



# COOPERATIVE DEVELOPMENT AUTHORITY

## Region I 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>General Requirements</b>											
Registration Information Caravan	Registration Section	1 Event (Catering/Venue for X pax, Promotional Materials and etc.)	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	2nd Quarter	2nd Quarter	General Fund	₱10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Capability Building Program for Cooperatives: Strengthen Coop Enterprise Through Supply and Value Chain Training/ Seminar on Coop Enterprise Development	CPDAS	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.)	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	March - December 2026	General Fund	₱200,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Koop Kapatid Program	CPDAS	Meals and snacks for the MOA signing	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	January - December 2026	General Fund	₱20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Co-op Biz Orientation	CPDAS	Meals and snacks for the Orientation	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	January - December 2026	General Fund	₱20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Coop Product Promotion and Trade Fair	CPDAS	Meals and snacks for the Trade Fair	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	March - December 2026	General Fund	₱40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Awarding of Financial Assistance to Cooperatives	CPDAS	Meals and snacks for the Awarding Ceremony	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	March - December 2026	General Fund	₱65,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Kooperatiba Para Sa Kabataan: Programa, Oportunidad Pangkabuhayan (KPOP)	CPDAS	Meals and snacks for the KPOP Activity	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	12/2026	March - December 2026	General Fund	₱45,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Capability Building Training for Coconut Farmers Cooperatives	CPDAS	Lot: Accomodation; Venue Rental; Meals and Snacks	Competitive Bidding	No	Most Advantageous Responsive Bid or MARB	December 2026	March - December 2026	Trust Fund	₱3,500,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Provision of Supplies and Training Materials for the Coconut Farmers Organization and Development through Cooperatives (COCOFARMCOOP)	CPDAS	Lot: Various Training Materials (office supplies, other supplies and tarpaulins)	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	December 2026	March - December 2026	Trust Fund	₱500,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Provision of Other Supplies and Training Materials for the Coconut Farmers Organization and Development through Cooperatives	CPDAS	Lot: Token/s	Direct Acquisition	No	-	December 2026	March - December 2026	Trust Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Provision of Other Professional Services for the Coconut Farmers Organization and Development through Cooperatives	CPDAS	Honorarium for Speakers	Direct Contracting	No	-	December 2026	March - December 2026	Trust Fund	₱100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Provision of Professional Services for the Coconut Farmers Organization and Development through Cooperatives	CPDAS	Monitoring and Evaluation Officer	Direct Contracting	No	-	December 2026	March - December 2026	Trust Fund	₱200,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Procurement of Transportation Services for the Coconut Farmers Organization and Development through Cooperatives	CPDAS	Transportation Rental	Competitive Bidding	No	Most Advantageous Responsive Bid or MARB	December 2026	March - December 2026	Trust Fund	₱300,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Procurement of IEC Materials for the Coconut Farmers Organization and Development through Cooperatives	CPDAS	Development/Production and printing of IEC and promotional materials for CFCs	Competitive Bidding	No	Most Advantageous Responsive Bid or MARB	December 2026	March - December 2026	Trust Fund	₱300,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Services of Training Provider (Resource Speaker) for the In-House Training under CSC or other Accredited Training Provider for the implementation of consolidated Learning and Development of CDA R1 Employees	HR	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	June 2026	June 2026	General Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Procurement Services of the Plaques, Certificates and Medals for the Region-Wide Awards Recognition Program named as "Sulong sa I-nobasyon, I-ntegridad at I-nspirasyon, Natatangi sa Aksyon at Galing (SINAG) Awards" (SINAG) Awards every Semester	HR	Plaques (7 Units) Medals (22 Units) Certificates (22 Units)	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	June 2026 & December	June 2026 & December	General Fund	₱70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Provision of meals for the conduct of HRMP SB Meetings	HR	Meals and snacks for the HRMP SB Meetings	Direct Acquisition	No	-	12/2026	12/2026	General Fund	₱5,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Orientation/ Seminar on CSF Membership Expansion Program	CSF	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	May 2026	May 2026	General Fund	₱60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Orientation/ Seminar on Strategic Partnership with Medium and Large Cooperatives with Cooperative Bank	CSF	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	July 2026	July 2026	General Fund	₱60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
CSF Roadshow and Contributors Orientation Seminar	CSF	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	September 2026	September 2026	General Fund	₱40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Capacity Building for CSF Cooperatives	CSF	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	March 2026	April 2026	General Fund	₱70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
FCCA Orientation	CSF	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	March 2026	March 2026	General Fund	₱60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Caravan/Compliance Forum	SES	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	March 2026	March 2026	General Fund	₱100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Information Dissemination of new regulations and guidelines	SES	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	May 2026	May 2026	General Fund	₱60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Information Dissemination of new regulations and guidelines	Legal	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	06/2026	01/08/2026 - 012/2026	General Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Legal Coordination Meetings	Legal	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	06/2026	01/08/2026 - 012/2026	General Fund	₱35,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Compliance forum re Order of Dissolution or Other Directives of CDA issued thru Legal Section	Legal	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	06/2026	01/08/2026 - 012/2026	General Fund	₱20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)

