

COOPERATIVE DEVELOPMENT AUTHORITY Annual Procurement Plan for FY 2016 (Revision No. 1)

| 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) | Remarks (Explaining changes from the APP) |
|------------|--|--|---|--|------------------|-----------------|----------------------------------|--------------------|------------------------|---------------|----|---|---|
| | | | | Ads/Post of IB/REI | Sub/Open of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | | |
| | Procurement of Utility Water / and Purified Water | Central Office & EO | Direct Contracting (Manila Water) / & Shopping (Purified Water) | Dec. 5, 2016 | Dec. 28, 2015 | Jan. 8, 2016 | Mar. 17, 2016 for Purified Water | GAA2016 / GAA 2017 | 905,600.00 | 905,600.00 | | For the official use and consumption of CDA Central Office and Extension Offices. Sched of Proc Activity is for CO only. | |
| | Subscription of Newspaper | BOA, OC, OED, COA, CRITD, Legal, Admin. | Small Value Procurement | Dec. 13, 2016 | Jan. 12, 2016 | May 18, 2016 | May 24, 2016 | GAA2016 / GAA 2017 | 298,314.00 | 298,314.00 | | Notice of Award & Copntract Signing is for Central Office only. For the official use of CDA CO officials, clients and Extension Offices | |
| | Supply and Delivery of Office Furniture and Device | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 216,555.00 | 216,555.00 | | Official use of CDA Central Office and Extension Offices | |
| | Repair and Maintenance of Vehicles | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 1,495,000.00 | 1,495,000.00 | | Repair and Maintenance including Preventive Maintenance of the various motor vehicle Central Office and EO | |
| | Procurement of Printing Services | CDA CO and EOs | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 919,750.00 | 919,750.00 | | For the official use and consumption of CDA Central Office and Eos | |
| | Procurement of Printing Services for CDA Annual Report 2015 | CDA CO Planning Div. | Small Value Procurement | Feb. 10, 2016 | Feb. 18, 2016 | Apr. 22, 2016 | Apr. 14, 2016 | GAA2016 | 100,000.00 | 100,000.00 | | For the official use of CDA CO. | |
| | Procurement of Printing Services for CDA Annual Report 2015 | CDA CO CRITD. | Small Value Procurement | Jul.16, 2016 | Jul. 27, 2016 | Aug. 15, 2016 | Aug. 26, 2016 | GAA2016 | 130,000.00 | 130,000.00 | | For the official use of CDA CO. | |
| | Procurement of Printing Services for CDA Letterhead | CDA CO Admin. | Small Value Procurement | May 12, 2016 | May 20, 2016 | June 6, 2016 | Aug. 15, 2016 | GAA2016 | 68,250.00 | 68,250.00 | | For the official use of CDA CO. | |
| | Procurement of Common Use Supplies and Equipment-available at PS | Central Office & EO | Agency to Agency (PS) | N/A | N/A | N/A | N/A | GAA2016 | 4,906,961.35 | 4,906,961.35 | | For the official use and consumption of CDA Central Office and Eos | |
| | Repair and Maintenance of Office Equipment and Furniture | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 1,347,000.00 | 1,347,000.00 | | Cleaning, Repair and Maintenance of various office equipment and aircon. | |
| | Procurement of Services of Certifying Body for ISO Recertification | CDA Nationwide | Small Value Procurement | Sept. 5, 2016 | Sept. 14, 2016 | Sept. 23, 2016 | Sept. 30, 2016 | GAA2016 | 60,000.00 | 60,000.00 | | For the re-certification to ISO standard | |
| | Procurement of Common Use Supplies and Equipment-not available at PS | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 1,033,248.00 | 1,033,248.00 | | For the official use and consumption of CDA Central Office and Extension Offices | |
| | Procurement of Pest Control Services | Central Office & EO | Small Value Procurement | Dec. 8, 2016 | Dec. 29, 2015 | Jan. 8, 2016 | Feb. 2, 2016 | GAA2016 | 170,000.00 | 170,000.00 | | Pest Control Services for the CDA Central Office & EO Building and premises | |
| | Procurement of Rental of Photocopier (4 units) | Board Sec., Legal Div., CRIT., Admin Div | Small Value Procurement | Dec. 8., 2016 | Dec. 28, 2016 | Jan. 8, 2016 | Feb. 24, 2016 | GAA2016 | 600,000.00 | 600,000.00 | | For the official use of CDA CO. | |
| | Procurement of I.T Equipment | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 1,236,788.00 | 1,236,788.00 | | For the official use of CDA CO, COA and EO s. | |
| | Lease of Venue/Office space/Trainings | Central Office & EO | Small Value-Lease of Real Property (Sec. 53.10) | N/A | N/A | N/A | N/A | GAA2016 | 12,288,725.50 | 12,288,725.50 | | For office Space, venue for the trainings, seminars and official meetings. For CO and Eos. | |
| | Procurement of Communication Services (Utility) | Central Office & EO | Direct Contracting | N/A | N/A | N/A | N/A | GAA2016 | 4,467,530.38 | 4,467,530.38 | | For Landline phone, postage and internet services of Central Office and Eos | |
| | Supply of Electricity (Utility) | Central Office | Direct Contracting | N/A | N/A | N/A | N/A | GAA2016 | 4,131,000.00 | 4,131,000.00 | | For the official use of Central Office & EO building and premises. | |
| | Procurement of Fuel and Lubricants | Central Office | Direct Contracting | N/A | N/A | N/A | N/A | GAA2016 | 1,650,000.00 | 1,650,000.00 | | For the official use of CDA Central Office | |

