



**COOPERATIVE DEVELOPMENT AUTHORITY
REGION IX EXTENSION OFFICE
ANNUAL PROCUREMENT PLAN FOR FY 2026**

INDICATIVE FINAL UPDATED [Version No. _____]

Project Title	End-User or Implementing Unit	PROCUREMENT PROJECT DETAILS				PROJECTED TIMELINE (MM/YYYY)				FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
		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 11	Column 12		
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													
Catering Services for Trainings/Activities/Others													
Conduct of Coop Serbisyo Caravan	SES	Procurement of catering services, accommodation and others for 6 trainings, seminars and others activities.	Small Value Procurement	No	LCRB	02/2026	04/2026	GAA 2026	1,179,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on February, March and April, 2026.		
Staff Conference (RPAPC) *Recognition Program (Awards & Incentives) - Local	HR	Procurement of catering services, accommodation and others for 6 trainings, seminars and others activities.	Small Value Procurement	No	LCRB	03/2026	12/2026	GAA 2026	660,000.00	Renewal of Regular and Recurring Services	Delivery goods every quarter as scheduled.		
CAPACITY BUILDING / L&D *Supervisory Development Course - Tracks 1, 2 & 3 *Seminar on Administrative Justice (RACCS) *Training for Continuing Professional Development *Other Trainings (In-House/CSC) per Training Plan	HR	Procurement of catering services, accommodation and others for 8 trainings, seminars and others activities.	Small Value Procurement	No	LCRB	03/2026	12/2026	GAA 2026	660,000.00	Renewal of Regular and Recurring Services	Delivery goods every quarter as scheduled.		
HUMAN RESOURCE DEVELOPMENT PROGRAM *Annual HRD Program *CDA PRAISE *Human Resource (HR) Conference *Human Resource Merit & Placement Selection Board	HR	Procurement of catering services, accommodation and others for 7 trainings, seminars and others activities.	Small Value Procurement	No	LCRB	02/2026	04/2026	GAA 2026	255,000.00	Renewal of Regular and Recurring Services	Deliver the goods within the prescribed period which is quarterly.		
INTERNAL MEETINGS *Regional Office Performance Management Team *Regional Executive Committee (REXECOM) *Mini-Management Meeting (GAD) *Capacity Building Activities / Seminars & Trainings *Plan and Budget Activity	HR	Procurement of catering services, accommodation and others for 15 trainings, seminars and others activities. Catering services, accommodation and others for 9 trainings, seminars and others activities.	Small Value Procurement	No	LCRB	02/2026	04/2026	GAA 2026	39,000.00	Renewal of Regular and Recurring Services	Deliver the goods within the prescribed period which is mostly monthly.		
CDA ANNIVERSARY CELEBRATION *Meals and other incidental expenses	HR	Procurement of catering services, accommodation and others activities.	Small Value Procurement	No	LCRB	08/2026	08/2026	GAA 2026	20,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on August, 2026.		

Med-Con Training for Mediation-Conciliation Committees	LEGAL	Inclusive of AM and PM snacks and buffet lunch for 55 participants in two (2) separate and the same activities.	Small Value Procurement	No	LCRB	06/2026	11/2026	GAA 2026	110,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on June and November, 2026
Orientation on CDA Laws Awareness Program	LEGAL	Inclusive of AM and PM snacks and buffet lunch for 15 participants in two (2) separate and the same activities.	Small Value Procurement	No	LCRB	04/2026	10/2026	GAA 2026	35,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on May and October, 2026
Merger and Consolidation Orientation	REGISTRATION SECTION	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	250,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on March, May, July, September and November 2026
ROADSHOW *Start Up Orientation *Strategic Planning *Meeting *FCPA Orientation	CSF	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	05/2026	10/2026	GAA 2026	280,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be on May, June, July, September and October 2026
Training on Financial, Risk, and Credit Management for Cooperatives engaged in Savings and Credit Services	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	60,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Consultative Meeting with Cooperative Development Officers	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	32,700.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
C/Pro Enhancement Training	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026		Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Gawad parangal orientation for potential cooperative nominees	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	37,500.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Regional Screening Committee Meeting under CDA Gawad Parangal Program	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	9,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Regional Board of Judges Meeting under the CDA Gawad Parangal Program	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	15,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Plaque of Recognition for the Regional Awarding Ceremony	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	40,600.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026

