at Purok 5, Linabo	T/O	Negotiated Procurement-Small Value Procurement	N/A	April 2024	N/A	N/A	N/A	N/A	N/A	N/A	April 2024	April 2024	July 2024	July 2024	COB		100,000.00	Improvement of QBWD Water System.
	II. NEW WATER SERVICE CONNECTION MATERIALS																		
	New Water Service Connection Materials & Fittings	T/O	Competitive Bidding	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024 & June 2024	February 2024 & June 2024	COB		2,128,450.00	Materials and fittings for the installation of new service connections.
10604070	WATER PLANT, STRUCTURE AND IMPROVEMENTS																		
	Purok 5 Butong - Reservoir Fence	T/O	Negotiated Procurement-Small Value Procurement	N/A	March 2024	N/A	N/A	N/A	N/A	N/A	N/A	March 2024	March 2024	June 2024	June 2024	COB		350,000.00	For the protection of Reservoir at Brgy Butong, Quezon, Bukidnon.
10606010	MOTOR VEHICLES																		
	Motorcycle, 150cc (Specifications: A two-wheel vehicle having one (1) or two (2) riding saddles and sometimes a third wheel to support a side car, if present. This is used by field workers assigned in rural areas not normally accessible to four-wheel vehicles, or for police and/or highway patrol operations or similar purposes.  Engine displacement not exceeding 200 cc)	CS/T/O	Competitive Bidding	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	August 2024	August 2024	September 2024	September 2024	COB		465,000.00	For the Commercial & Production Team.
	Motorcycle, 125cc with U-box (Specifications: A two-wheel vehicle having one (1) or two (2) riding saddles and sometimes a third wheel to support a side car, if present. This is used by field workers assigned in rural areas not normally accessible to four-wheel vehicles, or for police and/or highway patrol operations or similar purposes.  Engine displacement not exceeding 200 cc)	CS	Competitive Bidding	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	August 2024	August 2024	September 2024	September 2024	COB		80,000.00	For the Commercial Team.
	Motorcycle, 100cc (Specifications: A two-wheel vehicle having one (1) or two (2) riding saddles and sometimes a third wheel to support a side car, if present. This is used by field workers assigned in rural areas not normally accessible to four-wheel vehicles, or for police and/or highway patrol operations or similar purposes.  Engine displacement not exceeding 200 cc)	T/O	Competitive Bidding	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	August 2024	August 2024	September 2024	September 2024			195,000.00	For the Construction and Maintenance Team.

