



# General Mariano Alvarez Water District

LWUA CCC No. 393  
General Mariano Alvarez, Cavite

## BOARD OF DIRECTORS

**Illuminada V. Fabroa**  
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## MEMBER:

**Phil. Association  
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(PWWA)**

**Southern Tagalog  
Association of  
Water Districts  
(STAWD)**

**Cavite Association  
of Water District  
(CAWD)**

January 30, 2017

**ATTY. DENNIS S. SANTIAGO**  
Executive Director  
GPPB-TSO

Unit 2506, Raffles Corporate Center,  
Ortigas Jr. Road, Ortigas Center,  
Pasig City

**SIR:**

Greetings!

Respectfully submitting herewith a copy of Annual Procurement Plan for the Year 2017 of General Mariano Alvarez Water District (GMAWD).

Thank you very much.

Very truly yours,

**JULIET M. NACITA**  
General Manager

FORM NO.: **OGM-004-0**  
Received by DAWE  
JAN 31 P2:54  
Technical Support Office

Telefax: (046) 460-4645 Tel. No.: (046) 460-4176  
Website: [www.gmawaterdistrict.com](http://www.gmawaterdistrict.com)  
Email Address: [gmawaterdistrict@yahoo.co.in](mailto:gmawaterdistrict@yahoo.co.in)

