Quezon (Bukidnon) Water District

Poblacion, Quezon, Bukidnon
CCC No. 627
Hotline #: 0917-598-9322 E-mail Address: quezonwaterdistrict@yahoo.com

ANNUAL PROCUREMENT PLAN
CY 2021

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/PHILGEPS	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		PS	MOOE	CO	
10603110 PLANT -UTILITY PLANT IN SERVICE (UPIS)																				
	I. TRANSMISSION AND DISTRIBUTION MAINS																			
	1. Rehabilitation of Spring Boxes	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February 2021	N/A	March 2021	N/A	COB			40,000.00	To rehabilitate existing spring boxes
	II. METERS																			
	1. Production Meter 4" for Delapa-Kiburiao System	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021	N/A	February 2021	N/A	COB			50,000.00	To measure the production of the Delapa-Kiburiao Systems
10604010 - BUILDINGS																				
	QBWD Warehouse/Building Improvements	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 2021	N/A	July 2021	N/A	COB			500,000.00	Provision for the improvements of the QBWD Warehouse/Building
10604070 - WATER PLANT, STRUCTURE AND IMPROVEMENTS																				
	1) Fabrication and Installation of Steel Ladder Platform with Gate for RSF	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 2021	N/A	January 2021	N/A	COB			40,000.00	Provision for the improvements of the RSF
	2) Pump Station 1 Roof 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 2021	N/A	January 2021	N/A	COB			30,000.00	Provision for the improvements of the Roof Repairs
10605030- INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT																				
	Portable Thermal Printer for BCS	CS	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	April 2021	N/A	COB			40,000.00	Spare Unit for Meter Readers
	Computer Set	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 2021	N/A	January 2021	N/A	COB			30,000.00	Additional Unit for the Cashier
	Computer Set (Server)	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 2021	N/A	January 2021	N/A	COB			40,000.00	To be used as the computer server
10605990- OTHER MACHINERY AND EQUIPMENT																				
	WATER TREATMENT EQUIPMENT																			
	1. Chlorinator (Spare)	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	April 2021	N/A	COB			60,000.00	Provision for the spare chlorinator
	2. Digital Colorimeter	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	April 2021	N/A	COB			52,000.00	Provision for the digital colorimeter
10606010- MOTOR VEHICLES																				
	Various Motor Vehicles	AS/CS/FS/T/O	Competitive Bidding	October 2021	October 2021	October 2021	October 2021	October 2021	October 2021	October 2021	October 2021	October 2021	October 2021	November 2021	November 2021	COB			208,000.00	To be used by QBWD Technical Personnel
10602021 - LAND IMPROVEMENTS, REFORESTATION PROJECTS																				
	Watershed Development	T/O	Negotiated Procurement-Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021	N/A	January 2021	N/A	COB			200,000.00	Provision for the Watershed Development
50201010- TRAVELLING EXPENSES-LOCAL																				
	Various Travel of QBWD Personnel and Board of Directors	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021-December 2021	N/A	January 2021-December 2021	N/A	COB		444,400.00		Provision for travel of QBWD personnel and Board of Directors.
50202110- TRAINING EXPENSES																				
	Registration Fee	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021-December 2021	N/A	January 2021-December 2021	N/A	COB		284,100.00		Provision for training fees, allowance and materials of QBWD Personnel and Board of Directors.

