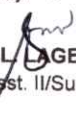


COOPERATIVE DEVELOPMENT AUTHORITY-CAR

Annual Procurement Plan for FY 2025


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/ Posting of IB/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Procurement of Trainings and Seminars registration fee	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	1,000,000.00		1,000,000.00	Registration fees, Hotel & Room accommodation, and Meals & Snacks for the activities to be conducted by the Head Office and the Regional Office
	Procurement of Staff Meetings Expenses	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	600,000.00		600,000.00	Hotel accommodation, meals & snacks, for the conduct of Mid-year and year-end planning & assessment, Staff meetings, and other meetings to be called at the Regional Office by the Head Office, and the Regional Director
	Procurement of ISO Expenses	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	52,000.00		52,000.00	Hotel accommodation, meals & snacks, for the conduct of Internal Audit, and External Audit.
	Procurement of Commonly Used office supplies and equipment	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	400,000.00		400,000.00	Regular office supplies
	Procurement of Commonly Used office supplies and equipment	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	61,000.00		61,000.00	For other fora, and meetings not included in the WFP to be called by the Head Office but without allotted fund
	Procurement of water consumption	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	100,000.00		100,000.00	For office consumption
	Procurement of drinking water	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	47,000.00		47,000.00	For office consumption
	Procurement of Electricity	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	100,000.00		100,000.00	For office consumption
	Procurement of communication expense	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	400,000.00		400,000.00	For postage, internet, mobile phone, and landline telephone
	Procurement of Repairs and Maintenance of office equipment and accessories	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	60,000.00		60,000.00	Maintenance of IT equipment and softwares
	Procurement of insurance	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	50,000.00		50,000.00	GSIS insurance of service vehicles, motorcycles, and office equipment
	Procurement of subscription and printing	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	895,000.00		895,000.00	Printing of various office forms and tarpaulin
	Procurement of Janitorial services	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	150,000.00		150,000.00	Janitorial services for the maintenance of the office premises
	Procurement of Security services	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	150,000.00		150,000.00	Twenty-four (24) hours security of the office premises
	Procurement of repairs and maintenance of office service vehicle and motorcycles	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	220,000.00		220,000.00	Maintenance of the two (2) innova vehicle, and six (6) old motorcycles including purchase of spare parts
	Procurement of fidelity bond	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	15,000.00		15,000.00	Surety bond of the Cashier, Supply Officer, Regional Director, and the Accountant

Procurement of fuel	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	376,000.00		376,000.00	Fuel for the service vehicle and motorcycles
Procurement of construction of office building	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	40,000,000.00		40,000,000.00	Second Phase construction of the office building
Procurement of furnitures and fixtures	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	n/A	January to December	January to December	GoP	80,000.00		80,000.00	Substitute over used, dilapidated office chairs, tables, cabinets, and others
Procurement of ICT equipment	CDA-CAR	YES	NP-53.9 - Small Value Procurement	N/A	N/A	January to December	January to December	GoP	77,000.00		77,000.00	Field Officers requesting projector, and printer. Printers in the Regional Office are malfunctioning

Prepared by: 

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Approved by:

  
**FELICIDAD R. GENON, Phd.**  
OIC Regional Director