## General Mariano Alvarez Water District Annual Procurement Plan for FY 2017

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>LAND</b>												
	Acquisition of Land	Finance Department	SVP	May 2, 2017	May 9, 2017	May 19, 2017	May 22, 2017	Gen Fund	1,000,000.00		/	lot acquisition
<b>OFFICE EQUIPMENT</b>												
	Camera	Commercial Division	Shopping	June 1, 2017	June 8, 2017	June 18, 2017	June 19, 2017	Gen Fund	20,000.00		/	for documentation purposes
	Projector	Admin. Division	Shopping	March 3, 2017	March 10, 2017	March 30, 2017	March 31, 2017	Gen Fund	60,000.00		/	utilization for meetings/seminars
	Scanner machine	Commercial Division	Shopping	October 5, 2017	October 12, 2017	October 22, 2017	October 23, 2017	Gen Fund	50,000.00		/	for scanning purposes
	Aircon split type	Commercial Division	SVP	February 13, 2017	February 20, 2017	March 2, 2017	March 6, 2017	Gen. Fund	291,000.00		/	air conditioning unit
	Paper shredder	Commercial Division	Shopping	October 5, 2017	October 12, 2017	October 22, 2017	October 23, 2017	Gen. Fund	50,000.00		/	for shredding purposes
	Money counter	Commercial Division	Shopping	March 3, 2017	March 10, 2017	March 30, 2017	March 31, 2017	Gen. Fund	50,000.00		/	Money counter
	Genset	Commercial Division	SVP	October 10, 2017	October 17, 2017	October 27, 2017	October 30, 2017	Gen. Fund	150,000.00		/	Genset for billing and collection
	Water dispenser	Commercial Division	SVP	June 7, 2017	June 14, 2017	June 24, 2017	June 25, 2017	Gen. Fund	10,000.00	/		Water dispenser
	Office Equipment	Production Division	SVP	June 7, 2017	June 14, 2017	June 24, 2017	June 25, 2017	Gen. Fund	30,000.00		/	table, chairs, mobile pedestal
	Labeler	Finance Department	SVP	March 3, 2017	March 10, 2017	March 30, 2017	March 31, 2017	Gen. Fund	4,500.00	/		labeler
	Generator for Office	Admin. Division	SVP	July 26, 2017	August 02, 2017	August 7, 2017	August 9, 2017	Gen. Fund	800,000.00		/	Generator for Office
	Fingerscanner	Admin. Division	SVP	April 3, 2017	April 10, 2017	April 17, 2017	April 18, 2017	Gen. Fund	40,000.00		/	Fingerscanner
	Scanner	Admin. Division	SVP	October 5, 2017	October 12, 2017	October 22, 2017	October 23, 2017	Gen. Fund	75,000.00		/	Scanner (Heavy Duty)
	CCTV Camera indoor	Admin. Division	SVP	May 2, 2017	May 9, 2017	May 18, 2017	May 19, 2017	Gen. Fund	19,500.00		/	CCTV Camera indoor
	CCTV Camera outdoor	Admin. Division	SVP	May 2, 2017	May 9, 2017	May 18, 2017	May 19, 2017	Gen. Fund	14,000.00		/	CCTV Camera outdoor
	Digital Video Recorder Set	Admin. Division	SVP	May 2, 2017	May 9, 2017	May 18, 2017	May 19, 2017	Gen. Fund	40,000.00		/	Digital Video Recorder Set
	Aircon (split type)	Admin. Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	194,000.00		/	split type
	Aircon (window type)	Admin. Division	SVP	July 10, 2017	July 17, 2017	July 21, 2017	July 24, 2017	Gen. Fund	38,000.00		/	window type
	Cart	Admin. Division	SVP	September 12, 2017	September 19, 2017	September 22, 2017	September 25, 2017	Gen. Fund	40,000.00		/	Cart for hauling
	Sound System	Admin. Division	SVP	February 24, 2017	March 3, 2017	March 8, 2017	March 10, 2017	Gen. Fund	70,000.00		/	for meetings/training
	Secured Document Vault	Admin. Division	SVP	February 21, 2017	March 3, 2017	March 8, 2017	March 9, 2017	Gen. Fund	25,000.00		/	Vault to secure documents
<b>FURNITURE AND FIXTURE</b>												
	4-seater gang chairs	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	60,000.00		/	4-seater gang chairs
	Blinds	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	50,000.00		/	Blinds
	Swivel chairs	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	30,000.00		/	Swivel chairs
	Mobile pedestal	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	10,000.00		/	Mobile pedestal
	Office table	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	15,000.00		/	Office table
	Mobile Pedestal	Admin. Division	SVP	August 1, 2017	August 8, 2017	August 13, 2017	August 15, 2017	Gen. Fund	9,000.00		/	Mobile Pedestal
	Cabinet	Admin. Division	SVP	August 1, 2017	August 8, 2017	August 13, 2017	August 15, 2017	Gen. Fund	45,000.00		/	Cabinet
	Staff Chairs	Admin. Division	SVP	August 1, 2017	August 8, 2017	August 13, 2017	August 15, 2017	Gen. Fund	20,000.00		/	Staff Chairs
	Tables	Admin. Division	SVP	August 1, 2017	August 8, 2017	August 13, 2017	August 15, 2017	Gen. Fund	15,000.00		/	Tables
	Blinds	Admin. Division	SVP	August 1, 2017	August 8, 2017	August 13, 2017	August 15, 2017	Gen. Fund	50,000.00		/	Blinds
	Partition	Finance Department	SVP	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	300,000.00		/	Partition
	Furniture and fixtures	Production Division	SVP	September 12, 2017	September 19, 2017	September 22, 2017	September 25, 2017	Gen. Fund	35,000.00		/	Furniture and fixtures



