

## Castillejos Water District Annual Procurement Plan for FY 2025

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>SUPPLIES</b>												
	Office Supplies	All Division	Agency to Agency, Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	316,360.00	316,360.00	0.00	APP CSE
	Other Supplies and Materials	All Division	Agency to Agency, Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	98,443.62	98,443.62	0.00	APP CSE
<b>OFFICE EQUIPMENTS</b>												
	Biometrics Attendance System	Admin	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	10,000.00	10,000.00	0.00	1 unit
	CCTV Parts and Accessories	Admin	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	22,500.00	22,500.00	0.00	4 units Camera Color/ 16 Channel Recorder (1 unit)
	Computer, Parts and Peripherals	Finance/ Engineering/ Admin	Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	147,387.20	147,387.20	0.00	1 Desktop Computer, Dot Matrix Printer, UPS (4 units), CPU, Gigabit Switch, Server RAM 16GB, Unifi Access Point, Inkjet Printer (2 units), Network Box 4U
	Emergency Light	Finance/ Production	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	20,400.00	20,400.00	0.00	For Pumping stations
	Water Dispenser	Admin/Finance	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	6,000.00	6,000.00	0.00	Spare for Office Use
<b>FURNITURES AND FIXTURES</b>												
	Office Chair, Swivel	Commercial/ Engineering	Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	8,500.00	8,500.00	0.00	2 pcs, Heavy duty
	Customized Board w/ Glass Cover	Admin	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	12,000.00	12,000.00	0.00	GAD Corner & Organizational Chart
	Customized Table and Wooden Podium	Finance	NP-53.9 - Small Value Procurement	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	10,000.00	10,000.00	0.00	For Sub-office and Security Guard (Table) and Podium
	Steel Filing Rack, 4 layers	Engineering and Construction	Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	6,000.00	6,000.00	0.00	Additional filing cabinet
	Monoblock Chairs	Admin	Shopping	1st to 4th Quarter				Corporate Operating Budget Approved by the Board	10,000.00	10,000.00	0.00	Additional chairs for concessionaires queuing at the teller and CS window
<b>TOOLS AND DEVICES</b>												
	Digital Clamp Meter	Engineering and Construction	NP-53.9 - Small Value Procurement	2nd to 3rd Quarter				Corporate Operating Budget Approved by the Board	8,000.00	8,000.00	0.00	Multi tester (Ampere, Voltage, Resistance) i400E clamp kit
	Power Tools	Engineering and Construction	NP-53.9 - Small Value Procurement	2nd to 3rd Quarter				Corporate Operating Budget Approved by the Board	15,000.00	15,000.00	0.00	Electric Grinder and Drill
	Assorted Hand Tools	Maintenance and Production	NP-53.9 - Small Value Procurement	2nd to 3rd Quarter				Corporate Operating Budget Approved by the Board	62,315.00	62,315.00	0.00	pipe wrench, adjustable wrench, combination wrench, open-closed, pipe cutter

