

**Commission on Higher Education - Caraga**

**Indicative FY 2021 Annual Procurement Plan - Non Common Use Supplies and Equipment (APP- NON CSE)**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity					Source of Funds	Estimated Budget (PnP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IBREI	Submission/Opening of Bids	Notice of Award	Contract Signing	Total		MOOE	CO		
60201010	Travelling Expenses		Direct Contracting										
60201010	Per Diem (Initial Permit Applications)	Technical		N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0		
60201010	Per Diem (Government Recognition Applications)	Technical		N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0		
60201010	Per Diem (COPC Applications)	Technical		N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0		
60201010	Per Diem (Institutional Monitoring Visits)	Technical		N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0		
60201010	Per Diem (Validation Visits)	Technical		N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0		
60201010	Safe Loan Monitoring	Administrative		N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0		
60201010	Meetings at CHEDCO	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0		
60201010	Meetings within Caraga	Administrative		N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0		
60202010	Training Expenses		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A						
60202010	Registration Fee for External Seminars and Trainings	Technical		N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0		
60202010	Cash Management and Control System	Administrative		N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00	0		
60202010	Procurement Implementing Rules and Regulations of Republic Act No. 9184 Training	Administrative		N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00	0		
60202010	HRMO Training	Administrative		N/A	N/A	N/A	N/A	GoP	2,500.00	2,500.00	0		
60203020	Accountable Forms Expenses			N/A	N/A	N/A	N/A						
60203020	Procurement of checkbooks at the Landbank of the Philippines	Administrative	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00	0		
60203020	Procurement of accountable forms at the National Printing Office	Administrative	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	17,000.00	17,000.00	0		
60203020	Security Paper	Administrative	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	220,000.00	220,000.00	0		
6020307000	Drugs and Medicines Expenses												
6020307000	Procurement of medicine and First Aid Kit	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0		
6020309000	Fuel, Oil and Lubricants Expenses												
6020309000	Procurement of Fuel, Oil and Lubricants for the following Activities:												
6020309000	Conduct of day-to-day office operations	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0		
6020399000	Other Supplies and Materials Expense												
6020399000	Personalized Pen with CHED Logo	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0		
6020399000	Personalized Note Pads	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00	0		
6020399000	Personalized Notebook	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00	0		
6020399000	Tarpaulin/Banner	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,500.00	5,500.00	0		
6020399000	GAD Bulletin Board	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,500.00	2,500.00	0		
6020401000	Water Expenses												
6020401000	Procurement of mineral waters for office use	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00	0		
6020401000	Procurement of water supply	Administrative/ Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP	20,400.00	20,400.00	0		
6020402000	Electricity Expenses												
6020402000	Procurement of electricity services	Administrative/ Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP	240,000.00	240,000.00	0		
6020501000	Postage and Courier Services												
6020501000	Procurement of delivery services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0		
6020502002	Landline												



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				Advertisement n/Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020502002	Procurement of communication services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	72,000.00	72,000.00	0	
5020503000	Internet Subscription Expenses	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0	
5020503000	Procurement of internet services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
5020503000	Zoom subscription monthly Plan	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
5020503000	CHED Caraga Online CAV Application System	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
5021101000	Legal Services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
5021101000	Procurement of notarial services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,256,100.00	1,256,100.00	0	
5021199000	Other Professional Services	Administrative/Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP	300,000.00	300,000.00	0	
5021199000	Salary of Support Staff	Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP				
5021203000	Security Services	Administrative	Direct Contracting	N/A	N/A	N/A	N/A	GoP	581,000.00	581,000.00	0	
5021203000	Procurement of security services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	32,000.00	32,000.00	0	
5021299099	Other General Services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	0	
5021304001	Repairs and Maintenance - Buildings	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP				
5021304001	Procurement of materials and labor repair of CHED Building	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP				
5021305002	Repairs and Maintenance - Office Equipment	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
5021305002	Procurement of services for repairs aircon, printer, scanner, computer & laptop	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP				
5021306001	Repairs and Maintenance - Motor Vehicles	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0	
5021306001	Procurement of services for CHED vehicle repairs and maintenance Innova & Adventure	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,500.00	8,500.00	0	
5029902000	Printing and Publication Expenses								14,750.00	14,750.00	0	
5029902000	Procurement of printing and publication services for the following reading materials:								14,750.00	14,750.00	0	
5029902000	Procurement of printing Statistical Bulletin	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,600.00	3,600.00	0	
5029902000	Printing of Annual Report	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,600.00	3,600.00	0	
5029907099	Representation Expenses											
5029907099	Procurement of Catering Services for the following Activities:											
5029907099	Annual Regional Meeting with NSTP Coordinators	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,500.00	10,500.00	0	
5029907099	Annual Regional Meeting with OSAS Directors/Head/Coordinators	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,500.00	8,500.00	0	
5029907099	Annual Regional Meeting with Guidance and Counselors	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	14,750.00	14,750.00	0	
5029907099	Annual Regional Meeting with Student Leader	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0	
5029907099	Meeting on Technical Division Concerns	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,500.00	9,500.00	0	
5029907099	Regional Conferences of the Council of Deans	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0	
5029907099	Seminar-Workshop for the RCAT Member	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0	
5029907099	One on One Discussion with the Program Deans and Heads	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00	0	
5029907099	Management Committee Meetings	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	13,950.00	13,950.00	0	
5029907099	Quarterly Assessment of Targets and Accomplishments	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	7,750.00	7,750.00	0	
5029907099	Mid-Year Performance Review and Action Planning	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	13,950.00	13,950.00	0	
5029907099	Mid-Year Assessment and Target Setting	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0	
5029907099	Year-End Conference of HEI President	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP				



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6029907099	Regional Conferences of the MIS Coordinators/Web Administrators	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	17,500.00	17,500.00	0	
6029907099	CHECK System Conference	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,500.00	12,500.00	0	
6029907099	Data Collection Orientation for SUCs and Private HEIs	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,500.00	10,500.00	0	
6029907099	Orientation on Data Elements among HEMIS Coordinators	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00	0	
6029907099	HEMIS Portal Orientation	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,500.00	10,500.00	0	
6029907099	Training on Republic Act No. (R.A.) 9184, otherwise known as the "Government Procurement Reform Act," for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the Government of the Philippines (GoP) with Honorarium	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,400.00	9,400.00	0	
6029907099	Quarterly Meeting on Administrative concerns	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00	0	
6029907099	Strategic Performance Management System	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,750.00	9,750.00	0	
6029907099	HR Planning	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,750.00	9,750.00	0	
6029907099	Registrars Regional Assembly	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,500.00	8,500.00	0	
6029907099	Public Service Value Program	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,400.00	9,400.00	0	
6029907099	Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE)	HRMO		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	80,000.00	80,000.00	0	
6029907099	Regional GAD Summit	GAD		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
6029907099	Seminar-Workshop for CHEDRO Staff on GAD Concepts	GAD		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
6029907099	Health and Wellness Program for CHEDRO Staff	GAD		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,800.00	9,800.00	0	
<b>Total</b>										<b>3,544,000.00</b>			

Prepared by:

  
**HAEMACCEL J. PALIMA**  
 Administrative Aide III

Fund Availability:

  
**ALMA SYPATRON, MSW,LLB.**  
 Chief Administrative Officer

Approved by:

  
**LEONIDA S. DALAGUI, Ph.D., CESO III**  
 Director IV