



# PLARIDEL WATER DISTRICT

A.C. Reyes St., Poblacion, Plaridel, Bulacan 3004  
Tel. Nos. (044) 795-0102 / 795-1613; Fax No. (044) 760-0229  
Email Address: plaridel\_water\_district1987@yahoo.com  
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## POSTING CERTIFICATION

This is to certify that the Plaridel Water District has posted its Supplemental Annual Procurement Plan #28 CY 2024 on its agency website and can be accessible through this link: <https://plaridelwaterdistrict.ph/bac2024/>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 30 of September, 2024.

  
**Alberto A. Mendoza**

Head, Bids and Awards Committee Secretariat

**PLARDEL WATER DISTRICT SUPPLEMENTAL ANNUAL PROCUREMENT PLAN #28 (Non-CSE) for 2024**

Code (PAP)	Procurement Project	PHOU End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PAP)			Remarks (Brief description of Project)	
					Advertisement/ Posting of IB/RFI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MODE	CO		
50213050 / 823	Repairs and Maintenance - IT EQUIPMENT AND SOFTWARE													
	Emergency Repair and Maintenance of Billing & Collection System	COMMERCIAL	NO	NP-53.2 Emergency Cases	N/A	N/A	September	September	Corporate Budget	4,000.00	4,000.00			
	Part of Maintenance / Check up of Billing System Included Server	COMMERCIAL	NO	Direct Contracting	N/A	N/A	Sept. - Dec.	Sept. - Dec.	Corporate Budget	138,000.00	138,000.00			
<b>TOTAL BUDGET</b>										<b>142,000.00</b>				
50213050 / 823	Repairs and Maintenance - IT EQUIPMENT AND SOFTWARE													
	Emergency Maintenance / Check-up of System & Visor	COMMERCIAL	NO	NP-53.2 Emergency Cases	N/A	N/A	September	September	Corporate Budget	9,000.00	9,000.00			
	Part of Maintenance / Check-up of System & Visor	COMMERCIAL	NO	Direct Contracting	N/A	N/A	Sept. - Dec.	Sept. - Dec.	Corporate Budget	61,000.00	61,000.00			
<b>TOTAL BUDGET</b>										<b>70,000.00</b>				

Prepared By:

Alberto A. Mendoza  
BAC Field Secretariat

Check and Verified By:

Marjorie M. Ersando  
BAC Chairperson

Charlie A. Felicitas  
BAC Vice Chairperson

Justin Michael B. Berango  
BAC Member

Rome Andrew A. Rivero  
BAC Member

Review and Recommended By:

Elmer C. Marcelo  
BAC Member

Leandro Santos  
BAC Member

Din Angulo L. Madariaga  
BAC Member

Melina A. A. Dela Cruz  
Corporate Budget Assistant

Engr. Mañito D. Serrano  
Interim General Manager

Approved By:

Nathanael Andres S. Bernabe Jr.  
Head of Procuring Entity



**SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2024**

END-USER/UNIT: Commercial Division

Charged to Operating Funds

Projects, Programs and Activities (PAPs)

ITEM	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES																		
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec							
50213050 / 823	REPAIRS AND MAINTENANCE - IT EQUIPMENT AND SOFTWARE	1	4,000.00	Emergency Case													4,000.00						
	Emergency Repair and Maintenance of Billing & Collection System																						
	Part of Maintenance/Check up of Billing System Included Server		138,000.00	Direct Contracting	<i>when the need arises</i>																		
<b>TOTAL BUDGET:</b>						<u>142,000.00</u>																	
<b>TOTAL ESTIMATED BUDGET:</b>						<u>142,000.00</u>																	

50213050 / 823	REPAIRS AND MAINTENANCE - IT EQUIPMENT AND SOFTWARE	1	9,000.00	Emergency Case																			
	Emergency Maintenance/Check-up of System & Visor																						
	Part of Maintenance/Check-up of System & Visor		61,000.00	Direct Contracting	<i>when the need arises</i>																		
<b>TOTAL BUDGET:</b>						<u>70,000.00</u>																	
<b>TOTAL ESTIMATED BUDGET:</b>						<u>70,000.00</u>																	

NOTE: 1. Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: **IZANKO SANTOS**, Customer Service Assistant B

