



## **IRIGA CITY WATER DISTRICT**

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

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February 27, 2013

**MS. REBECCA B. OLAYON**

Director IV

Department of Budget and Management

Regional Office No. 5, Rawis

Legaspi City




Dear Madam Olayon,

May we submit herewith as per attached the Consolidated ANNUAL PROCUREMENT PLAN of the Iriga City Water District for the Fiscal Year 2013 for your reference.

More power.

Very truly yours,

  
**ROMULO M. CORPORAL, JR.**

General Manager

## IRIGA CITY WATER DISTRICT

Iriga City

## CONSOLIDATED ANNUAL PROCUREMENT PLAN FY 2013

ITEMS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST (Proposed ABC)	REQUESTING OFFICE	FUNDING SOURCE	EXPECTED USE OF GOODS
<b>OFFICE SUPPLIES</b>							
Various Office Supplies	Common Use	3 lots	490,000.00	490,000.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>490,000.00</b>			

**OFFICE EQUIPMENTS, FURNITURES AND FIXTURES**

Biometric Time Recorder		4	60,000.00	240,000.00	Administrative Division	COB	1st Quarter
Cooking Gas		2	750.00	1,500.00	Administrative Division	COB	1st & 3rd Qtr.
5 cu.ft. Refrigerator		1	10,000.00	10,000.00	Administrative Division	COB	1st Quarter
Steel Filing Cabinet		1	8,000.00	8,000.00	Administrative Division	COB	1st Quarter
Executive Chairs		10	2,500.00	25,000.00	Administrative Division	COB	1st Quarter
Air Conditioner		1	40,000.00	40,000.00	Commercial Division	COB	4th Quarter
<b>SUB-TOTAL</b>				<b>324,500.00</b>			

**INFORMATION AND COMMUNICATION TECHNOLOGY**

Cell Cards/Cellphone Plans	Cards/Plan	1 lot	500.00	228,000.00	Administrative Division	COB	1st to 4th Qtr.
Computer Unit		1	24,000.00	24,000.00	Administrative Division	CAPEX	1st Quarter
Computer Unit		1	30,000.00	30,000.00	Commercial Division	CAPEX	2nd Quarter
Printer		1	3,000.00	3,000.00	Administrative Division	CAPEX	1st Quarter
Accounting Program	Installation	1 lot	350,000.00	350,000.00	Administrative Division	COB	3rd Quarter
Meter Reading and Billing System		2	125,000.00	250,000.00	Commercial Division	COB	2nd Quarter
Maintenance, Repair and Upgrading of Computer Hardware & Software			LS	100,000.00	Commercial Division	COB	3rd Quarter
<b>SUB-TOTAL</b>				<b>985,000.00</b>			

**ACCOUNTABLE FORMS**

Cashiers Official Receipt		264	28.00	7,392.00	Administrative Division	COB	1st to 4th Qtr.
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Check Booklet		12	350.00	4,200.00	Administrative Division	COB	1st to 4th Qtr.
Water Bill Receipts		60	1,500.00	90,000.00	Commercial Division	COB	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>101,592.00</b>			

#### **CIVIL WORKS MATERIALS, SUPPLIES AND EQUIPMENT**

Watershed				200,000.00	Administrative Division	COB	3rd & 4th Qtr
Expansion Project		1 lot	3,930,032.15	3,930,032.15	Technical Division	CAPEX	2nd Quarter
Rehabilitation Project		1 lot	494,000.00	494,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Water Service Connection (Water Meters)	Meters	1,080	1,500.00	1,620,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Water Service Connection (Fittings)	Fittings	1 lot		870,968.00	Technical Division	CAPEX	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>7,115,000.15</b>			

#### **PRODUCTION, CHEMICAL, FILTERING AND MATERIALS**

Water Treatment - Chlorinator		2 units	180,000.00	360,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Pumping Equipment	1.5 Booster Pump and Equipments	4 sets		1,080,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Chlorine Tank		58		400,000.00	Technical Division	COB	1st to 4th Qtr.
Calcium Hypochlorite Granules		4	6,000.00	24,000.00	Technical Division	COB	2nd & 4th Qtr.
Gasoline, Oil, Lubricants and Other Fuel Expenses		1 lot		7,000,000.00	Technical Division	COB	1st to 4th Qtr.
Water Testing (Bacteriological Test) Fecal and Total Coli Forms & Heterothrophic Plate Count		240	300.00	72,000.00	Technical Division	COB	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>8,936,000.00</b>			

