

### Cooperative Development Authority Region III Extension Office Annual Procurement Plan for FY 2024

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 IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Security Service (for CDA RO3 Building)	Admin	YES	Competitive Bidding	Dec-23	Dec-23	Dec-23	Dec-23	GoP	859704.08	959,704.08		to secure the building and the perimeter area of the office
	Procurement of Security Service (for Palayan City Building)	Admin	YES	Competitive Bidding	Jan-24	Jan-24	Jan-24	Jan-24	GoP	988542	988,542.00		to secure the building and the perimeter area of the office
	Procurement of Utility Water	Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-24	Jan-24	GoP	84000	84,000.00		For official use in the CDA RO3 office
	Procurement of Purified Water	Admin	NO	NP-53.9 - Small Value Procurement	Jan-24	N/A	Jan-24	Jan-24	GoP	43200	43,200.00		For consumptiop of CDA personnel and clients
	Procurement of Electricity	Admin	NO	Direct Contracting	N/A	N/A	Jan-24	Jan-24	GoP	432000	432,000.00		For official use in the CDA RO3 office
	Procurement of Internet provider/upgrading	ICTS	NO	Direct Contracting	N/A	N/A	Jan-24	Jan-24	GoP	360000	360,000.00		For official use in the CDA RO3 office
	Procurement of Telecom provider	ICTS	NO	Direct Contracting	N/A	N/A	Jan-24	Jan-24	GoP	60000	60,000.00		For official use in the CDA RO3 office (RD's provision of Telecom plan)
	Procurement of Pest Control	GSS/Admin	YES	NP-53.9 - Small Value Procurement	Mar-24	N/A	Mar-24	Mar-24	GoP	45000	45,000.00		to secure the building assets and CDA RO3 documents from pest infestation
	BAC TRAINING (venue, food and training requirements)	Admin	NO	Shopping	Mar to Jun 2024	N/A	Mar to Jun 2024	Mar to Jun 2024	GoP	8000	8,000.00		for BAC members training on the updates on procurement
	Procurement of check books	Finance/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-24	Jan-24	GoP	12000	12,000.00		For official use in the CDA RO3 office
	Taxes, duties and licenses	Finance/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-24	Jan-24	GoP	7500	7,500.00		For official use in the CDA RO3 office
	Fidelity Bond Premium	Finance/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan to Mar 2024	Jan to Mar 2024	GoP	39000	39,000.00		For official use in the CDA RO3 office
	Building Insurance	GSS/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	May-24	May-24	GoP	91382.38	91,382.38		for the maintenance of CDA RO3 building
	Repair and maintenance of Building	GSS/Admin	NO	NP-53.9 - Small Value Procurement	Oct to Dec 2024	N/A	Oct to Dec 2024	Oct to Dec 2024	GoP	23000	23,000.00		for the maintenance of CDA RO3 building
	Cleaning of airconditioning units	GSS/Admin	NO	NP-53.9 - Small Value Procurement	Aug-24	N/A	Aug-24	Aug-24	GoP	12000	12,000.00		for the maintenance of CDA RO3 building
	Servicing and repair of Airconditioning Units	GSS/Admin	NO	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	20000	20,000.00		for the maintenance of CDA RO3 building
	Procurement of air conditioning units	GSS/Admin	NO	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	100000	100,000.00		for the maintenance of CDA RO3 building
	Servicing, refill and purchase of Fire Extinguisher	GSS/Admin	NO	NP-53.9 - Small Value Procurement	Aug-24	N/A	Aug-24	Aug-24	GoP	15000	15,000.00		for the maintenance of CDA RO3 building
	Procurement of furniture and fixtures	GSS/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	40000	40,000.00		For official use in the CDA RO3 office