Recommended by: **MARIFAYE H. ERSANDO**, Manager - Commercial Division



Code (PAP)	Procurement 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 (PAP)			Remarks (brief description of Project)	
					Advertisement/Posting of IS/REI	Submission of Bids	Notice of Award		Contract Signing	Total	MOOE		CO
	Laptop	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - July	N/A	Jan. - July	Jan. - July	Corporate Budget	30,000.00	30,000.00		
	Printers	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec. 2017/Jan. - June/Sept. - Nov.	N/A	Jan. - Dec. 2017/Jan. - June/Sept. - Nov.	Jan. - Dec. 2017/Jan. - June/Sept. - Nov.	Corporate Budget	30,000.00	30,000.00		
	Biometrics Finger Scanner - HR	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Jan. - Dec. 2017/Jan. - June/Sept. - Nov.	Jan. - Dec. 2017/Jan. - June/Sept. - Nov.	Corporate Budget	30,000.00	30,000.00		
	Repair and Maintenance of CCTV - Admin	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Maintenance/Check up of Computers and Printers	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	Maintenance/Check up of System & Visor	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	70,000.00	70,000.00		
	Maintenance/Check up of Billing System, Included Server	COMMERCIAL	NO	Direct Contracting	N/A	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	150,000.00	150,000.00		
	New Network Re-Cabling for Billing & Collection System / Network Hub	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Repair and Maintenance of Computer, Laptop & Printer	OGM	NO	NP-53.9 - Small Value Procurement	Jan. - Apr. - Jul. - Oct.	N/A	Jan. - Apr. - Jul. - Oct.	Jan. - Apr. - Jul. - Oct.	Corporate Budget	20,000.00	20,000.00		
	REPAIR & MAINTENANCE OF IT EQUIPMENT & SOFTWARE	CONSTRUCTION & MAINTENANCE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	Repairs & Maint. - IT Equip. & Software	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00		
50213050/84	Repair and Maintenance - Other Machineries and Equipment												
	Generator Set (PLAWD Office Building)	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	REPAIR & MAINTENANCE OTHER MACHINERIES & EQUIPMENT	CONSTRUCTION & MAINTENANCE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Repairs & Maint. - Other Mach. & Equip.	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	300,000.00	300,000.00		
	Calibration of Weighing Scale	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	Corporate Budget	14,000.00	14,000.00		

*[Handwritten signatures and initials are present in the left margin and bottom right corner of the page.]*



Code (PAP)	Procurement Project	PNO/ 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award		Contract Signing	Total	MOOE	
	Laptop	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - July	N/A	Jan. - July	Corporate Budget	30,000.00	30,000.00		
	Printers	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec. 2017, 2018	N/A	Jan. - Dec. 2017, 2018	Corporate Budget	30,000.00	30,000.00		
	Biometrics Finger Scanner - HR	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Nov. 2017, June, Sept., 2018	N/A	Oct. Nov. 2017, June, Sept. 2018	Corporate Budget	30,000.00	30,000.00		
	Repair and Maintenance of CCTV - Admin	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Maintenance/Check up of Computers and Printers	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	Maintenance/Check up of System & Visor	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	70,000.00	70,000.00		
	Maintenance/Check up of Billing & System, Included Server	COMMERCIAL	NO	Direct Contracting	N/A	N/A	Jan. - Dec.	Corporate Budget	150,000.00	150,000.00		
	New Network Re-Cabling for Billing & Collection System / Network Hub	COMMERCIAL	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Repair and Maintenance of Computer, Laptop & Printer	OGM	NO	NP-53.9 - Small Value Procurement	Jan., Apr., July, Oct.	N/A	Jan., Apr., July, Oct.	Corporate Budget	20,000.00	20,000.00		
	REPAIR & MAINTENANCE OF IT EQUIPMENT & SOFTWARE	CONSTRUCTION & MAINTENANCE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	Repairs & Maint. - IT Equip. & Software	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00		
50213050/840	Repair and Maintenance - Other Machines and Equipment											
	Generator Set (PLAWD Office Building)	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
	REPAIR & MAINTENANCE OTHER MACHINERIES & EQUIPMENT	CONSTRUCTION & MAINTENANCE	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
	Repairs & Maint. - Other Mech. & Equip.	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Corporate Budget	300,000.00	300,000.00		
	Calibration of Weighing Scale	ENGINEERING PRODUCTION	NO	NP-53.9 - Small Value Procurement	January	N/A	January	Corporate Budget	14,000.00	14,000.00		

