

Murcia Water District Annual Procurement Plan 2016

| Procurement | Program/Project | PMO/ End-User | Mode of Procurement | Schedule for Each Procurement Activity | | | | | | | | | | | | Source of Funds | Estimated Budget | | | Remarks (brief description of Program) |
|-------------------------------------------------------------------------------|-----------------|------------------|------------------------|----------------------------------------|----------------------------|---------------------|----------------------|----------------------------|-------------------|--------------|-----------------------|---------------------|-------------------------|-------------------------|-------------------------|--------------------|------------------|------|----|-------------------------------------------------|
| | | | | Pre- Proc Conference | Ads/ Post of IAEB | Pre- bid Conf | Eligibility Check | Sub/ Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completion | Acceptance/ Turnover | | Total | MOOE | CO | |
| Ribbon / Inks for Printer,photocopier and Fax machine. | | | | | | | | | | | | | | | | | | | | |
| 2 sets LC-39 | | Comm'l. | Shopping | | | | | | | | | | | | | Corp Budget | 4,460.00 | | | |
| 10 Cart Canon PG 741 | | Admin | Shopping | | | | | | | | | | | | | Corp Budget | 9,850.00 | | | |
| 10 cart. Canon PG 740 | | Admin | Shopping | | | | | | | | | | | | | Corp Budget | 7,450.00 | | | |
| 6 ca Canon 810 | | Admin | Shopping | | | | | | | | | | | | | Corp Budget | 4,470.00 | | | |
| 6 ca Canon 811 | | Admin | Shopping | | | | | | | | | | | | | Corp Budget | 6,210.00 | | | |
| 2 pcs Photocopier | | Admin | Dir. Purchase | | | | | | | | | | | | | Corp Budget | 6,875.00 | | | |
| 12 ca Epson FX 2175 | | Comm'l. | Shopping | | | | | | | | | | | | | Corp. Budget | 3,537.00 | | | |
| Refills for Inks,ribbons and carts. | | Comm'l. | Shopping | | | | | | | | | | | | | Corp. Budget | 3,678.00 | | | |
| Off. Forms(Mimeographing,printing for Adminstrative & Finance) | | admin | Shopping | | | | | | | | | | | | | Corp Budget | 12,000.00 | | | |
| Common Office Supplies | | | | | | | | | | | | | | | | | | | | |
| 12 pcs AIR FRESHENER, 280mL/can | | Admin | Agy to Agy | | | | | | | | | | | | | Corp Budget | 1,126.94 | | | |
| 24 bots. ALCOHOL, 70%, ethyl | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 1,009.01 | | | |
| 4 packs CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 1,375.92 | | | |
| 6 box CLIP, backfold, 25mm, 12s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Cop. Budget | 91.73 | | | |
| 6 box CLIP, backfold, 50mm, 12s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 265.36 | | | |
| 6 rules COLUMNAR PAD, 14 cols, 50 gsm min. | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 275.18 | | | |
| 24 pcs CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 522.90 | | | |
| 6 pcs DATA FILE BOX, (5"x9"x15-3/4") | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 386.57 | | | |
| 2 pcs ENVELOPE, documentary (10"x15"), 500s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 1,229.59 | | | |
| 2 box ENVELOPE, mailing white, 500s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp Budget | 320.44 | | | |
| 2 pack ENVELOPE, documentary, A4, 500s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 967.30 | | | |
| 1 pc ERASER, blackboard/whiteboard | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 11.12 | | | |
| 3packs FOLDER, tagboard, legal size, 100s/box | | Admin | Agy to Agy | | | | | | | | | | | | | Corp. Budget | 1,031.94 | | | |

