



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
City Schools Division Office of Dasmariñas

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>											
<b>Human Resource Training and Development Expenses</b>											
Procurement of Lease of Real Property and Venue for the conduct of various activities under Human Resource Training and Development in line with the Program and Projects set by the division	CID	Goods	Lease of Real Property and Venue	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱3,846,000.00		
<b>Training Expenses</b>											
Procurement of Catering Services for the conduct of various activities to be held at SDO Proper and its schools in line with the Program and Projects set by the division	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱1,226,950.00		
Procurement of Lease of Real Property and Venue for the conduct of various activities in line with the Program and Projects set by the division	OSDS	Goods	Lease of Real Property and Venue	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱1,201,100.00		
Procurement of Lease of Real Property and Venue for the conduct of Preparation and consolidation of FY 2025 financial report	OSDS	Goods	Lease of Real Property and Venue	Yes	LCQ/LCRQ	12/2025	01/2026	NEP 2026	₱80,000.00	Early Procurement Activity	
Procurement of Tokens for the conduct of various activities in line with the Program and Projects set by the division	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱164,150.00		
Procurement of Flowers for the conduct of Gawad Sigasig 2026	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱30,000.00		
<b>Fuel, Oil and Lubricants Expenses</b>											
Procurement of Petroleum Fuel, Oil and Lubricant (POL) for issued government vehicles	Administrative Services	Goods	Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions.	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱506,000.00		
<b>Office Equipment Expenses</b>											
Procurement of Supply, Delivery and Installation of Air Conditioning Unit for HNU	HNU	Goods	Small Value Procurement	No	LCQ/LCRQ	03/2026	04/2026	NEP 2026	₱50,000.00		
<b>Other Supplies and Materials Expenses</b>											
Procurement of Design and Built of Paruparo Float for the Magical Paruparo Festival 2026 Float Competition to be held on November 26, 2026	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	10/2026	11/2026	NEP 2026	₱200,000.00		
Procurement of Supplies and Materials for Cultural Program	CID	Goods	Small Value Procurement	No	LCQ/LCRQ	04/2026	04/2026	NEP 2026	₱150,000.00		





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Procurement of Flowers and Chocolates in celebration of Valentines Day	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	02/2026	02/2026	NEP 2026	₱12,000.00		
Procurement of Flowers and Chocolates in celebration of Mothers Day	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	05/2026	05/2026	NEP 2026	₱12,000.00		
Procurement of Potable Drinking Water for daily consumption	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱50,000.00	Renewal of Regular and Recurring Services	
Procurement of Other Supplies and Materials Expenses	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱141,000.00		
<b>Rewards and Incentives Expenses</b>											
Procurement of Tokens, Plaques, and Medals for various activities and competitions initiated by the division	SGOD-HRD	Goods	Small Value Procurement	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱66,000.00		
<b>Repair and Maintenance of School Building and other Structures Expenses</b>											
Procurement of Repairs and Maintenance of CSDO Building	SGOD	Goods	Small Value Procurement	No	LCQ/LCRQ	04/2026	04/2026	NEP 2026	₱300,000.00		
<b>Repair and Maintenance of Office Equipment Expenses</b>											
Procurement of Repair and Maintenance of Office Equipment	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	04/2026	04/2026	NEP 2026	₱55,000.00		
<b>Repair and Maintenance of Motor Vehicle Expenses</b>											
Procurement of Repair and Maintenance of Motor Vehicle for government issued vehicle	OSDS	Goods	Small Value Procurement	No	LCQ/LCRQ	04/2026	04/2026	NEP 2026	₱150,000.00		
<b>Utility and Communication Expenses</b>											
Water Expenses	OSDS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	₱83,000.00	Renewal of Regular and Recurring Services	
Electricity Expenses	OSDS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	₱1,560,000.00	Renewal of Regular and Recurring Services	
Mobile Expenses	OSDS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	₱200,000.00	Renewal of Regular and Recurring Services	
Internet Subscription	OSDS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	₱1,300,000.00	Renewal of Regular and Recurring Services	
<b>Insurance Expenses</b>											
Procurement of Insurance for Government Issued Vehicle	OSDS	Goods	Direct Contracting	No		01/2026	12/2026	NEP 2026	₱20,000.00	Renewal of Regular and Recurring Services	
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											₱3,163,000.00
<b>Drugs and Medicines Expenses</b>											
Procurement of Drugs and Medicines to be used during the Sports Activities	HNU	Goods	Direct Acquisition	No	LCQ/LCRQ	03/2026	04/2026	NEP 2026	₱200,000.00		





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<b>Other Supplies and Materials Expenses not available in PS-DBM</b>											
Procurement of Other Supplies and Materials Expenses thru Petty Cash	OSDS	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱340,000.00		
Procurement of Janitorial Supplies for daily consumption not available in PS-DBM	Administrative Services	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱200,000.00		
Procurement of Automotive Supplies for government issued vehicle	Administrative Services	Goods	Direct Acquisition	No	LCQ/LCRQ	01/2026	12/2026	NEP 2026	₱20,000.00		
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Procurement of Common-Used Supplies and Equipment (CSE) with PS-DBM	PSU	Goods	NP - Agency-to-Agency	No		01/2026	12/2026	NEP 2026	₱500,000.00		

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: ₱80,000.00  
Total Amount of CSEs to be purchased from PS-DBM: ₱500,000.00  
Total Amount of Estimated Budget: ₱12,663,200.00

Prepared by:

JESSICA V. GRIMALDO

Signature over Printed Name  
Administrative Officer IV  
Procurement Unit

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

Recommended by:

By the Authority of the Bids and Awards Committee:

GALILEO L. GO

Signature over Printed Name  
Assistant Schools Division Superintendent/  
Bids and Awards Committee Chairperson

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

Approved by:

ELIAS A. ALICAYA, JR.

Signature over Printed Name  
OIC - Schools Division Superintendent/  
Head of the Procuring Entity

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