



COOPERATIVE DEVELOPMENT AUTHORITY
NCR 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
General Requirements											
Capability Building for SES/Inspectors and Related Training/Regulation (New System Orientation, Compliance Forum)	CDA-NCR-SES	Lease of Venue, Meals, Supplies, Materials, Fare and related Travel Expenses	Small Value Procurement; Direct Acquisition	Yes	N/A	01-Feb-26	01-Apr-26	GoP	100,000.00	Use of Framework Agent	
Other activities related to Supervision (Handholding Caravan and others)	CDA-NCR-SES	Supplies, Materials, Fare and related Travel Expenses	Small Value Procurement; Direct Acquisition	Yes	N/A	01-Feb-26	01-Apr-26	GoP	50,000.00	Renewal of Regular Recurring Services	
Printer	CDA-NCR-SES	Equipment	Small Value Procurement	No	N/A	01-Jul-26	01-Dec-26	GoP	20,000.00	Warehousing and Inventory Activities	
Office Supplies and Materials	CDA-NCR Extension Office	Goods	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	100,000.00	Renewal of Regular Recurring Services/Warehousing and Inventory Activities	
Attendance to the Closing of Books and Budget Forum	CDA-NCR-Finance	Hotel Accomodation, Airfare, Fare and related travel expenses,TEV	Small Value Procurement	Yes	N/A	Jan-26	Mar-26	GoP	160,000.00	Pooled Procurement; Use of Framework Agent	
Attendance to the COA Exit Conference a. Representation b. Supplies"	CDA-NCR-Finance	Meals, Goods	Small Value Procurement	Yes	N/A	Mar-26	Apr-26	GoP	15,000.00	Renewal of Regular Recurring Services	
Attendance to the Mid-Year Assessment	CDA-NCR-Finance	Hotel Accomodation, Airfare, Fare and related travel expenses,TEV	Small Value Procurement	No	N/A	Jun-26	Aug-26	GoP	60,000.00	Pooled Procurement; Use of Framework Agent	
Attendance to the COA Entrance Conference a. Representation b. Supplies	CDA-NCR-Finance	Meals, Goods	Small Value Procurement	No	N/A	Aug-26	Oct-26	GoP	15,000.00	Pooled Procurement	
Attendance Continuing Professional Developments - Accountant	CDA-NCR-Finance	Accountant registration, Airfare and TEV	Small Value Procurement	No	N/A	Apr-26	Dec-26	GoP	90,000.00	Pooled Procurement; Use of Framework Agent	
Steel Cabinet	CDA-NCR-Finance	Equipment	Small Value Procurement	Yes	N/A	Feb-26	Apr-26	GoP	15,000.00	Warehousing and Inventory Activities	
Capacity Building for CSF Cooperatives	CDA-NCR-CSF	Lease of Venue, Meals, Supplies, Travel Expenses and Token	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	30,000.00	Renewal of Regular Recurring Services	

Attendance to the Mid-Year Assessment and CSF Congress	CDA-NCR-CSF	Traveling Expenses (Plane and Land/Sea fare and Hotel Accommodation)	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	50,000.00	Pooled Procurement; Use of Framework Agent
Strengthening Partnership, Linkages and Support Mechanisms for the Organization, Registration and Supervision of CSF Cooperatives	CDA-NCR-CSF	Venue, Meals, Travel Expenses, Tokens and Supplies	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	55,000.00	Use of Framework Agent; Renewal of Regular Recurring Services
Information and Advocacy	CDA-NCR-CSF	Brochure and other Information, Education and Communication (IEC) Materials	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	15,000.00	Renewal of Regular Recurring Services
Provide TAS to the Credit Surety Fund Cooperatives (CSFs-Coops) Travel Expense Voucher	CDA-NCR-CSF	Travelling Expenses, Supplies, Communication	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	10,000.00	Pooled Procurement; Use of Framework Agent
Technical/ Legal Assistance to the General Public regarding the enforcement of CDA laws Travel Expenses	CDA-NCR-LEGAL	Travel Expenses	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	5,000.00	Pooled Procurement
CDA Law Awareness Program	CDA-NCR-LEGAL	Venue, Meals, Travel Expenses and Token	Small Value Procurement	No	N/A	Apr-26	Jun-26	GoP	25,000.00	Use of Framework Agent; Renewal of Regular Recurring Services
Attendance to the Mid-Year, Convergence and Year-End Assessment	CDA-NCR-LEGAL	Traveling Expenses (Plane and Land/Sea fare and Hotel Accommodation,TEV	Small Value Procurement	No	N/A	Jun-26	Jul-26	GoP	50,000.00	Pooled Procurement; Use of Framework Agent
Attendance to legal-related trainings/ other capability building activities	CDA-NCR-LEGAL	plane fare, per diems and transpo	Small Value Procurement	No	N/A	Jul-26	Aug-26	GoP	30,000.00	Pooled Procurement; Use of Framework Agent
Conduct of MedCon/ ADR Training/ Orientation	CDA-NCR-LEGAL	Provision of snacks only	Small Value Procurement	No	N/A	Jun-26	Jul-26	GoP	13,500.00	Pooled Procurement
Related Training/Capability Building for Records Personnel	CDA-NCR-ADMIN	Registration, TEV	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	2,000.00	Pooled Procurement; Use of Framework Agent
Related Training/Capability Building for Supply Officer	CDA-NCR-ADMIN	Registration, TEV	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	5,000.00	Pooled Procurement; Use of Framework Agent
Podium	CDA-NCR-ADMIN	Goods	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	20,000.00	Warehousing and Inventory Activities
Heavy Duty Vacuum Cleaner	CDA-NCR-ADMIN	Goods	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	15,000.00	Warehousing and Inventory Activities
Fuel and Maintenance	CDA-NCR-ADMIN	Provision of Fuel and Maintenance	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	243,000.00	Renewal of Regular Recurring Services
PURCHASE OF ICT EQUIPMENTS-usb,headset,keyboard LAN cable	CDA-NCR-ICT	Equipment	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	30,000.00	Warehousing and Inventory Activities

