

Bayawan Water District
Annual Procurement Plan for FY 2018
for Common-Use Supplies and Equipment

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/ Project)
				Pre-Proc Conference	Ads/Post of IAB	Pre-bid Conf	Eligibility Check	Sub/Op en of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
COMMON OFFICE SUPPLIES																				
COB-17	All-purpose Glue,300 grams	Commercial / Administrative	Small Value Procurement /Shopping														COB	3,800.00	3,800.00	
COB-17	ALCOHOL, 70%, ethyl, 500 ml.	Commercial / Administrative	Small Value Procurement /Shopping														COB	3,600.00	3,600.00	
COB-17	Battery, size AA, Alkaline, 2 pcs/pack	Commercial / Administrative	Small Value Procurement /Shopping														COB	1,500.00	1,500.00	
COB-17	Binder clip 2"	Commercial / Administrative	Small Value Procurement /Shopping														COB	975.00	975.00	
COB-17	Binder clip 3"	Commercial / Administrative	Small Value Procurement /Shopping														COB	1,125.00	1,125.00	
COB-17	Binder clip 1 5/8"	Commercial / Administrative	Small Value Procurement /Shopping														COB	600.00	600.00	
COB-17	Calculator,Desktop,compact,electronic 10 digits	Commercial / Administrative	Small Value Procurement /Shopping														COB	2,000.00	2,000.00	
COB-17	Carbon Paper, long blue	Commercial / Administrative	Small Value Procurement /Shopping														COB	3,480.00	3,480.00	
COB-17	Card box, 3 x 3",wood	Commercial / Administrative	Small Value Procurement /Shopping														COB	450.00	450.00	
COB-17	CARTOLINA, assorted color, 20s/pack	Commercial / Administrative	Small Value Procurement /Shopping														COB	234.00	234.00	
COB-17	CORRECTION Pen, disposable,	Commercial / Administrative	Small Value Procurement /Shopping														COB	800.00	800.00	
COB-17	Plastic grip Hand-held paper cutter, Heavy duty	Commercial / Administrative	Small Value Procurement /Shopping														COB	350.00	350.00	
COB-17	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	Commercial / Administrative	Small Value Procurement /Shopping														COB	18,000.00	18,000.00	
COB-17	Flash drive,16Gb	Commercial / Administrative	Small Value Procurement /Shopping														COB	2,418.00	2,418.00	
COB-17	INDEX CARD,3"x 5",ruled both sides, 500s/pack	Commercial / Administrative	Small Value Procurement /Shopping														COB	1,200.00	1,200.00	
COB-17	INDEX CARD, 5" x 8",ruled both side, 500s/pack	Commercial / Administrative	Small Value Procurement /Shopping														COB	325.00	325.00	
COB-17	Stamp pad Ink, blue	Commercial / Administrative	Small Value Procurement /Shopping														COB	192.00	192.00	
COB-17	MARKING PEN, whiteboard, black	Commercial / Administrative	Small Value Procurement /Shopping														COB	400.00	400.00	
COB-17	MARKING PEN, whiteboard, blue	Commercial / Administrative	Small Value Procurement /Shopping														COB	400.00	400.00	
COB-17	MARKER, permanent, black	Commercial / Administrative	Small Value Procurement /Shopping														COB	650.00	650.00	
COB-17	MARKER, permanent, blue	Commercial / Administrative	Small Value Procurement /Shopping														COB	650.00	650.00	
COB-17	NOTE PAD, (3"x3"), 100 sheets,pad	Commercial / Administrative	Small Value Procurement /Shopping														COB	1,600.00	1,600.00	
COB-17	Plastic Envelop, long	Commercial / Administrative	Small Value Procurement /Shopping														COB	400.00	400.00	
COB-17	PAPER, multicopy, 210mm x 297mm(A4), 80gsm	Commercial / Administrative	Small Value Procurement /Shopping														COB	24,700.00	24,700.00	
COB-17	Paper fastener, Plastic 8" (Long)	Commercial / Administrative	Small Value Procurement /Shopping														COB	900.00	900.00	
COB-17	PAPER fastener,steel small,(short)	Commercial / Administrative	Small Value Procurement /Shopping														COB	400.00	400.00	
COB-17	PAPER, thermal, 216mmx30M, 1/2" core	Commercial / Administrative	Small Value Procurement /Shopping														COB	1,500.00	1,500.00	
COB-17	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	Commercial / Administrative	Small Value Procurement /Shopping														COB	250.00	250.00	
COB-17	PAPER CLIP, gem type, 33mm, 100s/box	Commercial / Administrative	Small Value Procurement /Shopping														COB	140.00	140.00	
COB-17	PAPER, multicopy, legal, for laser printing	Commercial / Administrative	Small Value Procurement /Shopping														COB	10,450.00	10,450.00	
COB-17	Parchment paper, by 10's	Commercial / Administrative	Small Value Procurement /Shopping														COB	280.00	280.00	
COB-17	PENCIL, lead, w/eraser, one(1) dozen per box	Commercial / Administrative	Small Value Procurement /Shopping														COB	480.00	480.00	
COB-17	Pentel pen, broad black	Commercial / Administrative	Small Value Procurement /Shopping														COB	500.00	500.00	
COB-17	PUSH PIN, flat head type, assorted colors, 100s/case	Commercial / Administrative	Small Value Procurement /Shopping														COB	125.00	125.00	
COB-17	RECORD BOOK, 500 pages, smythe sewn	Commercial / Administrative	Small Value Procurement /Shopping														COB	2,700.00	2,700.00	
COB-17	RECORD BOOK, 300 pages, smythe sewn	Commercial / Administrative	Small Value Procurement /Shopping														COB	4,480.00	4,480.00	

