



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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 11 | | |
| 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 | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Common Use Office/Equipment Available in PS-DBP | Small Value Procurement/Direct Acquisition | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 680,108.00 | N/A | Please see attached APP-CSE | |
| Common-use Office Supplies/Equipment not Available at PS-DBM | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply and Delivery of Miscellaneous Items Needed for Office Operations and Implementations | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 1,088,543.32 | N/A | - | |
| NON CSE (Other Supplies and Materials) | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Purchase of Fuel Products and Oil Lubricants used for the Operation of Vehicles in the conduct of Official Travels. | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 347,000.00 | N/A | - | |
| Fuel, Oil and Lubricants Expenses | OSDS, SGOD | | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 135,000.00 | N/A | - | |
| Water Services | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply Water Utilities | Direct Contracting | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 547,000.00 | N/A | - | |
| Electricity Services | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply of Electricity | Direct Contracting | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 238,000.00 | N/A | - | |
| Mobile Expenses | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Communication Allowance for Authorized Official/Employees for the period January 2026 - December 2026 | Reimbursement | No | - | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 69,000.00 | N/A | - | |
| Landline | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply of Landline Services | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 435,000.00 | N/A | - | |
| Internet Services | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply of Internet Service Provider | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 326,000.00 | N/A | - | |
| Delivery of Security Services | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Procurement of Security Services | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 12,000.00 | N/A | - | |
| Repair and Maintenance of Office Equipment | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Supply and Delivery of Parts and Services in the Conduct of Repair and Maintenance Services of Office Equipment | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 96,000.00 | N/A | - | |
| Periodic Maintenance and Repair of Motor Vehicles | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Preventive Periodic Maintenance of Deped VAN, Pick up & Multicab | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 104,000.00 | N/A | - | |
| Renewal of Fidelity Bond Premiums | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Renewal of Bond for Accountable Officers | Agency to Agency | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | | N/A | - | |



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| PROCUREMENT PROJECT DETAILS | | | | | PROJECTED TIMELINE (MM/YY) | | | FUNDING DETAILS | | | |
|--|---------------------------------------|---|-------------------------|--|--|-------------------------------|-----------------------------|----------------------------------|---|-------------------------------|---|
| 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) | PROCUREMENT STRATEGY OR TOOLS | REMARKS (Other relevant descriptions of the procurement project, if applicable) |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 | Column 12 |
| Travelling Expenses | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Fare and Per Diem of Authorized Travel of Official/Employees | N/A | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 560,000.00 | N/A | - |
| Registration and Fare Expenses | OSDS, ASDS, CID, SGOD, ADMIN, FINANCE | Registration, Fare and Per Diem of Authorized Officials/Employees Attending Trainings | N/A | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 173,000.00 | N/A | - |
| Training Expenses | CID, SGOD | Human resource development for personnel in schools and learning centers | Small Value Procurement | No | Lowest Calculated and Responsive Bid (LCRB) | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 883,000.00 | N/A | - |
| Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009 | | | | | | | | | | | |
| None | | | | | | | | | | | |
| Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (Kindly indicate the summary/total amounts only) | | | | | | | | | | | |
| Common-use Office Supplies/Equipment Available at PS-DBM | OSDS, ASDS, CID, SGOD, ADMIN | Common Use Office/Equipment not Available in PS-DBP | Procurement of CSE | No | N/A | 01/2026 | 12/2026 | GAA 2026 - Current Appropriation | 484,348.68 | N/A | Please see attached App-CSE |

Total Amount of Estimated Budget for EPA Projects: 484,348.68
 Total Amount of CSEs to be purchased from PS-DBM: 6,188,000.00
 Total Amount of Estimated Budget:

Prepared by:

CHRISTIAN SCHALL CAPON
 Bids and Awards Committee Secretariat

Date: 01/26/2026

Recommended by:

JOHN ARIEL A. LAGURA, PHD
 Bids and Awards Committee Chairperson

Date: 01/26/2026

Approved by:

WILFREDO D. BINALAGOS, PHD, CESO V
 Head of the Procuring Entity

Date: _____