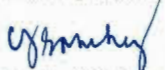


PROPOSED BUDGET
PALACIO DEL GOBERNADOR CONDOMINIUM CORPORATION
CY 2018

Description	Source of Fund				
	CY 2018 Budget	Q1	Q2	Q3	Q4
I. Personal Services	2,224,049	513,941	489,941	489,941	730,225
a. Salaries and Wages	1,455,336	363,834	363,834	363,834	363,834
b. Other Compensation	630,568	115,571	91,571	91,571	331,855
Personnel Economic Relief Allowance	96,000	24,000	24,000	24,000	24,000
Cash Gift	20,000	5,000	5,000	5,000	5,000
Clothing Allowance	24,000	24,000			
13th & 14th Mo. Pay	220,284	55,071	55,071	55,071	55,071
Others (Allowances & Other Compensation)	270,284	7,500	7,500	7,500	247,784
Overtime Pay	30,000	7,500	7,500	7,500	7,500
Productivity Enhancement Incentive	110,142	-	-	-	110,142
Performance Based Bonus System per annum	110,142	-	-	-	110,142
Annual Physical Examination	20,000				20,000
c. Retirement Fund	36,701	9,175	9,175	9,175	9,175
d. Mandatory Contributions	101,444	25,361	25,361	25,361	25,361
SSS Premium Contribution	56,578	14,144	14,144	14,144	14,144
PAG-IBIG Premium Contribution	26,434	6,609	6,609	6,609	6,609
PHILHEALTH Premium Contribution	16,992	4,248	4,248	4,248	4,248
ECC Contribution	1,440	360	360	360	360
II. Office Supplies, Furniture, Equipment	87,000	21,750	21,750	21,750	21,750
a. Office Supplies	87,000	21,750	21,750	21,750	21,750
III. Transportation & Communication	369,620	92,125	92,125	93,245	92,125
a. Telephone - Land line/DSL line	57,000	14,250	14,250	14,250	14,250
b. Mobile Communication Load (8BOD @2000each)	192,000	48,000	48,000	48,000	48,000
c. Mobile Communication Plan (3 Admin Com. & 2 Staff @1,800each)	108,000	27,000	27,000	27,000	27,000
d. Transportation and Delivery	5,000	1,250	1,250	1,250	1,250
e. Sky Cable Subscription	6,500	1,625	1,625	1,625	1,625
f. Web Hosting	1,120	-	-	1,120	-
IV. Contracted Services	8,097,567	1,837,034	1,837,034	2,211,750	2,211,750
a. Security Services	3,600,000	900,000	900,000	900,000	900,000
b. Janitorial Services/Elevator Operators	3,150,567	600,284	600,284	975,000	975,000
c. Pest/Insect & Termite Control Services	120,000	30,000	30,000	30,000	30,000
d. Elevator Preventive Maintenance	267,000	66,750	66,750	66,750	66,750
e. Preventive Maintenance of Fire Alarm & Smoke Detection System	120,000	30,000	30,000	30,000	30,000
f. Preventive Maintenance Of Genset, Fire Pump, Pumps & Motors	300,000	75,000	75,000	75,000	75,000
g. Preventive Maintenance of the Low Voltage Switchgears (LVSG)	540,000	135,000	135,000	135,000	135,000
V. Building Structure	4,922,720	-	80,000	4,842,720	-
a. Rehabilitation of the Female and Male Lobby Comfort Rooms 2nd, 5th, 6th, 7th & 8th Floors. (10 CRs Male & Female)	4,500,000	-	-	4,500,000	-
b. Repainting of two units Fire Exit Stairway Ceiling & Walls from Basement to 9th floor	80,000	-	80,000	-	-
c. Restoration and Crystalization of Marble walls from ground floor to 8th floor of PDGCC	342,720	-	-	342,720	-
VI. Mechanical	1,377,000	995,000	382,000	-	-
a. Supply of labor, materials, tools & engineering supervision for the conduct of Preventive Maintenance & replacement of defective parts of 31 units Cooling Towers	995,000	995,000	-	-	-
b. Overhauling of the Radiator of the 500 KVA Genset, Ventilating Machine and Exhaust Fan	382,000	-	382,000	-	-
VII. Plumbing	189,850	1,000	188,850	1,000	1,000
a. Annual general cleaning of underground reservoir/cistern.	13,500	-	13,500	-	-
b. Quarterly Maintenance of Manhole, Canopy, Main Clean-Out, of Tenches Drainline, Rooftop Strainline, General Air-Ducting	4,000	1,000	1,000	1,000	1,000
c. Re-painting of the 4 units 18,000 Gallons Elevated Cylindrical Tank (inside and outside)	120,000	-	120,000	-	-
d. Fabrication of Stainless Steel Mnahole 38 in diameter, 6mm thickness and relocation of electrical operated gate valve fittings and Manila water supply.	52,350	-	52,350	-	-
VIII. Building Fire Protection	235,000	235,000	-	-	-
a. Inspecting, Testing and Maintenance of the Fire Sprinkler System	235,000	235,000	-	-	-
IX. Electrical	616,000	-	616,000	-	-
a. Installation of Distribution Panel, Common Busbar for 22 units AHU and Lighting Panel	616,000	-	616,000	-	-

