

POSTING CERTIFICATION

This is to certify that the Plaridel Water District has posted its Supplemental Annual Procurement Plan #01 CY 2025 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 24 of January 2025.


Alberto A. Mendoza

Head, Bids and Awards Committee Secretariat

Supplemental Annual Procurement Plan #01

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 (Php)			Remarks (brief description of Project)	
					Advertisement / Posting of IB/RE	Submission/ Opening of Bids	Notice of Award		Contract Signing	Total	MOOE		CO
50213050 /823	Repairs and Maintenance - IT Equipment and Software												
	Maintenance / Check-up of Billing System included Server	Commercial	YES	NP-53.2 Emergency Cases			January	January	Corporate Budget	8,000.00	8,000.00		
	Maintenance / Check-up of Billing System included Server	Commercial	YES	Direct Contracting			Jan.- Dec.	Jan.- Dec.	Corporate Budget	118,000.00	118,000.00		
TOTAL BUDGET:											126,000.00		

Prepared By:


Alberto A. Dela Cruz
BAC Head Secretariat

Check and Verified By:


Justin Michael B. Berango
BAC Chairperson


Charle A. Felicitas
BAC Vice Chairperson


Elmer C. Marcelo
BAC Member


Reynard D. Francisco
BAC Member

Review and Recommended By:


Melina Marie P. Dela Cruz
Corporate Budget Assistant


Avilis S. Chirchantic
BAC Member


Edgardo N. De Leon
BAC Member

Approved By:


Engr. Marro G. Macatangay
Interim General Manager



SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2024 #09

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 Maintenance / Check-up of Billing System Included Server	1	8,000.00	Emergency Case													
	Maintenance / Check-up of Billing System Included Server		118,000.00	Direct Contracting	<i>when the need arises</i>												

TOTAL BUDGET: 126,000.00

TOTAL ESTIMATED BUDGET: 126,000.00

NOTE: Technical specifications for each item/project being proposed shall be submitted as part of the PPMP

Prepared by: [Signature] Recommending Approval by:

LIZANDRO SANTOS
CSA, B, Billing & Meter Reading Section

MARIFAYE H. ERSANDO
Manager, Commercial Division



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

RHD-USER/UNIT : Commercial Division
 Changed to CORPORATE OPERATIONS SUPPORT
 Projects, Programs and Activities (PPAs)

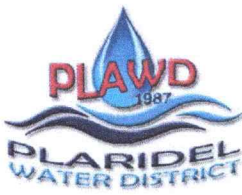
CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES															
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec				
5828928/755	ACCOUNTABLE FORMS	310 boxes	920,780.00	Agency to Agency				920,780.00												
5036990/765	OTHER SUPPLIES EXPENSES		56,342.00																	
	Iron Coat for Meter Readers, Discos and Meter Team	13 pcs	17,160.00	SHOPPING					17,160.00											
	Headset	13 pcs	35,750.00	SHOPPING					35,750.00											
	Gardened & Reflected vest with logo	13 pcs	3,432.00	SHOPPING					3,432.00											
50303218/757	SEMI-EXPANDABLE MACHINERY AND EQUIP. EXP	1 pc	113,200.00	SHOPPING																
	Bar Code Scanner	1 pc	13,200.00	SHOPPING					13,200.00											
	Printer for Folders & Customer Service	1 unit		SHOPPING																
	Printer for Folders	2 units	33,000.00	SHOPPING					33,000.00											
	Uninterrupted Power Supply for Server	1 pc	23,000.00	SHOPPING					23,000.00											
	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																
1088930/223	IT Equipment and Services		339,000.00																	
	Computer Package for Server (complete set with OS and license)	1 set	330,000.00	Small Value Procurement					330,000.00											
5029020 / 751	PRINTING AND BINDING		318,560.00																	
	Thermal Paper	8,400 rolls	175,560.00	Small Value Procurement					175,560.00											
	Reconnection Notice	200,000 pcs	143,000.00	Small Value Procurement																
5921050/ 523	REPAIRS AND MAINTENANCE - IT EQUIPMENT & SOFTWARE		379,000.00																	
	Maintenance/Check up of Computers and Printers	14 sets	50,000.00	Small Value Procurement																
	Maintenance/Check up of System & Virus	10 sets	70,000.00	Small Value Procurement																
	Maintenance/Check up of Billing System Included Server	15 sets	159,000.00	Direct Contracting																

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

Handwritten initials/signature

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 (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IS/REI	Submission/Opening 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.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00		
	Biometrics Finger Scanner - HR	ADMINISTRATIVE	NO	NP-53.9 - Small Value Procurement	Feb., Mar., May, June, Sept., Nov.	N/A	Feb., Mar., May, June, Sept., Nov.	Feb., Mar., May, 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		126,000.00
	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., July, Oct.	N/A	Jan., Apr., July, Oct.	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.	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		
50213050/840	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.	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		

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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
Website: plaridelwaterdistrict.ph



Management System
ISO 9001:2015
www.bv.com
ID 910882982



BIDS AND AWARDS COMMITTEE RESOLUTION NO. 2025-01

BAC RESOLUTION RECOMMENDING THE APPROVAL OF MR. ALFREDO CALDEJON JR. AS THE SUPPLIER & CONTRACTOR FOR EMERGENCY PROCUREMENT FOR REPAIR AND MAINTENANCE OF THE BILLING SYSTEM

WHEREAS, the Plaridel Water District (PLAWD) relies on the Billing & Collection System developed by Mr. Alfredo Caldejon Jr. This system is crucial for managing billing and collection processes throughout the district. However, it has recently experienced technical issues that require immediate repair and maintenance to ensure its continued operation;

