

DEPARTMENT OF EDUCATION-SCHOOLS DIVISION OFFICE OF AURORA

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
General Requirements											
MEALS AND SNACKS											
Conduct of Executive Meeting	OSDS	Conduct of Executive Meeting	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 240,000.00	Competitive Bidding	
Gender and Development	SGOD	Gender and Development	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 1,000,000.00	Competitive Bidding	
Program for Senior Citizen and PWD	SGOD	Program for Senior Citizen and PWD	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 200,000.00	Competitive Bidding	
Training-Workshop on Preparation of Liquidation Reports	OSDS-Accounting	Training-Workshop on Preparation of Liquidation Reports	Competitive Bidding	Yes	Yes	October 2025	January 2026	OPERATIONS-MOOE	₱ 70,100.00	Competitive Bidding	
Entrance and Exit Conference with COA	OSDS-Accounting	Entrance and Exit Conference with COA	Competitive Bidding	Yes	Yes	October 2025	January 2026	GASS-MOOE	₱ 25,000.00	Competitive Bidding	
Training/Orientation on PRIME-HR	OSDS-HRMO	Training/Orientation on PRIME-HR	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 75,100.00	Competitive Bidding	
Meals and Snacks and venue Training-Workshop on Critical Content in Science for MATATAG Curriculum (Key Stages 2 & 3)	CID	Meals and Snacks and venue Training-Workshop on Critical Content in Science for MATATAG Curriculum (Key Stages 2 & 3)	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 211,050.00	Competitive Bidding	
Meals and Snacks and venue for the Capacity Building on the Science Investigatory Project and Innovation Proposal Development of Science Research Advisers	CID	Meals and Snacks and venue for the Capacity Building on the Science Investigatory Project and Innovation Proposal Development of Science Research Advisers	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 116,550.00	Competitive Bidding	
Meals for the participants in 2-Phase Training-Writeshop on the Development and Digitization of Contextualized ALS Worksheets	CID	Meals for the participants in 2-Phase Training-Writeshop on the Development and Digitization of Contextualized ALS Worksheets	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 287,000.00	Competitive Bidding	
Meals and Snacks and lease of venue for the Capacity Building on the Utilization of Quarterly Assessment Tools through Differential Item Functioning	CID	Meals and Snacks and lease of venue for the Capacity Building on the Utilization of Quarterly Assessment Tools through Differential Item Functioning	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 156,000.00	Competitive Bidding	
Meals for the participants in Pansangay Na Pagsasanay sa Bagong Ortograpiyang Filipino	CID	Meals for the participants in Pansangay Na Pagsasanay sa Bagong Ortograpiyang Filipino	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	₱ 164,250.00	Competitive Bidding	

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Supply and Delivery of Office Supplies and Materials for Records Office	OSDS-Records Office	Supply and Delivery of Office Supplies and Materials for Records Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Supply Office	OSDS-Supply Office	Supply and Delivery of Office Supplies and Materials for Supply Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Personnel Office	OSDS-Personnel Office	Supply and Delivery of Office Supplies and Materials for Personnel Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Legal Office	OSDS-Legal Office	Supply and Delivery of Office Supplies and Materials for Legal Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Accounting Office	OSDS-Accounting Office	Supply and Delivery of Office Supplies and Materials for Accounting Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	33,510.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for ICT	OSDS-ICT	Supply and Delivery of Office Supplies and Materials for ICT	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	10,880.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Admin Office	OSDS-Admin	Supply and Delivery of Office Supplies and Materials for Admin Office	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Payroll Unit 1	OSDS-Payroll	Supply and Delivery of Office Supplies and Materials for Payroll Unit 1	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	26,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Payroll Unit 2	OSDS-Payroll	Supply and Delivery of Office Supplies and Materials for Payroll Unit 2	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	154,000.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Cash Unit	OSDS-Cash	Supply and Delivery of Office Supplies and Materials for Cash Unit	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	24,853.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Cash Unit 2	OSDS-Cash	Supply and Delivery of Office Supplies and Materials for Cash Unit 2	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	19,200.00	Competitive Bidding	
Supply and Delivery of Office Supplies and Materials for Procurement Unit	OSDS-Procurement	Supply and Delivery of Office Supplies and Materials for Procurement Unit	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	20,000.00	Competitive Bidding	
Procurement of Property Sticker for SDO Equipments	OSDS-Supply	Procurement of Property Sticker for SDO Equipments	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	10,000.00	Competitive Bidding	
FIRE EXTINGUISHER												
Refill of Fire Extinguisher	OSDS-Supply	Refill of Fire Extinguisher	Competitive Bidding	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	300,000.00	Competitive Bidding	
WEBSITE/DOMAIN												
Maintenance, monitoring, backup, update and security of the official division website, includes renewal of domain and hosting services and other hosted services	OSDS-ICT	Maintenance, monitoring, backup, update and security of the official division website, includes renewal of domain and hosting services and other hosted services	NP-Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P	83,000.00	NP-Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions	

Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009

Payroll Disbursement SMS Notification	OSDS-Cash	Payroll Disbursement SMS Notification	Direct Acquisition	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P 39,600.00	Direct Acquisition	
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of SDO Aurora-APP-CSE	OSDS/CID/SGOD	Procurement of SDO Aurora-APP-CSE	Aegncy to Agency	Yes	Yes	October 2025	January 2026	GAA 2026 - Current Appropriation	P 215,244.38	Aegncy to Agency	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 3,954,213.00
Total Amount of CSEs to be purchased from PS-DBM: 215,244.38
Total Amount of Estimated Budget: 4,169,457.36

Prepared by:

ALPHA T. RAZON
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Position/Designation
Bids and Awards Committee Secretariat

Date : 01272024

Recommended by:
By the Authority of the Bids and Awards Committee:

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Bids and Awards Committee Chairperson

Date :

Approved by:

DANTE G. PARUGAO, CESO V
Signature over Printed Name
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Date :