

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

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202010	Training Expense	CDA-Caraga	Small Value Procurement	January - December 2025				GoP	1,169.00	1,169.00	-	Expenses for all training to be attended by the CDA RXIII EO Personnel
50203010	Office Supplies	CDA-Caraga	Shopping	January - December 2025				GoP	703,000.00	703,000.00	-	Procurement of office supplies needed for the CDA RXIII operation
50203020	Accountable Forms	CDA-Caraga	Direct Contracting	January - December 2025				GoP	5,000.00	5,000.00	-	For use of the Cashier
50203090	Fuel, Oil & Lubricants	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	400,000.00	400,000.00	-	Renewal of regular and recurring services
50204010	Utility Expense (Water)	CDA-Caraga	Direct Contracting	January - December 2025				GoP	100,000.00	100,000.00	-	For office water consumption
50204020	Utility Expense (Electricity)	CDA-Caraga	Direct Contracting	January - December 2025				GoP	400,000.00	400,000.00	-	For office electricity consumption
50205010	Communication Expenses (Postage & Courier)	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	36,000.00	36,000.00	-	Renewal of regular and recurring services
50205020	Communication Expenses (Telephone)	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	25,000.00	25,000.00	-	For delivery of office communications
50205020	Communication Expenses (Mobile)	CDA-Caraga	Direct Contracting	January - December 2025				GoP	66,000.00	66,000.00	-	For delivery of office communications
50212990	Janitorial Services	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	163,000.00	163,000.00	-	Renewal of regular and recurring services
50212990	Security Services	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	322,000.00	322,000.00	-	Renewal of regular and recurring services
50212990	Other General Services	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	224,000.00	224,000.00	-	Renewal of regular and recurring services
50213050	Repair and Maintenance - Building	CDA-Caraga	Small Value Procurement	As Scheduled				GoP	152,000.00	152,000.00	-	For office operation
50213050	Repair and Maintenance - Office Equipment	CDA-Caraga	Small Value Procurement	As Scheduled				GoP	106,000.00	106,000.00	-	For office operation
50213070	Repair and Maintenance - Furniture and Fixtures	CDA-Caraga	Small Value Procurement	As Scheduled				GoP	20,000.00	20,000.00	-	For office operation
50213060	Repair and Maintenance - Motor Vehicle	CDA-Caraga	Small Value Procurement	As Scheduled				GoP	80,000.00	80,000.00	-	For office operation
50221190	Repair and Maintenance - Extra and Miscellaneous Expense	CDA-Caraga	Small Value Procurement	As Scheduled				GoP	84,000.00	84,000.00	-	For other office operation needs
50215010	Taxes, Duties and Licenses	CDA-Caraga	Direct Contracting	Annual				GoP	11,000.00	11,000.00	-	For office operation
50215020	Fidelity Bond Premium	CDA-Caraga	Direct Contracting	Annual				GoP	55,000.00	55,000.00	-	Annual renewal of bondable officials
50215030	Insurance/Reinsurance	CDA-Caraga	Direct Contracting	Annual				GoP	36,000.00	36,000.00	-	Annual renewal of insurance for Office Properties
50299020	Other MOOE (Printing and Publication)	CDA-Caraga	Small Value Procurement	January - December 2025				GoP	37,000.00	37,000.00	-	For office publication
50299050	Rent/Lease Expenses (Office Equipment)	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	30,000.00	30,000.00	-	Renewal of regular and recurring services
50299050	Rent/Lease Expenses (Building & Structures)	CDA-Caraga	Regular and Recurring Services	January - December 2025				GoP	639,000.00	639,000.00	-	Renewal of regular and recurring services
50299030	Representation Expense	CDA-Caraga	Small Value Procurement	January - December 2025				GoP	1,050,000.00	1,050,000.00	-	For office operation

ALLYN GEE Y. NILLAMA
CDS II/ Property Custodian/ Supply Officer

RONEL L. PENDON
CDS II/ Budget Officer

DR. MONTAO HONEYA R. ALAWI
Regional Director

