



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												
Procurement of Check Books	Finance	Goods	NP-Agency-to-Agency	No		02/2026	03/2026	NEP 2026	P	12,000.00		
Taxes, duties and licenses	Finance	Goods	NP-Agency-to-Agency	No		02/2026	03/2026	NEP 2026	P	7,500.00		
Fidelity Bond Premium	Finance	Goods	NP-Agency-to-Agency	No		02/2026	03/2026	NEP 2026	P	39,000.00		
Annual Dues	Admin/Finance	Goods	NP-Agency-to-Agency	No		01/2026	01/2026	NEP 2026	P	40,000.00		
Utility and Communication Expense												
Procurement of Security Service for CDA RIII EO Building	Admin	Goods	Competitive Bidding	Yes	LCB/LCRB	12/2025	01/2026	NEP 2026	P	991,966.27	Early Procurement Activity Renewal of Regular & Recurring Services	
Procurement of Security Service for CDA Palayan City Building	Admin	Goods	Competitive Bidding	Yes	LCB/LCRB	12/2025	01/2026	NEP 2026	P	991,966.27	Early Procurement Activity Renewal of Regular & Recurring Services	
Procurement of Janitorial Service for CDA RIII EO Building	Admin	Goods	Competitive Bidding	No	LCB/LCRB	01/2026	01/2026	NEP 2026	P	250,000.00	Renewal of Regular & Recurring Services	
Procurement of Utility Water	Admin	Goods	NP-Agency-to-Agency	No		01/2026	12/2026	NEP 2026	P	72,000.00		
Procurement of Purified Water	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	15,000.00		
Procurement of Electricity	Admin	Goods	NP-Agency-to-Agency	No		01/2026	12/2026	NEP 2026	P	420,000.00		
Procurement of Internet Access (DIA) Subscription	Admin/ ICTS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	P	264,000.00		
Procurement of Telecom provider	Admin/ICTS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	P	60,000.00		
Procurement of Pest Control	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	P	50,000.00		
Building Insurance	Admin	Goods	NP-Agency-to-Agency	No		03/2026	04/2026	NEP 2026	P	91,382.38		
Repair and Maintenance of Building	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	50,000.00		
Repair and Maintenance of Airconditioning Units	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	30,000.00		
Servicing, refill and purchase of Fire Extinguisher	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	08/2026	08/2026	NEP 2026	P	15,000.00		
Procurement of furniture and fixtures	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	15,000.00		
Repair of furniture and fixtures	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	10,000.00		
Repair and Maintenance Service of Water Tank	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	50,000.00		
Repair and Maintenance Service of Official Vehicle for Toyota Innova (SNJ 7997)	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	80,000.00		
Repair and Maintenance Service of Official Vehicle for Toyota Avanza (SCA 6205)	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	80,000.00		
Registration of Two (2) Motor Vehicle	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	05/2026	07/2026	NEP 2026	P	10,000.00		
Vehicle Insurance	Admin	Goods	NP-Agency-to-Agency	No		07/2026	10/2026	NEP 2026	P	20,000.00		
Procurement of Gasoline, Easytrip & Autosweep load replenishment	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	420,000.00		
Procurement of Tire and Service Accessories	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	50,000.00		
Supply and Materials Expense												
Other Supplies and Materials not available in PS-DBM	Admin	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	688,186.40		
Supply and Delivery of IT equipment such as printers & laptops necessary for the daily administrative and operational requirements of the agency.	ICTS	Goods	Competitive Bidding	No	LCB/LCRB	01/2026	12/2026	NEP 2026/SA	P	73,999.00		
Printing Service (Tarpauline) for various activities	Admin/ICTS	Goods	Small Value Procurement	No	LCQ/LCRQ	as need arises	as need arises	NEP 2026	P	30,000.00		
Catering Service and Supply for Training/Activities												
Meals and snacks for implementation of the following function/ activities : 1. Adjudication 2. Alternative Dispute Resolution 3. Hearings	Legal	Goods	Small Value Procurement	No	LCB/LCRB	01/2026	12/2026	NEP 2026	P	280,000.00		

