

COOPERATIVE DEVELOPMENT AUTHORITY-CORDILLERA EXTENSION OFFICE Annual Procurement Plan for FY 2021

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/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Trainings and Seminars registration fee	CDA-CAR	Direct Contracting	as the need arises				GoP	52,000.00	52,000.00	N/A	Hotel accommodation and Registration fees conducted by Central Office and other offices
	Procurement of Staff Meetings Expenses	CDA-CAR	Competitive Bidding	quarterly & emergency staff meeting				GoP	104,000.00	104,000.00	N/A	Meals and snacks for the regular staff meeting, planning workshop, middle and year-end assessment, and other trainings
	Procurement of ISO Expenses	CDA-CAR	Direct Contracting	September & December				GoP	95,000.00	95,000.00	N/A	Hotel accommodation, meals and snacks of the IQA and External Auditor, and Audit fee for the TUV/rheinland
	Procurment of Commonly used office supplies and equipment	CDA-CAR	Competitive Bidding	quarterly				GoP	131,000.00	131,000.00	N/A	For office use
	Procurment of Commonly used office supplies and equipment	CDA-CAR	Competitive Bidding	as the need arises				GoP	50,000.00	50,000.00	N/A	For use of other fora and meetings not included in the workplan to be called by Central Office but without allotted fund
	Procurement of water consumption	CDA-CAR	Direct Contracting	monthly				GoP	25,000.00	25,000.00	N/A	For office consumption
	Procurement of drinking water	CDA-CAR	Competitive Bidding	weekly				GoP	25,000.00	25,000.00	N/A	For office consumption
	Procurement of Electricity	CDA-CAR	Direct Contracting	monthly				GoP	110,000.00	110,000.00	N/A	For office consumption
	Procurement of communication expenses	CDA-CAR	Direct Contracting	monthly				GoP	152,000.00	152,000.00	N/A	For postage, internet, mobile and landline telephone
	Procurement of Repairs and Maintenance of IT equipment and accessories	CDA-CAR	Competitive Bidding	as the need arises				GoP	64,000.00	64,000.00	N/A	Maintenance of IT equipment and softwares
	Procurement of Insurances	CDA-CAR	Direct Contracting	monthly / quarterly				GoP	29,000.00	29,000.00	N/A	GSIS insurance of service vehicle and motorcycles
	Procurement of Office Rental	CDA-CAR	Direct Contracting	monthly				GoP	991,000.00	991,000.00	N/A	Rent of Office building
	Procurement of Subscription and printing	CDA-CAR	Competitive Bidding	monthly / as the need arises				GoP	40,000.00	40,000.00	N/A	Printing of office forms and tarpaulin
	Procurement of Janitorial services	CDA-CAR	Competitive Bidding	monthly				GoP	38,000.00	38,000.00	N/A	Janitorial services for the maintenance of the CDA-CAR premises
	Procurement of Repairs and Maintenance of Service vehicle and motorcycles	CDA-CAR	Competitive Bidding	as the need arises				GoP	44,000.00	44,000.00	N/A	Repairs and maintenance of the issued toyota innova and 10 motorcycles including purchase of spare parts
	Procurement of fidelity bond	CDA-CAR	Direct Contracting	annually				GoP	25,000.00	25,000.00	N/A	Surety Bond of the Cashier, Regional Director and the Property Custodian
	Procurement of PPE	CDA-CAR	Competitive Bidding	quarterly				GoP	10,000.00	10,000.00	N/A	For office use
	Procurement of fuel for the service vehicle	CDA-CAR	Competitive Bidding	monthly / as the need arises				GoP	240,000.00	240,000.00	N/A	Fuel for the service vehicle including motor vehicles for Field Officers

Prepared by:

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Approved by:

ATTY. FRANCO G. BAWANG, JR.
Regional Director

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