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/PHILGEPS	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		PS	MOOE	CO	
50203010-OFFICE SUPPLIES EXPENSE																				
	1. Common Office Supplies	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 2021 & July 2021	N/A	February 2021 & August 2021	N/A	COB		188,648.05		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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 & July 2021	N/A	February 2021 & August 2021	N/A	COB		420.00		Procurement of office supplies that are only used in special cases
	3. Computer Supplies	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 2021 & July 2021	N/A	February 2021 & August 2021	N/A	COB		39,573.89		Procurement of computer supplies for day to day requirements of QBWD.
	4. 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 2021 & July 2021	N/A	February 2021 & August 2021	N/A	COB		30,000.00		Provision for contingencies
50203020- ACCOUNTABLE FORMS EXPENSES																				
	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021	N/A	April 2021	N/A	COB		250,000.00		QBWD Official Receipt in continuous form
	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	March 2021	N/A	March 2021	N/A	COB		1,800.00		To be used for disbursement under the LBP account
50203030- NON-ACCOUNTABLE FORMS EXPENSES																				
	Fuel Slip, 50's, duplicate	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021	N/A	February 2021	N/A	COB		1,000.00		Supply of fuel for the day to day operations of QBWD Personnel
50203090-FUEL, OIL AND LUBRICANTS																				
	GASOLINE	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021-December 2021	N/A	January 2021-December 2021	N/A	COB		858,822.00		Supply of fuel for the day to day operations of QBWD
50203210- SEMI-EXPENDABLE MACHINE AND EQUIPMENT EXPENSES																				
	Uninterruptible Power Supply (UPS)	AS/FS	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	May 2021	N/A	COB		28,000.00		Additional UPS for Accounting
	Projector Bulb for Epson EB-s18	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 2021	N/A	May 2021	N/A	COB		5,000.00		For the maintenance of the Projector
	Hard Disk, 1TB	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 2021	N/A	May 2021	N/A	COB		2,500.00		To be used to back-up files
	Blowtorch	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	May 2021	N/A	COB		6,000.00		Spare Units for the Technical Personnel
	Cutting Torch Set with handle (for oxygen-acetylene cutting)	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	May 2021	N/A	COB		3,000.00		To be used for oxygen-acetylene cutting
	Lamination Machine, A3	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 2021	N/A	May 2021	N/A	COB		4,000.00		To be used in the lamination of QBWD documents
	Blood Pressure Monitoring Machine, Digital	AS/CS/FS/T/O	Negotiated Procurement-Small	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	April 2021	N/A	May 2021	N/A	COB		8,000.00		For health and emergency purposes
	Aluminum Folding Ladder	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 2021	N/A	May 2021	N/A	COB		8,000.00		To be used for the maintenance of QBWD structures
50203220-SEMI-EXPANDABLE FURNITURE, FIXTURES AND BOOKS																				
	Filing Cabinet, Steel, Vertical, 4 drawers	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 2021	N/A	August 2021	N/A	COB		63,000.00		Used to store files of QBWD personnel
	Chair, Plastic/Polypropylene, Stackable, Standard Size, Cream/White	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 2021	N/A	February 2021	N/A	COB		25,000.00		To be used by the concessionaires
50203990-OTHER SUPPLIES AND MATERIALS EXPENSES																				
	Maintenance Supplies	AS/CS/FS/T/O	Negotiated Procurement-Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		153,767.20		Provision for the other materials and supplies expense
	Housekeeping Supplies	AS/CS/FS/T/O	Negotiated Procurement-Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		58,835.05		Includes cleaning and janitorial supplies

				SCHEDULE OF EACH PROCUREMENT ACTIVITY													ESTIMATED BUDGET (PHP)			
CODE	PROGRAM/ ACTIVITY/PROJECT	END-USER	MODE OF PROCUREMENT	PRE-PROC CONF.	ADS/POST OF ITB/PHILGEPS	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	SOURCE OF FUNDS	PS	MOOE	CO	REMARKS
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		5,280.00		Includes Supply of hot beverages
	Electrical Supplies	AS/CS/FS/T/O	Negotiated Procurement-Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		25,455.00		Provision for electrical supplies
	Other Supplies	AS/CS/FS/T/O	Negotiated Procurement-Shopping	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		37,370.00		Provision for other office supplies
	Reserve for Contingencies	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		30,000.00		Provision for contingencies
50204010- WATER EXPENSES																				
	Monthly water bill (30 cu. M._new rate)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		7,539.60		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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		240,000.00		Electric 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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		7,200.00		Postage, delivery and courier requirements of QBWD.
50205020-TELEPHONE EXPENSES - MOBILE																				
	Postpaid (Smart/T&T)	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February 2021 - December 2021	N/A	February 2021 - December 2021	N/A	COB		7,689.00		Provision for the Smart Postpaid Plan
	Cash out for new Smart Hotline	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	February 2021 - December 2021	N/A	February 2021 - December 2021	N/A	COB		3,000.00		Cash out for new 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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		28,764.00		For QBWD authorized personnel and QBWD hotline 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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		10,800.00		Communication allowances for the Section Heads
	Other Network Calls	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		36,000.00		Provision for other network calls for Globe Admin Phone
50205030- INTERNET SUBSCRIPTION EXPENSES																				
	Installation Fee for New Internet Connection	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021	N/A	February 2021	N/A	COB		10,000.00		Provision for the internet connection for administrative communication use.
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		30,000.00		Provision for the internet connection for administrative communication use.
50209010- GENERATION, TRANSMISSION AND DISTRIBUTION EXPENSE-792																				
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		1,713,600.00		Power consumption of five pumping stations and Booster Pump for water generation and distribution requirements.
	II. CHEMICALS AND FILTERING SUPPLIES EXPENSE																			
	A. Sodium Hypochlorite (Liquid Chlorine)	T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		100,000.00		Liquid chlorine requirements of QBWD for bacteriological treatment of water.
	B. Chemical Reagent for Chlorine Residual Test	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		240,000.00		Chemical needed for chlorine concentration test.
50211010- LEGAL SERVICES																				
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		42,000.00		Provision for the retainer's fee
	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 2021	N/A	March, May & July 2021	N/A	COB		12,500.00		Provision for the appearance fee within the Province of Bukidnon
	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 & Ocotber 2021	N/A	February,May & Ocotber 2021	N/A	COB		15,000.00		Provision for the appearance fee outside the Province of Bukidnon
50211020- AUDITING SERVICES																				
	COA Auditing 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	July 2021	N/A	July 2021	N/A	COB		150,000.00		COA Audit Services for CY 2021

