

Republic of the Philippines
IRIGA CITY WATER DISTRICT

Region V
R. Llagas Sr. St., San Roque, Iriga City
Camarines Sur, 4431

Annual Procurement Plan for C/Y 2021 (GPPB)

Item & Specification	Quantity Requirement																	**PS Price Catalogue as of 2020	Total Amount
	Units of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
SOLVENTS																			
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	14	8	8	1,307.40	14	8	8	1,307.40	14	8	8	1,307.40	14	8	8	1,307.40	43.58	5,229.60
COLOR COMPOUNDS AND DISPERSIONS																			
Stamp Pad Ink, purple or violet	bottle	6			6	0	0	0	0	0	0	0	0	0	0	0	0	31.52	189.12
PAPER MATERIALS AND PRODUCTS																			
Note Pad, stick on, 50mm x 76mm (2" x 3") min	pad	3	0	0	3	2	0	0	2	0	0	0	0	2	0	0	2	37.06	259.42
Paper, Multi-purpose (Copy) A4, 70 gsm	ream	5	5	5	15	4	4	4	12	5	5	5	15	4	4	4	12	133.12	7,188.48
Paper, Multi-purpose (Copy) Legal, 70 gsm	ream	5	5	5	15	4	4	4	12	5	5	5	15	4	4	4	12	138.97	7,504.38
Toilet Tissue Paper 2-plys sheets, 150 pulls	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	87.40	3,146.40
Record Book, 300 pages	book	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	70.72	1,414.40
Record Book, 500 pages	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	101.92	-
BATTERIES & CELLS AND ACCESSORIES																			
Battery, dry cell, AA, 2 pices per blister pack	pack	3	0	3	6	3	0	3	6	3	0	3	6	0	0	0	0	36.30	653.40
Battery, dry cell, AAA, 2 pices per blister pack	pack	3	0	3	6	3	0	3	6	3	0	3	6	0	0	0	0	19.73	355.14
MANUFACTURING COMPONENTS & SUPPLIES																			
Glue, all purpose, gross weight: 200 grams min	jar	8	0	8	16	0	0	0	0	1	1	1	3	0	0	0	0	62.10	1,179.90
Staple Wire, for heavy duty staplers(23/13)	box	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	19.76	158.08
Staple Wire, Standard (26/6)	box	8	0	8	16	8	0	8	16	8	0	8	16	8	0	8	16	21.09	1,349.76
Tape Electrical, 18mm x 16M min	roll	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	18.67	74.68
Tape Masking, width: 48mm	roll	3	0	3	6	2	0	2	4	3	0	3	6	2	0	2	4	54.60	1,092.00
Tape Packaging, width: 48mm	roll	3	0	3	3	0	3	0	3	0	3	0	3	0	3	0	3	19.97	239.64
Tape, Transparent, width: 24mm	roll	3	0	3	3	3	0	0	3	3	0	3	6	3	0	3	6	10.09	181.62
Tape, Transparent, width: 48mm	roll	3	0	3	6	3	0	0	3	3	0	3	6	3	0	3	6	19.97	419.37
MEASURING AND OBSERVING AND TESTING EQUIPMENT																			
Ruler, plastic, 450mm (18"), width: 38mm min	piece	8	0	8	16	0	0	0	0	0	0	0	0	0	0	0	0	17.68	282.88
CLEANING EQUIPMENT AND SUPPLIES																			
Air Refresher, aerosol, 280ml/150g min	can	6	0	6	12	0	0	0	0	0	0	0	0	0	0	0	0	90.22	1,082.64
BROOM, soft(tambo)	piece	3		3	6		0	0	0	3	0	3	6	0	0	0	0	136.24	1,226.16
DISINFECTANT SPRAY, aerosol type,400-450 grams	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	128.96	3,095.04
DUST PAN, non rigid plastic. w/detachable handle	piece	2	0	0	2	2	0	2	4	2	0	2	4	2	0	2	4	24.83	347.62

