Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

COMMISSION ON AUDIT
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ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☐ FINAL ☐ UPDATED [Version No. 86]

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
General Requirements											
Travelling Expenses	OSDS	Annual Travelling Expenses of SDO Employees	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	622,000.00	N/A	Travelling Expenses
Auditing Services	OSDS	Annual Expenses of the Commission on Audit Personnel	Small Value Procurement	No	LCRB	Monthly	Monthly	GAA 2026 - Current Appropriation	36,000.00	N/A	Auditing Services
Janitor and Security Services	OSDS	Payment for One-Year Janitorial and Security Services Contract	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	482,280.00	N/A	Janitor and Security Services
Procurement of Repair Services	OSDS	Quarterly Payment of the Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles	Small Value Procurement	No	LCRB	Quarterly	Quarterly	GAA 2026 - Current Appropriation	434,720.00	N/A	Procurement of Repair Services (e.g. Office Building, equipment, furniture and fixtures, motor vehicles
Payment to Fidelity Bond	OSDS	Annual Payment of the Fidelity Bond of the SDS, Cashier Officer and Supply Officer	N/A	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	270,000.00	N/A	Payment to Fidelity Bond
Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences	OSDS	Quarterly Procurement of the Meals of Participants and Printing Supplies needed for the SDO MANCOM Meetings and Conferences	Small Value Procurement	No	LCRB	Quarterly	Quarterly	GAA 2026 - Current Appropriation	275,000.00	N/A	Procurement of Meals and/or Supplies for the SDO MANCOM Meetings and Conferences
Procurement of Meals and/or Supplies for the Budget/BEDs Preparation	OSDS	Procurement of the Meals of Participants and Printing Supplies needed for the Budget/BEDs Preparation	Small Value Procurement	No	LCRB	02/2026	02/2026	GAA 2026 - Current Appropriation	25,000.00	N/A	Procurement of Meals and/or Supplies for the Budget/BEDs Preparation
Procurement of Meals and Supplies for the CSC Month Celebration	OSDS	Procurement of Meals of Participants and Guests, Tokens and Supplies for the CSC Month Celebration	Small Value Procurement	No	LCRB	09/2026	09/2026	GAA 2026 - Current Appropriation	50,000.00	N/A	Procurement of Meals and Supplies for the CSC Month Celebration
Procurement of Meals and/or Supplies for the Teachers' Month Celebration	SGOD	Procurement of Meals of Participants and Guests, Tokens and Supplies for the Teacher's Month Celebration	Small Value Procurement	No	LCRB	09/2026	10/2026	GAA 2026 - Current Appropriation	200,000.00	N/A	Procurement of Meals and/or Supplies for the Teachers' Month Celebration

Procurement, Distribution and Utilization of various learning resources for learners with disabilities	CID	Various learning resources for learners with disabilities	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026 - Current Appropriation	1,351,000.00	N/A	Original Entry
Procurement of Supplies for the printing and reproduction of supplementary materials for intervention sessions	CID	Consumable Supplies for the printing and reproduction of supplementary materials for intervention sessions	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026 - Current Appropriation	50,015.00	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Supplies for the printing of CGP Modules and Monitoring Tools	CID	Consumable Supplies for the printing of CGP Modules and Monitoring Tools	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2025- Continuing Appropriation	1,100.00	N/A	Original Entry
Procurement of Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program	SGOD	Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026- Current Appropriation	154,192.00	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Equipment for the disaster response and preparedness program	SGOD	hand crack manual siren - 5 pieces	Small Value Procurement	No	LCRB	September 2026	September 2026	GAA 2026- Current Appropriation	85,000.00	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Semi-Expendables for SGOD Office Use	SGOD	High Back executive chair - 1 unit Delivery and installation of 2HP inverter - 1 unit	Small Value Procurement	No	LCRB	September 2026	October 2026	GAA 2026- Current Appropriation	49,000.00	N/A	Original Entry
Procurement of Supplies and materials for Monitoring and Reporting on the Implementation of Various Policy Reforms	CID	Supplies and materials for Monitoring and Reporting on the Implementation of Various Policy Reforms	Small Value Procurement	No	LCRB	September 2026	October 2026	GAA 2026- Current Appropriation	5,355.58	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Supplies for the implementation of FLP-OHSP	CID	Supplies for the implementation of FLP-OHSP	Small Value Procurement	No	LCRB	September 2026	October 2026	GAA 2026- Current Appropriation	12,580.10	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program	SGOD	Additional Supplies and Equipment for the Sports Supplies and Equipment Enhancement Distribution (SSEED) Program	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026- Current Appropriation	22,665.00	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Supplies and Materials for BPLP Activities	SGOD	Consumable Supplies and Materials for BPLP Activities	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026- Current Appropriation	5,000.00	N/A	Savings of the previous procurement (Small Value Procurement)
Procurement of Supplies and Materials for the Universal Prevention Curriculum (UPC) activities and National Drug Education Program (NDEP) Activity	SGOD	Tarpaulin and Printing Materials for the Universal Prevention Curriculum (UPC) activities and National Drug Education Program (NDEP) Activity	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2025- Continuing Appropriation	14,660.00	N/A	Savings from TEV
Procurement of Coffee Maker and Water Dispenser for SDO Use	OSDS	Coffee Maker - 1 unit Water Dispenser - 1 unit	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026- Current Appropriation	10,500.00	N/A	Original Entry
Procurement of Supplies for the Printing of Intervention Materials	CID	Consumable Supplies for the Printing of Intervention Materials	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026- Current Appropriation	7,415.00	N/A	Savings of the previous procurement (Small Value Procurement)

