## Cooperative Development Authority MIMAROPA Annual Procurement Plan for FY 2024

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity Se					Est	Estimated Budget (PhP)		Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing	Funds	Total	MOOE	со	
260420700017	Procurement of Various Office Suppplies	RO	NO	NP-53.5 Agency-to-Agency	Year Round	N/A			GoP	26,000.00	26,000.00		Supplies available at PS
260420700017	Procurement of Various :	RO	NO	Shopping		N/A			GoP	200,000.00	200,000.00		Supplies based on the approved CSE but not available at PS
	- Common Use Office Supplies				January and July 2024								
	Semi-expendable office equipment     Semi-expendable furniture and fictures												
	- Semi-expendable and other machinery equipment												
	Travelling Expenses	All personnel	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	1,632,000.00	1,632,000.00		For official use of MIMAROPA personnel for attending seminars/travels/conferences
260420700017	Trainings/Capacity Building/Year Round Assessment	All personnel	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	683,000.00	683,000.00		Training Expenses for conduct of various trainings/Year-end Assessment
260420700017	Security Expenses	RO	NO	Direct Contracting	Jan-24			Jan-24	GoP	180,000.00	180,000.00		Provision of security guard
260420700017	Office space rentals	RO	NO	NP-53.10 Lease of Real Property and Venue	Jan-24	N/A		Jan-24	GoP	720,000.00	720,000.00		Monthly rental of office space from Jan-Dec 2024
260420700017	Fuel, Oil and Lubricant Expenses	RO	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	60,000.00	60,000.00		Consumables for office vehicle
260420700017	Water Expenses	RO	NO	Direct Contracting	Year Round	N/A			GoP	18,000.00	18,000.00		Monthly water bill/Drinking water from Jan-Dec 2024
260420700017	Electricity Expenses	RO	NO	Direct Contracting	Year Round	N/A			GoP	150,000.00	150,000.00		Monthly electricity from Jan-Dec 2024
260420700017	Postage and Courier Expenses	RO	NO	Direct Contracting	Year Round	N/A			GoP	100,000.00	100,000.00		Mailing of documents of CDA MIMAROPA
260420700017	Internet Subscription Expense	RO	NO	Direct Contracting	Year Round	N/A			GoP	20,000.00	20,000.00		Monthly subscription of internet service
260420700017	Mobile Expenses	RD	NO	Direct Contracting	Year Round	N/A			GoP	60,000.00	60,000.00		Mobile allowance for Director
260420700017	Fidelity Bond Premium	Cashier	NO	NP-53.5 Agency-to-Agency	2nd Sem of 2024	N/A			GoP	25,000.00	25,000.00		Fidelity Bond of Cashier, GSS, Accountant and RD to Bureau of Treasury
	Procurement of Accountable Forms	Cashier	NO	NP-53.5 Agency-to-Agency	Mar-24					10,000.00	10,000.00		AF 51
260420700017	Extra and Miscellaneous Expenses	RD	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	98,000.00	98,000.00		For official use
260420700017	Representation Expenses	RO	NO	Direct Contracting	Year Round	N/A			GoP	205,000.00	205,000.00		Various expenses such as visitor/guest meals, etc.
260420700017	Insurance/Reinsurance of vehicle	GSS	NO	NP-53.5 Agency-to-Agency	Oct-24				GoP	55,000.00	55,000.00		GSIS Insurance of Vehicles, PPEs
260420700017	Taxes, Duties and Licenses	RO	NO	NP-53.5 Agency-to-Agency	Year Round	N/A			GoP	15,000.00	15,000.00		
260420700017	Transportation and Delivery	RO	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	10,000.00	10,000.00		
260420700017	Repair and Maintenance	RO	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	80,000.00	80,000.00		Maintenance of Office Equipment anf Motor Vehicle
260420700017	Other General Services	RO	NO	NP-53.9 - Small Value Procurement	Year Round	N/A			GoP	245,000.00	245,000.00		JO wages and other office expenses
260420700017	Buildings and Other Structures	RO	NO	Competitive Bidding	Year Round	N/A			GoP	25,000,000.00		25,000,000.00	Construction of CDA MIMAROPA Building at Regiona Government Center, Sta Isabel, Calapan City