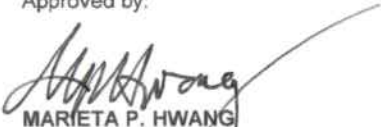
	Miscellaneous and maintenance	Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	30000	30,000.00		For official use in the CDA RO3 office
	Servicing, repair and purchase of Printers	Admin	NO	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	30000	30,000.00		For official use in the CDA RO3 office
	Servicing, repair and purchase of Laptops	ICTS	NO	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	100000	100,000.00		For official use in the CDA RO3 office
	Meals and Snacks for Staff meeting	HR/Admin	NO	Shopping	Jul and Dec 2024	N/A	Jul and Dec 2024	Jul and Dec 2024	GoP	300000	300,000.00		For official use in the CDA RO3 office
	Job Order Services	Admin	NO	Direct Contracting	N/A	N/A	Jan-24	Jan-24	GoP	444612	444,612.00		Driver and MIS personnel
	Registration of Motor Vehicle	GSS/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Oct-24	Oct-24	GoP	3000	3,000.00		for the maintenance of CDA RO3 service vehicle Avanza
	Vehicle Insurance	GSS/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jul and Oct 2024	Jul and Oct 2024	GoP	20000	20,000.00		for the maintenance of CDA RO3 service vehicle Avanza and Innova
	Procurement of Gasoline	GSS/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	240000	240,000.00		for the use of CDA RO3 service vehicle Avanza and Innova
	Procurement of Autosweep Load	GSS/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	36000	36,000.00		for the use of CDA RO3 service vehicle Avanza and Innova
	Procurement of Easytrip Load	GSS/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	84000	84,000.00		for the use of CDA RO3 service vehicle Avanza and Innova
	Procurement of Tire for vehicle	GSS/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	40000	40,000.00		for the use of CDA RO3 service vehicle Avanza and Innova
	Servicing and repair of service vehicle	GSS/Admin	NO	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	GoP	150000	150,000.00		for the maintenance of CDA RO3 service vehicle Avanza and Innova
	Safety and emergency preparedness seminar(food and training requirements)	GSS/Admin	NO	Shopping	Mar to Sep 2024	N/A	Mar to Sep 2024	Mar to Sep 2024	GoP	35000	35,000.00		For CDA RO3 employees training on emergency preparedness and safety protocol update
	Quality Management System (QMS) Program	IQA	NO	Shopping	Sep to Nov 2024	N/A	Sep to Nov 2024	Sep to Nov 2024	GoP	40000	40,000.00		For official use in the CDA RO3 office
	Conduct of Koopbalitaan	CRITS	NO	Shopping	4th quarter 2024	N/A	4th quarter 2024	4th quarter 2024	GoP	1000	1,000.00		For official use in the CDA RO3 office
	Cooperative Month Celebration	CRITS	NO	Shopping	Oct-24	N/A	Oct-24	Oct-24	GoP	100000	100,000.00		For official use in the CDA RO3 office
	Business Continuty Management for CDA RO3 and Cooperative	CRITS	NO	Shopping	2nd sem 2024	N/A	2nd sem 2024	2nd sem 2024	GoP	15000	15,000.00		For official use in the CDA RO3 office
	CDA Regional Gawad Parangal	CRITS	NO	Shopping	4th quarter 2024	N/A	4th quarter 2024	4th quarter 2024	GoP	80000	80,000.00		For official use in the CDA RO3 office
	CL-RCDC meeting	CRITS	NO	Shopping	4th quarter 2024	N/A	4th quarter 2024	4th quarter 2024	GoP	16000	16,000.00		For official use in the CDA RO3 office
	Conduct of VAWC activity	CRITS	NO	Shopping	4th quarter 2024	N/A	4th quarter 2024	4th quarter 2024	GoP	45000	45,000.00		For official use in the CDA RO3 office
	Conduct of TOT with SUC's	CRITS	NO	Shopping	Quarterly	N/A	Quarterly	Quarterly	GoP	3000	3,000.00		For official use in the CDA RO3 office

Conduct of orientations/caravan in relation to RA 11535	CRITS	NO	Shopping	Quarterly	N/A	Quarterly	Quarterly	GoP	100850	100,850.00		For official use in the CDA RO3 office
Anti-Virus License	ICTS	NO	Shopping	1st quarter 2024	N/A	1st quarter 2024	1st quarter 2024	GoP	20000	20,000.00		For official use in the CDA RO3 office
Attendance to PAGBA Seminar	Finance	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	8000	8,000.00		For official use in the CDA RO3 office

Prepared by:

  
ALJEORY C. GALANG  
CDS II

Approved by:

  
MARIETA P. HWANG  
Regional Director