



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**  
**SCHOOLS DIVISION OFFICE OF CALOOCAN CITY**  
**GOMBURZA ELEMENTARY SCHOOL**  
**1162-A Brgy. 74, Samson Road, Caloocan City**

**ANNUAL PROCUREMENT PLAN FOR FY 2026**

INDICATIVE     FINAL     UPDATED [Version No. 1]

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>											
Conduct of Gender and Development (GAD) Training	Teaching & Non-Teaching	(Goods) Food provision, training supplies and materials, honoraria of resource speakers for the conduct of GAD	Section 34 Small Value Procurement	No	LCRB	05/2026	05/2026	GAA 2026	126,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of In-Service Training (INSET) for Teachers	Teaching & Non-Teaching	(Goods) Food provision, training supplies and materials, honoraria of resource speakers for the conduct of In-Service Training (INSET) for Teachers	Section 34 Small Value Procurement	No	LCRB	10/2026	10/2026	GAA 2026	80,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of School Based/District/Division/National Seminar/Training for Teaching and Non-Teaching and BSP/GSP Training for Teachers	Teaching & Non-Teaching	(Services) Payment for Teaching & Non-Teaching accommodation, training fee, and transportation expenses	Section 34 Small Value Procurement	No	LCRB	05/2026	12/2026	GAA 2026	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of World Teachers Day Celebration	Teaching & Non-Teaching	(Goods) Food provision, tarpaulin, and polo-shirts for the celebration of World Teachers Day	Section 34 Small Value Procurement	No	LCRB	09/2026	09/2026	GAA 2026	49,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Participation in Athletic Activities	Teacher - Coaches	(Goods) Provision of uniform/athletic wear for teacher-coaches	Section 34 Small Value Procurement	No	LCRB	09/2026	09/2026	GAA 2026	20,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Postage and Courier Services	Pupils	(General Services) Payment for posting/mailing School Form 10 (SF10)	Section 31 Direct Contracting	No	LCRB	09/2026	11/2026	GAA 2026	9,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Procurement of office and janitorial supplies	School	(Goods) Procurement of office and janitorial supplies	Section 34 Small Value Procurement	No	LCRB	02/2026	11/2026	GAA 2026	247,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of drugs, medicine, vitamins	School	(Goods) Procurement of drugs, medicine, vitamins	Section 34 Small Value Procurement	No	LCRB	02/2026	11/2026	GAA 2026	100,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of medical and dental supplies	School	(Goods) Procurement of medical and dental supplies	Section 34 Small Value Procurement	No	LCRB	05/2026	11/2026	GAA 2026	61,800.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Printing of Diagnostic & Periodic Test	Pupils	(General Services) Printing of Diagnostic and Periodic Tests	Section 34 Small Value Procurement	No	LCRB	01/2026	10/2026	GAA 2026	247,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of SF9, SF10, Kinder Card, ECCD Form	Pupils	(Goods) Procurement of SF9, SF10, Kinder Card, ECCD Form	Section 34 Small Value Procurement	No	LCRB	06/2026	06/2026	GAA 2026	49,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of EOSY Rites - Grade Six Graduation	Pupils	(Goods) Procurement of diploma, souvenir program, diploma holder, medal, ribbon, welcome necklace/lei, tarpaulin	Section 34 Small Value Procurement	No	LCRB	03/2026	03/2026	GAA 2026	70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of EOSY Rites - Kinder Moving-up	Pupils	(Goods) Procurement of certificates, souvenir program, certificate holder, ribbon, welcome necklace/lei, tarpaulin	Section 34 Small Value Procurement	No	LCRB	03/2026	03/2026	GAA 2026	70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of EOSY Rites - School Recognition Day	Pupils	(Goods) Procurement of certificates, souvenir programs, certificate holders, ribbons, medals, plaques, tarpaulin	Section 34 Small Value Procurement	No	LCRB	03/2026	03/2026	GAA 2026	70,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of Pupils' ID	Pupils	(Goods) Procurement of Pupils ID, ID lace and ID plastic case	Section 34 Small Value Procurement	No	LCRB	06/2026	06/2026	GAA 2026	90,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Repair of School Building	Pupils	(Infrastructure) Repair of school fence, classroom wooden partition and replacement of broken floor tiles and jaluosies	Section 34 Small Value Procurement	No	LCRB	04/2026	04/2026	GAA 2026	400,000.00	Design and Build Scheme	
Payment for Water Consumption	School	(General Services) Payment for Water Consumption	Section 31 Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	174,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Payment for Electric Consumption	School	(General Services) Payment for Electric Consumption	Section 31 Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	450,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Payment for Landline Subscription	School	(General Services) Payment for Landline Subscription	Section 31 Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	30,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Payment for Internet Subscription	School	(Services) Payment for Internet Subscription	Section 31 Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	60,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Payment for School Head's Communication Load	School Head	(General Services) Payment for School Head's Communication Load	Section 31 Direct Contracting	No	LCRB	01/2026	12/2026	GAA 2026	12,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Payment of Fidelity Bond	School Head & Property Custodian	(General Services) Payment for School Head & Property Custodian's Fidelity Bond	Section 35 Negotiated Procurement - Agency to Agency	No	LCRB	10/2026	10/2026	GAA 2026	3,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
Accountable Forms Expenses	School	(Goods) Procurement of Check Booklets	Section 31 Direct Contracting	No	LCRB	11/2026	11/2026	GAA 2026	1,200.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>										
Travelling Expenses - Local	Liaison Officer	Local travel expenses including transportation, per diem and incidental cost of personnel on official business	Sec. 32 - Direct Acquisition	No	LCRB	02/2026	11/2026	GAA 2026	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
School Head's Training/Seminar	School Head	(Services) Payment for School Head's accommodation, training fee, and transportation expenses	Section 31 Direct Contracting	No	LCRB	04/2026	05/2026	GAA 2026	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>										

Note: Insert additional rows as necessary

**Total Amount of Estimated Budget for EPA Projects:**  
**Total Amount of CSEs to be purchased from PS-DBM:** -  
**Total Amount of Estimated Budget:** 2,520,000.00

Prepared by:



**SHAHANI C. PEREIRA**

Signature over Printed Name

Position/Designation

Bids and Awards Committee Secretariat

Date : March 16, 2026

Recommended by:



**MARINA C. PAJAR**

Signature over Printed Name

Position/Designation

Bids and Awards Committee Chairperson

Date : March 16, 2026

Approved by:



**FELIX Q. CASAGAN, JR.**

Position/Designation

Head of the Procuring Entity

Date : March 16, 2026















































































