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| 5. SHARPENER, single cutterhead | Main. | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 180.18 | | |
| 6. STAMPING DATER, self-inking stamp | Main. | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 928.20 | | |
| 7. STAPLER, heavy duty, standard | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 302.88 | | |
| 8. STAPLE REMOVER, twin jaws | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 104.08 | | |
| Waste Basket,plastic | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 327.60 | | |
| Bond Paper,legal | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 3,474.04 | | |
| Calulator | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 491.02 | | |
| Correction Tape | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp Budget | 289.04 | | |
| Hygienic Supplies | | | | | | | | | | | | | | | | | | | | |
| 8pcs BATHROOM SOAP, 70gms. | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 165.98 | | |
| 5 pcs BROOM, soft (tambo) | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 627.90 | | |
| 2 pcs BROOM, STICK (tingting) | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 37.13 | | |
| 4pcs CLEANSER, powder, 350gms. | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 66.82 | | |
| 500gms. | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 144.14 | | |
| 5 pcs DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 95.56 | | |
| 13pcs. DISINFECTANT SPRAY, 400 grams net content | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 2,086.81 | | |
| 2pcs DUST PAN, non-rigid plastic, with detachable handle | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 69.89 | | |
| 8pcs FURNITURE CLEANER, 300mL/can min | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 847.39 | | |
| 5pcs INSECTICIDE, 600mL (420g) /can handle | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 600.60 | | |
| 2pcs MOPHEAD, 100% rayon, 400g | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 185.64 | | |
| 3pcs RAG, COTTON, (7") in diameter | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 163.80 | | |
| 10pcs SCOURING PAD, economy size | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 147.42 | | |
| 900ml | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 709.80 | | |
| 2pcs Trashbag,black | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 91.73 | | |
| 20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 301.39 | | |
| 15rolls Toilet Tissue 12 rolls/pack | Admin | Agy to Agy | | | | | | | | | | | | | | | Corp. Budget | 1,157.49 | | |
| Miscellaneous Supplies | | | | | | | | | | | | | | | | | | | | |
| Christmas Lights& Decors | Admin | Shopping | | | | | | | | | | | | | | | Corp Budget | 5,000.00 | | |
| Printing of 660 Stubs O.R. | Admin | Shopping | | | | | | | | | | | | | | | Corp Budget | 5,000.00 | | |
| Printing 15 Boxes Statement of Acct. | Comm'l. | Shopping | | | | | | | | | | | | | | | Corp Budget | 79,200.00 | | |
| Anticipated Expense for printing | Comm'l. | Shopping | | | | | | | | | | | | | | | Corp Budget | 50,800.00 | | |
| Office Supplies and other Expense | Admin | Shopping | | | | | | | | | | | | | | | Corp Budget | 10,000.00 | | |
| | Admin | Shopping | | | | | | | | | | | | | | | Corp Budget | 3,000.00 | | |
| Che mical and Filtering Inventory | | | | | | | | | | | | | | | | | | | | |

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| Generator | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 50,000.00 | | | |
| 1 unit Desktop Computer | Comm'l. | Shopping | | | | | | | | | | | | | | | | Corp. Budget | 30,000.00 | | | |
| 2 sets Licensed Software | Comm'l. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 42,000.00 | | | |
| Land Transport Eqpt. | | | | | | | | | | | | | | | | | | | | | | |
| Acquisition of 1 unit motorcycle | Main. | Shopping | | | | | | | | | | | | | | | | Corp. Budget | 90,000.00 | | | |
| Sidecar | Main. | Shopping | | | | | | | | | | | | | | | | Corp. Budget | 30,000.00 | | | |
| Other Machinery and Eqpt. | | | | | | | | | | | | | | | | | | | | | | |
| Water treatment Eqpt.- 1 unit | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 45,000.00 | | | |
| Tools, Shop and Garage Equipments. | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 20,000.00 | | | |
| Furniture and Fixtures | | | | | | | | | | | | | | | | | | | | | | |
| Office Table/etc. | Admin | Shopping | | | | | | | | | | | | | | | | Corp. Budget | 7,000.00 | | | |
| 2 pcs Filing Cabinets | Admin | Shopping | | | | | | | | | | | | | | | | Corp Budget | 17,000.00 | | | |
| Others | Admin | Shopping | | | | | | | | | | | | | | | | Corp Budget | 5,000.00 | | | |
| IT Software | | | | | | | | | | | | | | | | | | | | | | |
| Accounting Software | Comm'l. | Shopping | | | | | | | | | | | | | | | | Corp. Budget | 45,000.00 | | | |
| WATERSHED-STRUCTURES and IMPROVEMENTS | | | | | | | | | | | | | | | | | | | | | | |
| Supervision | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 6,000.00 | | | |
| Labor and Other Miscellaneous Expense | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 10,000.00 | | | |
| Watershed Development Expense | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 9,200.00 | | | |
| Nursery Establishment Expenses | Main. | Shopping | | | | | | | | | | | | | | | | | | | | |
| seedlings | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 4,000.00 | | | |
| garden tools | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 2,000.00 | | | |
| fertilizers | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 4,000.00 | | | |
| Reforestation Expenses | Main. | Shopping | | | | | | | | | | | | | | | | | | | | |
| planting | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 10,000.00 | | | |
| Main of Watershed-Structures and improvements | Main. | Shopping | | | | | | | | | | | | | | | | Corp Budget | 14,800.00 | | | |
| Total | | | | | | | | | | | | | | | | | | | 2,129,711.63 | | | |

Prepared By: **Danilo D. Bado**

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