	Full Face Chemical Masks with Spare Cartridges	Production and Water Quality	NP-53.9 - Small Value Procurement	1st Quarter	Corporate Operating Budget Approved by the Board	22,200.00	22,200.00	0.00	PPE for tank cleaners
	Tank Level indicator	Production and Water Quality	NP-53.9 - Small Value Procurement	1st Quarter	Corporate Operating Budget Approved by the Board	20,000.00	20,000.00	0.00	Tank Level indicator
<b>ACCOUNTABLE FORMS</b>									
	Landbank Checks	Finance	NP-53.5 Agency-to-Agency	2nd Quarter	Corporate Operating Budget Approved by the Board	7,200.00	7,200.00	0.00	12 booklets
	Official Receipts in Continuous Form	Finance	NP-53.5 Agency-to-Agency	4th Quarter	Corporate Operating Budget Approved by the Board	250,000.00	250,000.00	0.00	16 boxes O.R. in Continuous Form 8" x 5.5", 4000 sets/box
<b>NON-ACCOUNTABLE FORMS</b>									
	Service Contracts	Admin & Commercial	NP-53.9 - Small Value Procurement	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	10,500.00	10,500.00	0.00	35 booklets, 8.5 x 13 in., 2 ply Carbonless (White and Black), 50 sets per booklet
<b>WATER TREATMENT SUPPLIES</b>									
	Calcium Hypochlorite (Granules) 45kg/ drum, 70% chlorine	Production & Water Quality	Shopping	Quarterly	Corporate Operating Budget Approved by the Board	312,000.00	312,000.00	0.00	40 drums (45kg/drum) for PS1, PS2, Del Pilar Dugwell, Looc Dugwell, Nagbayan Dugwell, San Isidro Dugwell
	Liquid Chlorine Dioxide, 2 bottle/set (Part A & B), 500 ml/ each bottle	Production & Water Quality	Shopping	Quarterly	Corporate Operating Budget Approved by the Board	722,000.00	722,000.00	0.00	1900 sets (500ml per sets) for PS5 and PS6
	DPD1 Chlorine Test Tablets	Production & Water Quality	NP-53.9 - Small Value Procurement	1st to 4th Quarter	Corporate Operating Budget Approved by the Board	48,000.00	48,000.00	0.00	12 boxes, 250 tablets/ box, for chlorine residual test kit
	Liquid Caustic Soda (Sodium Hydroxide), 20 liters/ container	Production & Water Quality	Shopping	Quarterly	Corporate Operating Budget Approved by the Board	84,000.00	84,000.00	0.00	60 cbys water treatment/ quarterly procurement (PS6)
	Chlorine Residual Test Kit	Production & Water Quality	NP-53.9 - Small Value Procurement	1st to 4th Quarter	Corporate Operating Budget Approved by the Board	60,000.00	0.00	60,000.00	1 kit
	Chlorinator/ Chlorine Dosing Pumps	Production & Water Quality	NP-53.9 - Small Value Procurement	1st to 4th Quarter	Corporate Operating Budget Approved by the Board	72,000.00	0.00	72,000.00	4 pcs Spare New Dosing Pumps
<b>MOTOR VEHICLES</b>									
	Multi Purpose Vehicle/ Passenger Van	Admin	Public Bidding	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	2,300,000.00	0.00	2,300,000.00	Deluxe/ Grandia
<b>MACHINERIES AND OTHER EQUIPMENT</b>									
	7.5HP 1 or 3 Phase Submersible Motor	Engineering and Construction	NP-53.9 - Small Value Procurement	3rd Quarter	Corporate Operating Budget Approved by the Board	80,000.00	0.00	80,000.00	Spare for Tank 2 or San Isidro Dugwell
	5HP 3 Phase Submersible Motor	Engineering and Construction	NP-53.9 - Small Value Procurement	2nd to 3rd Quarter	Corporate Operating Budget Approved by the Board	65,000.00	0.00	65,000.00	Spare for PS1 Dugwell, San Pablo and Del Pilar
	Submersible Pump , 400 gpm, 172 ft Head, 25HP Pump	Engineering and Construction	NP-53.9 - Small Value Procurement	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	150,000.00	0.00	150,000.00	for PS5
	Submersible Pump, 158 gpm, 20M head	Engineering and Construction	NP-53.9 - Small Value Procurement	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	50,000.00	0.00	50,000.00	Spare for Shallow Well Nagbayan, San Pablo, Looc, Dugwell at PS7
	5HP Variable Frequency Drive (VFD), 1 Phase	Engineering and Construction	NP-53.9 - Small Value Procurement	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	100,000.00	0.00	100,000.00	Spare for Nagbayan, Looc , Del Pilar
<b>CONSTRUCTION, IMPROVEMENTS, REPAIRS, AND EXPANSION PROJECTS</b>									
	Well Development 100m depth, 8" casing, air lift, pump test for 3 hours	Engineering and Construction	Public Bidding	1st Quarter	Corporate Operating Budget Approved by the Board	2,800,000.00	0.00	2,800,000.00	New Deep Well at San Pablo

	Repair and Painting of Elevated Steel Tank at PS1, Brgy. San Agustin	Engineering and Construction	by Administration	1st Quarter	Corporate Operating Budget Approved by the Board	100,000.00	0.00	100,000.00	Repair, painting and inspection
	Construction of Storage room, tool room and chemical room	Engineering and Construction	by Administration	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	50,000.00	0.00	50,000.00	labor and materials
	Construction of Pump house at San Pablo	Engineering and Construction	by Administration	2nd Quarter	Corporate Operating Budget Approved by the Board	50,000.00	0.00	50,000.00	labor and materials
	Pipelaying on Convernition Center, New Public Market, Sierra Vista	Engineering and Construction	NP-53.9 - Small Value Procurement	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	150,000.00	0.00	150,000.00	labor and materials
	Site improvement of PS7	Engineering and Construction	by Administration	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	100,000.00	0.00	100,000.00	labor and materials
	Upgrade of Transformer and Line at San Pablo Convert to 3 Phase Line	Engineering and Construction	by Administration	1st Quarter	Corporate Operating Budget Approved by the Board	150,000.00	0.00	150,000.00	labor and materials, transfer of transformer from Norfil to new well
	Construction of Dugwell in Sitio Alusis	Engineering and Construction	by Administration	3rd to 4th Quarter	Corporate Operating Budget Approved by the Board	100,000.00	0.00	100,000.00	Labor and Materials
<b>LAND AND BUILDING</b>									
	Purchase of lot	Admin	EO 1035/ RA 10752	1st to 4th Quarter	Corporate Operating Budget Approved by the Board	200,000.00	0.00	200,000.00	Brgy. Nagbayan
<b>TOTAL</b>						<b><u><u>8,805,805.82</u></u></b>			

Prepared By:

Recommending Approval:

Approved By:

**JONATHAN A. MIRANDA**  
BAC Secretary

**RODRIGO N. PASIBI**  
BAC Chairperson

**LORENCE G. SANCHEZ**  
BAC Vice-Chairperson

**ELMER A. AGUSTIN**  
BAC Member

**JESSE D. GALLARDO**  
General Manager

**JOHN RANVER S. AZUELO**  
BAC Member

**DONNA N. GARCIA**  
BAC Member