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	DELIVERY TRUCK (Specifications: Truck with up to 6 wheels with gross vehicle weight not exceeding 16,880 kilograms)	T/O	Competitive Bidding	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	August 2024	August 2024	September 2024	September 2024	COB		1,000,000.00	Transportation of personnel and materials during repairs, maintenance, and other activities of QBWD.
50201010	TRAVELLING EXPENSES - LOCAL																		
	Various Travel of QBWD Personnel and Board of Directors	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	N/A	COB	704,800.00		Provision for travel of QBWD personnel and Board of Directors.
50202010	TRAINING EXPENSES																		
	Registration Fee	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	N/A	COB	296,000.00		Provision for training fees of QBWD Personnel and Board of Directors.
50203010	OFFICE SUPPLIES EXPENSE																		
	1.) Common Office Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	January & June 2024	N/A	N/A	N/A	N/A	N/A	N/A	January & July 2024	January & July 2024	February, May, & July 2024	February, May, & July 2024	COB	208,072.60		Procurement of office supplies for day to day requirements of QBWD.
	2.) Special Use Office Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	February 2024	February 2024	COB	275.00		Procurement of office supplies that are only used in specific transactions.
	3.) Computer Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	February 2024	February 2024	COB	44,500.00		Procurement of computer supplies for day to day requirements of QBWD.
	4.) Reserve for Contingencies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	24,000.00		Provision for contingencies.
50203020	ACCOUNTABLE FORMS EXPENSES																		
	1.) Checkbook, Land Bank of the Philippines	F/S	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	January 2024	January 2024	COB	2,160.00		To be used for the disbursements in QBWD LBP account.
	2.) QBWD Official Receipt, BIR Registered, Triplicate Copy (Orig-White, Dup-Colored, Dup-Colored), Carbonless Paper, Continuous Form Size, zig-zag fold, 2shts./set; 2,000 sets/box with numbering and amienda; Size: 8-1/2" x 4-1/3" inclusive of delivery	F/S	Negotiated Procurement-Small Value Procurement	N/A	April 2023	N/A	N/A	N/A	N/A	N/A	N/A	April 2024	April 2024	June 2024	June 2024	COB	250,000.00		QBWD Official Receipt in continuous form.
50203030	NON-ACCOUNTABLE FORMS EXPENSES																		
	Fuel Slip, 50's, duplicate	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	October 2024	October 2024	November 2024	November 2024	COB	1,050.00		Printing of fuel slip.
50203090	FUEL, OIL AND LUBRICANTS																		
	Fuel, Oil, and Lubricants	AS/CS/FS/T/O	Negotiated Procurement-Direct Retail Purchase	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	1,430,166.00		Fuel, Oil, and Lubricants supply for QBWD vehicles and equipment.
50203210	SEMI-EXPENDABLE MACHINE AND EQUIPMENT EXPENSES																		
	Various Semi-Expendable Machinery and Equipment	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	March 2024	N/A	N/A	N/A	N/A	N/A	N/A	April & June 2024	April & June 2024	April & June 2024	April & June 2024	COB	501,981.00		For QBWD office, repairs, and maintenance works.
	Reserve for Contingencies	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	24,000.00		Provision for contingencies.
50203220	SEMI EXPENDABLE FURNITURE, FIXTURES, AND BOOKS																		
	Various Office Furniture and Fixtures	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	January & March 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - March 2024	January 2024 - March 2024	February 2024 - April 2024	February 2024 - April 2024	COB	93,200.00		Provision for the additional furniture and fixture needs of the office.
50203260	ELECTRICAL SUPPLIES & MATERIALS EXPENSES																		
	Electrical Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	February 2024	February 2024	COB	2,400.00		Provision for electrical supplies.
50203270	SUPPLIES & MATERIALS FOR WATER SYSTEMS OPERATIONS																		
	Maintenance Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	January & July 2024	N/A	N/A	N/A	N/A	N/A	N/A	January & July 2024	January & July 2024	February, May, August, & October 2024	February, May, August, & October 2024	COB	210,500.00		Provision for supplies used in operations.
50203280	HOUSEKEEPING/CLEANING SUPPLIES EXPENSE																		
	Housekeeping Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January, March, & June 2024	January, March, & June 2024	February, April, & July 2024	February, April, & July 2024	COB	60,642.00		Includes cleaning and janitorial supplies.

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50203990	OTHER SUPPLIES AND MATERIALS EXPENSES																		
	1.) Other Supplies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	15,000.00		Provision for the other materials and supplies expense.
	2.) Food Supplies	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	16,770.00		Provision for food supplies.
	3.) Reserve for Contingencies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	N/A	COB	36,000.00		Provision for contingencies.
50204010	WATER EXPENSES																		
	Monthly Water Bill (25 cu.m.)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	5,742.00		Water consumption of QBWD office.
50204020	ELECTRICITY EXPENSES																		
	Monthly Electric Bill	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	420,000.00		Power consumption of QBWD office.
50205010	POSTAGE AND COURIER SERVICES																		
	Courier Fees (LBC, etc.)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	18,000.00		Provision for the postage, delivery and courier requirements of QBWD.
50205020	TELEPHONE EXPENSES - MOBILE																		
	Monthly Charge (Globe)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	19,176.00		Communication expense allocation for the Admin and QBWD Hotline phone.
	Monthly Charge (Globe)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	15,588.00		Communication expense allocation for GM's use.
	Communication Allowance	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	14,400.00		Communication allowances for the Section Heads.
	Text Blast Service	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	95,988.00		Communication expense allocation for Text Blast Service.
	Other Charges	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	24,000.00		Provision for other network calls for Globe Admin Phone.
50205030	INTERNET SUBSCRIPTION EXPENSES																		
	Converge Monthly Charge	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	24,000.00		Provision for the internet connection for official use.
	PLDT Monthly Charge	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	28,788.00		Provision for the internet connection for official use.
	Other Charges	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	6,000.00		Provision for contingencies.
50209010	GENERATION, TRANSMISSION AND DISTRIBUTION EXPENSES																		
	I. POWER/FUEL PURCHASED FOR PUMPING	T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	1,603,200.00		Power consumption of QBWD pumping stations and plant structures.
	II. CHEMICALS AND FILTERING SUPPLIES EXPENSE																		
	A. Chlorine Dioxide (Liquid Chlorine)	T/O	Competitive Bidding	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024	February 2024	COB	1,200,000.00		Provision for the liquid chlorine requirement of QBWD for bacteriological treatment of water supply.
	B. Chemical Reagent for Chlorine Residual Test (DPD)	T/O	Competitive Bidding	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February & May 2024	February & May 2024	COB	25,000.00		Chemical needed for chlorine concentration test.
	C. Chlorine Granule, Potable Grade, 70%	T/O	Competitive Bidding	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024	February 2024	COB	165,000.00		For water treatment of QBWD water supply.
50210030	EXTRAORDINARY AND MISCELLANEOUS EXPENSES																		
	Extraordinary and Miscellaneous Expense	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	116,400.00		Allocation for the E&M Expenses of QBWD.
50211010	LEGAL SERVICES																		
	1.) Retainer's Fee	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	42,000.00		Professional Fee for QBWD's legal counsel.