**IT EQUIPMENT**

PT20 Gadget	Commercial Division	SVP	September 1, 2017	September 11, 2017	September 15, 2017	September 18, 2017	Gen. Fund	240,000.00	/	for meter reading
TUBS server	Commercial Division	SVP	April 5, 2017	April 25, 2017	April 28, 2017	May 2, 2017	Gen. Fund	80,000.00	/	TUBS server spare
Barcode scanners	Commercial Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	60,000.00	/	Barcode scanners spare (collection)
Laptop	Commercial Division	Shopping	August 1, 2017	August 11, 2017	August 16, 2017	August 17, 2017	Gen. Fund	50,000.00	/	Laptop
FX 310 printer	Commercial Division	Shopping	August 1, 2017	August 11, 2017	August 16, 2017	August 17, 2017	Gen. Fund	20,000.00	/	FX 310 printer (for collection)
PC for TUBS	Commercial Division	SVP	August 25, 2017	September 5, 2017	September 6, 2017	August 17, 2017	Gen. Fund	200,000.00	/	PC spare units for TUBS
Desktop printers	Commercial Division	Shopping	August 1, 2017	August 11, 2017	August 16, 2017	August 17, 2017	Gen. Fund	30,000.00	/	Desktop printers
LQ 2190 printer	Commercial Division	Shopping	September 1, 2017	September 11, 2017	September 15, 2017	September 18, 2017	Gen. Fund	40,000.00	/	LQ 2190 printer for billing
UPS	Commercial Division	Shopping	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	25,000.00	/	UPS
Upgrading GMAWD Website	Admin. Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	200,000.00	/	Upgrading GMAWD Website
Internet Service Provider	Admin. Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	18,000.00	/	Internet Service Provider
Computer Set	Admin. Division	Shopping	March 3, 2017	March 10, 2017	March 15, 2017	March 17, 2017	Gen. Fund	64,000.00	/	Computer Set
UPS (Uninterrupted Power Supply)	Admin. Division	Shopping	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	20,000.00	/	UPS (Uninterrupted Power Supply)
Printer	Admin. Division	Shopping	March 3, 2017	March 13, 2017	March 18, 2017	March 20, 2017	Gen. Fund	18,000.00	/	Printer
Network Printer	Admin. Division	Shopping	July 10, 2017	July 17, 2017	July 21, 2017	July 24, 2017	Gen. Fund	40,000.00	/	Network Printer
Laptop Computer	Admin. Division	Shopping	July 10, 2017	July 17, 2017	July 21, 2017	July 24, 2017	Gen. Fund	50,000.00	/	Laptop Computer
Internal Harddrive 1 Terabytes	Admin. Division	SVP	March 14, 2017	March 21, 2017	March 26, 2017	March 29, 2017	Gen. Fund	13,500.00	/	Internal Harddrive 1 Terabytes
External Harddrive 1 Terabytes	Admin. Division	SVP	March 14, 2017	March 21, 2017	March 26, 2017	March 29, 2017	Gen. Fund	20,000.00	/	External Harddrive 1 Terabytes
Computer w/ printer	Finance Department	Shopping	November 2, 2017	November 9, 2017	November 14, 2017	November 16, 2017	Gen. Fund	95,000.00	/	Computer w/ printer
GMAWD Network	Finance Department	SVP	March 8, 2017	March 15, 2017	March 20, 2017	March 22, 2017	Gen. Fund	450,000.00	/	GMAWD Network

**COMMUNICATION EQUIPMENT**

Cellular Phone	Admin. Division	SVP	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	12,000.00	/	Cellular Phone
Communication Equipment	Production Division	SVP	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	30,000.00	/	Communication Equipment
Cellular Phone	Maintenance Division	SVP	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	27,000.00	/	Cellular Phone

**MAINTENANCE AND NEW CONNECTION SUPPLIES**

Maintenance and new connections supplies	Admin. Division	Public Bidding	March 20, 2017	April 10, 2017	April 17, 2017	April 19, 2017	Gen. Fund	10,003,620.00	/	materials and fittings
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**TOOLS AND OTHER MACHINERY EQUIPMENT**


