Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CALOOCAN CITY
HORACIO DELA COSTA ELEMENTARY SCHOOL

ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☐ FINAL ☑ UPDATED [Version No. 2026-03]

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											
Provision of SF9/SF10	Horacio Dela Costa ES	(Services) Procurement of SF9/SF10 for learners' record and documentation of learners' progress.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	07/2026	07/2026	GAA 2026	40,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Provision of Test Papers for Pupils Assessment	Horacio Dela Costa ES	(Services) Procurement of test papers (Diagnostic, Quarterly Exams) for learners to support assessments, examinations, and academic evaluations across all grade levels.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	01/2026	10/2026	GAA 2026	250,322.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Distribution of ID for Learners and Teachers	Horacio Dela Costa ES	(Services) Procurement of ID cards for learners and teachers to ensure proper identification, security, and access within the school.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	07/2026	07/2026	GAA 2026	95,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Safety Awarenes Program	Horacio Dela Costa ES	(Goods) Procurement of DRRM/Clinic Supplies, Materials and Equipment	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	06/2026	10/2026	GAA 2026	83,070.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Wash, Sanitation, and Hygiene in Schools (WinS)	Horacio Dela Costa ES	(Goods) Procurement of handwashing and toothbrushing supplies and materials.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	08/2026	08/2026	GAA 2026	14,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Conduct of In-Service Training for Teachers	Horacio Dela Costa ES	(Services) Procurement of food and training materials to support INSET programs for teachers and school staff.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	10/2026	10/2026	GAA 2026	159,700.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Conduct of Gender and Development Capacity Building	Horacio Dela Costa ES	(Services) Procurement of food, training materials and transportation if applicable to support GAD training for teachers and school staff.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	05/2026	06/2026	GAA 2026	119,212.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Project HEAP (Horacian's Enhancement and Appreciation Programs)	Horacio Dela Costa ES	(Goods) Procurement of essential materials for the End of School Year Activities such as graduation, moving-up and recognition.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	03/2026	032026	GAA 2026	115,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Improvement and Beautification of the School Stage	Horacio Dela Costa ES	(Infrastructure) Improvement and beautification of the school stage aims to improve and beautify the school stage to make it safe, functional, and visually appealing for school activities.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	05/2026	05/2026	GAA 2026	148,762.50	Design-and-Build Scheme	
Provision of Flag Pole	Horacio Dela Costa ES	(Infrastructure) This project involves the installation of durable and properly mounted flag pole. This will promote patriotism, dsicipline, and respect for national symbol.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	05/2026	05/2026	GAA 2026	108,925.77	Design-and-Build Scheme	
Installation of School CCTV with 12 Cameras	Horacio Dela Costa ES	(Infrastructure) Installation of School CCTV with 12 Cameras for additional security.	Negotiated Procurement - Small Value	No	Lowest Calculated Responsive Bid (LCRB)	09/2026	09/2026	GAA 2026	221,000.00	Design-and-Build Scheme	
Electricity Expenses	Horacio Dela Costa ES	(Services) Provision of electricity	Direct Contracting	No	-	01/2026	12/2026	GAA 2026	310,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Water Expenses	Horacio Dela Costa ES	(Services) Provision of water	Direct Contracting	No	-	01/2026	12/2026	GAA 2026	187,307.73	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Internet and Telephone Expenses	Horacio Dela Costa ES	(Services) Provision of internet and telephone	Direct Contracting	No	-	01/2026	12/2026	GAA 2026	120,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Hiring of Utility Worker	Horacio Dela Costa ES	(Goods - General Support Services) Hiring of utility worker to maintain cleanliness and orderliness of school ground.	Direct Contracting	No	-	01/2026	12/2026	GAA 2026	144,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Renewal of Fidelity Bond	Horacio Dela Costa ES	(Goods) Renewal of fidelity bond of accountable school personnel.	Negotiated Procurement - Agency to Agency	No	-	09/2026	10/2026	GAA 2026	4,500.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Acquisition of Accountable Forms	Horacio Dela Costa ES	(Goods) Requisition of accountable forms.	Negotiated Procurement - Agency to Agency	No	-	05/2026	05/2026	GAA 2026	1,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Oplan Transmit Agad	Horacio Dela Costa ES	(Services) Prompt action and mailing of schools forms 10 and other documents	Direct Acquisition	No	-	03/2026	12/2026	GAA 2026	8,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Training and Travelling Expenses	Horacio Dela Costa ES	(Services) Allocation of budget for traveling expenses and registration fee for training, workshop and seminar of school personnel.	Direct Contracting	No	-	03/2026	11/2026	GAA 2026	56,000.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Communications Allowance of School Head	Horacio Dela Costa ES	(Services) Provision of budget for the communications allowance of the school head.	Direct Contracting	No	-	01/2026	12/2026	GAA 2026	12,000.00	Renewal of Regular and Recurring Services	
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Procurement of Office Supplies	Horacio Dela Costa ES	(Goods) This project involves the procurement of essential office supplies to support efficient and effective school administration.	Direct Acquisition	No	-	02/2026	08/2026	GAA 2026	109,770.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of Instructional Supplies	Horacio Dela Costa ES	(Goods) This project involves the procurement of essential instructional supplies to support effective teaching and learning activities in the school.	Direct Acquisition	No	-	05/2026	11/2026	GAA 2026	58,200.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	
Procurement of Janitorial Supplies	Horacio Dela Costa ES	(Goods) This project involves the procurement of essential janitorial supplies to maintain cleanliness, hygiene, and a safe school environment.	Direct Acquisition	No	-	03/2026	09/2026	GAA 2026	47,230.00	Life Cycle Assessment (LCA) and Life Cycle Cost Analysis (LCCA)	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: 2,197,800.00
Total Amount of CSEs to be purchased from PS-DBM: 215,200.00
Total Amount of Estimated Budget: 2,413,000.00

Prepared by:

JEROME M. DIONISIO
Administrative Officer II
Bids and Awards Committee Secretariat

Date : August 25, 2026

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

AVELINA R. LAMBONAO, PhD
Position/Designation
Bids and Awards Committee Chairperson

Date : August 25, 2026

Approved by:

ESTRELLA S. ONG, PhD
Position/Designation
Head of the Procuring Entity

Date : August 25, 2026

Noted:

CECILLE G. CARANDANG, CESO V
Schools Division Superintendent

DepEd - SDO Caloocan City
RECORDS SECTION
9-21-26