



CARCAR WATER DISTRICT
 San Vicente St., Pob. I, Carcar City, Cebu

ANNUAL PROCUREMENT PLAN (YEAR)

Code	Program Activity/ Project	End User	Mode of Procurement	Schedule for Each Procurement Activity											Source Of Funds	Estimated Budget Php			Remarks/ Activity (Brief Description of Program/ Project)	
				Pre-Proc Cont	Ads/ Post of ITB	Pre-Bid Cont.	Sub/O pen Bids	Bid Evaluat ion	Post Qual	Notice of Award	Contra ct Signing	Notice to Proceed	Delivery/ Completion	Accept ance Turnov er		PS	MOOE	CO		
I.	Water System Improvement																			
II.	Water System Expansion Program																			
III.	Non-revenue Water Reduction Program																			

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IV	OFFICE BUILDING IMPROVEMENTS																		
V	LAND AND RROW ACQUISITIONS																		
VI	ACQUISITION OF EQUIPMENTS/TOOLS/FIXTURES/VEHICLES																		

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VII	WATER TREATMENT AND DISINFECTION																			

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VIII	Materials & Fittings for operation																		
X	REPAIRS AND MAINTENANCE																		

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				2ND QUARTER															
9.8	Booster Pump	O&M	NP(Small value)	2ND QUARTER											Internally generated			45,000.00	Enhance delivery of service at Poblacion
9.9	computer printers	ADMIN	NP(Small value)	2ND QUARTER											Internally generated			75,000.00	Upgrade office equipment
6.10	Transformer	ADMIN	Direct Contracting	Not applicable: to be procured in accordance with section 50 of the IRR of R.A. 9184											Internally generated			310,000.00	To eliminate monthly rental of transformer
XI	UTILITIES																		
XII	PROFESSIONAL SERVICES																		
XIII	Communication																		
XIV	Trainings/Seminars																		
XV	Advertising, Promotional and Marketing																		

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XVI	Insurance Premiums and other fees																				
XVII	Other Maintenance & Operating Expenses																				
XVII	Others																				
XVIII	Freight and Handling																				

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GRAND TOTAL														-	-				

Prepared by:

KIMBERLY B. ALESNA
 BAC SECRETARIAT

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Approved

Disapproved

Date: _____

RECOMMENDING APPROVAL:

RUBY ANGELICA GALICANO
 CHAIR

JIA CHRISTIE O. GALLARDO
 VICE-CHAIR

HENRY A. CUI
 Member

EDDIES C. INOT
 Member

RA SOLOMON A. ENRIQUEZ
 Member

ENGR. EDWARD L. REMO
 Gen. Manager



CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu

APPROVED BUDGET FOR THE CONTRACT CARCAR WATER DISTRICT (NAME OF PROJECT/ACTIVITY)

TO : _____
 FROM : _____
 SUBJECT : **APPROVED BUDGET COST (ABC)**
 (Name of Project)

Requesting for the approval of the ABC for (Name of Project)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS (COST OF SUPPLY, INFLATION, CURRENCY VALUATION ADJUSTMENT)		TOTAL COST	UNIT COST
								%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1											
PROPOSED ABC:								TOTAL		Php _____	

JUSTIFICATION: _____

PREPARED/SUBMITTED BY:

APPROVED:

 Division Head of End User
 Date:

 General Manager
 Date: _____



Copy Furnished:

 (BAC Chairman)

 (BAC Secretariat)



CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City, Cebu

CHECKLIST OF TECHNICAL AND FINANCIAL REQUIREMENTS FOR BID OPENING

Name of Project :

Bidder :

I. ELIGIBILITY REQUIREMENTS AND TECHNICAL COMPONENT:

A. Eligibility Requirements

• Class "A" Documents:

Legal Documents

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located
- Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR (GPPB Res. 21-2013)

Technical Documents

- Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the relevant period as provided in the bidding documents;

Financial Documents

- Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission
- NFCC computation (must be at least equal to the ABC)

Class "B" Document

- JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Technical Documents –

- Bid security in accordance with **ITB** Clause 18 or a Bid Securing Declaration
- Conformity with technical specifications, as enumerated and specified in the Bidding Documents (Brochures/Specifications of items being offered to supply and deliver); and
- Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184

C. Other Documents required by the procuring entity

- Latest income and business tax returns (within the last 6 months preceding date of submission and filed/paid through the BIR Electronic Filing and Payment System)
- Certificate of PhilGEPS Registration

II. FINANCIAL COMPONENT ENVELOPE

- Original copy of duly signed Financial Bid Form.
- If claiming preference as domestic bidder of domestic entity, Certification from the DTI, SEC, or CDA

Remarks: () Eligible () Ineligible

CWD – Bids and Awards Committee:

Chairman	: Ruby Angelica C. Galicano	_____
Vice Chairman	: Jia Christie O. Gallardo	_____
Member	: Engr. Henry A. Cui	_____
Member	: Eddies C. Inot	_____
Member	: Ra Solomon A. Enriquez	_____

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Note: Bids that fail to include any of the requirements or are incomplete based on the checklist shall be considered as "failed".



CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City, Cebu

MINUTES OF MEETING

Present were:

Name – Position

Absent were:

Name – Position

The ____ meeting held at the _____ of the _____, was called to order at _____ on the ____ day of _____ 20 ____, presided by the ____ (Position of Presider) ____, ____ (Name) ____.

1. Business Matters

- _____

2. Others

- _____

There being no other remaining topics for discussion, the meeting adjourned at _____.

Prepared by:

BAC Secretariat

Noted by:

BAC Chairman

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BIDS AND AWARDS COMMITTEE

NOTICE OF MEETING

The meeting is scheduled on _____ commencing at _____ to be held at the _____.

Agenda:

- _____
- _____
- _____

Done this ____ day of _____ 20 ____.

Bids and Awards Committee – Chairman

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CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City, Cebu

(Date)

BAC Chairman
This Office

Madame:

Submitting herewith the material specifications of **(Name of Goods/Works/Services for Bidding)** subject for public bidding:

- Enumerate specifications

Submitted by:

TWG – Carcar Water District

(TWG Member)

(TWG Member)

(TWG Head)

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