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	2.) Appearance Fee within the Province of Bukidnon	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March, May, July, September, & November 2024	N/A	March, May, July, September, & November 2024	March, May, July, September, & November 2024	COB	12,500.00		Provision for the appearance fee within the Province of Bukidnon.
	3.) Appearance Fee outside the Province of Bukidnon	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February, May & October 2024	N/A	February, May & October 2024	February, May & October 2024	COB	15,000.00		Provision for the appearance fee outside the Province of Bukidnon.
<b>50211020 AUDITING SERVICES</b>																			
	COA Audit Services	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	July 2024	July 2024	COB	75,000.00		Allocation for the COA Audit Services for CY 2024.
<b>50211990 OTHER PROFESSIONAL SERVICES</b>																COB			
	Consultancy Fee	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January, April, July & October 2024	N/A	January, April, July & October 2024	January, April, July & October 2024	COB	4,000.00		Consulting services for CY 2024.
	Reserve for Contingencies	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January, May, & September 2024	N/A	January, May, & September 2024	January, May, & September 2024	COB	3,000.00		Provision for contingencies.
<b>50213030 REPAIRS AND MAINTENANCE-INFRASTRUCTURE ASSETS</b>																			
	1.) Maintenance of Reservoir and Tanks	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2024 - April 2024	March 2024 - April 2024	April 2024 - May 2024	April 2024 - May 2024	COB	10,000.00		Maintenance of reservoir and tanks inclusive of labor and materials.
	2.) Maintenance of Transmission and Distribution Mains	T/O	Competitive Bidding	December 2023	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024 & June 2024	February 2024 & June 2024	COB	1,416,775.00		Repair and maintenance of main lines and secondary lines to include materials and labor.
	3.) Maintenance of Services	T/O	Competitive Bidding	December 2023	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024 & June 2024	February 2024 & June 2024	COB	13,900.00		Repair and maintenance of service lines to include materials and labor.
	4.) Maintenance of Meters-Replacement of Water Meters	T/O	Competitive Bidding	December 2023	December 2023	December 2023	December 2023	January 2024	January 2024	January 2024	January 2024	January 2024	January 2024	February 2024 & June 2024	February 2024 & June 2024	COB	170,000.00		For the replacement of obsolete and defective water meters.
	5.) Reserve for Contingencies	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	120,000.00		Provision for contingencies.
<b>50213040 REPAIRS AND MAINTENANCE- BUILDINGS AND OTHER STRUCTURES</b>																			
	1.) Office Repairs and Maintenance	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	January 2024	January 2024	COB	20,000.00		Repairs and maintenance of buildings and other structures.
	2.) Other Minor repairs	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	January 2024	January 2024	COB	10,000.00		Various minor repairs of office building and pumping stations.
<b>50213050 REPAIRS AND MAINTENANCE- MACHINERY AND EQUIPMENT</b>																			
	1.) Repairs and Maintenance of Office Equipment	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	50,500.00		Materials and labor for the repair of office equipment.
	2.) Pumping Equipment	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2024	March 2024	March 2024	March 2024	COB	5,000.00		Spare parts of Pump controller equipment.
	3.) Water Treatment Equipment	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February 2024	February 2024	February 2023	February 2023	COB	12,000.00		Repair and maintenance of other existing water treatment equipment.
	4.) Tools, Shop, and Garage Equipment	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2024	April 2024	April 2024	April 2024	COB	6,000.00		Provision for the Tools, Shop, and Garage Equipment.
	5.) Reserve for Contingencies	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	24,000.00		Provision for contingencies.
<b>50215010 TAXES DUTIES &amp; LICENSES</b>																			
	NWRB Permit	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	N/A	January 2024	N/A	COB	37,804.00		NWRB Permit renewal of QBWD water spring sources for CY 2024.
	Monthly Franchise Tax	F/S	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	N/A	COB	12,000.00		Monthly Franchise Tax remittance for CY 2024.
	LTO Registration Renewal	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - October 2024	N/A	January 2024 - October 2024	N/A	COB	51,500.00		Renewal of LTO registration of existing land transport equipment.