COB-17	TOILET TISSUE, 12 rolls/pack	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	2,100.00	2,100.00		
COB-17	TAPE, Masking 3/4", (12mm)	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	2,400.00	2,400.00		
COB-17	TAPE, transparent, 24mm width	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,250.00	1,250.00		
COB-17	Columnar book, 24 columns	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	520.00	520.00		
COB-17	Columnar book, 10 columns	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	360.00	360.00		
COB-17	Columnar book, 16 columns	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	455.00	455.00		
COB-17	Correction pen	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,360.00	3,360.00		
COB-17	Folder, long blue	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	480.00	480.00		
COB-17	Folder, long orange	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,600.00	1,600.00		
COB-17	Folder, long pink	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	480.00	480.00		
COB-17	Folder, long red	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	480.00	480.00		
COB-17	Folder, long yellow	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	640.00	640.00		
COB-17	Folder, long green	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	320.00	320.00		
COB-17	Rechargeable Battery, AA	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,600.00	3,600.00		
COB-17	Staple wire, #35	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	800.00	800.00		
COB-17	Staple wire, #10 (1 dozen per box)	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,300.00	1,300.00		
COB-17	Envelope, Mailing white, ordinary	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	600.00	600.00		
COB-17	Brown Envelope, Long 9 x 6"	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	750.00	750.00		
COB-17	Brown Envelope, Long	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	250.00	250.00		
COB-17	Journal Notebook	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	400.00	400.00		
COB-17	Sharpener Heavy Duty (Table type)	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	600.00	600.00		
COB-17	Stapler #35 with remover	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,300.00	1,300.00		
COB-17	Steel Ruler 1/2"	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	700.00	700.00		
COB-17	Sign pen 0.5mm, Blue, good quality	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,800.00	1,800.00		
COB-17	Scissor, good quality, 7"	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	800.00	800.00		
COB-17	Textliner, Assorted Colors	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	700.00	700.00		
COB-17	Thumb tacks	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	50.00	50.00		
COB-17	Ordinary ballpen, Blue	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	2,000.00	2,000.00		
COB-17	Cartridge Toner, Kyocera, Taskalfa 180	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	22,500.00	22,500.00		
COB-17	White Board 3 ft x 3 ft	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,500.00	1,500.00		
COMMON JANITORIAL SUPPLIES									
COB-17	AIR FRESHENER, 280ml/can	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,175.00	3,175.00		
COB-17	BROOM, soft (tambo)	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,600.00	3,600.00		
COB-17	BROOM, STICK (tingting)	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	810.00	810.00		
COB-17	DETERGENT POWDER, all purpose, 500gms.	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,600.00	1,600.00		
COB-17	DUST PAN, non-rigid plastic, with detachable handle	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,000.00	1,000.00		
COB-17	INSECTICIDE, 600mL (420g) /can	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,125.00	3,125.00		
COB-17	RAG, COTTON, (7") in diameter	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	825.00	825.00		
COB-17	TOILET BOWL & URINAL CLEANER, 900ml	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,680.00	1,680.00		
COB-17	Turbo Mop, heavy duty	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	3,000.00	3,000.00		
COB-17	Door Mat	Commercial / Administrative	Small Value Procurement /Shopping	1st to 4th Quarter	COB	1,800.00	1,800.00		

COB-17	TRASHBAG, plastic, black, (XL), 10 pcs/ roll	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	2,100.00	2,100.00		
COMMON COMPUTER SUPPLIES / CONSUMABLES									
COB-17	CD,anti-virus,kaspersky, 3 in 1 for pc's	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	16,200.00	16,200.00		
COB-17	INK CARTRIDGE, LC 539 XL-BK	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	3,360.00	3,360.00		
COB-17	INK CARTRIDGE, LC 539 XL-C	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	2,520.00	2,520.00		
COB-17	INK CARTRIDGE, LC 539 XL-M	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	2,520.00	2,520.00		
COB-17	INK CARTRIDGE, LC 539 XL-Y	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	2,520.00	2,520.00		
COB-17	Ink refill, Black, Continuous 100ml	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	4,000.00	4,000.00		
COB-17	Ink refill, Yellow, Continuous 100ml	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	1,280.00	1,280.00		
COB-17	Ink refill, Cyan, Continuous 100ml	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	1,280.00	1,280.00		
COB-17	Ink refill, Magenta, Continuous 100ml	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	1,280.00	1,280.00		
COB-17	Printer Cartridge,LQ-310	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	5,250.00	5,250.00		
COB-17	RIBBON Refill #8750	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	1,200.00	1,200.00		
COB-17	RJ-45 connector	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	450.00	450.00		
COB-17	UPS, 1500VA, good quality	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	28,000.00	28,000.00		
COB-17	Computer printer w/ CISS ready	Commercial / Administrative	Small Value Procurement /Shipping	1st to 4th Quarter	COB	24,600.00	24,600.00		

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DEFINITION

1. PROGRAM (BESF)– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference, advertising/posting, pre-bid conference, eligibility screening, submission and receipt of bids, bid evaluation, post qualification, award of contract, contract preparation), delivery/completion and acceptance/turnover.

6. Source of Funds - Whether GoP, Foreign

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

Remarks
 Programs and projects should be aligned with budget documents, and especially those posted at the PhilSepts.

Breakdown into moose and co for tracking purposes, aligned with budget documents

Any remark that will help GPPB track programs and projects