WHEREAS, Billing & Collection System is critical to the operations of PLAWD. Any delay in resolving the current technical issues could cause major disruptions to our billing processes, potentially affecting service delivery to our customers;

WHEREAS, Mr. Alfredo Caldejon Jr. is the original developer of the system, he is the most qualified person to perform the necessary repairs and updates. The cost for his service is Four Thousand (Php4,000.00) per visit;

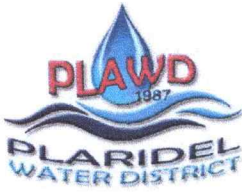
WHEREAS, the Bids and Awards Committee has recommended the approval of the emergency procurement for Mr. Alfredo Caldejon Jr. to perform the necessary repairs and maintenance of the Billing System;

NOW, THEREFORE, We, the members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby **RESOLVED**:

- a) To declare Mr. **Alfredo Caldejon Jr.** as the service provider for the emergency repair and maintenance of the Billing System amounting to the total amount of **Eight Thousand Pesos (Php8,000.00)**; and

BAC Reso No. 2025-01 Page 1 of 2

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PLARIDEL WATER DISTRICT

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Website: plaridelwaterdistrict.ph



- b) To recommend that the foregoing findings be approved by the Interim General Manager.

RESOLVED at the PLAWD'S Office this **15th day of January 2025**.


JUSTIN MICHAEL B. BERANGO
BAC Chairperson


ENGR. CHARLIE A. FELICITAS
BAC Vice-Chairperson

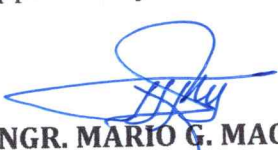

ENGR. REYNANTE D. FRANCISCO
BAC Member


ENGR. ALVIN S. CHINCHUNTIC
BAC Member

Absent
ELMER C. MARCELO
BAC Member


EDGARDO N. DE LEON
BAC Member

Approved by:


ENGR. MARIO G. MACATANGAY
Interim General Manager
Approved on _____



MEMO FOR THE GENERAL MANAGER

FILE/REF NO.

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

DATE
December 24, 2024

SUBJECT
Emergency Procurement for Billing System Repair and Maintenance

Background:

On December 24, 2024, the system encountered an error affecting the posting of accounts under Zone 11 Book 02 (Brgy. Bintog & San Jose). This error disrupted normal billing and collection operations for the affected areas and requires immediate action from the system developer. Prompt resolution is crucial to ensure uninterrupted service.

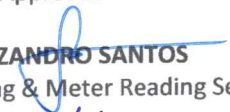


Additionally, PLAWD is currently in the process of integrating accounts transitioned from Bustos Water District (BWD) into the system. These accounts must be available in the system by January 2025 to ensure uninterrupted access to payment and other services.

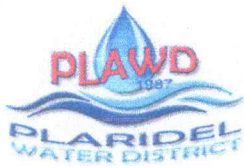
Justification:

The immediate resolution of the system error is crucial to maintaining accurate billing and collection processes for affected accounts. Delays in addressing the issue could lead to customer dissatisfaction, delays in revenue collection, and operational inefficiencies. 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 PLAWD coordinate with Mr. Alfredo Caldejon Jr. to address the system error affecting Zone 11, Book 02. His expertise is also required to complete the encoding of transitioned accounts from BWD, ensuring these accounts are operational by January 2025. It is also recommended to allocate necessary resources and staff to assist Mr. Caldejon with the tasks.

<p>Recommending Approval:</p> <p> LIZANDRO SANTOS CSA B, Billing & 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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Management System
ISO 9001:2015
www.tuv.com
ID: 819903393



INCIDENT REPORT

Subject: Billing and Collection System

Date of Report: December 26, 2024

Date of Incident: December 24, 2024

BACKGROUND:

The Plaridel Water District (PLAWD) has been using the Billing and Collection system developed by Mr. Alfredo Caldejon Jr. for several years. The system is crucial for managing customer data, recording transactions, processing payments, and delivering essential services.

On December 24, 2024, the system encountered an error affecting the posting of accounts under **Zone 11 Book 02** (Brgy. Bintog & San Jose). This error disrupted normal billing and collection operations for the affected areas and requires immediate action from the system developer. Prompt resolution is crucial to ensure uninterrupted service.

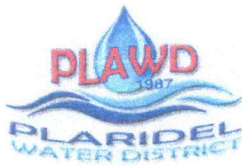
Additionally, PLAWD is currently in the process of integrating accounts transitioned from Bustos Water District (BWD) into the system. These accounts must be available in the system by January 2025 to ensure uninterrupted access to payment and other services.

JUSTIFICATION:

The immediate resolution of the system error is crucial to maintaining accurate billing and collection processes for affected accounts. Delays in addressing the issue could lead to customer dissatisfaction, delays in revenue collection, and operational inefficiencies.

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Management
System
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ID: 9109022853

RECOMMENDATION:

It is recommended that PLAWD coordinate with Mr. Alfredo Caldejon Jr. to address the system error affecting Zone 11, Book 02. His expertise is also required to complete the encoding of transitioned accounts from BWD, ensuring these accounts are operational by January 2025. It is also recommended to allocate necessary resources and staff to assist Mr. Caldejon with the tasks.

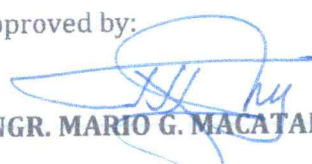
Reported by:


LIZANDRO SANTOS
CSA B Billing & Meter Reading Section

Noted by:


MARIFAYE H. ERSANDO
Manager, Commercial Division

Approved by:


ENGR. MARIO G. MACATANGAY
Interim General Manager