Reviewed by:

ATTY. RICHARD E. ILAGAN Acting Supervising CDS BAC Chairperson

Approved by:

ALBERTO A. SABARIAS Acting Regional Director Head of Procuring Entity

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Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity					Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/Op ening of Bids	Notice of Award	Contract Signing	Funds	Total	MOOE	CO	
3010100000	Cooperative Development Program												
	COC ON WHEELS												
	a. Training Expenses - Lease of Venue including meals and												
	accommodation	RO/Coops	NO	Lease of Venue	1st Sem	N/A			GoP	551,096.80	551,096.80		Conduct of Compliance Trainings to cooperatives
	b. Travel Expenses	Regulatory Team	NO		1st Sem				GoP	137,774.20	137,774.20		
	CONSUMERS, MARKETING, PRODUCERS, LOGISTICS (CMPL)												
		RO/CMPL Coop											
	a. Training Expenses	beneficiaries	NO		All Year Round				GoP	100,000.00	100,000.00		Conduct of CMPL Orientation to coop beneficiaries
	<ul> <li>Lease of Venue including meals and</li> </ul>									,			
	accommodation			Lease of Venue									
	b. Travel Expenses	RO Coop	NO		All Year Round				GoP	300,000.00	300,000.00		
	c. Financial Assistance to NOGs/POs	Beneficiaries	NO		All Year Round				GoP	6,200,000.00	6,200,000.00		Livelihood Capital Assistance to Coop Beneficiaries
	MALASAKIT PROGRAM				-								
	a. Travel Expenses	RO	NO		2nd Quarter				GoP	100,000.00	100,000.00		
										,			
	CFIDP												
	a. Training Expenses	RO/CFC/CFA/CF O	NO						GoP	26,834,250.00	26,834,250.00		
	<ul> <li>Lease of Venue including meals and</li> </ul>	RO/CFC/CFA/CF								.,,			
	accommodation	O RO/CFC/CFA/CF	NO	Lease of Venue	All Year Round								
	- Van Rental	O	NO	NP-53.9 - Small Value Procurement	All Year Round								
	- Procurement of office supplies	RO	NO	NP-53.9 - Small Value Procurement	All Year Round								
	<ul> <li>Procurement of training kits</li> </ul>	RO	NO	NP-53.9 - Small Value Procurement	All Year Round								
	- Procurement of corporate giveaways	RO	NO	NP-53.9 - Small Value Procurement	All Year Round								
	Procurement of Polo shirts     Procurement of Laptop and Printer	RO CPDAS	NO NO	NP-53.9 - Small Value Procurement NP-53.9 - Small Value Procurement	All Year Round All Year Round								
	b. Audit Subsidy	RO	NO	NF-53.9 - Small Value Ploculement	All Year Round				GoP	791,500.00	791,500.00		
	b. Addr. Cabolay	i to	110		7 in Four Round				001	101,000.00	101,000.00		
	CAPABILITY ENHANCEMENT OF MICRO AGRICULTURE COOPERATIVE DEVELOPMENT PROJECT												
	a. Financial Assistance to NOGs/POs	Agri Coops	NO		All Year Round				GoP	12,000,000.00	12,000,000.00		
								GRAND TO		47,014,621.00	47 014 621 00		
								GRAND TO	AL	41,014,021.00	41,014,021.00		

Prepared by:

BAC Secretariat

GSS In-Charge/Supply Officer

Reviewed by:

ATTY: RICHARD E. ILAGAN Acting Supervising CDS BAC Chairperson

Approved by:

ALBERTO A. SABARIAS Acting Regional Director Head of Procuring Entity