

COOPERATIVE DEVELOPMENT AUTHORITY-CORDILLERA EXTENSION OFFICE Annual Procurement Plan for FY 2022

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/Opening 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	270,000.00	270,000.00	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	300,000.00	300,000.00	N/A	Meals and snacks for the regular staff meeting, planning workshop, middle and year-end assessment, and other trainings	156,000.00
	Procurement of ISO Expenses	CDA-CAR	Direct Contracting	September & December				GoP	300,000.00	300,000.00	N/A	Hotel accommodation, meals and snacks of the IQA and External Auditor, and Audit fee for the TUV/rheinland	95,000.00
	Procurement of Commonly used office supplies and equipment	CDA-CAR	Competitive Bidding	quarterly				GoP	200,000.00	200,000.00	N/A	For office use	131,000.00
	Procurement of Commonly used office supplies and equipment	CDA-CAR	Competitive Bidding	as the need arises				GoP	250,000.00	250,000.00	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	75,000.00	75,000.00	N/A	For office consumption	25,000.00
	Procurement of drinking water	CDA-CAR	Competitive Bidding	weekly				GoP	75,000.00	75,000.00	N/A	For office consumption	25,000.00
	Procurement of Electricity	CDA-CAR	Direct Contracting	monthly				GoP	250,000.00	250,000.00	N/A	For office consumption	110,000.00
	Procurement of communication expenses	CDA-CAR	Direct Contracting	monthly				GoP	374,000.00	374,000.00	N/A	For postage, internet, mobile and landline telephone	202,000.00
	Procurement of Repairs and Maintenance of IT equipment and accessories	CDA-CAR	Competitive Bidding	as the need arises				GoP	100,000.00	100,000.00	N/A	Maintenance of IT equipment and softwares	64,000.00
	Procurement of Insurances	CDA-CAR	Direct Contracting	monthly / quarterly				GoP	350,000.00	350,000.00	N/A	GSIS insurance of service vehicle and motorcycles and office equipment	23,000.00
	Procurement of Office Rental	CDA-CAR	Direct Contracting	monthly				GoP	900,000.00	900,000.00	N/A	Rent of Office building	991,000.00
	Procurement of Subscription and printing	CDA-CAR	Competitive Bidding	monthly / as the need arises				GoP	150,000.00	150,000.00	N/A	Printing of office forms and tarpaulin	65,000.00
	Procurement of Janitorial services	CDA-CAR	Competitive Bidding	monthly				GoP	240,000.00	240,000.00	N/A	Janitorial services for the maintenance of the CDA-CAR premises	38,000.00
	Procurement of Repairs and Maintenance of Service vehicle and motorcycles	CDA-CAR	Competitive Bidding	as the need arises				GoP	180,000.00	200,000.00	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	60,000.00	60,000.00	N/A	Surety Bond of the Cashier, Regional Director and the Property Custodian	
	Procurement of PPE	CDA-CAR	Competitive Bidding	quarterly				GoP	150,000.00	150,000.00	N/A	For office use	
	Procurement of fuel for the service vehicle	CDA-CAR	Competitive Bidding	monthly / as the need arises				GoP	200,000.00	200,000.00	N/A	Fuel for the service vehicle including motor vehicles for Field Officers	300,000.00

Prepared by:

MARGIE L. LAGENIO
Admin. Asst. II/Supply Officer

Approved by:

MARIETA P. HWANG, MBA
Regional Director

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