Conduct of Alternative Dispute Resolution	Legal	1 Event (Catering/Venue for X pax, Honorarium, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	06/2026	01/08/2026 - 012/2026	General Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
CDA Law Awareness Program (CLAP)	Legal	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	06/2026	06/2026	General Fund	₱25,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Monthly Rexecom Meetings	Planning	Meals and Snaks	Direct Acquisition	No	-	Jan 2026	Dec 2026	General Fund	₱36,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Planning Assessment	Planning	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	Jan 2026	Jan 2026	General Fund	₱250,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Midyear Assessment	Planning	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	June 2026	June 2026	General Fund	₱250,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Yearend Assessment	Planning	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	Dec 2026	Dec 2026	General Fund	₱250,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Entrance Conference with COA	Finance	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	September 2026	September 2026	General Fund	₱40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Exit Conference with COA	Finance	1 Event (Catering/Venue for X pax, Promotional Materials, Tokens, and etc.	Small Value Procurement	No	Most Advantageous Responsive Bid or MARB	February 2026	February 2026	General Fund	₱40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Security Services for the year 2026	GSS	For office use	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	December 2025	January 2026	General Fund	₱350,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Lease of Office Space for the year 2026	GSS	For office use	Negotiated Procurement	No	Most Advantageous Responsive Bid or MARB	January 2026	December 2026	General Fund	₱1,344,072.84	Renewal of Regular and Recurring Services
Water Supply Service	GSS	For office water consumption	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	December 2025	January 2026	General Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Utility expense (Electricity)	GSS	For office electricity consumption	Direct Acquisition	No	-	January 2026	December 2026	General Fund	₱242,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Annual Physical Inventory of Properties and Supplies	GSS	Meals and snacks	Direct Acquisition	No	-	April 2026	April 2026	General Fund	₱5,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Conduct of Fire Safety Awareness & Drill Orientation	GSS	Snacks and Tokens	Direct Acquisition	No	-	March 2026	March 2026	General Fund	₱10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Insurance, Miscellaneous and Registration of Office Motor Vehicles	GSS	Insurance Requirements, Roadworthiness, Legal Compliance and Identification of the RP Vehicles	Direct Acquisition	No	-	February 2026	October 2026	General Fund	₱29,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Misc. and Maintenance of Motor Vehicles	GSS	Longer Lifespan, Performance, Safety and Reliability of the RP Vehicles	Direct Acquisition	No	-	January 2026	December 2026	General Fund	₱50,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Repair of Office Motor Vehicles	GSS	Longer Lifespan, Performance, Safety and Reliability of the RP Vehicles	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January 2026	December 2026	General Fund	₱20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Fuel, Oil and Lubricant Expenses for Office Motor Vehicles	GSS	Operational Continuity and Longevity of the RP Vehicles	Direct Acquisition	No	-	September 2025	September 2025	General Fund	₱220,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)

Periodic Cleaning and Maintenance of Office Air Conditioning Units	GSS	Regular cleaning ensures efficient cooling, better air quality, lower energy use, fewer breakdowns and longer unit lifespan.	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	March 2026	March 2026	General Fund	₱10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Office Supplies	GSS	Common Use Supplies and Equipment (CSE) to be purchased from other Source	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	February 2026	December 2026	General Fund	₱100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
ICT Office Supplies	ICT	Operational Continuity of ICT Equipments	Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January 2026	December 2026	General Fund	₱300,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Accountable forms	Cashier	For office use	Direct Acquisition	No	-	February 2026	August 2026	General Fund	₱10,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)

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:** 9,711,072.84

Prepared by:

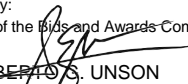
  
 \_\_\_\_\_  
 MELCHOR C. AFICIAL  
 Signature over Printed Name  
 Administrative Assistant II

01/30/2026

Date : \_\_\_\_\_

Recommended by:


By the Authority of the Bids and Awards Committee

  
 \_\_\_\_\_  
 EDILBERTO S. UNSON  
 Signature over Printed Name  
 Supervising CDS  
Bids and Awards Committee Chairperson

01/30/2026

Date : \_\_\_\_\_

Approved by:

  
 \_\_\_\_\_  
 ATTY. FREDERICK JOE N. ROBLES  
 Signature over Printed Name  
 Regional Director  
Head of the Procuring Entity

01/30/2026

Date : \_\_\_\_\_