Description	Source of Fund				
	CY 2018 Budget	Q1	Q2	Q3	Q4
X. Continuous Maintenance Work of Bldg. Facilities at Common Area	368,000	85,000	85,000	85,000	113,000
a. Plumbing fixtures & supplies	100,000	25,000	25,000	25,000	25,000
b. Office Equipment/Electrical fixtures/devices/material and hardware supplies	240,000	60,000	60,000	60,000	60,000
c. Annual Maintenance/Cleaning of Chandelier	28,000	-	-	-	28,000
XIV. Other MOE	3,394,569	802,767	1,126,767	738,267	726,767
a. Per Diem of Board of Director	480,000	120,000	120,000	120,000	120,000
b. Honoraria to Administrative Committee	180,000	45,000	45,000	45,000	45,000
c. Building Maintenance Consultant	120,000	30,000	30,000	30,000	30,000
d. Facilities Administrator	624,000	156,000	156,000	156,000	156,000
e. Building & Machinery Insurance	300,000		300,000		
f. Meetings	150,000	37,500	37,500	37,500	37,500
g. Planning Conference	66,000	66,000			
h. Audit Fee	100,000		100,000		
i. G.A.D.	50,000	12,500	12,500	12,500	12,500
j. Training/Seminars	50,000	12,500	12,500	12,500	12,500
k. Contingency Fund	1,233,069	308,267	308,267	308,267	308,267
l. Genset Fuel	20,000	10,000	-	10,000	-
m. Fidelity Bond	1,500			1,500	-
n. Plants	20,000	5,000	5,000	5,000	5,000
GRAND TOTAL	21,881,375	4,583,617	4,917,467	8,483,673	3,896,617

Recommending Approval



CHRISTINE L. SANCHEZ

Treasurer

Approved By:



ROSALIA V. DE LEON

Head of Procuring Entity

PALACIO DEL GOBERNADOR CONDOMINIUM CORPORATION

Annual Procurement Plan for CY 2018

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)
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																				
I	OFFICE SUPPLIES, COMPUTER ACCESSORIES &																			
	a. Office Supplies	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	87,000.00			
II	TRANSPORTATION and COMMUNICATION																			
	a. Telephone-Landline/DSL	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	57,000.00			
	b. Mobile Communication (8 BOD)	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	192,000.00			
	c. Mobile Communication (4 Admin. Com. & 2 Staff)	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	108,000.00			
	d. Transportation & Delivery	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	5,000.00			
	e. Sky Cable	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	6,500.00			
	f. Web Hosting	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	1,120.00			
																Sub-Total	369,620.00	-		
III	CONTRACTED SERVICES																			
	a. Security Services	Administration Office	Bidding	6/1/2017	8/8/2017	6/21/2017	7/5/2017	7/5/2017				10/27/2017	11/3/2017	11/9/2017	one year	Corporate Operating Budget	3,600,000.00			
	b. Janitorial Services/Operators	Administration Office	Bidding	2/8/2017	2/10/2017	2/18/2017	N/A	3/2/2017	Failed Bid						One year	Corporate Operating Budget	3,150,567.00			
	c. Pest/Insect Control Services	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	120,000.00			
	d. Elevator Preventive Maintenance	Administration Office	Direct Contracting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	267,000.00			
	c. Preventive Maintenance of Fire Alarm & Smoke Detection System	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	120,000.00			
	d. Preventive Maintenance of GENSET, Fire Pump, Pumps & Motors	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	300,000.00			
	e. Preventive Maintenance of the Low Voltage Switchgears (LVSG)	Administration Office	Shopping/ Alternative Mode	N/A	1/28/2018	N/A	N/A	N/A	2/8/2018		2/15/2018	2/20/2018	2/23/2018	one year	Corporate Operating Budget	540,000.00				
																Sub-Total	8,097,567.00			
IV	BUILDING STRUCTURE																			


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)
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptanc e/ Turnover		Total	MOOE	CO	
	a. Inspecting,, Testing and Maintenance of the Fire Sprinkler System	Administration Office	Shopping/ Alternative Mode	N/A	2/1/2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2/15/2018	one year	N/A	Corporate Operating Budget	235,000.00			
	b. Supply and instalation of FDAS Devices	Administration Office	Shopping/ Alternative Mode	N/A	7/16.2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7/26/2018	8/20/2018	8/22/2018	Corporate Operating Budget	50,000.00			
																Sub-Total	235,000.00			
	ELECTRICAL																			
	Installation of Distribution Panel, Common Busbar for 22 units AHU and Lighting Panel	Administration Office	Shopping/ Alternative Mode	N/A	4/4/2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4/18/2018	6/2/2018	6/4/2018	Corporate Operating Budget	616,000.00			
																Sub-Total	616,000.00			
	CONTINUOUS MAINTENANCE WORK																			
	a. Plumbing fixtures & supplies	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	100,000.00			
	b. Repair & Maintenance of Office & IT Equipment, Electrical	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	240,000.00			
	c. Annual Maintenance/Cleaning of 3 units Chandelier	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	28,000.00			
																Sub-Total	368,000.00			
	MISCELLANEOUS EXPENSE																			
	a. Genset Fuel	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	20,000.00			
	b. Fidelity Bond	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	1,500.00			
	c. Plants	Administration Office	Shopping/ Alternative Mode	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Operating Budget	20,000.00			
																Sub-Total	41,500.00			
	GRAND TOTAL																16,304,257.00			

Prepared by:

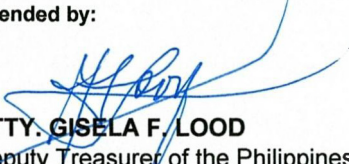
Noted by:


Recommended by:

Approved by:


MYRNA DELA CRUZ
 Chief Treasury Operations Officer II
 BAC Secretary - PDGCC


GLORIA S. PAPA
 Facilities Administrator


ATTY. GISELA F. LOOD
 Deputy Treasurer of the Philippines
 Corporate Secretary- PDGCC and
 Chairman - PDGCC BAC


ROSALIA V. DE LEON
 Treasurer of the Philippines and
 President- PDGCC

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