

COMMISSION ON HIGHER EDUCATION - CARAGA REGION  
ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☒ FINAL ☐ 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											
Accountable Forms Expenses	Administrative/Technical	Procurement of checkbooks at the Landbank of the Philippines	Sec 35.5-Agency to Agency	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	6,000.00	Life Cycle Assessment (LCA)	
Accountable Forms Expenses	Administrative/Technical	Security Paper: size: 11"x8 1/2" x 1 ply, weight: 110-120 gsm, full color printing	Sec 35.5-Agency to Agency	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	15,000.00	Life Cycle Assessment (LCA)	
Petroleum Fuel	Administrative/Technical	Fuel, oil and lubricants for Official Office Vehicles	Sec 35.13-Direct Retail Purchase	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	134,000.00	Renewal of Regular and Recurring Services	
Office water supply	Administrative/Technical	Water supply from the local water utility provider	Sec 31-Direct Contracting	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	5,000.00	Renewal of Regular and Recurring Services	
Office drinking water	Administrative/Technical	Office drinking water supply in Galloon	Sec 32.1-Direct Acquisition	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	10,000.00	Renewal of Regular and Recurring Services	
Electricity Services	Administrative/Technical	Electricity supply from the local electric utility provider	Sec 31-Direct Contracting	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	226,000.00	Renewal of Regular and Recurring Services	
Mail matter and package delivery	Administrative/Technical	Mail and package delivery for official office transactions	Sec 31-Direct Contracting	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	35,000.00	Renewal of Regular and Recurring Services	
Mobile Expenses	Administrative/Technical	Mobile Expenses	Sec 32.1-Direct Acquisition	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	84,000.00	Renewal of Regular and Recurring Services	
Landline Expenses	Administrative/Technical	Landline Expenses	Sec 31-Direct Contracting	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	56,000.00	Renewal of Regular and Recurring Services	
Internet Services	Administrative/Technical	Internet Services	Sec 31-Direct Contracting	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	39,000.00	Renewal of Regular and Recurring Services	
Security Services	Administrative/Technical	Security services provide three security guards who operate on a 24-hour routine	Sec 34-Small Value Procurement	No	Lowest Calculated Responsive Bid or LCRB	January	January	GAA 2026 - Current Appropriation	352,000.00	Renewal of Regular and Recurring Services	
Office Subscription	Administrative/Technical	Unlimited ink with printer	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	January	January	GAA 2026 - Current Appropriation	65,000.00	Renewal of Regular and Recurring Services	
Online Subscription	Administrative/Technical	Online subscription on virtual Private Server Subscription, Cloud Storage, SMS Gateway API Credits, Automated SMS Notification, Domain Name, 3rd Party Cloud Storage, Zoom	Sec 35.13-Direct Retail Purchase	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2026 - Current Appropriation	67,000.00	Renewal of Regular and Recurring Services	
Repair and Maintenance of Office Building and Other Structures	Administrative/Technical	Improvement/Repair of CHED Building & Structure to be undertaken by Administration	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	100,000.00	Life Cycle Assessment (LCA)	
CHED Caraga Enhancement of Office Lightings	Administrative/Technical	Procurement of various electrical supplies for the re-wiring and installation of lights and switches, inclusive of labor to be undertaken by Administration	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	January	January	GAA 2025 - Continuing Appropriation	95,000.00	Life Cycle Assessment (LCA)	

