

**COOPERATIVE DEVELOPMENT AUTHORITY-CORDILLERA EXTENSION OFFICE Annual Procurement Plan for FY 2023**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Trainings and Seminars registration fee	CDA-CAR	Direct Contracting	as the need arises	N/A	N/A	N/A	Gap	301,000.00	301,000.00	N/A	Hotel accommodation and Registration Central Office and other offices
	Procurement of Staff Meetings Expenses	CDA-CAR	Competitive Bidding	quarterly & emergency staff meeting	March, June, Sept, Nov	N/A	N/A	Gap	300,000.00	300,000.00	N/A	Meals and snacks for the regular staff workshop, middle and year-end assessment trainings
	Procurement of ISO Expenses	CDA-CAR	Direct Contracting	September & December	N/A	N/A	N/A	Gap	150,000.00	150,000.00	N/A	Hotel accommodation, meals and snacks External Auditor, and Audit fee for the
	Procurement of Commonly used office supplies and equipment	CDA-CAR	NP-53.9 - Small Value Procurement	quarterly	N/A	N/A	N/A	Gap	196,000.00	196,000.00	N/A	For office use
	Procurement of Commonly used office supplies and equipment	CDA-CAR	NP-53.9 - Small Value Procurement	quarterly	N/A	N/A	N/A	Gap	197,000.00	197,000.00	N/A	For use of other for a nd meetings not to be called by the Head office but will
	Procurement of water consumption	CDA-CAR	Direct Contracting	monthly	N/A	N/A	N/A	Gap	36,000.00	36,000.00	N/A	For office consumption
	Procurement of drinking water	CDA-CAR	NP-53.9 - Small Value Procurement	weekly	N/A	N/A	N/A	Gap	11,000.00	11,000.00	N/A	For office consumption
	Procurement of Electricity	CDA-CAR	Direct Contracting	monthly	N/A	N/A	N/A	Gap	103,000.00	103,000.00	N/A	For office consumption
	Procurement of communication expenses	CDA-CAR	Direct Contracting	monthly	N/A	N/A	N/A	Gap	190,000.00	190,000.00	N/A	For postage, internet, mobile and land
	Procurement of Repairs and Maintenance of office equipment and accessories	CDA-CAR	NP-53.9 - Small Value Procurement	as the need arises	N/A	N/A	N/A	Gap	40,000.00	40,000.00	N/A	Maintenance of IT equipment and soft
	Procurement of Insurances	CDA-CAR	NP-53.9 Agency-to-Agency	N/A	N/A	N/A	N/A	Gap	30,000.00	30,000.00	N/A	GSIS Insurance of service vehicle and equipment
	Procurement of Office Rental	CDA-CAR	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	Gap	926,000.00	926,000.00	N/A	Rent of Office building
	Procurement of Subscription and printing	CDA-CAR	NP-53.9 - Small Value Procurement	monthly / as the need arises	N/A	N/A	N/A	Gap	75,000.00	75,000.00	N/A	Printing of office forms and tarpaulin
	Procurement of Janitorial services	CDA-CAR	Competitive Bidding	annually	January	N/A	N/A	Gap	184,000.00	184,000.00	N/A	Janitorial services for the maintenance premises
	Procurement of Repairs and Maintenance of Service vehicle and motorcycles	CDA-CAR	NP-53.9 - Small Value Procurement	as the need arises	N/A	N/A	N/A	Gap	100,000.00	100,000.00	N/A	Repairs and maintenance of the issued motorcycles including purchase of spare
	Procurement of fidelity bond	CDA-CAR	NP-53.9 Agency-to-Agency	N/A	N/A	N/A	N/A	Gap	30,000.00	30,000.00	N/A	Surety Bond of the Cashier, Regional CDS and the Property Custodian
	Procurement of PPE	CDA-CAR	NP-53.9 - Small Value Procurement	quarterly	N/A	N/A	N/A	Gap	50,000.00	50,000.00	N/A	For office use
	Procurement of fuel for the service vehicle	CDA-CAR	NP-53.9 - Small Value Procurement	monthly / as the need arises	N/A	N/A	N/A	Gap	280,000.00	280,000.00	N/A	Fuel for the service vehicle including m Officers

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