

CDA-National Capital Regional Office Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/P osting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Office Supplies: Continous Ink	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
	Certificate Frames	CDA-MEO Employees (CRITS)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
	Special Paper for Certificates	CDA-MEO Employees (CRITS)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	Procurement of Computer Equipment: USB 32gb	CDA-MEO Employees (MIS)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	Procurement of Wireless Mouse/USB Headset and camera for desktop computer/laptop	CDA-MEO Employees (MIS)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	150,000.00	15,000.00		
	Laptop	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00		
	Ink Tank Printer	CDA-MEO Employees (SES and CSF)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	28,000.00	28,000.00		
	Canva Subscription	CDA-MEO Employees (MIS)	YES	Shopping	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
	Procurement of Janitorial/Cleaning Materials	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
	Procurement of Electrical Supply: Bulbs,wirings, extension cords internet and telephone wirings	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	Procurement of Office Equipment: Office Tables:Wooden top office desk legs metal	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00		
	Office Chairs with fix arms	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00		
	Biometric	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00		
	Car Vacuum	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	3000	3000		
	Pressure washer	CDA-MEO Employees	YES	Shopping	N/A	N/A	N/A	N/A	GoP	3000	3000		
	Dry Seal	CDA-MEO Employees (SES)	yes	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		

Prepared by:

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Approved by:

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Regional Director