#### **PROPERTY, PLANT AND EQUIPMENT**

Construction of 2 Storey Stockroom		1 lot	2,800,000.00	2,800,000.00	Administrative Division	CAPEX	3rd Quarter
<b>SUB-TOTAL</b>				<b>2,800,000.00</b>			

#### **REPAIRS AND MAINTENANCE**

Carpentry, Electrical & Telephone Repairs		2 lots		5,000.00	Administrative Division	COB	1st to 4th Qtr.
Repair & Maintenance of Irrigation, Water System and Structure		1 lot		900,000.00	Technical Division	COB	1st & 3rd Qtr.
Repair & Maintenance of Other Infrastructure Assets		1 lot		200,000.00	Technical Division	COB	1st & 3rd Qtr.

Repair & Maintenance - Office Building (Minor Repair)		1 lot	LS	20,000.00	Administrative Division	COB	1st & 3rd Qtr.
Repair & Maintenance - Office Equipment		2 lots	LS	20,000.00	Administrative Division	COB	1st & 3rd Qtr.
Repair & Maintenance - Furniture & Fixtures		2 lots	LS	10,000.00	Administrative Division	COB	1st & 3rd Qtr.
Repair & Maintenance - IT Equipments & Software		2 lots	LS	75,000.00	Admin. & Tech. Div.	COB	2nd & 4th Qtr.
Repair & Maintenance - Machineries		1 lot	LS	400,000.00	Technical Division	COB	2nd & 4th Qtr.
Repair & Maintenance - Communication Equip.		1 lot	LS	10,000.00	Administrative Division	COB	4th Quarter
Fire Extinguisher, Dry Chem, 20 lbs., Refill		3	1,300.00	3,900.00	Administrative Division	COB	1st Quarter
Fire Extinguisher, Dry Chem, 10 lbs., Refill		8	800.00	6,400.00	Administrative Division	COB	1st Quarter
Fire Extinguisher, HCFC123, 10 lbs., Refill		3	4,700.00	14,100.00	Administrative Division	COB	1st Quarter
Repair & Maintenance - Fire Fighting Equipments			LS	35,000.00	Technical Division	COB	3rd Quarter
Clustering and Relocations		1 lot		250,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Pressure Monitoring	Materials and Fittings	1 lot		200,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Zone Metering (DMA)	Materials and Fittings	1 lot		250,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Concrete Breaker		1	500,000.00	500,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Flow Meter Replacement		1 lot		300,000.00	Technical Division	CAPEX	2nd to 4th Qtr.
Plumbing Tools		1 lot		335,000.00	Technical Division	CAPEX	1st to 4th Qtr.
Disconnection Tools		5	5,000.00	25,000.00	Commercial Division	COB	1st Quarter
<b>SUB-TOTAL</b>				<b>3,559,400.00</b>			

### **TRANSPORTATION AND OTHER EXPENSES**

Mini-Truck		1	1,500,000.00	1,500,000.00	Administrative Division	COB	3rd Quarter
Plumbing Service Vehicles	1 motorcycle & 2 tricycle		280,000.00	280,000.00	Technical Division	CAPEX	2nd to 4th Qtr.
Rapair & Maintenance - Motor Vehicles, 4 wheel, Tires and Tubes	Tires and Tubes	32	4,250.00	136,000.00	Admin/Technical Division	COB	1st to 4th Qtr.
Rapair & Maintenance - Motor Vehicles, Tricycle, Tires and Tubes	Tires and Tubes	30	755.00	22,650.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Rapair & Maintenance - Motor Vehicles, 2 wheels, Tires and Tubes	Tires and Tubes	44	560.00	24,640.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.