Procurement of Supplies for the Conduct of Monitoring and Reporting on the Implementation of Various Policy Reforms	CID	Filing Box - 9 pieces Double Sided Tape - 4 rolls	Small Value Procurement	No	LCRB	October 2026	October 2026	GAA 2026- Current Appropriation	2,310.15	N/A	Savings of the previous procurement (Small Value Procurement)
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action	SGOD	Professional Service of Resource Speakers/Consultants for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	154,500.00	N/A	Original Entry
Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# Sac 3455	OSDS	Diagnostic Check Up of Service Vehicle Toyota Grandia With Plate# Sac 3455	Direct Acquisition	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	2,504.02	N/A	Original Entry
Repair and Installation of Dental Chair for Enhanced Oral Health Service Delivery	SGOD	Repair and Installation of Dental Chair for Enhanced Oral Health Service Delivery	Direct Acquisition	No	N/A	June 2026	June 2026	GAA 2025 - Continuing Appropriation	26,500.00	N/A	New Item due to the creation of Dental Clinic
Repair, Improvement and Optimization of Solar-Powered Back up System for data Server Cabinet	OSDS	Repair, Improvement and Optimization of Solar-Powered Back up System for data Server Cabinet	Direct Acquisition	No	N/A	June 2026	June 2026	GAA 2025 - Continuing Appropriation	110,000.00	N/A	Original Entry
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Supplies(Petty Cash,Office Supplies/Janitorial/Other Supplies)	OSDS	Office and Janitorial Supplies needed for the SDO Vigan City (Petty Cash, Office Supplies/Janitorial/Other Supplies)	NP-35.5 - Agency-to-Agency	No	N/A	N/A	N/A	GAA 2026 - Current Appropriation	710,000.00	N/A	Supplies of the SDO Vigan City (Petty Cash, Office Supplies/Janitorial/Other Supplies)
Procurement of Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action	SGOD	Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax	NP-35.5 - Agency-to-Agency	No	N/A	May 2026	May 2026	GAA 2026 - Current Appropriation	35,000.00	N/A	Airfare Ticket the Resource Speaker for the Conduct of the Leadership 360: Mastering Exemplary Practice and Transformative Action - 2 pax

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: **0**
Total Amount of CSEs to be purchased from PS-DBM: **745,000.00**
Total Amount of Estimated Budget: **38,620,671.56**

Prepared by:

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Bids and Awards Committee Secretariat
Date : October 16, 2026

Recommended by:

By the Authority of the Bids and Awards Committee

ANNIE D. PAGDILAO, EdD, CESO VI
Assistant Schools Division Superintendent
Bids and Awards Committee Chairperson
Date : October 16, 2026

Approved by:

VILMA D. EDA, CESO V
Schools Division Superintendent
Head of the Procuring Entity
Date : October 16, 2026