Repairs and Maintenance - Machinery and Equipment	Administrative/Technical	Repair and preventive maintenance services for air-conditioning units, printers, scanners, computers, laptops, and other related office equipment.	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	20,000.00	Life Cycle Assessment (LCA)	
Repairs and Maintenance - Furnitures and Fixtures	Administrative/Technical	Repair and preventive maintenance services for Office Furnitures and Fixtures	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	5,000.00	Life Cycle Assessment (LCA)	
Repairs and Maintenance -Motor Vehicles	Administrative/Technical	Repair and maintenance of the CHED official vehicle, including but not limited to kilometer (KM) check-up, preventive maintenance services, car tinting, replacement of lights and tires, parts	Sec 31-Direct Contracting	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	90,000.00	Life Cycle Assessment (LCA)	
Insurance	Administrative/Technical	Insurance coverage for CHED properties, including buildings, motor vehicles, and equipment.	Sec 31-Direct Contracting	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	120,000.00	Life Cycle Assessment (LCA)	
Office FY2026 Target Setting Activity	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Most Economically Advantageous Responsive Bid or MEARB	January	January	GAA 2025 - Continuing Appropriation	25,000.00	Life Cycle Assessment (LCA)	
ISO Certification 2nd Annual Surveillance Audit	Administrative/Technical	Provision of meals, hotel accommodation, airfare, and assessment fees of the certifying body necessary for the conduct of the audit.	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	13,000.00	Life Cycle Assessment (LCA)	
Conduct of 2025 Year End Assessment and Planning cum PRAISE Awarding and Employees Night	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	December	December	GAA 2026 - Current Appropriation	20,000.00	Life Cycle Assessment (LCA)	
COA's Entrance Conference FY 2026	Administrative/Technical	Provision and delivery of food and beverages to support the successful conduct of the activity	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	5,000.00	Life Cycle Assessment (LCA)	
COA's Exit Conference FY 2025	Administrative/Technical	Provision and delivery of food and beverages to support the successful conduct of the activity	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	5,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of Regional Council of Deans/Program Heads	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	25,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of the two (2) day RQAT Seminar-Workshop	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	50,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of Regional Conference on Lifelong Learning (ETEEAP, Microcredentials, TNHE, Ladderized Program)	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	April	April	GAA 2026 - Current Appropriation	18,000.00	Life Cycle Assessment (LCA)	
Conduct of Evaluation for Government Permit/Authority applications received from Private HEIs	Administrative/Technical	Provision of a serviceable vehicle with a qualified driver and fuel to support official activities.	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	50,000.00	Life Cycle Assessment (LCA)	
Conduct of Evaluation for CPA/COPC requests/applications received from SUCs/LUCs	Administrative/Technical	Provision of a serviceable vehicle with a qualified driver and fuel to support official activities.	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	September	September	GAA 2026 - Current Appropriation	50,000.00	Life Cycle Assessment (LCA)	
Conduct of Regular Institutional and Monitoring activities	Administrative/Technical	Provision of a serviceable vehicle with a qualified driver and fuel to support official activities.	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	50,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of Office FY2026 Midyear Planning activity	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	June	June	GAA 2026 - Current Appropriation	10,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of Office FY2026 Year-End Planning activity	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	December	December	GAA 2026 - Current Appropriation	20,000.00	Life Cycle Assessment (LCA)	

Procurement and delivery of meals and activity venue in the conduct of Regional GAD Summit	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	20,000.00	Life Cycle Assessment (LCA)	
Procurement and delivery of GAD Advocacy T-shirt	Administrative/Technical	Supply and Delivery of Customized T-shirts	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	12,500.00	Life Cycle Assessment (LCA)	
Procurement and delivery of meals and activity venue in the conduct of Regional HEI Research and Development Writeshop	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	12,000.00	Life Cycle Assessment (LCA)	
Level II PRIME HRM Accreditation with CSC Caraga	Administrative/Technical	Provision of meals and snacks	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	5,000.00	Life Cycle Assessment (LCA)	
Spiritual Enhancement Activities	Administrative/Technical	Provision of meals and snacks and honorarium of the speaker	Sec 32.1-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	10,000.00	Life Cycle Assessment (LCA)	
Procurement of venue and meals for the Year End Assembly for Caraga Registrars	Administrative/Technical	Provision of food and venue for the proper conduct of the activity	Sec 35.9-Lease of Real Property and Venue	No	Lowest Calculated Responsive Bid or LCRB	March	March	GAA 2026 - Current Appropriation	20,000.00	Life Cycle Assessment (LCA)	
<b>Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009</b>											
Legal Services	Administrative/Technical	Notarization of various contracts, reports and other related documents.	Sec 32.2-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	January	January	GAA 2026 - Current Appropriation	1,000.00	Life Cycle Assessment (LCA)	
Conduct of hiring activities, including the administration of examinations and the facilitation of interviews, for any available vacant positions in CHED	Administrative/Technical	Provision of meals and snacks	Sec 32.2-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	January	January	GAA 2026 - Current Appropriation	5,000.00	Life Cycle Assessment (LCA)	
Drugs and Medicines Expenses	Administrative/Technical	Provision of over the counter medicines for first aid	Sec 32.2-Direct Acquisition	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,000.00	Life Cycle Assessment (LCA)	
<b>Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)</b>											
Alcohol or Acetone Based Antiseptics	Administrative/Technical	ALCOHOL, Ethyl, 500 mL	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	3,500.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Extra Fine Tip, Black	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,360.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Extra Fine Tip, Blue	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,360.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Fine Tip, Black	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,550.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Fine Tip, Blue	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,550.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Medium Tip, Black	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	3,200.00	Life Cycle Assessment (LCA)	
Arts and Crafts Equipment and Accessories and Supplies	Administrative/Technical	SIGN PEN, Medium Tip, Blue	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	3,200.00	Life Cycle Assessment (LCA)	
Batteries and Cells and Accessories	Administrative/Technical	BATTERY, dry cell, size AA	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	250.00	Life Cycle Assessment (LCA)	