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|---------------|--|-----------------------|---------------------------------------|---------------|----------------|----------------|----------------|--------------|--------------|--------------|--------------|---|
| | Procurement of Security Services (Utility) | Extension Offices | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 2,562,200.00 | 2,562,200.00 | | Deployment at the Extension Office building for the period Jan. 1 to Dec. 31, 2016 |
| | Procurement of Janitorial Services | Extension Offices | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 324,400.00 | 324,400.00 | | For the cleaning and maintenance at the Extension Office building for the period Jan. 1 to Dec. 31, 2016 |
| | Procurement of Check Books | Central Office & EO | Agency to Agency (NPO) | N/A | N/A | N/A | N/A | GAA2016 | 5,000.00 | 5,000.00 | | For payment of obligations |
| | Photocopy of Documents | Extension Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 85,162.00 | 85,162.00 | | Photocopy of documents and other materials. |
| | Tarpaulin Printing services | Central Office and EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 43,000.00 | 43,000.00 | | For cooperative activities and other agency requirements. For the official use of CDA CO and Eos |
| | Job Order Services | Central Office and EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 575,800.00 | 575,800.00 | | Job Order Services |
| | Catering Services | Extension Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 336,400.00 | 336,400.00 | | Staff meeting and coop month activities |
| | Accountable Forms | Extension Office | Agency to Agency (NPO) | N/A | N/A | N/A | N/A | GAA2016 | 42,000.00 | 42,000.00 | | For the receipt of payments from clients |
| | Procurement of CCTV | Central Office | Small Value Procurement | Mar. 31, 2016 | April 12, 2016 | May 23, 2016 | June 14, 2016 | GAA2016 | 160,000.00 | | 160,000.00 | For the official use of CDA Central Office |
| | Rental of Office and IT Equipment | Extension Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 384,000.00 | 384,000.00 | | For the official use of Extension Office for the period Jan. 1 to Dec. 31, 2016. |
| | Newspaper Publication | Central Office | Small Value Procurement | Aug. 22, 2016 | Aug. 30, 2016 | Sept. 12, 2016 | Sept. 16, 2016 | GAA2016 | 150,000.00 | 150,000.00 | | For the official use of CDA Central Office |
| | Maintenance of Building | Central Office & EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 461,000.00 | 461,000.00 | | Repair and Maintenance of Building |
| | Maintenance of Elevator | Central Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 48,000.00 | 48,000.00 | | For the official use of CDA Central Office |
| | Bonds of Accountable Officers | Extension Office | Agency to Agency (Bureau of Treasury) | N/A | N/A | N/A | N/A | GAA2016 | 15,000.00 | 15,000.00 | | For the official use of Extension Office for the period Jan. 1 to Dec. 31, 2016. |
