



**COOPERATIVE DEVELOPMENT AUTHORITY
REGION VII EXTENSION OFFICE**

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ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE FINAL UPDATED [Version No.] _____

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Lease of Venue, Hotel Accommodation, and other Miscellaneous	CDA-R7	Lease of venue with catering services for various trainings, seminars, meetings and other related activities of the office (Budget Forum, GAD, Quarterly Assessments, Revalida, Developmental & Regulatory trainings, among others)	NP - Lease of Venue	NO	LCRB	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	3,507,000	-	
Common use supplies and equipment not available in PS-DBM	CDA-R7	Supply and delivery of common used office items not available in the PS-DBM (e.g. Toners, inks, printers, etc.)	Small Value Procurement	NO	LCRB	Q1 - 01/2026 Q2 - 04/2026 Q3 - 07/2026 Q4 - 10/2026	Q1 - 01/2026 Q2 - 04/2026 Q3 - 07/2026 Q4 - 10/2026	FY 2026 GAA (MOOE)	232,702	-	Please see attached APP-CSE - Other Items Form
Fuel, Oil and Lubricants	CDA-R7	Purchase of fuel products and other lubricants used for the operation of vehicles in the conduct of various official travels/functions	NP - Direct Retail	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	100,000	-	Procurement of fuel and lubricants for vehicles in official use based on the fuel consumption report.
Water Expenses	CDA-R7	Supply and delivery of purified drinking water for drinking purposes and tap water for sanitation/toilet use for the period January to December 2026	-	NO	-	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	32,000	-	Renewal of water service contract for the period January to December 2026, based on the attached report with historical details of water consumption.
Electricity Expenses	CDA-R7	Supply of electricity for the period January to December 2026	-	NO	-	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	525,000	-	Renewal of electrical service for the period January to December 2026, based on the attached report with historical details of electric consumption.
Postage and Courier Services	CDA-R7	Delivery of official communications/packages for FY 2026	-	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	80,000	-	Renewal of courier service for the period January to December 2026, based on the attached report with historical details of courier and postage consumption.
Telephone Expense-Mobile	CDA-R7	Provision of communication expenses for client coordination and information dissemination for the period January to December 2026	-	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	312,000	-	For communication allowance of the personnel.
Internet Subscription	CDA-R7	Renewal of Contract for the period January to December 2026	-	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	50,000	-	Renewal of Contract for the period January to December 2026
Other Professional Expenses	CDA-R7	Acquisition of notarial services for contracts and other official documents	Direct Acquisition	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	6,000	-	

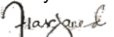
Other General Services	CDA-R7	Renewal of contracts for ICT and janitorial services personnel for the period January to December 2026	-	NO	-	01/2026	12/2026	FY 2026 GAA (MOOE)	120,000		Renewal of contracts for ICT and janitorial services personnel
Repairs & Maintenance- Office Equipment	CDA-R7	To include labor, materials, and delivery in the conduct of repair and maintenance of various Office equipment for the period January to December 2026	Direct Acquisition	NO	-	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	40,000		To include labor, materials, and delivery in the conduct of repair and maintenance of various office equipment
Repairs and Maintenance- ICT Equipment	CDA-R7	To include labor, materials, and delivery in the conduct of repair and maintenance of various ICT equipment for the period January to December 2026	Direct Acquisition	NO	-	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	10,000		To include labor, materials, and delivery in the conduct of repair and maintenance of various ICT equipment
Repairs & Maintenance- Motor Vehicle	CDA-R7	To include labor, materials, and delivery for various unforeseen repair and maintenance of Motor Vehicle for the period January to December 2026	Direct Acquisition	NO	-	01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	22,000		To include labor, materials, and delivery for various unforeseen repair and maintenance of Motor Vehicle
Rent/Lease Expenses-Building & Structure	CDA-R7	Renewal of Rental Contract for the period January to December 2026	-	NO	-	Jun-26	Jun-26	FY 2026 GAA (MOOE)	1,506,000		
Travelling Expenses of Personnel	CDA-R7	Travelling expenses of personnel while conducting official business for January to December 2026.	-	NO	-	Jan-26	Dec-26	FY 2026 GAA (MOOE)	4,394,000		
Procurement of Executive Table for Adjudication Section	Adjudication	Procurement of three units Executive Table for Adjudication Section	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	27,000.00		
Procurement of Executive Black Chair for Adjudication Section	Adjudication	Procurement of one unit Executive Black Chair for Adjudication Section	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	15,000.00		
Procurement of High Quality Projector with Tripod	Adjudication	Procurement of one unit High Quality Projector with Tripod	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	35,000.00		
Procurement of Screen Projection	Adjudication	Procurement of one unit Screen Projection	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	10,000.00		
Procurement of Laptop Computer	Adjudication	Procurement of one unit Laptop Computer	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	50,000.00		
Procurement of Digital Voice Recorder	Adjudication	Procurement of one unit Digital Voice Recorder	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	10,000.00		
Procurement of Wireless Conference Microphone Unit with Unidirectional condenser Mic, Priority On/Off Buttons and Red Light Indicators	Adjudication	Procurement of one unit Wireless Conference Microphone Unit with Unidirectional condenser Mic, Priority On/Off Buttons and Red Light Indicators	Direct Acquisition	NO		Jun-26	Jun-26	FY 2025 GAA (Continuing MOOE)	24,000.00		
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Contingency Procurement	CDAR7	Provision that would address various procurement that may arise.	Direct Acquisition	NO		01/2026 to 12/2026	01/2026 to 12/2026	FY 2026 GAA (MOOE)	403,000.00		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Common Used Supplies & Equipment - Available at PS	CDAR7	Common used office items available in the PS-DBM	NP - Agency to Agency	NO	-	Q1 - 01/2026 Q2 - 04/2026 Q3 - 07/2026 Q4 - 10/2026	Q1 - 01/2026 Q2 - 04/2026 Q3 - 07/2026 Q4 - 10/2026	FY 2026 GAA (MOOE)	145,298.00		Please see attached APP-CSE Forms

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: -

Total Amount of CSEs to be purchased from PS-DBM: 145,298.00
Total Amount of Estimated Budget: 11,656,000.00

Prepared by:



CAREN JANE D. ALAS
Head, BAC Secretariat

Recommended by:

By the Authority of the Bids and Awards Committee:


GLORIA V. BARRIDO
Chairperson, BAC

Approved by:


CRISTINA H. VILLAMIL
Head of the Procuring Entity

Date: January 30, 2026

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