Cleaning Equipment and Supplies	Administrative/Technical	AIR FRESHENER	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,000.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	BROOM (Walis Tambo)	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	300.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	BROOM (Walis Ting-ting)	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	100.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	CLEANER, Toilet Bowl and Urinal	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	500.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	DETERGENT POWDER, all purpose	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	600.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	DISINFECTANT SPRAY	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,500.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	FURNITURE CLEANER	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,500.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	HAND SOAP, liquid, 500mL	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	500.00	Life Cycle Assessment (LCA)	
Cleaning Equipment and Supplies	Administrative/Technical	TRASHBAG, Large size	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	600.00	Life Cycle Assessment (LCA)	
Color Compounds and Dispersions	Administrative/Technical	STAMP PAD, INK	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	300.00	Life Cycle Assessment (LCA)	
Fire Fighting Equipment	Administrative/Technical	FIRE EXTINGUISHER, dry chemical	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,500.00	Life Cycle Assessment (LCA)	
Flag or Accessories	Administrative/Technical	PHILIPPINE NATIONAL FLAG	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,000.00	Life Cycle Assessment (LCA)	
Lighting and Fixtures and Accessories	Administrative/Technical	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 w	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,000.00	Life Cycle Assessment (LCA)	
Lighting and Fixtures and Accessories	Administrative/Technical	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,100.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	GLUE, all-purpose	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	650.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	STAPLE WIRE, heavy duty (binder type), 23/13	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	400.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	STAPLE WIRE, standard	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	300.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	TAPE, electrical	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	200.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	TAPE, masking, 24mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	600.00	Life Cycle Assessment (LCA)	
MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	TAPE, packaging, 48 mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	300.00	Life Cycle Assessment (LCA)	

MANUFACTURING COMPONENTS AND SUPPLIES	Administrative/Technical	TAPE, transparent, 24mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	400.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CALCULATOR, Compact	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,200.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CLIP, backfold, 19mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	250.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CLIP, backfold, 25mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	400.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CLIP, backfold, 32mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	600.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CLIP, backfold, 50mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,300.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	CORRECTION TAPE	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	800.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	DATA FOLDER	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	4,100.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	ENVELOPE, Mailing	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,350.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	FASTENER, METAL, NON-SHARP EDGES	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,000.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	FOLDER, pressboard	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	4,000.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	MARKER, Fluorescent	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	350.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	MARKER, Permanent, Black	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	160.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	MARKER, Permanent, Blue	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	160.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	MARKER, Permanent, Red	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	160.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	PAPER CLIP, vinly/plastic coated, 33mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	200.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	400.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	PENCIL, lead/graphite, with eraser	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,000.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	PUNCHER, paper, heavy duty	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	800.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	STAMP PAD, felt	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	100.00	Life Cycle Assessment (LCA)	

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	SCISSORS, symmetrical/asymmetrical	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	200.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	STAPLER, standard type	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,100.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	STAPLER, heavy duty (binder)	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,200.00	Life Cycle Assessment (LCA)	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES	Administrative/Technical	TAPE DISPENSER, table top	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	400.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	NOTEPAD, stick-on, 50mm x 76mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	800.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	NOTEPAD, stick-on, 76mm x 100mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,300.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	NOTEPAD, stick-on, 76mm x 76mm	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,100.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	PAPER, MULTIPURPOSE A4	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	21,500.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	PAPER, MULTIPURPOSE LEGAL	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	11,500.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	RECORD BOOK, 300 PAGES	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,000.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	RECORD BOOK, 500 PAGES	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	2,500.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	TISSUE, INTERFOLDED PAPER TOWEL	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	1,500.00	Life Cycle Assessment (LCA)	
PAPER MATERIALS AND PRODUCTS	Administrative/Technical	TOILET TISSUE PAPER, 2 ply	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	10,100.00	Life Cycle Assessment (LCA)	
PERFUMES OR COLOGNES OR FRAGRANCES	Administrative/Technical	HAND SANITIZER	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	3,500.00	Life Cycle Assessment (LCA)	
PESTICIDES OR PEST REPELLENTS	Administrative/Technical	INSECTICIDE	Sec 35.5-Agency to Agency	No	Lowest Calculated Responsive Bid or LCRB	February	February	GAA 2026 - Current Appropriation	5,300.00	Life Cycle Assessment (LCA)	

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: 118,650.00  
Total Amount of Estimated Budget: 2,071,150.00

Prepared by:

  
**ANGEL A. ASIS, MM-CAR**  
Signature over Printed Name Position/Designation  
Bids and Awards Committee Secretariat

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

  
**JULIA FELISA C. MARTINEZ, PhD, LPT**  
Signature over Printed Name Position/Designation  
Bids and Awards Committee Chairperson

Approved by:

**NELIA A. ALIBIN, PhD**  
Signature over Printed Name Position/Designation  
Head of the Procuring Entity