concrete cutter	Maintenance Division	SVP	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	90,000.00	/	concrete cutter
flood light with portable power supply	Maintenance Division	SVP	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	30,000.00	/	flood light with portable power supply
welding machine	Maintenance Division	SVP	July 3, 2017	July 13, 2017	July 18, 2017	July 19, 2017	Gen. Fund	30,000.00	/	welding machine
electric hammer drill	Maintenance Division	SVP	March 3, 2017	March 10, 2017	March 15, 2017	March 17, 2017	Gen. Fund	25,000.00	/	electric hammer drill
portable chain saw	Maintenance Division	SVP	March 3, 2017	March 10, 2017	March 15, 2017	March 17, 2017	Gen. Fund	20,000.00	/	portable chain saw
plumbing tools	Maintenance Division	SVP	April 1, 2017	April 8, 2017	April 13, 2017	April 17, 2017	Gen. Fund	200,000.00	/	plumbing tools
Protective equipment	Maintenance Division	SVP	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	60,000.00	/	Protective equipment
Sand Separator	Production Division	SVP	September 1, 2017	September 08, 2017	September 13, 2017	September 15, 2017	Gen. Fund	500,000.00	/	Sand Separator
Hypochlorinator	Production Division	SVP	May 4, 2017	May 14, 2017	May 19, 2017	May 22, 2017	Gen. Fund	215,000.00	/	Electronic Metering Pump
Tools & Equipment	Production Division	SVP	May 4, 2017	May 14, 2017	May 19, 2017	May 22, 2017	Gen. Fund	230,000.00	/	Tools & Equipment
Spare ARVAT / VFD Controls	Production Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 29, 2017	Gen. Fund	500,000.00	/	Spare ARVAT / VFD Controls
Gate Valves	Production Division	Public Bidding	March 20, 2017	April 10, 2017	April 17, 2017	April 19, 2017	Gen. Fund	1,250,000.00	/	for the distribution line, blow off for dead ends
Fire Hydrant	Production Division	SVP	July 3, 2017	July 10, 2017	July 14, 2017	July 18, 2017	Gen. Fund	900,000.00	/	Fire Hydrant

4 gill



Pumps & motors Genset	Production Division Production Division	Public Bidding Public Bidding	March 20, 2017 September 1, 2017	April 10, 2017 September 21, 2017	April 15, 2017 September 26, 2017	April 18, 2017 September 28, 2017	Gen. Fund Gen. Fund	1,450,000.00 1,200,000.00	/	/	Pumps & motors for Pump Station No. 1 (San Gabriel)
<b>SERVICE VEHICLE &amp; MOTORCYCLE</b>											
Motorcycle	Commercial Division	SVP	March 3, 2017	March 10, 2017	March 15, 2017	March 17, 2017	Gen. Fund	160,000.00	/	/	2 units for meter reading/office errands
Motorcycle	Maintenance Division	SVP	March 3, 2017	March 10, 2017	March 15, 2017	March 17, 2017	Gen. Fund	300,000.00	/	/	5 units motorcycles
Service Vehicle	Maintenance Division	SVP	June 7, 2017	June 14, 2017	June 19, 2017	June 21, 2017	Gen. Fund	500,000.00	/	/	service vehicle (2nd hand)
Vehicle	Production Division	Public Bidding	May 11, 2017	May 31, 2017	June 5, 2017	June 7, 2017	Gen. Fund	1,250,000.00	/	/	service vehicle (new)
<b>OFFICE SUPPLIES</b>											
Water bill receipts	Commercial Division	Shopping	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	200,000.00	/	/	Water bill receipts
Thermal paper	Commercial Division	Shopping	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	100,000.00	/	/	Thermal paper
Application forms	Commercial Division	Shopping	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	90,000.00	/	/	Application forms
GMAWD Handbook	Commercial Division	Shopping	May 11, 2017	May 21, 2017	May 26, 2017	May 29, 2017	Gen. Fund	45,000.00	/	/	GMAWD Handbook
Labeler Tape	Finance Department	Shopping	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	4,302.10	/	/	Labeler Tape
Official Receipts	Finance Department	Shopping	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	77,500.00	/	/	Official Receipts
Office Supplies	Admin. Division	Negotiated Procurement (agency-to- agency/Shopping	1st Qrt: Jan. 2, 2017 2nd Qrt: April 20, 2017 3rd Qrt: July 20, 2017 4th Qrt: Oct. 12, 2017	1st Qrt: Jan. 22, 2017 2nd Qrt: April 30, 2017 3rd Qrt: July 31, 2017 4th Qrt: Oct. 22, 2017	1st Qrt: Jan. 27, 2017 2nd Qrt: May 5, 2017 3rd Qrt: Aug. 7, 2017 4th Qrt: Oct. 27, 2017	1st Qrt: Jan. 30, 2017 2nd Qrt: May 8, 2017 3rd Qrt: Aug. 8, 2017 4th Qrt: Nov. 2, 2017	Gen. Fund	676,519.05	/	/	bond papers, data file box, record books, pencils, sign pen, etc...
<b>REPAIR AND MAINTENANCE</b>											
System maintenance of TUBS	Commercial Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	100,000.00	/	/	System maintenance of TUBS
Replacement of existing Panel Controls	Production Division	SVP	July 24, 2017	July 31, 2017	August 5, 2017	August 7, 2017	Gen. Fund	500,000.00	/	/	at Pump Station Nos.: 10 & 11
Re-painting of Pump Stations	Production Division	SVP	March 14, 2017	March 24, 2017	March 29, 2017	March 30, 2017	Gen. Fund	270,000.00	/	/	Pump Station Nos.: 3, 4, 6, 7, 9 & 13
Pump House renovation/perimeter	Production Division	SVP	April 10, 2017	April 17, 2017	April 22, 2017	April 24, 2017	Gen. Fund	485,000.00	/	/	Pump Station Nos.: 8 & 14
Re-painting of reservoir	Production Division	SVP	March 14, 2017	March 21, 2017	March 27, 2017	March 29, 2017	Gen. Fund	450,000.00	/	/	inner/outer partat Pump Station Nos.: 2, 3, 8, 9, & 12
Maintenance for Generator Sets	Production Division	SVP	March 17, 2017	March 27, 2017	March 29, 2017	March 30, 2017	Gen. Fund	250,000.00	/	/	genset maintenance
Maintenance of concrete cutter	Maintenance Division	Shopping	March 20, 2017	March 30, 2017	April 3, 2017	April 4, 2017	Gen. Fund	50,000.00	/	/	Maintenance of concrete cutter
Maintenance of portable jackhammer	Maintenance Division	Shopping	March 20, 2017	March 30, 2017	April 5, 2017	April 6, 2017	Gen. Fund	30,000.00	/	/	Maintenance of portable jackhammer
Maintenance of service vehicles	Maintenance Division	Shopping	May 11, 2017	May 21, 2017	May 26, 2017	May 29, 2017	Gen. Fund	175,000.00	/	/	Maintenance of service vehicles
TUBS+ satellite maintenance	Commercial Division	SVP	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	50,000.00	/	/	TUBS+ satellite maintenance
<b>CONSTRUCTION, RENOVATION AND IMPROVEMENT PROJECTS</b>											
Renovation/Improvement	Commercial Division	SVP	July 3, 2017	July 13, 2017	July 18, 2017	July 19, 2017	Gen. Fund	250,000.00	/	/	office and Mandarin Homes sub-office
Warehouse/workshop	Admin. Division	SVP	July 14, 2017	July 21, 2017	July 26, 2017	July 29, 2017	Gen. Fund	1,000,000.00	/	/	at Pump Station No. 01 San Gabriel
Storage/Record Room	Finance Department	SVP	November 6, 2017	November 13, 2017	November 17, 2017	November 20, 2017	Gen. Fund	500,000.00	/	/	Record Section
Locker Room and Workshop Area	Maintenance Division	SVP	July 14, 2017	July 21, 2017	July 26, 2017	July 29, 2017	Gen. Fund	200,000.00	/	/	for maintenance crew
service line expansions	Maintenance Division	Shopping	May 5, 2017	May 15, 2017	May 19, 2017	May 22, 2017	Gen. Fund	300,000.00	/	/	Brgy. Pulido & San Jose
service line expansions	Maintenance Division	Public Bidding	April 10, 2017	April 30, 2017	April 22, 2017	April 24, 2017	Gen. Fund	1,500,000.00	/	/	Brgy. Virata & F. Reyes
Water supply system replacement	Maintenance Division	Public Bidding	May 5, 2017	May 25, 2017	May 30, 2017	June 2, 2017	Gen. Fund	5,000,000.00	/	/	Mandarin Homes, Brgy. F. De Castro
extension of distribution pipeline	Maintenance Division	SVP	September 4, 2017	September 11, 2017	September 16, 2017	September 19, 2017	Gen. Fund	500,000.00	/	/	at governor's drive, Brgy. San Gabriel
Septage Treatment Facility	Maintenance Division	Public Bidding	September 15, 2017	October 5, 2017	October 10, 2017	October 12, 2017	Gen. Fund	10,590,000.00	/	/	for Septage Management Program
maintenance on system repair works replacements on old / dilapidated mains and service lines	Maintenance Division	Shopping	March 14, 2017	March 21, 2017	March 27, 2017	March 29, 2017	Gen. Fund	120,000.00	/	/	repair maintenance materials