| | Procurement of 2 units DSLR Camera | Central Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 62,000.00 | | 62,000.00 | For the official use of Central Office. |
| | Procurement of 2 units DSLR Lense | Central Office | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 40,000.00 | | 40,000.00 | For the official use of Central Office. |
| | Procurement of MS Office Standard 2016 (117 users) | Central Office & EO | Agency to Agency (PS) | N/A | N/A | N/A | N/A | MITHI | 1,287,000.00 | | 1,287,000.00 | For the official use of Central Office and EOs. |
| | Procurement of 5 units Laptop Computers | Central Office | Agency to Agency (PS) | N/A | N/A | N/A | N/A | MITHI | 175,900.40 | | 175,900.40 | For the official use of CDA Central Office |
| | Procurement of Netbook | Central Office | Small Value Procurement | N/A | N/A | N/A | N/A | MITHI | 30,000.00 | | 30,000.00 | For the official use of CDA Central Office |
| | Procurement of Anti-Virus | Central Office | Small Value Procurement | N/A | N/A | N/A | N/A | MITHI | 100,000.00 | | 100,000.00 | For the official use of CDA Central Office |
| | Procurement of Server | Central Office | Small Value Procurement | July 22, 2016 | Aug. 5, 2016 | Aug. 12, 2016 | Aug. 19, 2016 | MITHI | 498,000.00 | | 498,000.00 | For the official use of CDA Central Office |
| | Procurement of MySQL Enterprise | Central Office | Small Value Procurement | Sept. 2, 2016 | Sept. 12, 2016 | Sept. 26, 2016 | Oct. 12, 2016 | MITHI | 160,000.00 | | 160,000.00 | For the Industrial Server. |
| | Procurement of Percolator | Central Office | Small Value Procurement | Feb. 18, 2016 | Mar. 2, 2016 | Mar. 21, 2016 | Mar. 30, 2016 | GAA2016 | 18,000.00 | 18,000.00 | | For the official use of CDA Central Office |
| | Procurement of Security Services | Central Office | Public Bidding | March 5, 2016 | March 28, 2016 | April 8, 2016 | April 25, 2016 | GAA2016 | 1,558,000.00 | 1,558,000.00 | | 1. Deployment of security services at the CDA Main Building and premises, covering the period of Mar. 1, 2016 to Dec. 31, 2016. Opening of bids will be conducted on February 9, 2016. 2. Deployment of security services at the CDA Main Building and premises, covering the period of Jan. 1, 2017 to Dec. 31, 2017. |
| Oct. 11, 2016 | | | | Oct. 31, 2016 | Nov. 3, 2016 | Nov. 7, 2016 | GAA2017 | 2,185,000.00 | 2,185,000.00 | | | |
| | Procurement of Janitorial Services | Central Office | Public Bidding | Dec. 2, 2015 | Dec. 22, 2015 | Jan. 7, 2016 | Jan. 8, 2016 | GAA2016 | 800,000.00 | 800,000.00 | | 1. Janitorial Services for the cleaning maintenance of the CDA Main Building and premises covering the period Jan.1 to Dec. 31, 2016. 2. Janitorial Services for the cleaning maintenance of the CDA Main Building and premises covering the period Jan.1 to Dec. 31, 2017. |
| Oct. 18, 2016 | | | | Nov. 7, 2016 | Nov. 10, 2016 | Nov., 12, 2016 | GAA2017 | 977,500.00 | 977,500.00 | | | |