CODE	PROGRAM/ ACTIVITY/PROJECT	END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY												SOURCE OF FUNDS	ESTIMATED BUDGET (PHP)		REMARKS
				PRE-PROC CONF.	ADS/POST OF ITB/PHILG EPS	PRE-BID CONF.	SUB /OPEN OF BIDS	ELIGIBILITY CHECKING	BIDS EVALUATION	POST QUAL.	NOTICE OF AWARD	CONTRACT SIGNING/PURCHASE ORDER	NOTICE TO PROCEED	DELIVERY COMPLETION	ACCEPTANCE/ TURNOVER		MOOE	CO	
50215020- FIDELITY BOND PREMIUMS																			
	Bureau of Treasury Bond	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	N/A	January 2024	N/A	COB	50,000.00		Bonds of QBWD accountable officers for CY 2024.
50215030 INSURANCE EXPENSES																			
	Insurance Expenses	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January, February, March, April, May, July, August, & September 2024	N/A	January, February, March, April, May, July, August, & September 2024	N/A	COB	504,000.00		Insurance coverage for new and existing QBWD vehicles and other QBWD infrastructure assets.
50213060 REPAIRS AND MAINTENANCE- TRANSPORTATION EQUIPMENT																			
	QBWD Vehicles	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	392,000.00		Repair and maintenance of QBWD vehicles (inclusive of materials and labor).
50299010 ADVERTISING, PROMOTIONAL AND MARKETING EXPENSES																			
	Advertising Expenses	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	August 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	316,800.00		For various publication requirements, marketing and announcements of QBWD.
50299030 REPRESENTATION EXPENSES																			
	Representation Expenses	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	January 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	414,000.00		Meals during board meetings and other forms of representation of guests and QBWD personnel.
50299040 TRANSPORTATION AND DELIVERY EXPENSES																			
	1.) Transportation Allowance of RSF Operators	T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	99,720.00		Allocation for the transportation expenses of RSF Operators.
	2.) Reserve for Contingencies	T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	3,600.00		Provision for contingencies.
50299060 MEMBERSHIP DUES AND CONTRIBUTIONS TO ORGANIZATIONS																			
	1.) Membership Dues & Contributions	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2023 - December 2023	January 2023 - December 2023	COB	58,212.50		Annual registrations/contributions to organizations.
	2.) Reserve for Contingencies	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	6,000.00		Provision for contingencies.
50299070 SUBSCRIPTION EXPENSES																			
	Accounting System	FS	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	100,800.00		Contract renewal of Accounting System.
50299080 DONATIONS																			
	Donation	AS/CS/FS/T/O	Negotiated Procurement-Agency to Agency/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	60,000.00		Allocation for the donations.
50299140 DOCUMENTARY STAMPS EXPENSES																			
	Documentary Stamps	F/S	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	January 2024	January 2024	COB	300.00		Documentary stamps for the submission of required reports to BIR and other government agencies.
50299180- MAJOR EVENTS AND CONVENTIONS EXPENSES																			
	World Water Day	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2024	March 2024	March 2024	March 2024	COB	50,000.00		Materials, prizes, food and drinks, venue and decoration for the World Water Day activity.
	Women's Month Celebration	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2024	March 2024	March 2024	March 2024	COB	50,000.00		Activity to promote equality and women empowerment.
	QBWD's 16th Anniversary	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	July 2024	July 2024	July 2024	July 2024	COB	75,000.00		Provision for the founding anniversary celebration of the District.