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2024

END USER/UNIT : Commercial Division  
 Charged to CORPORATE OPERATING BUDGET  
 Projects, Programs and Activities (PPAs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES														
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec			
50200000/786	ACCOUNTABLE BONDS		620,700.00																
	Official Receipt (Serial 2665001-2995000)	310 bonds	920,700.00	Agency to Agency				920,700.00											
50200000/788	OTHER SUPPLIES EXPENSES		56,341.00																
	Rain Coat for Meter Readers, Discard and Recoin Term	13 pcs	17,160.00	SHOPPING															
	Helmet	13 pcs	35,750.00	SHOPPING															
	Gardened & Reflected work with logo SIGN-SPRAYABLES MAINTENANCE AND SIGNER, ETC	13 pcs	3,432.00	SHOPPING				3,432.00											
50200014/787	Bar Code Scanner	1 pc	13,200.00	SHOPPING				13,200.00											
	Printer for Tellers & Customer Service	1 unit		SHOPPING															
	Printer for Tellers	2 units	33,000.00	SHOPPING				33,000.00											
	Uninterrupted Power Supply for Server	1 pc	23,900.00	SHOPPING															
	Battery for Meter Reading Device	3 pcs	22,000.00	Small Value Procurement															
	Battery - Printer for Meter Reading	3 pcs	22,000.00	Small Value Procurement															
10400030/223	IT Equipment and Software		330,000.00																
	Computer Package for Server (complete set with OS and license)	1 set	330,000.00	Small Value Procurement				330,000.00											
00200026 / 781	PRINTING AND BINDING		318,560.00																
	Thermal Paper	8/400 rolls	175,560.00	Small Value Procurement				175,560.00											
	Disconnection Notice	200,000 pcs	143,000.00	Small Value Procurement				143,000.00											
50210006/ 813	REPAIR AND MAINTENANCE - IT EQUIPMENT & SOFTWARE		370,000.00																
	Maintenance/Check up of Computers and Printers	14 sets	50,000.00	Small Value Procurement															
	Maintenance/Check up of Computers and Printers	10 sets	70,000.00	Small Value Procurement															
	Maintenance/Check up of Billing System, Included Server	15 sets	150,000.00	Direct Contracting															

When the need arises  
 when the need arises  
 when the need arises

*Handwritten initials*







# MEMO FOR THE GENERAL MANAGER

FILE/REF NO.

FROM **MARIFAYE H. ERSANDO**  
Manager, Commercial Division

DATE  
September 05, 2024

SUBJECT  
**Emergency Procurement for Billing System Repair and Maintenance**

**Background:**

The PLAWD (Plaridel Water District) utilizes a Billing & Collection System designed and developed by Mr. Alfredo Caldejon Jr. This system is essential for managing the billing and collection processes across the district. Recently, the system has encountered technical issues that necessitate immediate repair and maintenance to ensure its continued functionality.

**Justification:**

The Billing & Collection System is critical to the operation of PLAWD. Any delay in addressing the current technical issues could result in significant disruptions to our billing processes, potentially leading to a breakdown in service delivery to our customers. Moreover, with the upcoming implementation of the new one-month disconnection policy, it is imperative that the system be fully operational to process disconnection notices and orders by September 15, 2024. Mr. Alfredo Caldejon Jr., being the original developer of the system, is the most qualified person to conduct the necessary repairs and updates. The cost for Mr. Caldejon's service is Php 4,000 per visit.

**Recommendation:**

In light of the urgency and importance of maintaining the Billing & Collection System's functionality, it is recommended that an emergency procurement be authorized for Mr. Alfredo Caldejon Jr. to perform the necessary repairs and maintenance. This will ensure that the system is fully operational and capable of supporting the new disconnection policy without any delays or disruptions.

<p>Recommending Approval:</p> <p> <b>LIZANDRO SANTOS</b> CSA B, Billing &amp; Meter Reading Section</p> <p> <b>MARIFAYE H. ERSANDO</b> Manager, Commercial Division</p>	<p>Approved by:</p> <p> <b>ENGR. MARIO G. MACATANGAY</b> Interim General Manager</p>	<p>Date Approved:</p>
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# PLARIDEL WATER DISTRICT

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Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 510803293



September 4, 2024

**Subject: Emergency Procurement for Billing System Repair and Maintenance**

**Background:**

The PLAWD (Plaridel Water District) utilizes a Billing & Collection System designed and developed by Mr. Alfredo Caldejon Jr. This system is essential for managing the billing and collection processes across the district. Recently, the system has encountered technical issues that necessitate immediate repair and maintenance to ensure its continued functionality.