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/PHILGEPS	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		PS	MOOE	CO	
50211990-OTHER PROFESSIONAL SERVICES																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 2021	N/A	January, April, July & October 2021	N/A	COB		4,000.00		Consulting services for CY 2021
	Photo Services	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 2021	N/A	January 2021	N/A	COB		7,000.00		Provision for the Photo services
	Reserve for Contingencies	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021-December 2021	N/A	January 2021-December 2021	N/A	COB		3,000.00		Provision for contingencies
50215010- TAXES DUTIES & LICENSES																				
	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, April, August, October and December 2021	N/A	January, April, August, October and December 2021	N/A	COB		37,804.00		NWRB permit renewal for Luan-luan spring, San Roque and Magsaysay source and new application of permit for Mikatin and Lipa source for year 2021
	Business 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 2021	N/A	January 2021	N/A	COB		3,000.00		Business Permit renewal for 2021
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		37,500.00		Renewal of Lto registration of existing land transport equipment.
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 2021	N/A	January 2021	N/A	COB		33,000.00		Provision for the BOT Bond
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 2021	N/A	January 2021	N/A	COB		71,000.00		Insurance coverage for new and existing QBWD vehicles
50213030- REPAIRS AND MAINTENANCE-INFRASTRUCTURE ASSETS																				
	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	April 2021	N/A	April 2021	N/A	COB		6,000.00		Maintenance of reservoir and tanks to include labor and materials.
	Maintenance of Transmission and Distribution Mains	T/O	Competitive Bidding	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	January 2021/August 2021	January 2021/August 2021	February 2021 & September 2021	February 2021 & September 2021	COB		704,000.00		Repair and maintenance of main lines and secondary lines to include materials and labor.
	Maintenance of Services	T/O	Competitive Bidding	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	January 2021/August 2021	January 2021/August 2021	February 2021 & September 2021	February 2021 & September 2021	COB		15,220.00		Repair and maintenance of service lines to include materials and labor.
	Maintenance of Meters																			
	1. New Service Connection	T/O	Competitive Bidding	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	January 2021/August 2021	January 2021/August 2021	February 2021 & September 2021	February 2021 & September 2021	COB		1,980,000.00		New service connection water meters
	2. Water Meters Replacement	T/O	Competitive Bidding	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	January 2021/August 2021	January 2021/August 2021	February 2021 & September 2021	February 2021 & September 2021	COB		330,000.00		Materials needed in the replacement of defective water meters
	Maintenance of Meter Installation																			
	New Service Connection	T/O	Competitive Bidding	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	December 2020/July 2021	January 2021/August 2021	January 2021/August 2021	February 2021 & September 2021	February 2021 & September 2021	COB		1,839,400.00		New service connection materials and maintenance of installed water meters
50213040- REPAIRS AND MAINTENANCE- BUILDINGS AND OTHER STRUCTURES																				
	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	April 2021	N/A	April 2021	N/A	COB		10,000.00		Repairs and maintenance of buildings and other structures
	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	July 2021	N/A	July 2021	N/A	COB		5,000.00		Various minor repairs of office buiding and pumping stations.
50213050- REPAIRS AND MAINTENANCE- MACHINERY AND EQUIPMENT																				
	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		36,650.00		Materials and labor for repair of office equipment. Includes aircon cleaning.
	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 2021	N/A	March 2021	N/A	COB		5,000.00		Repair and maintenance of other existing machinery and 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/PHILGEPS	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		PS	MOOE	CO	
	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 2021	N/A	February 2021	N/A	COB		48,000.00		Repair and maintenance of other existing machinery and equipment
	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 2021	N/A	April 2021	N/A	COB		3,000.00		Provision for the Tools, Shop, and Garage Equipment
	Reserve for Contingencies	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		10,000.00		Provision for contingencies
50213060- REPAIRS AND MAINTENANCE- TRANSPORTATION EQUIPMENT																				
	QBWD Vehicles	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		239,000.00		Maintenance of existing and for procurement motorcycles and multicab. To include labor and materials.
50299010- ADVERTISING, PROMOTIONAL AND MARKETING EXPENSES																				
	ADVERTISING EXPENSES	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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		80,550.00		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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		362,000.00		Meals of Board of Directors, GM during board meetings and other forms of representation of guests and QBWD personnel
50299060- MEMBERSHIP DUES AND CONTRIBUTIONS TO ORGANIZATIONS																				
	Membership Dues & Contributions	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		51,231.25		Bi-monthly and annual registrations/contibutions to organizations
50299080- DONATIONS																				
	Donation	AS/CS/FS/T/O	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		24,000.00		Amount reserved for donation
50299180- MAJOR EVENTS AND CONVENTIONS EXPENSES																				
	CIVIL SERVICE ANNIVERSARY	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	September 2021	N/A	September 2021	N/A	COB		25,000.00		Provision for uniform, food, transportation, registration fee and other expenses during civil service anniversary sports competition.
	World Water Day	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2021	N/A	March 2021	N/A	COB		25,000.00		Materials, prizes, food and drinks, venue and decoration for the World Water Day activity
	Women's Month Celebration	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2021	N/A	March 2021	N/A	COB		20,000.00		Activity to promote equality and women empowerment
	Capacity Building	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	September 2021	N/A	September 2021	N/A	COB		25,000.00		Activity to facilitate camaraderie between employees
	QBWD Anniversary	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	July 2021	N/A	July 2021	N/A	COB		25,000.00		Provision for the anniversary of the District
	Year-End Assessment	AS/CS/FS/T/O	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	December 2021	N/A	December 2021	N/A	COB		90,000.00		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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		5,630,118.00		Provision for Other Maintenance and Operating Expenses
	Bacteriological Test (Monthly)	O/TS	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	January 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		126,000.00		Provision for Other Maintenance and Operating Expenses