HAND SOAP, liquid, 500ml	piece	8	0	0	8	8	0	0	8	8	0	0	8	8	0	0	8	109.96	3,518.72	
MOP HEAD,made of rayon. Weight:400 grams min.	piece	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	123.76	247.52	
RAGS, all cotton, 32 pieces per kilogram min	bundle	4	0	0	4	4	0	0	4	4	0	0	4	4	0	0	4	53.82	861.12	
TRASHBAG,GPP specs,black 940mmx1016mm	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	134.68	4,848.48	
INFO. & COMM. TECH (ICT) EQUIPMENT & DEVICES & ACC.																				
External Hard Drive, 1 TB, 2.5"HDD, USB 3.0	piece	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	2,650.83	21,206.64	
Flash Drive, USB Version, 16GB Capacity	piece	3	0	0	3	3	0	0	3	0	3	0	3	0	3	0	3	167.44	2,009.28	
MOUSE, WIRELESS,USB	piece	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	154.00	1,232.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
Clip, backfold, all metal, 50 mm, 12 pcs/box	box	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	47.84	382.72	
Data File Box, made of chipboard, with closed ends	piece	20	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	77.20	1,544.00	
Data Folder, made of chipboard, taglia lock	piece	24	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	68.64	1,647.36	
Envelope, expanding, kraft board for legal size doc	box	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	738.40	2,215.20	
Envelope, Mailing, white, 80 gsm(5%)	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	362.44	724.88	
Folder , Fancy, for a4 size docs	bundle	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	270.40	5,408.00	
Folder , Fancy, for legal size docs	bundle	10	0	0	10	0	0	0	0	10	0	0	10	1	0	0	1	311.88	6,549.48	
Folder, Tab divider, bristol board for A4 size docs	pack	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	11.33	111.30	
Folder, Tab divider,bristol board for legal size docs	pack	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	14.23	142.30	
Marker, fluorescent, 3 assorted colors per set	set	10	0	0	10	0	0	0	0	2	0	0	2	0	0	0	0	46.68	560.16	
Paper Clip, vinyl/plastic coat, legnth: 32mm min	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	0	2	4	7.76	170.72
Paper Clip, vinyl/plastic coat, legnth: 50mm min	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	0	4	17.14	377.08	
Pencil, lead, w/ eraser, wood cased, hardness: HB	box	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	20.79	166.32	
Ring Binder, 84 rings, plastic, 32mm	bundle	3	0	0	3	0	0	0	0	3	0	0	3	0	0	0	0	239.79	1,438.74	
Pencil Sharpener, manual, single cutter head	piece	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	202.80	405.60	
Scissors, symmetrical, blade length: 65mm min	pair	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	40.56	324.48	
Stapler, Standard Type, load cap: 200 staples min	piece	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	176.80	1,414.40	
Staple Remover, Plier Type	piece	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	24.90	199.20	
Tape Dispenser, table top, for 24mm width tape	piece	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	64.20	385.20	
Calculator, compact, 12 digits	unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	346.85	2,774.80	
Paper Shredder, cutting width: 3-4mm (entry level)	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,699.20	5,699.20	
ARTS & CRAFTS EQUIPMENT & ACCESSORIES & SUPPLIES																				
Clearbook, 20 Transparent Pokets, for A4 size	piece	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	39.78	159.12	
Clearbook, 20 Transparent Pokets, for legal size	piece	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	42.38	169.52	
Sign Pen, Black, liquid/gel ink, .5mm needle tip	piece	120	0	0	120	0	0	0	0	0	0	0	0	0	0	0	0	34.61	4,153.20	
Sign Pen, Blue, liquid/gel ink, .5mm needle tip	piece	80	0	0	80	0	0	0	0	0	0	0	0	0	0	0	0	34.61	2,768.80	
Sign Pen, Red, liquid/gel ink, .5mm needle tip	piece	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	34.61	1,730.50	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price items)																				
COMMON OFFICE EQUIPMENT																				
Scanner, Colored, Double sided, feeder type	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	25,000.00	25,000.00	
ACCOUNTABLES FORMS																				
IT EQUIPMENT, COMPUTER PARTS, AND DEVICES & SOFTWARES																				
Cellphone	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	20,000.00	20,000.00	
Multi Function PRINTER	unit	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	10,000.00	20,000.00	
Uninterruptible Power Supply (UPS)	unit	6	0	0	6	1	0	0	1	0	0	0	0	0	0	0	0	3,000.00	21,000.00	
GASOLINE, OIL & LUBRICANTS																				
Fuel/Gasoline Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00	