**Justification:**

The Billing & Collection System is critical to the operation of PLAWD. Any delay in addressing the current technical issues could result in significant disruptions to our billing processes, potentially leading to a breakdown in service delivery to our customers. Moreover, with the upcoming implementation of the new one-month disconnection policy, it is imperative that the system be fully operational to process disconnection notices and orders by September 15, 2024. Mr. Alfredo Caldejon Jr., being the original developer of the system, is the most qualified person to conduct the necessary repairs and updates. The cost for Mr. Caldejon's service is Php 4,000 per visit.

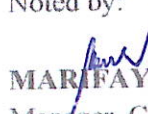
**Recommendation:**

In light of the urgency and importance of maintaining the Billing & Collection System's functionality, it is recommended that an emergency procurement be authorized for Mr. Alfredo Caldejon Jr. to perform the necessary repairs and maintenance. This will ensure that the system is fully operational and capable of supporting the new disconnection policy without any delays or disruptions.

Prepared by:

  
**LIZANDRO SANTOS**  
CSA B, Billing and Meter Reading Section

Noted by:

  
**MARIFAYE H. ERSANDO**  
Manager, Commercial Division



# MEMO FOR THE GENERAL MANAGER

FILE/REF NO.

**FROM** **MARIFAYE H. ERSANDO**  
Manager, Commercial Division

**DATE**  
September 05, 2024

**SUBJECT** **Emergency Procurement for Repair and Maintenance Services for the Meter Reading System**

**Background:**

The Plaridel Water District (PLAWD) relies on a Meter Reading System developed by Servicelink Enterprise to ensure accurate and efficient meter reading operations. This system is crucial for generating accurate billing notices and maintaining smooth operations within the Billing and Meter Reading Section.


**Justification:**

Recently, two (2) meter reading devices (visors) have become damaged and are currently unserviceable, which has significantly impacted our meter reading operations. Any delay in addressing this issue could result in critical disruptions, including delays in billing, inaccuracies in meter readings, and challenges in implementing the new disconnection policy reminder on billing notices.

To prevent these potential issues, there is an urgent need to conduct repairs and maintenance on the current Meter Reading System. Servicelink Enterprise, the original developer of the system, has the necessary expertise to transfer the licensed system from the damaged devices to new units. The cost for this service is Php 4,500 per visit.

**Recommendation:**

In light of the urgency and importance of this matter, it is recommended that the Commercial Division proceed with the emergency procurement of Servicelink Enterprise's services for the immediate repair and maintenance of the Meter Reading System. This will ensure the continued accuracy of meter readings and the timely update of billing notices to include the new disconnection policy reminder.

<p>Recommending Approval:</p> <p><del>LIZANDRO SANTOS</del> CSA B, Billing &amp; Meter Reading Section</p> <p>MARIFAYE H. ERSANDO Manager, Commercial Division</p>	<p>Approved by:</p> <p> ENGR. MARIO G. MACATANGAY Interim General Manager</p>	<p>Date Approved:</p>
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# PLARIDEL WATER DISTRICT

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Email Address: plaridel\_water\_district1987@yahoo.com  
Website: plaridelwaterdistrict.ph



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 910002009



September 4, 2024

## Subject: Emergency Procurement of Repair and Maintenance Services for the Meter Reading System

### Background:

The Plaridel Water District (PLAWD) relies on a Meter Reading System developed by Servicelink Enterprise to ensure accurate and efficient meter reading operations. This system is crucial for generating accurate billing notices and maintaining smooth operations within the Billing and Meter Reading Section.

### Justification:

Recently, two (2) meter reading devices (visors) have become damaged and are currently unserviceable, which has significantly impacted our meter reading operations. Any delay in addressing this issue could result in critical disruptions, including delays in billing, inaccuracies in meter readings, and challenges in implementing the new disconnection policy reminder on billing notices.

To prevent these potential issues, there is an urgent need to conduct repairs and maintenance on the current Meter Reading System. Servicelink Enterprise, the original developer of the system, has the necessary expertise to transfer the licensed system from the damaged devices to new units. The cost for this service is Php 4,500 per visit.

### Recommendation:

In light of the urgency and importance of this matter, it is recommended that the Commercial Division proceed with the emergency procurement of Servicelink Enterprise's services for the immediate repair and maintenance of the Meter Reading System. This will ensure the continued accuracy of meter readings and the timely update of billing notices to include the new disconnection policy reminder.

Prepared by:

  
LIZANDIO SANTOS

CSA B, Billing and Meter Reading Section

Noted by:

  
MARIFAYE H. ERSANDO

Manager, Commercial Division