TRAINING FOR CYBER SECURITY FOR NCR PERSONNELS	CDA-NCR-ICT	meals for participant, supplies, and token	Small Value Procurement	No	N/A	Jun-26	Jul-26	GoP	36,000.00	Warehousing and Inventory Activities	
Printer	CDA-NCR-REGISTRATION	Equipment	Small Value Procurement	Yes	N/A	Mar-26	Jun-26	GoP	16,000.00	Warehousing and Inventory Activities	
Attendance to Registration-related trainings	CDA-NCR-REGISTRATION	plane fare, per diems and transpo	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	46,000.00	Pooled Procurement; Use of Framework Agent	
Conduct to cooperatives of Registration-related trainings	CDA-NCR-REGISTRATION	Venue and Meals	Small Value Procurement	No	N/A	May-26	Jun-26	GoP	10,000.00	Use of Framework Agent; Renewal of Regular Recurring Services	
Attendance to the Conference/Training/Forum/Meetings/Consultations	CDA-NCR-ORD	Traveling Expenses, Plane fare and Hotel Accommodation	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	100,000.00	Pooled Procurement; Use of Framework Agent	
Attendance to the CDA-CPAPC	CDA-NCR-ORD	Traveling Expenses Plane fare and Hotel Accommodation	Small Value Procurement	No	N/A	Jul-26	Oct-26	GoP	40,000.00	Pooled Procurement; Use of Framework Agent	
Attendance to Continuing Professional Developments	CDA-NCR-ORD	Traveling Expenses Plane fare and Hotel Accommodation	Small Value Procurement	No	N/A	Jul-26	Oct-26	GoP	30,000.00	Pooled Procurement; Use of Framework Agent	
Representation to Guests and Partners	CDA-NCR-ORD	Meals and Snack, Office Supplies, Travelling Expenses	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	30,000.00	Warehousing and Inventory Activities	
Strategic Alliance and Partnership (Handholding, Recognition of Partners, etc.)	CDA-NCR-ORD	Meal and snacks Office Supplies Travelling Expenses	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	50,000.00	Warehousing and Inventory Activities	
Conduct of Planning Workshop	CDA-NCR-HR	Transportation and per diem, Meals and snacks, Supplies and Materials	Small Value Procurement	Yes	N/A	Jan-26	Jan-26	GoP	100,000.00	Warehousing and Inventory Activities	
Conduct of HRMPSB	CDA-NCR-HR	Meals and snacks, Supplies and Materials	Small Value Procurement	No	N/A	Apr-26	May-26	GoP	27,000.00	Warehousing and Inventory Activities	
Conduct of HRD Program	CDA-NCR-HR	Hotel Accommodation, Airfare,Transportation, TEV	Small Value Procurement	No	N/A	Apr-26	May-26	GoP	1,500,000.00	Pooled Procurement; Use of Framework Agent, Direct Acquisition	
Conduct of CDA Praise	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	7,000.00	Warehousing and Inventory Activities	
Disaster and Risk Management Seminar	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	May-26	Aug-26	GoP	15,000.00	Warehousing and Inventory Activities	