CODE	PROGRAM/ ACTIVITY/PROJECT	END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY												SOURCE OF FUNDS	ESTIMATED BUDGET (PHP)		REMARKS
				PRE-PROC CONF.	ADS/POST OF ITB/PHILG EPS	PRE-BID CONF.	SUB /OPEN OF BIDS	ELIGIBILITY CHECKING	BIDS EVALUATION	POST QUAL.	NOTICE OF AWARD	CONTRACT SIGNING/PURCHASE ORDER	NOTICE TO PROCEED	DELIVERY COMPLETION	ACCEPTANCE/ TURNOVER		MOOE	CO	
	Team Building Activity/Capacity Building	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	September 2024	September 2024	September 2024	September 2024	COB	250,000.00		Activity to facilitate camaraderie and build strong bond between employees.
	Civil Service Anniversary	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	September 2024	September 2024	September 2024	September 2024	COB	100,000.00		Civil Service Anniversary celebration allocation.
	Year-End Assessment	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	November 2024	N/A	N/A	N/A	N/A	N/A	N/A	December 2024	December 2024	December 2024	December 2024	COB	175,000.00		Materials, prizes, food and drinks, venue and decoration for year-end assembly.
50299990- OTHER MAINTENANCE AND OPERATING EXPENSES																			
	Salaries for Job Order	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	8,961,659.56		Allocation for the services of Contractual/Job Order Employees of QBWD.
	Bacteriological Test (Monthly)	O/TS	Negotiated Procurement-Small Value Procurement	N/A	January 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	January 2024 - December 2024	January 2024 - December 2024	COB	162,000.00		Monthly Bacteriological Test of water sources.
	Physical and Chemical Test (Once a year)	O/TS	Negotiated Procurement-Small Value Procurement	N/A	May 2024	N/A	N/A	N/A	N/A	N/A	N/A	May 2024	May 2024	June 2024	June 2024	COB	110,000.00		Annual Physical-Chemical Test of water sources.
	Employees ID (BIG) required by CSC	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February 2024	N/A	February 2024	February 2024	COB	1,500.00		Provision for Other Maintenance and Operating Expenses.
	Notarial Fee	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	1,200.00		Allocation for the notarial expenses of QBWD.
	(4L) Gallon Plastic Container for Water Sample	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	May 2024	N/A	June 2024	June 2024	COB	1,800.00		Provision for Other Maintenance and Operating Expenses.
	Expenses relative to the delineation of proposed watershed	T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2024	March 2024	March 2024	March 2024	COB	10,000.00		Provision for Other Maintenance and Operating Expenses.
	Expenses (fare, meals, ritual offerings & others) for IP representative relative to the QBWD's official activities	AS/TO	Negotiated Procurement-Agency to Agency/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	N/A	January 2024 - December 2024	January 2024 - December 2024	COB	36,000.00		Allocation for QBWD official activities with IP representatives.
	Annual Medical Check - up Program	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	January 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024	January 2024	February 2024	February 2024	COB	100,000.00		Provision for the annual medical check-up of QBWD Employees.
	Drug Test	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	July 2024	July 2024	July 2024	July 2024	COB	18,000.00		Annual drug test to examination QBWD Personnel.
	BOD Meeting Venue Rental	AS/CS/FS/T/O	Negotiated Procurement - Direct Contracting	N/A	January 2024	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	60,000.00		Venue rental for the monthly regular and special BOD Meeting.
	Reserve for contingencies	AS/CS/FS/T/O	Negotiated Procurement-Small Value Procurement/Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	January 2024 - December 2024	COB	120,000.00		Provision for Contingencies.
																	22,101,369.66	7,518,450.00	

Prepared by:

Recommending Approval :

(SGD)  
JUVIE QUEEN S. DEGAMO  
BAC Secretary  
12/11/2023  
Date

(SGD)  
JANICE MAY PORCADILLA-MAMPAWA  
BAC Chairperson  
12/11/2023  
Date

-on leave-  
WILGREG R. BORJA  
BAC Vice-Chairperson  
12/11/2023  
Date

(SGD)  
CHERRY MAE CASTRO  
BAC Member  
12/11/2023  
Date

(SGD)  
EDGAR P. LAURON  
BAC Member  
12/11/2023  
Date

(SGD)  
LEOMAR L. MAGALLANES  
BAC Member  
12/11/2023  
Date

Approved by:

Board Action:

(SGD)  
RAFAEL H. FRANCISCO  
General Manager  
12/11/2023  
Date

Board Resolution Number	Date	BOD Chairperson
2023-12-099	12/13/2023	(SGD) DIR. ABNER T. BALAGULAN