WATER QUALITY EQUIPMENTS AND SUPPLIES						0				0						0			-
Visual Chlorine Comparator Test Kit	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	25,000.00	25,000.00	
Colorimeter Test Kit	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	75,000.00	75,000.00	
REPAIR AND MAINTENANCE -TRANSPORTATION EQUIPMENT						0				0						0			-
External Tubes, Interiors, Seat Covers, Motor Oil, Front Dump Break, Rear Dump Break, Front Cable, Foot Rest/Pedal	LS	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	43,200.00	43,200.00	
REPAIR AND MAINTENANCE -FURNITURES & FIXTURES, SEMI-EXPENDABLE						0				0						0			-
Furnitures & Fixtures	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	30,000.00	30,000.00	
IT Equipment	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00	
SUBSCRIPTIONS																			-
Newspaper	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	7,920.00	7,920.00	
Aquarius Magazine	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00	
REWARDS AND AWARDS																			-
Gratuities, Plaques, Certificates and other forms	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00	
TAXES, DUTIES AND LICENSES																			-
Franchise Tax	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	260,000.00	260,000.00	
BIR Annual Registration as GOCC	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1,500.00	1,500.00	
Tax on Interest Income withheld by Banks	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	318,000.00	318,000.00	
FEDELITY BOND PREMIUMS																			-
General Manager	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2,500.00	2,500.00	
Cashier / Working Fund Custodian	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00	
Storekeeper	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2,500.00	2,500.00	
VEHICLE INSURANCE EXPENSE																			-
6 Motorcycle	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	18,000.00	18,000.00	
OTHER MAINTENANCE AND OPERATION EXPENSE																			-
Auditing Services	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00	
BIWADA Sportsfest Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	20,000.00	20,000.00	
BIWADA Sportsfest Uniform	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	7,000.00	7,000.00	
Board of Directors Benefits	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	687,330.00	687,330.00	
Civil Service Commission Foundation Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00	
COA Entrance and Exit Conference	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00	
Flancial Assistance,Extraordinary/other Misc. Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00	
Gender & Development Program	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00	
Disaster & Risk Reduction Plans & Programs	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00	
ICWD Foundation Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	75,000.00	75,000.00	
Internet Expense	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	38,400.00	38,400.00	
Iriga City Charter Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00	
Lakbay Aral/Team Building	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00	
Legal Services	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	150,000.00	150,000.00	
LTO Registration,6 Motorcycle	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00	
Membership Dues & Contributions	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	60,000.00	60,000.00	
Official & Employees Meeting	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	84,000.00	84,000.00	
Philippine Independence Day Celebration	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00	

9

Postage and Deliveries	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12,000.00	12,000.00
Smoke Test for 6 motorcycles	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00
Telephone Exp., Mobile, (Prepaid Cards)	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	144,000.00	144,000.00
Tinagba Festival Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	30,000.00	30,000.00
Web-site Hostings	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	60,000.00	60,000.00
Training Expenses(Registration)	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	240,000.00	240,000.00
Year End Conference	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
C. TOTAL (A + B):																		3,170,565.77	
D. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL																		317,056.58	
																		3,487,622.35	
E. APPROVED BUDGET BY THE AGENCY HEAD																			
F. MONTHLY CASH REQUIREMENTS																		280,635.20	
F.1 AVAILABLE AT PROCUREMENT SERVICE STORES																		110,485.27	
F.2 Other Items not Available at PS but regularly purchased from other source																		3,060,080.50	
TOTAL MONTHLY CASH REQUIREMENTS																		264,213.81	

Prepared by:


LEAN RAGASA
BAC Secretariat

Certified Funds Available/
Certified Appropriate Funds Available:


PRINCESS FORNETER
Corporate Accountant

Approved by:


ROMULO M. CORPORAL, JR., MPA
General Manager
Head of Procuring Entity



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY
Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

January 14, 2021

MS. BINGLE B. GUTIEREZ

Executive Director

Procurement Service

Department of Budget and Management
OTIS, Paco Manila

Dear Madam,

We are submitting the Annual Procurement Plan (APP) of Iriga City Water District ICWD, for C/Y 2021.

Thank you,

Very truly yours,

ROMULO M. CORPORAL, JR., MPA
General Manager