

COOPERATIVE DEVELOPMENT AUTHORITY

REGION IX EXTENSION OFFICE

Annual Procurement Plan for FY 2022

| Code (PAP) | Procurement Project | PMO/ End-User | Is this an Early Procurement Activity? (Yes/No) | Mode of Procurement | Schedule for Each Procurement Activity | | | | Source of Funds | Estimated Budget (Php) | | | Remarks (brief description of Project) |
|------------|---|------------------|--|-----------------------------------|--|----------------------------|-----------------|------------------|-----------------|------------------------|------------|----|---|
| | | | | | Advertisement/Posting of IBREI | Submission/Opening of Bids | Notice of Award | Contract Signing | | Total | MOOE | CO | |
| | Development of Training Standards for Cooperatives | CRITS/ Technical | Yes | NP-53.9 - Small Value Procurement | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 48,300.00 | 48,300.00 | | |
| | Development and Distribution of Information, Education and Communication materials | CRITS/ Technical | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 121,500.00 | 121,500.00 | | |
| | Monitoring and Updating of CDA Website content | CRITS/ Technical | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 20,000.00 | 20,000.00 | | |
| | Gender and Development for Cooperatives | CRITS/ Technical | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 2,300.00 | 2,300.00 | | |
| | Conduct Pre-Registration Seminar (PRS) for Prospective Cooperatives | CRITS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 6,000.00 | 6,000.00 | | |
| | Mandatory Trainings for Coop Officers | CRITS/ Technical | YES | NP-53.9 - Small Value Procurement | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 10,400.00 | 10,400.00 | | |
| | Seminar on Reportorial Requirements | CRITS/ Technical | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 2,200.00 | 2,200.00 | | |
| | CDA Gawad Parangal Orientation | CRITS/ Technical | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 2,600.00 | 2,600.00 | | |
| | Provide Handholding Initiatives to Registered Micro and Small Coops | CRITS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 14,400.00 | 14,400.00 | | |
| | Provide TAS to the Cooperatives | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 25,500.00 | 25,500.00 | | |
| | Capacity Building Activities for Cooperative | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 42,000.00 | 42,000.00 | | |
| | Mainstream Cooperative into the Balik Probinsya Bagong Pagasa Program | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 16,000.00 | 16,000.00 | | |
| | Koop Kapapad Program | CPDAS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | MPN | 32,000.00 | 32,000.00 | | |
| | CDA Global (Enhanced version of CBMIS) | CPDAS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | MPN | 16,000.00 | 16,000.00 | | |
| | Sustainable Economic and Enterprise Development Program for Cooperatives (COOP-SEED v2) | CPDAS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | MPN | 45,000.00 | 45,000.00 | | |
| | Trainings on Implementation of CDA-PHILMEC Partnership Program | CPDAS/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | MPN | 40,200.00 | 40,200.00 | | |
| | CDA-PCSO for Micro and Small for Health and Medical assistance | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 32,000.00 | 32,000.00 | | |
| | Kooperatiba Para Sa Kabataan Program, Oportunidad Pangkabuhayan (KPOP) | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 5,000.00 | 5,000.00 | | |
| | Mindanao Peace and Normalization through Cooperative Development Project | CPDAD/ Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 40,000.00 | 40,000.00 | | |

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|---|------------------------|-----|-----------------------------------|---------------|---------------|--------------|--------------|-----|------------|------------|--|---------------|
| Advocacy and support Activities to the Whole of the Nation approach to End Local Communist armed Conflict (NTF-ELCAC) Under E.O. 70 | CSFT/Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 56,300.00 | 56,300.00 | | |
| Orientation and trainings on the Online submission of Reports /CAIS | SES/Technical | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 150,000.00 | 150,000.00 | | |
| Registration of Cooperatives | Registration Section | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 12,000.00 | 12,000.00 | | |
| Orient/Inform/Campaign for the Education of Stakeholders about RA 11364 and its IRR | Technical / Administra | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 30,000.00 | 30,000.00 | | |
| Conduct Cluster Consultation | Technical / Administra | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 30,000.00 | 30,000.00 | | |
| Initiate/Coordinate the Formulation of the Regional Offices FY-2022 WFP | Technical / Administra | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 25,000.00 | 25,000.00 | | |
| Assess the Implementation of the PCDP-2018-2022 | Technical / Administra | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 8,000.00 | 8,000.00 | | |
| Quality Management System (QMS) Program | Technical / Administra | Yes | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 69,000.00 | 69,000.00 | | |
| Human Resource Development Program | Human Resource | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 10,000.00 | 10,000.00 | | |
| Crafting of Learning and Development Benchmarking Program (LDBP) | Human Resource | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 55,000.00 | 55,000.00 | | |
| Meals and Snacks for Staff Conferences | Human Resource | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 56,000.00 | 56,000.00 | | |
| Conduct SPMS Orientation | Cooperative Sector | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 12,000.00 | 12,000.00 | | |
| Conduct of Other Human Resource Development Activities | Cooperative Sector | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 26,000.00 | 26,000.00 | | |
| Continuing Professional Education and Development | Cooperative Sector | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 4,000.00 | 4,000.00 | | |
| Office Supplies/Equipment Available at PS | Technical / Administra | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 96,000.00 | 96,000.00 | | |
| Office Supplies/Equipment NOT Available at PS | Technical / Administra | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 100,000.00 | 100,000.00 | | |
| Anti-Virus License | MIS | YES | Shopping | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 6,000.00 | 6,000.00 | | |
| ICT training and other ICT related activity updates attended | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 25,000.00 | 25,000.00 | | |
| Internet Subscription Expenses | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 25,600.00 | 25,600.00 | | |
| Contract of Service (COS) Salary | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 220,000.00 | 220,000.00 | | |
| Anti-virus Subscription | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 25,000.00 | 25,000.00 | | |
| ICT Repairs of Equipment | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 6,000.00 | 6,000.00 | | |
| Procurement of ICT Equipments | MIS | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 59,000.00 | 59,000.00 | | |
| Regional Director's Table | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 14,900.00 | 14,900.00 | | |
| Letter Head for the Regional Office | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 10,000.00 | 10,000.00 | | for 12 months |
| Table cover & Curtains for Conference Room | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 14,500.00 | 14,500.00 | | for 12 months |
| TV Stand for the 65" Smart TV | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 14,500.00 | 14,500.00 | | for 12 months |
| Folding Bed for the Field Officer coming in the Regional Office | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 36,000.00 | 36,000.00 | | for 12 months |
| Bedding for the Folding Beds | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 150,000.00 | 150,000.00 | | for 12 months |
| Accountable Forms - Official Receipts and Mds Checks | Cashier | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 10,000.00 | 10,000.00 | | |
| Petroleum, Oil and Lubricants | Extension Office | YES | Direct Contracting / Shopping - O | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 150,000.00 | 150,000.00 | | for 12 months |
| Water Supply | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Dat | Indicate Dat | GoP | 13,000.00 | 13,000.00 | | for 12 months |

