COOPERATIVE DEVELOPMENT AUTHORITY REGION V EXTENSION OFFICE

ANNUAL PROCUREMENT PLAN FOR FY 2026

INDICATIVE (/) FINAL UPDATED [Version No. _____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS			
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)**	**PROCUREMENT STRATEGY OR TOOLS**	**REMARKS (Other relevant descriptions of the procurement project, if applicable)**
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											
Procurement of Cashier Checks & Official Receipts	Cashier	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*15,000.00*	Direct Acquisition	
Procurement of Employee Biometric machine	HR/ICT	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*15,000.00*	Direct Acquisition	
Procurement of the Foods, Accommodation and Venue for 2026 CDA Work Financial Planning & Workshop	RO/Field Personnel	General Services	Negotiated Procurement - Lease of Real Property and Venue	No	MEARB	01/2026	12/2026	GoP	*₱250,000.00*	Alternative Procurement -Lease of Real Property and Venue	
Procurement of 2026 Quarterly Assessment (1st & 2nd Quarter, Mid-Year Assessment & Year-End Assessment (205,000.00 per Activities)	RO/Field Personnel	General Services	Negotiated Procurement - Lease of Real Property and Venue	No	MEARB	02/2026	12/2026	GoP	*₱820,000.00*	Alternative Procurement -Lease of Real Property and Venue	
Procurement of the Learning and Development Activities for CDA Region V Employees	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*₱40,000.00*	Direct Acquisition	
Procurement of Gender and Development Training & Seminar Workshops/Activities	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*₱40,000.00*	Direct Acquisition	
Procurement of Medical Kits such as Medicine , Bandages, First Aid Kits and among others	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*5,000.00*	Direct Acquisition	
Procurement/Subscription on Attendance-Based Certificate Automation/ Online Application Subscription for Editing of Layouts of Tarpaulin and other documents	ICT/CRITS/CPDAS	Goods	Negotiated Procurement - Direct Retail Purchase	No	MEARB	02/2026	12/2026	GoP	*5,000.00*	Alternative Procurement (Negotiated Procurement)	
Procurement & delivery of Fuel, Oil and Lubricants for motor vehicles	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*284,000.00*	Direct Acquisition	
Procurement of Utility Expenses (Water & Electricity)	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*400,000.00*	Direct Acquisition	
Procurement of Communication Expenses Postage and Courier, Mobile, Landline and Internet Connections	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*640,000.00*	Direct Acquisition	
Procurement of Security Services (Watchman)	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*250,000.00*	Direct Acquisition	
Procurement of Services of Information and Communication Technology Personnel	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*250,000.00*	Direct Acquisition	
Delivery of Repair Service and Maintenance (CDA Building)	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*120,000.00*	Direct Acquisition	
Delivery of Repair Service of the Wooden cabinet as the result of ISO findings and office equipment	SES/Planning/CSF	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*10,000.00*	Direct Acquisition	
Delivery of Repair and Maintenance (ICT Equipment)	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*15,000.00*	Direct Acquisition	
Delivery of Repair Services Repair and Maintenance (Motor Vehicle)	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*100,000.00*	Direct Acquisition	
Procurement of Advertising Expenses	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*5,000.00*	Direct Acquisition	
Procurement of Shirts & Printing of CDA Polo Shirt	RO/Field Personnel	Goods	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*30,000.00*	Direct Acquisition	
Procurement of Rent /Lease Expenses	RO/Field Personnel	General Services	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*110,000.00*	Direct Acquisition	
Procurement of Taxes Insurance Premiums and Other Fees (GSIS, Fidelity Bond)	RO/Field Personnel	Agency to Agency	Direct Acquisition	No	MEARB	02/2026	12/2026	GoP	*95,000.00*	Direct Acquisition	
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 3,499,000.00
Total Amount of CSEs to be purchased from PS-DBM: 0
Total Amount of Estimated Budget: 3,499,000.00

Prepared by:

MELVIN B. ASTIBE - CDS II

Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Date : 01/28/2026

Recommended by:
By the Authority of the Bids and Awards Committee:

ATTY. MYK XAVIER L. ALBAO - Attorney III

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : 01/29/2026

Approved by:

ATTY. EMILIO D. ESCUETA III - Director III

Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : _____