

Commission on Higher Education  
Caraga Administrative Region  
Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Program/Project	PMO / End-User	Is this an Early Procurement Item?	Mode of Procurement	Schedule for Each Procurement Activity				Estimated Budget (PAP)			Remarks (brief description of Program/Activity/Project)	
					Advertisement / Posting of Bids / B/E/L	Submission / Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE		CO
50202010	Training Expenses a. Payment to Civil Service Commission (CSC) (Learning & Development.)	Administrative/ Technical	No	NP-53.9 - Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
50203010	Office Supplies												
	ALCOHOL, Ethyl, 500 ml	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	1,421.15	1,421.15		
	ALCOHOL, Ethyl, 1 Gallon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	1,818.03	1,818.03		
	SIGN PEN, Black, liquid or gel; 1.0	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	244.20	244.20		
	SIGN PEN, Blue, liquid or gel; 1.0	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	244.20	244.20		
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	808.24	808.24		
	BROOM, Soft (Walls Tambon)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	749.32	749.32		
	DETERGENT POWDER, all purpose, 1kg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	125.29	125.29		
	DISINFECTANT SPRAY, Aerosol type, 400g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	297.44	297.44		
	FURNITURE CLEANER, Aerosol type, 300ml	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	461.64	461.64		
	LIQUID HAND SOAP, 500ml	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	390.40	390.40		
	MOPHANDLE, heavy duty	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	236.23	236.23		
	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	411.84	411.84		
	PHILIPPINE NATIONAL FLAG	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	3,168.00	3,168.00		
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	626.65	626.65		
	STAPLE WIRE, standard	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	233.38	233.38		
	TAPE, packaging, 48 mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	784.08	784.08		
	TAPE, transparent, 24mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	122.98	122.98		
	CORRECTION TAPE, 8 meters	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	122.98	122.98		
	DATA FOLDER	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	126.83	126.83		
	ENVELOPE, Documentary, legal, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	1,510.08	1,510.08		
	ENVELOPE, Mailing, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	2,157.58	2,157.58		
	FASTENER, metal, non-sharp edges, 50 sets per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	951.54	951.54		
	FOLDER, pressboard, 100 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	208.21	208.21		
	MARKER, Fluorescent, 3 colors per set	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	2,095.81	2,095.81		
	MARKER, Permanent, Black	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	201.63	201.63		
	PAPER CLIP, vinyl/plastic coated, 33mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	41.09	41.09		
	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	77.62	77.62		
	RING BINDER, plastic, 32 mm, 10 pieces per bundle	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	121.26	121.26		
	SCISSORS, symmetrical or asymmetrical	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	1,508.27	1,508.27		
	TAPE DISPENSER, table top	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	73.41	73.41		
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	80.08	80.08		
	PAPER, MULTICOPI A4, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	343.20	343.20		
	PAPER, MULTICOPI LEGAL, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	7,288.60	7,288.60		
	PAPER, MULTIPURPOSE A4, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	10,404.90	10,404.90		
	RECORD BOOK, 500 PAGES	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	757.57	757.57		
	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	572.00	572.00		
	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	594.88	594.88		
	INSECTICIDE, 600ml	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	2,848.56	2,848.56		
	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	459.89	459.89		
	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	274.56	274.56		
	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	275.66	275.66		
	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	276.76	276.76		
	Bond Paper Short	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	277.86	277.86		
	Post-It Flag - Sign Here	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	440.00	440.00		
	STAPLER, big, heavy duty, with remover	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	192.50	192.50		
	SIGN PEN, liquid or gel, (.7 ink black)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	374.00	374.00		
	SIGN PEN, liquid or gel, (.7 ink blue)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February 2023	March 2023	March 2023	March 2023	GoP	770.00	770.00		

Account Number	Description	Category	Procurement Type	Agency	Month	Year	Amount	Amount	Amount
50203020	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	2,816.00		
	SIGN PEN, liquid or gel, (1.0 ball point ink black)	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,760.00		
	Fuel oil and lubricants	Administrative/Technical	Direct Purchase	GoP	January 2023	2023	34,992.10		
	Mobile Load Cards	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	January 2023	2023	3,960.00		
