



# COOPERATIVE DEVELOPMENT AUTHORITY Region IV-B Extension Office

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## 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
<b>Training Building Expenses/Capacity</b>	All RO Personnel	Training Expenses for the conduct of various trainings/Year-end Assessment	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	2,576,000.00		
<b>Supplies and Material Expenses</b>	RO	Procurement of Office Supplies from other Sources	IRR of RA No. 12009 Sec. 32 (SVP)	No	LCRB	February 2026	August 2026	GAA 2026	425,000.00		
	Cashiering	Procurement of Accountable Forms	IRR of RA No. 12009 Sec. 32.2 (Direct Acquisition)	No		February 2026	August 2026	GAA 2026	5,000.00		
	General Services Section	Fuel, Oil and Lubricant Expenses for RP vehicle	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	84,000.00		
	RO and FO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
<b>Utility Expenses</b>	RO	Procurement of drinking water and water utility	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	50,000.00		
	RO and FO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
	RO and FO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
	RO	Electricity Consumption Expenses	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	360.00		
<b>Communication Expenses</b>	RO	Postage and Courier Services	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	50,000.00		
	RO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
	RO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
	RO	Telephone Expenses	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	72,000.00		
	RO	Mobile Expenses	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	72,000.00		
	RO	Internet Subscription Expenses	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	176,000.00		
<b>Confidential, Intelligence and Extraordinary Expenses</b>	RD	Extraordinary and Miscellaneous Expenses	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	95,000.00		
	RO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		
	RO	Procurement of Semi-expendable office equipment (steel cabinets, tables, swivel chairs, etc.)	N/A (To be undertaken by Administration)	No	LCRB	January 2026	December 2026	GAA 2026	145,000.00		

<b>Professional Services</b>	RO	Legal Services ( notarial fee etc.)	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	10,000.00		
<b>General Services</b>	RO	Janitorial Services	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	175,000.00		
	RO	Procurement of Security Services	IRR of RA No. 12009 Sec. 31.2 (Direct Contracting)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	610,000.00		
	RO	Other General Services	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	373,000.00		
<b>Repairs and Maintenance</b>	RO	Machinery and Equipment	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	59,000.00		
	RO	Maintenance of Office Equipment (Aircon, etc.)	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	10,000.00		
	RO	Other Machineries and Equipment	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	49,000.00		
	RO	Transportation Equipment	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	40,000.00		
	RO	Motor Vehicle	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	40,000.00		
	RO	Other Property, Plant and Equipment	N/A (To be undertaken by Administration)	No	LCRB, MEARB	January 2026	December 2026	GAA 2026	100,000.00		
<b>Taxes, Insurance Premiums and Other Fees</b>	Accountable Officers	Fidelity Bond Premiums	N/A	No		June 2026		GAA 2026	60,000.00		
	General Services Section	Insurance of PPEs and MVs	N/A	No		March 2026	November 2026	GAA 2026	35,000.00		
<b>Other Maintenance and Operating Expenses</b>	RO	Printing and Publication Expenses	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	10,000.00		
	RD	Representation Expenses	N/A	No		January 2026	December 2026	GAA 2026	100,000.00		
	RO	Building rental of CDA EO	IRR of RA No. 12009 Sec. 31 (Direct Contracting)	No		January 2026	December 2026	GAA 2026	720,000.00		
	RO	Other Maintenance and Operating Expenses	N/A (To be undertaken by Administration)	No		January 2026	December 2026	GAA 2026	20,000.00		

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:** -  
**Total Amount of CSEs to be purchased from PS-DBM:** -  
**Total Amount of Estimated Budget:** **7,031,360.00**

Prepared by:

  
**NELCY D. DIMATULAC**  
Procurement In-Charge

Signature over Printed Name  
Position/Designation

*Bids and Awards Committee Secretariat*

Date : January 27, 2026

Recommended by:

By the Authority of the Bids and Awards Committee:

  
**ATTY. RICHARD E. ILAGAN**  
Acting Supervising CDS

Signature over Printed Name  
Position/Designation

*Bids and Awards Committee Chairperson*

Date : January 27, 2026

Approved by:

  
**ALBERTO A. SABARIAS**  
Regional Director

Signature over Printed Name  
Position/Designation

*Head of the Procuring Entity*

Date : January 27, 2026