Learning and Development Program	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	Apr-26	Dec-26	GoP	120,000.00	Warehousing and Inventory Activities
HR Conference	CDA-NCR-HR	plane fare, per diems and transpo	Small Value Procurement	No	N/A	Sep-26	Oct-26	GoP	50,000.00	Pooled Procurement; Use of Framework Agent
Retirement and Testimonial Program	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	Yes	N/A	Mar-26	Oct-26	GoP	40,000.00	Warehousing and Inventory Activities
GAD Activity	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	May-26	Jun-26	GoP	20,000.00	Warehousing and Inventory Activities
Sportsfest	CDA-NCR-HR	Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	Nov-26	Dec-26	GoP	25,000.00	Warehousing and Inventory Activities
Midyear Assessment	CDA-NCR-HR	Transpo and per diem, Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	Jun-26	Jul-26	GoP	105,000.00	Warehousing and Inventory Activities
Year-end Assessment and Awarding of Personnel	CDA-NCR-HR	Transpo and per diem, Meals and Snacks, Supplies and Materials	Small Value Procurement	No	N/A	Dec-26	Dec-26	GoP	300,000.00	Warehousing and Inventory Activities
Participation to CPDAD initiated trainings (TEV)	CDA-NCR-CPDAS	TEV	Small Value Procurement	No	N/A	Jun-26	Dec-26	GoP	60,000.00	Pooled Procurement; Use of Framework Agent
Participation to CPDAD CPDAS Assessment	CDA-NCR-CPDAS	Transportation, Per Diem	Small Value Procurement	No	N/A	Nov-26	Dec-26	GoP	30,000.00	Pooled Procurement; Use of Framework Agent
Koop Kapatid Notarial Fee	CDA-NCR-CPDAS	Notarial Services	Small Value Procurement	Yes	N/A	Jan-26	Dec-26	GoP	120,000.00	Engagement of a Procurement Agent/Warehousing and Inventory Activities
Recognition of Big Brother	CDA-NCR-CPDAS	Lease of Venue, Food Accommodation, Training and Seminar Expense, Trasportation	Small Value Procurement	No	N/A	Nov-26	Dec-26	GoP	50,000.00	Use of Framework Agent; Renewal of Regular Recurring Services
Recognition of Big Brother	CDA-NCR-CPDAS	Supplies (Plaque, Cert, Tarp, Bond Paper)	Small Value Procurement	No	N/A	Nov-26	Dec-26	GoP	10,000.00	Warehousing and Inventory Activities
Coop Product Promotion and Trade Fair	CDA-NCR-CPDAS	Supplies, Representation, Travelling	Small Value Procurement	No	N/A	Oct-26	Nov-26	GoP	20,000.00	Warehousing and Inventory Activities
CDA - Department of Social Welfare and Development (DSWD)	CDA-NCR-CPDAS	Supplies, Representation, Travelling	Small Value Procurement	No	N/A	Sep-26	Oct-26	GoP	9,000.00	Warehousing and Inventory Activities
CDA and Private Organizations Partnership - Representation	CDA-NCR-CPDAS	Supplies, Representation, Travelling	Small Value Procurement	No	N/A	Sep-26	Oct-26	GoP	13,000.00	Warehousing and Inventory Activities