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Rapair & Maintenance - Motorcycle Spare Parts (Spoke/Clutch Cable/ Spark Plug/ Bearing/ Oil/ Battery/ Brakeshoe)		1 lot	14,980.00	14,980.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Vulganizing/Tiring Fee	Service Vehicle	1 lot	1,600.00	1,600.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Alignment / Washing	Service Vehicle	1 lot	2,400.00	2,400.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Major Repair of Vehicles		1 lot	100,000.00	100,000.00	Administrative Division	COB	1st to 4th Qtr.
Diesoline	for Service Vehicles	1 lot	43.70/L	484,545.50	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Unleaded Gasoline	for Service Vehicles	1 lot	55.85/L	434,389.50	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
Regular Gasoline	for Service Vehicles	1 lot	46.70/L	168,120.00	Admin/Comm/ Technical Division	COB	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>3,169,325.00</b>			

#### **OTHER MAINTENANCE AND OPERATING EXPENSES**

BIWADA Sportsfest Uniform		270	370.00	100,000.00	Administrative Division	COB	1st Quarter
BIWADA Sportsfest Expenses		1 lot	200,000.00	200,000.00	Administrative Division	COB	1st Quarter
BIWADA Trophies and Tokens		1 lot	50,000.00	50,000.00	Administrative Division	COB	1st Quarter
Tinagba Festival Uniform (T-shirt)		90	450.00	41,000.00	Administrative Division	COB	1st Quarter
Tinagba Festival Uniform (Hat)		90	50.00	4,500.00	Administrative Division	COB	1st Quarter
Tinagba Festival Uniform (Hat)		90	50.00	4,500.00	Administrative Division	COB	1st Quarter
Tinagba Festival Uniform (Float)		1 lot	150,000.00	150,000.00	Administrative Division	COB	1st Quarter
CSC Foundation Anniversary Expenses		1 lot	50,000.00	50,000.00	Administrative Division	COB	1st Quarter
Inter Agency Uniform		1 lot	200,000.00	200,000.00	Admin. & Comm'l Div.	COB	1st and 3rd Qtr.
ICWD Foundation Anniversary		1 lot	50,000.00	50,000.00	Administrative Division	COB	1st Quarter
Year End Conference		1 lot	60,000.00	60,000.00	Administrative Division	COB	3rd Quarter
Lakbay Aral / Team Building	Bus Rental	1 lot	150,000.00	150,000.00	Administrative Division	COB	3rd Quarter
ICWD Anniversary & Christmas Promo		10,000	25.00	250,000.00	Commercial Division	COB	2nd Quarter
<b>SUB-TOTAL</b>				<b>1,310,000.00</b>			

#### **PROFESSIONAL SERVICES**

Legal Services		1 lot	224,000.00	224,000.00	Administrative Division	COB	1st to 4th Qtr.
Security Services	Security Guard	3	27,000/mo	324,000.00	Administrative Division	COB	1st to 4th Qtr.
Auditing Services	Travel Exp.	1 lot	100,000.00	100,000.00	Administrative Division	COB	1st to 4th Qtr.

Consultancy Services	Tech. Asst.	1	4,000.00	48,000.00	Administrative Division	COB	1st to 4th Qtr.
General Services	Electrical / Carpentry / Programmer	1 lot	5,000.00	5,000.00	Administrative Division	COB	1st to 4th Qtr.
<b>SUB-TOTAL</b>				<b>701,000.00</b>			

#### **PUBLIC INFORMATION/PUBLICATIONS**

Calendar		2000	50.00	100,000.00	Administrative Division	COB	4th Quarter
Radio Advertisements		12	2,000.00	30,000.00	Administrative Division	COB	1st to 4th Qtr.
ICWD Newsletter - BURABOD		1 lot	50,000.00	50,000.00	Administrative Division	COB	Duration
Souvenir Program		1 lot	20,000.00	20,000.00	Administrative Division	COB	1st to 4th Qtr.
Printing & Binding Expense		1 lot	10,000.00	10,000.00	Administrative Division	COB	1st to 4th Qtr.
Newspaper Subscription		264	25.00	6,600.00	Administrative Division	COB	Daily
Aquarius Magazine Subscription		40	125.00	5,000.00	Administrative Division	COB	1st & 3rd Qtr.
<b>SUB-TOTAL</b>				<b>221,600.00</b>			
<b>GRAND TOTAL</b>				<b>29,713,417.15</b>			

Prepared by:

  
**GILBERT B. IGNAO**  
 Head, BAC Secretariat

Recommended by:

  
**ENGR. JOSEPH ULYSSES P. FUCIO**  
 BAC Chairman

Approved by:

  
**ROMULO M. CORPORAL, JR., MPA**  
 General Manager