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|--|--|---------------------|---------------------------------|---------------|----------------|---------------|----------------|---------|---------------|------------|---------------|--|--|
| | Proposed Renovation of Penthouse of CDA Main Office Bldg. | Central Office | Public Bidding | Dec. 16, 2015 | Jan. 18, 2016 | Jan. 28, 2016 | Jan. 28, 2016 | GAA2016 | 10,000,000.00 | | 10,000,000.00 | Renovation of Penthouse of CDA Main Office Building with Notice of Award issued to Marcphil Construction. | |
| | Construction CDA Tacloban Extension Office Building | Central Office | Public Bidding | Feb. 6, 2016 | Mar. 1, 2016 | Apr. 6, 2016 | Apr. 14, 2016 | GAA2016 | 4,492,000.00 | | 4,492,000.00 | Office Building for CDA Tacloban Extension Office | |
| | Procurement of Brand New Motor Vehicle for CDA Tacloban Extension Office | CDA-Tacloban EO | Public Bidding | Dec. 16, 2015 | Jan. 11, 2016 | Jan. 28, 2016 | Feb. 2, 2016 | GAA2016 | 1,171,000.00 | | 1,171,000.00 | For the official use of the Regional Director and staff of CDA-Tacloban E.O. With Notice of Award issued to Isuzu Automotive Dealership, Inc. - Pasig | |
| | Procurement of 45 units Personal Computers & 75 units printer | Central Office & EO | Public Bidding | Feb. 26, 2016 | Mar. 14, 2016 | April 5, 2016 | Apr. 12, 2016 | MITHI | 2,575,000.00 | | 2,575,000.00 | Schedule of Procurement Activity is for Printers only. Desktop Computers will be purchased from PS. For the official use of CDA CO and Extension Offices | |
| | Procurement of 5 units Printers | Central Office | Repeat Order | N/A | N/A | N/A | N/A | MITHI | 50,000.00 | | 50,000.00 | For the official use of CDA Central Office | |
| | Procurement of Printing of Calling Cards | Central Office | Small Value Procurement | Aug. 15, 2016 | Aug. 26, 2016 | Sept. 5, 2016 | Sept. 12, 2016 | GAA2016 | 125,000.00 | 125,000.00 | | For the official use of CDA Central Office | |
| | Information System Development Including Software | Central Office & EO | Agency to Agency (Section 53.5) | N/A | N/A | N/A | N/A | GAA2016 | 4,725,000.00 | | 4,725,000.00 | For the development of ICT software and hardware. | |
| | Procurement of 5 units Motorcycle for Cebu Extension Office | Cebu EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 360,000.00 | | 360,000.00 | For the official use of CDA Cebu Extension Office. Procurement Activity is to be handled/conducted by the respective Extension Offices. | |
| | Procurement of 1 unit Motorcycle for CDA Kidapawan Extension Office | Kidapawan EO | Small Value Procurement | N/A | N/A | N/A | N/A | GAA2016 | 72,000.00 | | 72,000.00 | For the official use of CDA Kidapawan Extension Office. Procurement Activity is to be handled/conducted by the respective Extension Offices. | |
| | Procurement of 8 units Motorcycle for CDA CAR Extension Office | CAR EO | Public Bidding | Nov. 3, 2016 | Nov.. 23, 2016 | Nov. 26, 2016 | Nov. 29, 2016 | GAA2016 | 1,200,000.00 | | 1,200,000.00 | For the official use of CDA CAR Extension Office. | |
| | Procurement of Brand New Motor Vehicle (MPV) for CDA Pampanga Extension Office | Pampanga EO | Public Bidding | Nov. 3, 2016 | Nov.. 23, 2016 | Nov. 26, 2016 | Nov. 29, 2016 | GAA2016 | 80,000.00 | | 800,000.00 | For the official use of CDA Pampanga Extension Office. | |

Prepared by:

JONAL A. DE LOS REYES
Head, BAC Secretariat

RECTO E. TRANSFIGURACION
OIC, Administrative Division

Noted by:

GIOVANNI T. PLATERO
Chairman, Bids and Awards Committee

Approved by:

RAY R. ELEVAZO
Executive Director

ORLANDO R. RAVANERA
Chairman

DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

Breakdown into mooe and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects