

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



POSTING CERTIFICATION

This is to certify that the Plaridel Water District has posted its Re-Enacted Annual Procurement Plan #11 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
07 of February, 2025.


Alberto A. Mendoza

Head, Bids and Awards Committee Secretariat

Re-Enacted Annual Procurement Plan #11

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 IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
50213050 / 821	Repair & Maintenance - Office Equipment												
	Repair of Aircon	ADMINISTRATIV	NO	NP-53.9 - Small Value Procurement	Feb.-Dec.	N/A	Feb.-Dec.	Feb.-Dec.	Corporate Budget	12,000.00	12,000.00		
	Repair of Split Type Aircon	ADMINISTRATIV	NO	NP-53.2 Emergency Cases	N/A	N/A	February	February	Corporate Budget	18,000.00	18,000.00		


TOTAL BUDGET: 30,000.00

Prepared By:


Alberto Ay Mendoz
BAC Head Secretariat

Check and Verified By:


Justin Michael B. Berango
BAC Chairperson


Charles A. Felicitas
BAC Vice Chairperson


Elmer C. Marcelo
BAC Member


Reyvin D. Francisco
BAC Member

Review and Recommended By:


Melina Maria B. Dela Cruz
Corporate Budget Assistant


Edgardo N. Delason
BAC Member

Approved By:


Emgr. Mario G. Macatangay
Interim General Manager



RE-ENACTED PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2024


END-USER/UNIT: Admin Division
 Charged to Corporate Funds
 Projects, Programs and Activities (PAPs)

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		
50213050 / 821	Repairs & Maintenance - Office Equipment			SVP														
	Repair of Aircon		12,000.00															
	Repair of Split Type Aircon	1	18,000.00	Emergency Cases	18,000.00													
<i>when need arises</i>																		
TOTAL BUDGET:			30,000.00															


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

Prepared By:

End - user


RAYMOND M. CAMPUED
 Administration Services Assistant B
 Administrative Division

Submitted By:


JUSTIN MICHAEL B. BERANGO
 Division Manager B
 Administrative Division

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/Postponement/REI of 18/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	JOURNAL VOUCHER - 3 Colors	FINANCE		Np-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	6,500.00	6,500.00		
	DISBURSEMENT VOUCHER - 3 Colors	FINANCE		Np-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	11,000.00	11,000.00		
	Budget Utilization Slip 3 color (White, Green, Yellow)	FINANCE		Np-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	11,000.00	11,000.00		
	Acknowledgment Receipt (AR) Form	FINANCE		Np-53.9 - Small Value Procurement	July	N/A	July	July	Corporate Budget	10,000.00	10,000.00		
	Purchase Order(PO) - Procurement	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	June	N/A	June	June	Corporate Budget	30,000.00	30,000.00		
	Thermal Paper	COMMERCIAL	NO	Np-53.9 - Small Value Procurement	January	N/A	January	January	Corporate Budget	175,560.00	175,560.00		
	Disconnection Notice	COMMERCIAL	NO	Np-53.9 - Small Value Procurement	April	N/A	April	April	Corporate Budget	143,000.00	143,000.00		
50213040/811	Repair and Maintenance - Bldg & Other Structures	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	100,000.00	100,000.00		
50213050/821	Repair and Maintenance - Office Equipment	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Feb., Jun, Oct.	N/A	Feb., Jun, Oct.	Feb., Jun, Oct.	Corporate Budget	90,000.00	90,000.00		
	Cleaning of Aircon - Admin	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	150,000.00	150,000.00		
	Repair and Maintenance of Aircon	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		
50213070/822	Repair and Maintenance - Furniture and Fixtures	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00		
50213050/823	Repair and Maintenance - IT Equipment and Software	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	30,000.00	30,000.00		
	Maintenance/Check up of Computers	FINANCE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	15,000.00	15,000.00		
	Maintenance/Check up of Accounting Server	FINANCE	NO	Direct Contracting	Jan., July	N/A	Jan., July	Jan., July	Corporate Budget	30,000.00	30,000.00		
	Maintenance/Check up of Printer	FINANCE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	15,000.00	15,000.00		
	Computers	ADMINISTRATIVE	NO	Np-53.9 - Small Value Procurement	Jan. - Dec.	N/A	Jan. - Dec.	Jan. - Dec.	Corporate Budget	50,000.00	50,000.00		

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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				
50219020 / 781	Printing and Binding		30,000.00	SVP																
50219020 / 781	Purchase Order(PO) - Procurement	15 reams	30,000.00	SVP																
50219020 / 772	Longevity Pay		55,700.00	SVP																
	for Two (2) employees with 10 and 30 years in service		55,700.00	SVP																
50201010 / 75	Traveling Expenses-Local		1,500,000.00	10/27/14 Direct Retail Purchase of Motorcycles																
50202010 / 75	Training Expenses		800,000.00																	
50211010 / 79	Legal Services		260,000.00																	
50211020 / 79	Auditing Services		200,000.00																	
50211030 / 79	ISO Certifying Body		200,000.00	SVP																
50212030 / 79	Security Services 2025		4,000,000.00	Competitive Bidding	333,333.34	333,333.34	333,333.34	333,333.34	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33	333,333.33
50213040 / 811	Repair and Maintenance - Bldgs & Other Structures		150,000.00	SVP																
50213050 / 821	Repair and Maintenance - Office Equipment		120,000.00	SVP																
	Cleaning of Aircon	1 lot	90,000.00	SVP																
50213070 / 822	Repair and Maintenance - Furniture and Fixtures	15 units	30,000.00	SVP																
50213050 / 83	Repair and Maintenance - IT Equipment and Software		200,000.00	SVP																
	Computers	8 units	40,000.00	SVP																
	Laptop	2 units	30,000.00	SVP																
	Printers	9 units	30,000.00	SVP																
50213050 / 84	Repair and Maintenance of CCTV and Equipment	1 lot	100,000.00	SVP																
	Generator Set (PLAWD Office Building)		50,000.00	SVP																
50213060 / 84	Repair and Maintenance - Motor Vehicles		650,000.00																	
	Motorcycles	22 units	200,000.00	SVP																
	Tricycles	12 units	100,000.00	SVP																
	4-Wheels	5 units	350,000.00	SVP																
50299990 / 88	Other Maintenance and Operating Expenses		2,100,000.00	SVP																
	Other Miscellaneous Expenses		2,000,000.00	SVP																
	Sportfest		100,000.00	SVP																
50216010 / 894	Labor and Wages		6,409,090.00																	
	Labor and Wages - Job Orders		6,409,090.00																	
50219030 / 89	Insurance Expenses		500,000.00																	
	Representation Expenses	1 lot	280,000.00																	
50299990 / 78	a. Staff Meeting		60,000.00																	
	b. Other Representation		220,000.00																	
50299990 / 88	Other Maintenance and Operating Expenses - GAD		750,000.00																	
	Random Drugtest		50,000.00	SVP	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33	18,333.33
	CSC Month Celebration		100,000.00	SVP																
	Anniversary Celebration & Team Building		300,000.00	SVP																
	Year End General Assembly and Christmas Party		300,000.00	SVP																

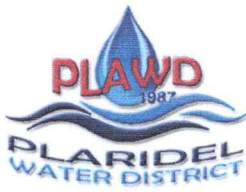
2025

f *cauyte* *Mr Jimenez-113*

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
50202020/772	Telephone Expenses - Landline		50,000.00	Direct	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67
50202020/773	Telephone Expenses - Mobile		160,000.00	Contract	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33
50202020/774	Internet Expenses		180,000.00	Contract	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
50299020 / 793	Printing and Binding		30,000.00	Contract												
50219040/811	Purchase Order(PO) - Procurement	15 rooms	30,000.00	SVP												
50219040/811	Repair and Maintenance - Bldgs & Other Structures		100,000.00	SVP												
50219080/831	Repair and Maintenance - Office Equipment		240,000.00	SVP												
50219070/832	Cleaning of Alcon - Admin	1 lot	90,000.00	SVP												
50219070/832	Repair and Maintenance of Alcon	15 units	150,000.00	SVP												
50219080/833	Repair and Maintenance - Furniture and Fixtures		50,000.00	SVP												
50219080/833	Repair and Maintenance - IT Equipment and Software		240,000.00	SVP												
	Computers	8 units	50,000.00	SVP												
	Laptop	2 units	30,000.00	SVP												
	Printers	9 units	30,000.00	SVP												
	Biometrics Finger Scanner - HR	6 pcs.	30,000.00	SVP												
	Repair and Maintenance of CCTV - Admin	1 lot	100,000.00	SVP												
50219990/840	Repair and Maintenance - Other Miscellaneous and Equipments		50,000.00	SVP												
50219990/840	Generator Set (PAND Office Building)		50,000.00	SVP												
50219960/841	Repair and Maintenance - Motor Vehicles		640,000.00	SVP												
	Motorcycles	22 units	220,000.00	SVP												
	Tricycles	12 units	120,000.00	SVP												
	4-Wheels	5 units	300,000.00	SVP												
50215030/883	Insurance Expenses		500,000.00	SVP												
50102120/722	Competition Pay		111,400.00	SVP												
	for Four (4) employees with 10 and 20 years in service															
50211010/791	Legal Services		280,000.00	SVP	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33
50211020/792	Auditing Services		100,000.00	SVP												
	ISO Certifying Body with Attestation															
50211030/799	Consultancy		300,000.00	SVP												
50212030/797	Security Services 2024		3,600,000.00	Competitive Bidding	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
50259990/884	Other Maintenance and Operating Expenses		3,210,000.00													
	For Disaster Preparedness & Emergency Response															
	CSC Month Celebration		80,000.00	SVP												
	Anniversary Celebration		150,000.00	SVP												
	BAWD Hosting		200,000.00	SVP												
	Team Building and Planning Session		300,000.00	SVP												
	Christmas Party & General Assembly		300,000.00	SVP												
	Other Miscellaneous Expenses		2,000,000.00	SVP												
	Sportsticket		100,000.00	SVP												
50201010/751	Traveling Expenses-Local		1,000,000.00	Direct Retail Purchase of Petroleum												
50202010/733	Training Expenses		600,000.00													
50299020/783	Representation Expenses		240,000.00													
	a. Staff Meeting		60,000.00													
	b. Other Representation		180,000.00		20,000.00	15,000.00	15,000.00	20,000.00	15,000.00	15,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
TOTAL BUDGET:			13,243,200.00													

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for sample finance/HR



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: 9108633953



Date of Incident: January 27, 2025

Background:

On January 27, 2025, Mr. Warren Mendoza reported to the General Services Section the two (2) units of Split Type Aircon on Engineering Division were not working properly. General Services Section called an Aircon Technician to checked the two (2) units of Split Type Aircon.

Findings:

Upon inspection by the technician, the compressor is undercharged and need a leak testing and pump down cleaning.

Action to be taken:

Unit 1: Split Type

General Cleaning, leak testing using nitrogen, leak repair, system reprocess, vacuum and recharging of freon


Unit 2: Split Type

Pumpdown cleaning of evaporator & secondary drain pan, including vacuum & additional freon charging

Prepared by:


Raymond M. Caampued
Administration Services Assistant B

Noted by:


Justin Michael B. Berango
Division Manager B, Administrative



PLARIDEL WATER DISTRICT

FROM THE OFFICE OF THE ADMINISTRATIVE DIVISION MANAGER	FOR CONSIDERATION OF THE INTERIM GENERAL MANAGER
SUBJECT REQUEST FOR EMERGENCY REPAIR OF 2 UNITS SPLIT TYPE AIRCON OF ENGINEERING DIVISION	DATE FEBRUARY 3, 2025

BACKGROUND



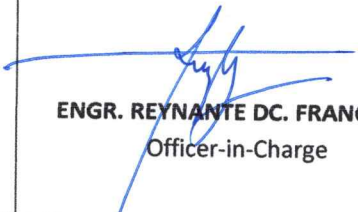
On January 27, 2025, Mr. Warren Mendoza reported to the General Services Section the two (2) units of Split Type Aircon on Engineering Division were not working properly. General Services Section called an Aircon Technician to checked the two (2) units of Split Type Aircon. Upon inspection by the technician, the compressor is undercharged and need a leak testing and pump down cleaning.

JUSTIFICATION

A broken air conditioner can cause significant inconvenience, especially during hot weather. Repairing it promptly can restore comfort and avoid disruptions in work activities. Consequently, there is a need to immediately repair the two (2) units of Split Type Aircon to avoid inconvenience to PLAWD Employees assigned in the Engineering Division.

RECOMMENDATION

It is therefore recommended by the Administrative Division to the Officer-in-Charge to approved the repair and maintenance of two (2) units of Split Type Aircon of Engineering Division.

PREPARED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
 RAYMOND M. CAAMPUED Administration Services Assistant B	 JUSTIN MICHAEL B. BERANGO Division Manager B, Admin	 ENGR. REYNANTE DC. FRANCISCO Officer-in-Charge