	Sponge squeeze mop with handle	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	January 2023	2023	1,848.00		
	Sponge squeeze mop refill	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,100.00		
	Battery for Generator Set	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	9,900.00		
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,100.00		
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,100.00		
	Canon Paper (short size: 8.5" x 11", gm-85, color: Brilliant)	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,650.00		
	Epson 143 - Black Ink	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	14,300.00		
	Epson 143 - Magenta Ink	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	3,960.00		
	Epson 143 - Yellow Ink	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	2,640.00		
	Epson 143 - Cyan Ink	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	2,640.00		
	Accountable Forms Expenses	Administrative	NP-53.9 Agency-to-Agency	GoP	April 2023	2023	2,500.00		2,500.00
50203070	a. Procurement of checkbooks at the Landbank of the Philippines	Administrative	NP-53.9 Agency-to-Agency	GoP	April 2023	2023	2,500.00		2,500.00
	Drugs and Medicines Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	a. Procurement of medicine & vitamins	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	aa. Paracetamol 500mg tablet	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
	ab. Guaifenesin 200mg softgel capsule	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
	ac. Lozartan 50 + Amlodipine 5mg	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
	ad. Ibuprofen	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
	ae. Amboxol	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
50203990	Other Supplies and Materials Expense	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	500.00		500.00
	1. LPG Tank	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	April 2023	2023	3,000.00		3,000.00
	2. Polo shirt for women's month celebration	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	15,000.00		15,000.00
	3. Electrical and ICT Materials: Fluorescent bulb, tape, carriage/box, wires; power adapter AC/DC, extension wires, wireless access point, wireless, etc.	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	40,000.00		40,000.00
	4. Water coupling, water pipes and other accessories; toilet sewage system	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
50204010000	5. Office Furnitures and fixtures: tables, decor	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	30,000.00		30,000.00
	Travelling Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	20,000.00		20,000.00
	a. Plane Ticket - employees	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	b. Travel Claims with Per Diems - Employees and ROAT	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	75,600.00		75,600.00
50204010	Water Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	442,500.00		442,500.00
	a. Office water supply	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	10,000.00		10,000.00
	b. Office mineral water supply in Gallon	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	4,000.00		4,000.00
50204020	Electricity Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	260,000.00		260,000.00
	a. Electricity services	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5020500000	Communication Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
50205010	Postage and Courier Services	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	Payment of mail matter and packages	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
50205020	Telephone	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	a. Mobile Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	2,000.00		2,000.00
	b. Landline Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	72,000.00		72,000.00
50205030	Internet Subscription Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	24,000.00		24,000.00
	Payment for PLDT Internet services	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
50211010	Legal Services	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	38,000.00		38,000.00
	a. Notarize services	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5021199000	Other Professional Expenses	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,500.00		1,500.00
	Cost of Service Salaries and Wages	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5021003000	Other Professional Fees: ROAT Honorarium	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,310,166.00		1,310,166.00
5021003000	Extraordinary and Miscellaneous Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	140,000.00		140,000.00
	Payment for Regional Director's Extraordinary and Miscellaneous expenses	Director	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5021203000	Security Services	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	135,600.00		135,600.00
	Payment for security services of 3 Security Guards	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5021299099	Other General Services	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	284,000.00		284,000.00
	Office Furnigation and Disinfection	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
5029907099	Other Subscriptions Expenses	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	3,000.00		3,000.00
	a. Unlimited Ink with printer	Administrative	NP-53.9 - Small Value Procurement	GoP	March 2023	2023			
	b. Zoom Subscription	Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	40,000.00		40,000.00
		Administrative/Technical	NP-53.9 - Small Value Procurement	GoP	March 2023	2023	1,000.00		1,000.00