| | | | | | | | | | | | | |
|---|---------------------------|-----|--------------------|---------------|---------------|---------------|---------------|-----|------------|------------|--|---------------|
| Supply and Delivery of Drinking Water | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 15,000.00 | 15,000.00 | | for 12 months |
| Electric/Power Supply | Extension Office and Unit | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 243,000.00 | 243,000.00 | | |
| Postage Stamps | Admin/ Technical | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 42,000.00 | 42,000.00 | | |
| Landline Services | Extension Office / Unit | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 27,000.00 | 27,000.00 | | |
| Mobile Cellular Call and Text Cards | Admin/ Technical | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 80,000.00 | 80,000.00 | | |
| Internet Connectivity Service | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 15,000.00 | 15,000.00 | | |
| Cable Television | Admin | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 5,000.00 | 5,000.00 | | |
| Printing of Tarpaulin | Extension Office | YES | Shopping - Others | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 32,000.00 | 32,000.00 | | |
| Lease of Office Space | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 710,000.00 | 710,000.00 | | |
| Representation Expenses | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 111,000.00 | 111,000.00 | | |
| Job Order Services | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 126,000.00 | 126,000.00 | | |
| Security Services | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 814,000.00 | 814,000.00 | | |
| Other General Services | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 198,000.00 | 198,000.00 | | |
| Cleaning of Airconditioners | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 5,000.00 | 5,000.00 | | |
| Repairs of Airconditioners | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 5,000.00 | 5,000.00 | | |
| Repairs and Maintenance of Office Equipment | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 40,000.00 | 40,000.00 | | |
| Repairs of Furniture/Fixtures | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 600.00 | 600.00 | | |
| Miscellaneous and Maintenance of Motor Vehicles | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 25,000.00 | 25,000.00 | | |
| Repairs of Motor Vehicles | Extension Office | YES | Shopping | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 25,000.00 | 25,000.00 | | |
| Registration of Motor Vehicle Plate No. S | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 3,200.00 | 3,200.00 | | |
| Registration of Motor Vehicle Plate No. J | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 500.00 | 500.00 | | |
| Registration of Motor Vehicle Plate No. J | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 500.00 | 500.00 | | |
| Emission Tests of Motor Vehicle Plate No. N | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 400.00 | 400.00 | | |
| Emission Tests of Motor Vehicle Plate No. N | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 350.00 | 350.00 | | |
| Emission Tests of Motor Vehicle Plate No. N | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 350.00 | 350.00 | | |
| Insurance of Motor Vehicle Plate No. S/J | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 5,000.00 | 5,000.00 | | |
| Insurance of Motor Vehicle Plate No. J/A | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 250.00 | 250.00 | | |
| Insurance of Motor Vehicle Plate No. J/A | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 250.00 | 250.00 | | |
| Insurance of Equipments (Fire) | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 8,000.00 | 8,000.00 | | |
| Fidelity Bond of Regional Director | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 11,250.00 | 11,250.00 | | |
| Fidelity Bond of Supervising CDS | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 11,250.00 | 11,250.00 | | |
| Fidelity Bond of Disbursing Officer | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 11,250.00 | 11,250.00 | | |
| Fidelity Bond of Special Disbursing Officer | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 4,500.00 | 4,500.00 | | |
| Fidelity Bond of Property Officer | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 3,500.00 | 3,500.00 | | |
| Fidelity Bond of Accountant | Extension Office | YES | Direct Contracting | Indicate Date | Indicate Date | Indicate Date | Indicate Date | GoP | 500.00 | 500.00 | | |

Prepared by:

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