

LICAB WATER DISTRICT
Real St. Poblacion Sur, Licab Nueva Ecija 3112

ANNUAL PROCUREMENT PLAN for FY 2025

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. SUPPLIES AND MATERIALS													
5-02-03-010	Common Office Supplies	All Unit	NO	Agency to Agency/ Shopping	N/A	N/A	Within the year	Within the year	Corporate Budget	111,774.00	111,774.00	-	Various office supplies
5-02-03-010	Common Janitorial Supplies	Admin Unit	NO	Shopping	N/A	N/A	Within the year	Within the year	Corporate Budget	25,490.40	25,490.40		Various cleaning/janitorial supplies
5-02-03-020	Accountable Forms	Admin Unit	NO	Agency to Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	97,344.00	97,344.00	-	Official Receipt and Checkbooks
5-02-03-030	Printed Office Forms	Admin Unit	NO	Small Value Procurement	N/A	N/A	Within the year	Within the year	Corporate Budget	59,904.00	59,904.00	-	Statement of Account and various office forms needed in day to day operation of LWD
5-02-03-090	Fuel, Oil and Lubricants	Engineering/Production Unit	NO	Direct Contracting	Monthly	N/A	Monthly	Monthly	Corporate Budget	166,566.40	166,566.40	-	Fuel for service vehicle
5-02-09-010-5	Fuel for Power Production	Production Unit	NO	Direct Contracting	Monthly	N/A	Monthly	Monthly	Corporate Budget	178,027.20	178,027.20		Diesel for Gen Sets at Pump Stations
5-02-03-130	Chemicals and Filtering Supplies	Production Unit	NO	Small Value Procurement	Semi-annual	N/A	Semi-annual	Semi-annual	Corporate Budget	442,520.00	442,520.00	-	Chlorine granules and Chlorine Reagent
5-02-03-210	Semi-Expendable Machinery and Equipment	All Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	269,100.00	269,100.00	-	Machinery & Equipment below P50,000
5-02-03-220	Semi-Expendable Furnitures and Fixtures	All Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	14,560.00	14,560.00	-	Furniture & Fixtures below P50,000
5-02-03-270-1	Water Meters	Engineering Unit	NO	Competitive Bidding	Within the year	N/A	Within the year	Within the year	Corporate Budget	811,200.00	811,200.00	-	Procurement of 600 pcs. of Water Meters
5-02-03-270-2	Supplies & Materials for Systems Operation Expenses-Service Connection	Engineering Unit	NO	Competitive Bidding	Within the year	N/A	Within the year	Within the year	Corporate Budget	516,380.80	516,380.80	-	Procurement of various service connection materials
5-02-03-270-3	Supplies & Materials for Systems Operation Expenses-Transmissions	Engineering Unit	NO	Competitive Bidding	Within the year	N/A	Within the year	Within the year	Corporate Budget	284,466.00	284,466.00		Procurement of transmissions materials
5-02-03-990	Other Supplies and Materials	All Unit	NO	Shopping	Within the year	N/A	Within the year	Within the year	Corporate Budget	172,291.60	172,291.60	-	Various other supplies and materials (sand, cement etc.)
5-02-99-990	Other Maintenance and Operating Expenses	All Unit	NO	Shopping	Within the year	N/A	Within the year	Within the year	Corporate Budget	5,000.00	5,000.00		Expenses other than the regular expenses
B. UTILITIES													
5-02-04-020	Electricity Expense	Admin Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	146,400.00	146,400.00	-	Electricity Expenses of LWD Office
5-02-09-010-7	Electricity Expense- Pump Stations	Production Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	1,889,499.74	1,889,499.74	-	Electricity Expenses of Pump Stations

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C. COMMUNICATION										-			
5-02-05-020	Telephone Expenses	Admin Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	58,665.20	58,665.20	-	LWD phone bills and load for GSM
5-02-05-030	Internet Subscription	Admin Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	24,960.12	24,960.12	-	Internet Subscription of LWD
D. WATER TREATMENT										-			
5-02-09-010-08	Bacteriological test	Production Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	48,000.00	48,000.00	-	Monthly Bacteriological Test
5-02-09-010-08	Physical/Chemical Test	Production Unit	NO	Direct Contracting	N/A	N/A	Within the year	Within the year	Corporate Budget	12,500.00	12,500.00	-	Annual Physical/Chemical Test
E. PROFESSIONAL/GENERAL SERVICES										-			
5-02-11-010	Legal Services	Admin Unit	NO	Direct Contracting	N/A	N/A	Within the year	Within the year	Corporate Budget	15,000.00	15,000.00	-	Notarial Fee of LWD Documents
5-02-11-020	Auditing Services	Finance Unit	NO	Agency to Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	260,000.00	260,000.00	-	Auditing Services for LWD (COA Auditing Fee)
5-02-11-990	Other Professional Services	Finance Unit	NO	Direct Contracting	N/A	N/A	Within the year	Within the year	Corporate Budget	90,000.00	90,000.00		Auditing services for ISO Certification
5-02-12-030	Security Services	Admin Unit	NO	Small Value Procurement	January-December (with existing Contract)				Corporate Budget	422,400.00	422,400.00	-	Security Services of LWD
5-02-12-990	Other General Services	Engineering Unit	NO	Direct Contracting	N/A	N/A	as the need arises	as the need arises	Corporate Budget	856,985.60	856,985.60		Payment for labor of Job Order personnel
F. REPAIR AND MAINTENANCE										-			
5-02-13-030	Infrastructure Assets	Engineering Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	332,800.00	332,800.00	-	Repairs and Maintenance of various Infrastructure Assets
5-02-13-040-1	Office Building	Engineering Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	62,400.00	62,400.00	-	Repairs and Maint.of LWD Office Building
5-02-13-040-2	Other Structures	Engineering Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	127,920.00	127,920.00	-	Repairs and Maint. of LWD Other Structures, Repainting of worn out paints of Pump Stations
5-02-13-050-1	Machinery & Equipment- Machinery	Engineering Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	416,000.00	416,000.00	-	Repairs and Maintenance of Machineries & Eqpt. (Equipments 50,000 above)
5-02-13-060	Transportation Equipment	Engineering Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	104,000.00	104,000.00	-	Repair & Maintenance of motor vehicles of LWD
5-02-13-210	Semi-Expendable Machinery and Equipment	All Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	260,000.00	260,000.00	-	Repair & Maintenance of Semi Expendable Machinery & Eqpt.
5-03-13-220	Semi-Expendable Furniture, Fixtures and Books	All Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	20,000.00	20,000.00	-	Repair & Maintenance of Semi Expendable Furniture, Fixtures & Books
G. ADVERTISING										-			

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5-02-99-010	Advertising	Admin. Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	70,375.00	70,375.00	-	Printing of Calendars for concessionaires
H. TRAVELING EXPENSES													
5-02-01-010	Travelling Expenses-Local	All Unit	NO	Small Value Procurement	N/A	N/A	Within the year	Within the year	Corporate Budget	792,800.00	792,800.00	-	Travelling Expenses-Local
5-02-01-020	Travelling Expenses-Foreign	All Unit	NO	Small Value Procurement	N/A	N/A	Within the year	Within the year	Corporate Budget	500,000.00	500,000.00	-	Expenses by officers and employees while on official travel/business outside Philippines.
I. TRAINING EXPENSES													
5-02-02-010	Training Expenses	Admin Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	334,150.00	334,150.00	-	Training expenses of LWD Employees (Conventions, Seminars/Trainings)
J. EXTRAORDINARY AND MISCELLANEOUS EXPENSES													
5-02-03-010	Extraordinary & Misc. Expenses	Admin Unit	NO	Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	116,400.00	116,400.00	-	Extraordinary & Misc. Expenses
K. POSTAGE AND COURIER													
5-02-05-010	Postage and Courier Services	Admin & Finance	NO	Direct Contracting	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	3,533.28	3,533.28	-	Postage/delivery of official documents/records
L. REPRESENTATION													
5-02-99-030	Representation Expenses	All unit	NO	Shopping	as the need arises	N/A	as the need arises	as the need arises	Corporate Budget	280,000.00	280,000.00	-	Expenses for official meetings/conferences/webinars. Anniversary fund of LWD
M. RENT													
5-02-99-050	Rent Expenses	Admin Unit	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	Corporate Budget	48,000.00	48,000.00	-	Rental of lot at San Cristobal PS
N. MEMBERSHIP DUES AND CONTRIBUTIONS													
5-02-99-060	Membership dues and contributions to organizations.	Admin Unit	NO	Agency to Agency	N/A		Within the year	Within the year	Corporate Budget	16,748.00	16,748.00	-	Membership dues/contributions to recognized organizations (PAWD, CLAWD, NEWADA, NEPOAWD)
O. SUBSCRIPTIONS													
50299070	GIS subscription	Engineering Unit	NO		To renew the existing contract of service provider (January-December)				Corporate Budget	142,810.80	142,810.80		GIS monthly subscription
	Mini SCADA monthly subscription	Engineering Unit	NO		To renew the existing contract of service provider (January-December)				Corporate Budget	107,520.00	107,520.00		Mini SCADA monthly subscription
P. TAXES, INSURANCE PREMIUMS AND FIDELITY BOND PREMIUMS													

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5-02-15-010	Taxes, Duties & Licenses	Finance	NO	Agency to Agency	N/A	N/A	Monthly	Monthly	Corporate Budget	628,456.51	628,456.51	-	Franchise Tax on water sales and registration of motor vehicles
5-02-15-020	Fidelity bond premiums	Finance	NO	Agency to Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	21,000.00	21,000.00	-	Fidelity bond of Accountable officers
5-02-15-030	Insurance of LWD Properties	Finance	NO	Agency to Agency	N/A	N/A	Within the year	Within the year	Corporate Budget	83,600.00	83,600.00	-	Insurance of LWD Properties
Q. PROPERTY, PLANT & EQUIPMENT													
1-08-01-020	Computer Software	Billing & Collection Unit	NO	Direct Contracting	Within the year	N/A	Within the year	Within the year	Corporate Budget	312,000.00	-	312,000.00	Read and Bill System
1-06-05-990	Machineries and Equipment	Engineering & Production Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	270,400.00		270,400.00	Procurement of VFD and Chlorinator Machine
1-06-06-010	Motor Vehicles	Engineering & Production Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	72,800.00	-	72,800.00	Procurement of 1 unit motorcycle
R. LAND													
1-06-01-010	Land	Admin Unit	NO	Direct Contracting	Within the year	N/A	Within the year	Within the year	Corporate Budget	420,000.00		420,000.00	Acquisition of Land for additional Pump Station
S. PROJECTS/ EXPANSIONS/ IMPROVEMENTS													
1-06-03-110	Rehabilitation of Old Pipelines	Engineering Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	141,750.00		141,750.00	Rehabilitation of Old Pipelines
1-06-03-110	Parking Space	Engineering Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	CIG Loan	283,500.00		283,500.00	Construction of Parking space for service vehicle LWD
1-06-03-110	Interconnection Project	Engineering Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	703,500.00		703,500.00	Interconnection Project
1-06-03-110	Improvement of LWD Multi-purpose ground	Engineering Unit	NO	Small Value Procurement	Within the year	N/A	Within the year	Within the year	Corporate Budget	283,500.00		283,500.00	Improvement of LWD Multi-purpose ground

Prepared:


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