Production of Audio Visual Presentation	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	20,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
CBCR Assessment Tool Training for Cooperatives	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	150,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Training on CBCR Plan for cooperatives	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	75,000.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Gender Sensitivity Training for Cooperatives	CRITS	Catering services, accommodation and others needed in this activities.	Small Value Procurement	No	LCRB	03/2026	11/2026	GAA 2026	37,500.00	Renewal of Regular and Recurring Services	Target date of delivery will be within March to November 2026
Building Inauguration for Regional Training Center	GSS	Goods	Small Value Procurement	No	LCRB	02/2026	04/2026	GAA 2026	70,000.00	Renewal of Regular and Recurring Services	Within this year depending on the completion of the building and advisory from the Head Office.
Building Inauguration for Regional Office	GSS	Goods	Small Value Procurement	No	LCRB	02/2026	04/2026	GAA 2026	70,000.00	Renewal of Regular and Recurring Services	Within this year depending on the completion of the building and advisory from the Head Office.
Conduct of 5s Activity	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	24,000.00	Renewal of Regular and Recurring Services	This is a monthly activity.
Office Rental	GSS	Services	Direct Contracting	Yes	LCRB	01/2026	12/2026	GAA 2026	720,000.00	Early Procurement Activities	This is a whole year leasing of the building.
Electricity Expenses	GSS	Goods	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	263,738.06	Renewal of Regular and Recurring Services	One year consumption of the goods
Drinking Water	GSS	Goods	Direct Contracting	Yes	LCRB	01/2026	12/2026	GAA 2026	15,000.00	Early Procurement Activities	One year consumption of the goods
Water Expenses	GSS	Goods	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	28,479.06	Renewal of Regular and Recurring Services	One year consumption of the goods
Postage & Courier	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	78,341.74	Renewal of Regular and Recurring Services	One year consumption of the goods
Fuel	GSS	Goods	Direct Contracting	Yes	LCRB	01/2026	12/2026	GAA 2026	130,344.17	Early Procurement Activities	One year consumption of the goods
Telephone-Mobile	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	74,857.38	Renewal of Regular and Recurring Services	One year procurement of services

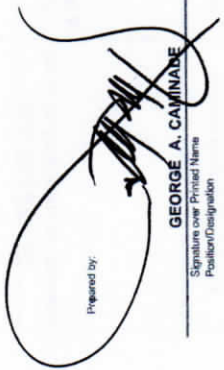
Telephone-Landline	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	3,000.00	Renewal of Regular and Recurring Services	One year procurement of services
Internet Subscription	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	317,999.92	Renewal of Regular and Recurring Services	One year procurement of services
Janitorial Services	GSS	Services	Direct Contracting	Yes	LCRB	01/2026	12/2026	GAA 2026	162,281.24	Early Procurement Activities Renewal of Regular and Recurring Services	One year procurement of services
Other General Services (Driver)	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	576,146.38	Renewal of Regular and Recurring Services	One year procurement of services
Security Services	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	718,044.12	Early Procurement Activities Renewal of Regular and Recurring Services	One year procurement of services
Repairs & Maintenance - Vehicle	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	104,072.00	Renewal of Regular and Recurring Services	One year procurement of services
Taxes, Duties and Licenses	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	6,269.00	Renewal of Regular and Recurring Services	One year procurement of services
Fidelity Bond Premiums	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	45,930.75	Renewal of Regular and Recurring Services	One year procurement of services
Insurance	GSS	Goods	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	34,782.59	Renewal of Regular and Recurring Services	One year procurement of services
Accountable Forms	GSS	Services	Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	4,000.00	Renewal of Regular and Recurring Services	One year procurement of services
Legal Services	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	9,250.00	Renewal of Regular and Recurring Services	One year procurement of services
Fire Drill	GSS	Goods	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	4,500.00	Renewal of Regular and Recurring Services	One year procurement of services
Earthquake Drill	GSS	Goods	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	4,500.00	Renewal of Regular and Recurring Services	One year procurement of services
Procurement of Tokens Miniature Pagadian Tricycle	GSS	Goods	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	2,900.00	Renewal of Regular and Recurring Services	One year consumption the goods
Procurement of Car Cover	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	20,598.00	Renewal of Regular and Recurring Services	One year consumption the goods
Aircon Cleaning/ Repair & Maintenance	GSS	Services	Small Value Procurement	No	LCRB	01/2026	12/2026	GAA 2026	11,100.00	Renewal of Regular and Recurring Services	One year procurement of services
Office supplies Not available at PS-DBM	GSS	Goods	Small Value Procurement	No	LCRB	04/2026	11/2026	GAA 2026	100,000.00	Renewal of Regular and Recurring Services	Target procurement will be on April and October 2026
Representation Expenses	GSS	Procurement of meal, snacks, accommodation and tokens/gives aways and others	Small Value Procurement	No	LCRB	04/2026	10/2026	GAA 2026	203,517.00	Renewal of Regular and Recurring Services	As the need arises Target procurement will be on April and October 2026

Miscellaneous Items (for Direct Acquisition only)
 G.A. 332-4.03A.14-42002

Common Use Supplies and Equipment (CSE) to be Procurement of Common-Use Supplies and Equipment with PS-DBM	GSS	Goods	NP-Agency to Agency	No	LCRB	04/2026	10/2026	GAA 2026	104,996.67	Renewal of Regular and Recurring Services	Target procurement will be on April and October 2026

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 1,027,625.41
 Total Amount of CSEs to be purchased from PS-DBM: 104,996.67
 Total Amount of Estimated Budget: 9,055,348.08

Prepared by: 
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Secretariat
 Date: _____

GEORGE A. CAMINADE
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Secretariat
 Date: _____

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

 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Chairperson
 Date: JAN 29 2026

ATTY. MYRNA MARIBERTO SANTOS-GODOY
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Chairperson
 Date: JAN 29 2026

Approved by:

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

RUBEN CUNANAN, JR.
 Signature over Printed Name
 Position/Designation
 Head of the Procuring Entity
 Date: _____