Meals, snacks and materials for implementation of the following CRITS activities : 1. Global Money Week Celebration 2. International Day of Cooperatives 3. Forum for Accredited Cooperative Training Provider 4. Conduct of Local/ Regional Recognition Ceremony (Koopbest) 5. Celebration of Coop Month (Kooplympics) 6. Youth Leadership Program 7. Cooperative Development Specialist Revalidation and Improvement Program (CRISP)	CRITS	Goods	Small Value Procurement	No	LCB/LCRB	01/2026	12/2026	NEP 2026	P	530,000.00		
Meals, Snacks, Accommodation and supplies for the conduct of: 1. Conduct of HRMPSB 2. Conduct of exit conference 3. Sports and wellness activity 4. Conduct of REXECOM meeting 5. Target Setting Workshop, 1st sem Assessment & Planning and Year End Review and Assessment	HR/Planning	Goods	Small Value Procurement	No	LCB/LCRB	01/2026	12/2026	NEP 2026	P	1,070,000.00		
Meals, Snacks, Venue and supplies for the conduct of: 1. CSF's Membership Expansion Program (MEP) 2. Orientation on FCPA and new issuances 3. Start-up Course and strategic planning for newly registered CSF-Coop 4. Organizational Meeting 5. CSF Roadshow and Orientations seminar	CSF	Goods	Small Value Procurement	No	LCB/LCRB	02/2026	10/2026	NEP 2026	P	674,280.00		
Others												
Meals, Snacks, Accommodations, and transportation for the implementation of following activities and programs for Coconut Farmers Cooperative (CFCs) related to the implementation of CFIDP in partnership with PCA 1. Training on coop enterprise development (2-3 trainings) 2. Training on operation and management (2-3 trainings) 3. Consultation with LGUs 4. Consultation with CFCs/CFAs/CFOs 5. Market Assistance and Development 6. Handholding program for CFOs/CFAs/CFCs 7. Development/Production and printing of IEC and promotional materials for CFCs 8. Study/field visit for CFCs 9. Pre-Registration Seminars (PRS)	CPDAS	Goods	Competitive Bidding	No	LCB/LCRB	05/2026	12/2026	Coconut Farmers & Industry Trust Fund/ CFIDP-SAA	P	280,000.00		
Meals, Snacks, Accommodations, and transportation for the conduct of 2026 Central Luzon CFC Summit	CPDAS	Goods	Competitive Bidding	No	LCB/LCRB	09/2026	09/2026	Coconut Farmers & Industry Trust Fund/ CFIDP-SAA	P	600,000.00		
Procurement of laptops and printer for qualified CFCs	CPDAS	Goods	Competitive Bidding	No	LCB/LCRB	06/2026	12/2026	Coconut Farmers & Industry Trust Fund/ CFIDP-SAA	P	1,200,000.00		
ICT, supplies, semi-expendable and equipments for CDA-PCA partnership	CPDAS	Goods	Competitive Bidding	No	LCB/LCRB	06/2026	12/2026	Coconut Farmers & Industry Trust Fund/ CFIDP-SAA	P	300,000.00		
Procurement of equipment for the Pag-Abot Program implementation	CPDAS	Goods	Competitive Bidding	No	LCB/LCRB	07/2026	08/2026	Special Purpose Fund/ SAA	P	100,000.00		
Mailing through registered mail and courier service of Orders, Decisions and Resolutions	Legal	Service	Small Value Procurement/ NP-Agency-to-Agency	No	LCB/LCRB	01/2026	12/2026	NEP 2026	P	180,000.00		
Procurement of ICT and semi-expandable items and equipment for conduct of Adjudication	Legal	Goods	Small Value Procurement	No	LCB/LCRB	01/2026	12/2026	NEP 2026/ SAA	P	150,000.00		
Hiring of technical speakers in the conduct of: 1. Womens Month Celebration 2. Internal Training for Personnel based training plan 3. Employee training/ capacity building acquired from external training provider	HR	Service	Consultancy Service	No	HRRB	01/2026	12/2026	NEP 2026	P	355,000.00		
Procurement of airfare and land transportation for the conduct of Human Resource Development Plan	HR	Goods	Small Value Procurement	No	LCB/LCRB	03/2026	04/2026	NEP 2026	P	300,000.00		
Participation to inter-agency activities 1. HR Conference 2. CSC Celebration of Buwan ng mga Bayani	HR	Goods	Small Value Procurement	No	LCB/LCRB	01/2026	12/2026	NEP 2026	P	40,000.00		
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)												
Procurement of Common-Used Supplies and Equipment with PS-DBM	Admin	Goods	NP-Agency-to-Agency	No	N/A	January 2026	December 2026	NEP 2026	P	5,465,676.03		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: P 1,983,932.54
Total Amount of CSEs to be purchased from PS-DBM: P 5,465,676.03
Total Amount of Estimated Budget: _____

Prepared by:


ALJEDRY C. GALANG

Signature over Printed Name

Position/Designation

Bids and Awards Committee Secretariat/
Purchasing Officer

Date : January 28 2026

Recommended by:

By the Authority of the Bids and Awards Committee:


Atty. MACY N. MARCELO

Signature over Printed Name

Position/Designation

Bids and Awards Committee Chairperson

Date : January 28 2026

Approved by:


MARIETA P. HWANG

Signature over Printed Name

Position/Designation

Head of the Procuring Entity

Date : January 28 2026