Special Assistance for Recovery and Alleviation and/or Assistance for cooperatives affected by calamities/ disasters	CDA-NCR-CPDAS	Lease of Venue (Food and Accommodation) Training and Seminar Expenses	Small Value Procurement	No	N/A	Jun-26	Jun-26	GoP	120,000.00	Renewal of Regular Recurring Services	
Kooperatiba Para Sa Kabataan:Programa, Oportunidad Pangkabuhayan (KPOP)Kooperatiba Para Sa Kabataan:Programa, Oportunidad	CDA-NCR-CPDAS	Lease of Venue (Food and Accommodation) Training and Seminar Expenses and Representation	Small Value Procurement	No	N/A	Jun-26	Jun-26	GoP	125,000.00	Renewal of Regular Recurring Services	
Pag-abot Program	CDA-NCR-CPDAS	Supplies, Representation, Travelling	Small Value Procurement	No	N/A	Apr-26	May-26	GoP	10,000.00	Warehousing and Inventory Activities	
Advocacy Program for PWDs & Elderly	CDA-NCR-CPDAS	Accommodation) (Training and Seminar Expenses),Per Diem and Other Travelling Expenses and Representation	Small Value Procurement	No	N/A	Oct-26	Nov-26	GoP	60,000.00	Renewal of Regular Recurring Services; Warehousing and Inventory Activities	
Writing Off of Accounts Receivables from Cooperatives	CDA-NCR-CPDAS	Supplies , Representation	Small Value Procurement	Yes	N/A	Mar-26	Mar-26	GoP	5,000.00	Warehousing and Inventory Activities	
Resource Persons during quarterly forum	CDA-NCR-CRITS	Honorarium and Per diem	Small Value Procurement	No	N/A	Apr-26	Nov-26	GoP	60,000.00	Engagement of a Procurement Agent, Warehousing and Inventory Activities	
Recognition of LGUs, Coops and Documentation of Cooperatives with Best Practices	CDA-NCR-CRITS	Venue for Awards	Small Value Procurement	No	N/A	Aug-26	Aug-26	GoP	300,000.00	Renewal of Regular Recurring Services; Use of Framework Agent	
seminars and workshop conducted by CRITS	CDA-NCR-CRITS	Meals	Small Value Procurement	Yes	N/A	Feb-26	Dec-26	GoP	17,875.00	Pooled Procurement	
Documentation of Cooperatives with Best Practices	CDA-NCR-CRITS	Supplies and Materials	Small Value Procurement	No	N/A	Aug-26	Sep-26	GoP	150,000.00	Engagement of a Procurement Agent, Warehousing and Inventory Activities	
Conduct of evaluation and validation activities on Awards and Recognition	CDA-NCR-CRITS	Meals and Refreshment	Small Value Procurement	No	N/A	May-26	Jun-26	GoP	50,700.00	Pooled Procurement; Warehousing and Inventory Activities	
Attendance to the Budget Forum, Closing of Books and Year-end Assessment	CDA-NCR-COA	Traveling Expenses Transportation, Plane fare and Hotel Accommodation	Small Value Procurement	Yes	N/A	Feb-26	Dec-26	GoP	30,000.00	Pooled Procurement; Use of Framework Agent	
Attendance Continuing Professional Developments (Auditors)	CDA-NCR-COA	Transportation, Plane fare and Hotel Accommodation	Small Value Procurement	No	N/A	Apr-26	Oct-26	GoP	40,000.00	Pooled Procurement; Use of Framework Agent	
Attendance to CDA Activities in 2026	CDA-NCR-COA	Transportation, Plane fare and Hotel Accommodation	Small Value Procurement	Yes	N/A	Feb-26	Oct-26	GoP	30,000.00	Pooled Procurement; Use of Framework Agent	
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Procurement of Dry Seal	CDA-NCR-SES	Provision of Office Supplies	Direct Acquisition	Yes	N/A	Feb-26	Apr-26	GoP	2,000.00	Warehousing and Inventory Activities	
Self- Stamp Ink	CDA-NCR-SES	Provision of Office Supplies	Direct Acquisition	Yes	N/A	May-26	Jul-26	GoP	6,000.00	Warehousing and Inventory Activities	

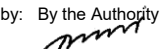
Accountable Forms (Check booklets and Official Receipts)	CDA-NCR-Finance	Check Booklet and Official Receipts	Direct Acquisition	No	N/A	Apr-26	Dec-26	GoP	30,000.00	Engagement of a Procurement Agent
Self-Ink Stamp (Certified True Copy)	CDA-NCR-ADMIN	Provision of Office Supplies	Direct Acquisition	No	N/A	Jun-26	Dec-26	GoP	1,000.00	Warehousing and Inventory Activities
Coopbiz	CDA-NCR-CPDAS	Printing of Brochures	Direct Acquisition	Yes	N/A	Feb-26	Mar-26	GoP	4,000.00	Warehousing and Inventory Activities
Trainers Training to LUCs/SUC	CDA-NCR-CRITS	Professional Fees	Direct Acquisition	Yes	N/A	Mar-26	Jul-26	GoP	40,000.00	Engagement of a Procurement Agent, Warehousing and Inventory Activities
Reproduction of different IEC Materials	CDA-NCR-CRITS	Reproduction of flyers, manuals of operation, policies and other related materials	Direct Acquisition	Yes	N/A	Feb-26	Mar-26	GoP	100,000.00	Engagement of a Procurement Agent, Warehousing and Inventory Activities
GAD/Women's Month, Global Money Week, Internation Day of Cooperative and Cooperative Month Celebration	CDA-NCR-CRITS	Tarps and Standby Tarps	Direct Acquisition	Yes	N/A	Mar-26	Dec-26	GoP	20,000.00	Engagement of a Procurement Agent, Warehousing and Inventory Activities
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)										
Procurement of Common Use Supplies and Equipment (CSE) to PS-DBM	CDA-NCR Extension Office	Goods	Direct Procurement	Yes	N/A	Feb-26	Dec-26	GoP	449,707.64	Warehousing and Inventory Activities; Renewal of Regular Recurring Services

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:

Prepared by: 
MARIETTA G. BAGUNDANG

Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

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

ERMELINA T. RACELIS

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Approved by: 
PEDRO T. DEFENSOR JR.

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

Date : _____

Date : _____

Date : _____