

**Cooperative Development Authority Region III Extension Office Annual Procurement Plan for FY 2025**

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Security Service (for CDA RO3 Building)	Admin	YES	Competitive Bidding	Dec-24	Dec-24	Dec-24	Dec-24	GoP	988542	988,542.00		to secure the building and the perimeter area of the office
	Procurement of Security Service (for Palayan City Building)	Admin	YES	Competitive Bidding	Jan-25	Jan-25	Jan-25	Jan-25	GoP	988542	988,542.00		to secure the building and the perimeter area of the office
	Procurement of Janitorial Service	Admin	YES	Competitive Bidding	Dec-24	Dec-24	Dec-24	Dec-24	GoP	240000	240,000.00		to maintain cleanliness at the office
	Procurement of Utility Water	Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	Jan-25	Jan-25	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-25	N/A	Jan-25	Jan-25	GoP	43200	43,200.00		For consumptiop of CDA personnel and clients
	Procurement of Electricity	Admin	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	480000	480,000.00		For official use in the CDA RO3 office
	Procurement of direct internet access (DIA) subscription	ICTS	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	264000	264,000.00		For official use in the CDA RO3 office (source fund: SAA)
	Procurement of interactive white board	ICTS	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	149250	149,250.00		For official use in the CDA RO3 office (source fund: SAA)
	Procurement of video conferencing system	ICTS	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	159000	159,000.00		For official use in the CDA RO3 office (source fund: SAA)
	Procurement of ICT supplies	ICTS	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	200000	200,000.00		For official use in the CDA RO3 office (source fund: SAA & MOOE)
	ICT repairs & maintenance	ICTS	NO	NP-53.9 - Small Value Procurement	as need arises	N/A	as need arises	as need arises	GoP	31250	31,250.00		For official use in the CDA RO3 office (source fund: SAA)
	Procurement of Telecom provider	ORD	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	60000	60,000.00		For official use in the CDA RO3 office (RD's provision of Telecom plan)
	Procurement of Telecom provider	Admin	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	GoP	72000	72,000.00		For official use in the CDA RO3 office (telephone line)
	Procurement of Pest Control	GSS/Admin	YES	NP-53.9 - Small Value Procurement	Mar-25	N/A	Mar-25	Mar-25	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	Oct to Dec 2025	N/A	Oct to Dec 2025	Oct to Dec 2025	GoP	120000	120,000.00		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-25	Jan-25	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-25	Jan-25	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 2025	Jan to Mar 2025	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-25	May-25	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	as need arises	N/A	as need arises	as need arises	GoP	50000	50,000.00		for the maintenance of CDA RO3 building
Cleaning of airconditioning units	GSS/Admin	NO	NP-53.9 - Small Value Procurement	Aug-25	N/A	Aug-25	Aug-25	GoP	15000	15,000.00		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	50000	50,000.00		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-25	N/A	Aug-25	Aug-25	GoP	20000	20,000.00		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	50000	50,000.00		For official use in the CDA RO3 office
Meals and Snacks for Staff meeting	HR/Admin	NO	Shopping	Jul and Dec 2025	N/A	Jul and Dec 2025	Jul and Dec 2025	GoP	400000	400,000.00		For official use in the CDA RO3 office
Accommodation, Meals and Snacks for planning assessment	Planning	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	400000	400,000.00		For official use in the CDA RO3 office
Job Order Services	Admin	NO	Direct Contracting	N/A	N/A	Jan-25	Jan-25	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-25	Oct-25	GoP	5000	5,000.00		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 2025	Jul and Oct 2025	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	180000	180,000.00		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

Service 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/ fire and earthquake drill (food and training requirements)	HR/Admin	NO	Shopping	Mar to Sep 2025	N/A	Mar to Sep 2025	Mar to Sep 2025	GoP	55000	55,000.00	For CDA RO3 employees training on emergency preparedness and safety protocol update
Celebration of Womens Month	HR/Admin	NO	Shopping	Mar-25	N/A	Mar-25	Mar-25	GoP	15000	15,000.00	For official use in the CDA RO3 office
Fees, Meals and snacks for training of personnel	HR/Admin	NO	Shopping	as need arises	N/A	as need arises	as need arises	GoP	250000	250,000.00	For official use in the CDA RO3 office
Quality Management System (QMS) Program	IQA	NO	Shopping	Sep to Nov 2025	N/A	Sep to Nov 2025	Sep to Nov 2025	GoP	40000	40,000.00	For official use in the CDA RO3 office
Conduct of Koopbalitaan	CRITS	NO	Shopping	4th quarter 2025	N/A	4th quarter 2025	4th quarter 2025	GoP	1000	1,000.00	For official use in the CDA RO3 office
Cooperative Month Celebration	CRITS	NO	Shopping	Oct-25	N/A	Oct-25	Oct-25	GoP	100000	100,000.00	For official use in the CDA RO3 office
Business Continuity Management for CDA RO3 and Cooperative	CRITS	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	15000	15,000.00	For official use in the CDA RO3 office
CDA Regional Gawad Parangal	CRITS	NO	Shopping	4th quarter 2025	N/A	4th quarter 2025	4th quarter 2025	GoP	80000	80,000.00	For official use in the CDA RO3 office
CL-RCDC meeting	CRITS	NO	Shopping	4th quarter 2025	N/A	4th quarter 2025	4th quarter 2025	GoP	16000	16,000.00	For official use in the CDA RO3 office
Conduct of VAWC activity	CRITS	NO	Shopping	4th quarter 2025	N/A	4th quarter 2025	4th quarter 2025	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
Meals, Snacks, Accomodations for roll out of CDA-PCA partnership	CPDAS	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	3000000	3,000,000.00	For official use in the CDA RO3 office (source fund: SAA)
ICT, supplies, semi-expendable equipments and grants for CDA-PCA partnership	CPDAS	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	2000000	2,000,000.00	For official use in the CDA RO3 office (source fund: SAA)
Admin cost for roll out of CDA-PCA partnership	CPDAS	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	200000	200,000.00	For official use in the CDA RO3 office (source fund: SAA)
Meals, Snacks, accomodations for Presidential Directives implementation	Planning	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	400,000.00	400,000.00	For official use in the CDA RO3 office (source fund: SAA)
ICT, supplies, semi-expendable equipments and grants for Presidential Directives implementation	Planning	NO	Shopping	2nd sem 2025	N/A	2nd sem 2025	2nd sem 2025	GoP	600,000.00	600,000.00	For official use in the CDA RO3 office (source fund: SAA)
Anti-Virus License	ICTS	NO	Shopping	1st quarter 2025	N/A	1st quarter 2025	1st quarter 2025	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:

  
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Approved by:

  
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