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/PHILGEPS	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		PS	MOOE	CO	
	Physical and Chemical Test (Once a year)	O/TS	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2021	N/A	June 2021	N/A	COB		50,000.00		Provision for Other Maintenance and Operating Expenses
	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 2021	N/A	February 2021	N/A	COB		15,300.00		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 2021 - December 2021	N/A	January 2021 - December 2021	N/A	COB		3,600.00		Provision for Other Maintenance and Operating Expenses
	Bottled Water for water sampling	T/O	Negotiated Procurement-Small Value Procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	June 2021	N/A	June 2021	N/A	COB		600.00		Provision for Other Maintenance and Operating Expenses
	Expenses (fare, meals, ritual offerings & others) for IP representative relative to the QBWD's official activities	AS	Negotiated Procurement - Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	March 2021	N/A	March 2021	N/A	COB		100,000.00		Provision for the expenses incurred for the delineation of source
	Drug Test	AS/CS/FS/T/O	Negotiated Procurement - Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	May 2021	N/A	May 2021	N/A	COB		22,950.00		Annual drug test to examine QBWD Personnel
	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 2021 - December 2021	N/A	January 2021- December 2021	N/A	COB		120,000.00		Provision for Contingencies
															GRAND TOTAL			17,439,987.04	1,290,000.00	

Prepared by:
MARK ANTHONY A. ALAS
BAC Secretary
11/18/2020
Date

Recommending Approval :
JANICE MAY P. MAMPAWA
BAC Chairperson
11/18/2020
Date

WILGREG R. BORJA
BAC Vice-Chairman
11/18/2020
Date

ARIANE D. HOCULADA
BAC Member
11/18/2020
Date

JANU P. LACSON
BAC Member
11/18/2020
Date

EDGAR P. LAURON
BAC Member
11/18/2020
Date

Approved by:
RAFAEL R. FRANCISCO
General Manager
11/18/2020
Date

Board Action:

Board Resolution Number	Date	Chairman of the Board
2020-12-085	12/16/2020	ABNER T. BALAGULAN