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maintenance replacements on system interconnection dilapidated ci fittings and valves	Maintenance Division	Shopping	July 14, 2017	August 4, 2017	July 29, 2017	August 4, 2017	Gen. Fund	120,000.00	/	ci fittings and valves
rehabilitation and re-piping works on dilapidated service lines	Maintenance Division	Shopping	May 11, 2017	May 21, 2017	May 26, 2017	May 29, 2017	Gen. Fund	100,000.00	/	pipng materials
re-piping works for the distribution system	Maintenance Division	Shopping	August 1, 2017	August 11, 2017	August 16, 2017	August 17, 2017	Gen. Fund	300,000.00	/	mayors drive, Brgy. Maderan
re-piping works for the distribution system	Maintenance Division	Shopping	August 1, 2017	August 11, 2017	August 16, 2017	August 17, 2017	Gen. Fund	150,000.00	/	quarry site, Brgy. Dacon
materials for restoration works	Maintenance Division	Shopping	June 15, 2017	June 22, 2017	June 27, 2017	June 28, 2017	Gen. Fund	100,000.00	/	restoration materials
Well rehabilitation	Production Division	Public Bidding	April 10, 2017	April 30, 2017	May 5, 2017	May 7, 2017	Gen. Fund	3,350,100.00	/	Pump Station Nos. 1,8,14,10,13, & 9
Technical Evaluation of reservoir	Production Division	SVP	February 13, 2017	February 23, 2017	February 28, 2017	March 1, 2017	Gen. Fund	300,000.00	/	NHA and Olaes reservoir
Well rehabilitation	Production Division	Public Bidding	February 13, 2017	March 6, 2017	March 11, 2017	March 13, 2017	Gen. Fund	1,200,000.00	/	Brgy. Memije Pump Station
Re-drilling of Pump Station	Production Division	Public Bidding	February 13, 2017	March 6, 2017	March 11, 2017	March 13, 2017	Gen. Fund	2,500,000.00	/	Brgy. Maderan Pump Station
Upgrading of Flow-meter (P.S.#8 & 13)	Production Division	SVP	May 5, 2017	May 12, 2017	May 17, 2017	May 19, 2017	Gen. Fund	500,000.00	/	at Pump Station Nos. 8 & 13
<b>TOTAL</b>								<b>56,559,541.15</b>		

PREPARED BY:

  
**DAWN F. SUAREZ**  
 BAC Secretariat

CERTIFIED CORRECT:

  
**JOEVIC A. CALVADORES**  
 BAC Chairman

APPROVED:

  
**JULIET M. NACITA**  
 General Manager