

Commission on Higher Education
Caraga Administrative Region
Indicative Annual Procurement Plan - NON CSE (APP-non CSE) for FY 2023

Code (PAP)	Procurement Program/Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50202010	Training Expenses												
	a.Payment to Civil Service Commission (CSC) (Learning & Development)	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	N/A	N/A	2/10/2023	2/13/2023	GoP	50,000.00	50,000.00	0	
50203020	Accountable Forms Expenses												
	a. Procurement of checkbooks at the Landbank of the Philippines	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	3/06/2023	3/09/2023	GoP	10,000.00	10,000.00	0	
	b. Procurement of accountable forms (Receipts) at the National Printing Office	Administrative	No	NP-53.5 Agency-to-Agency	N/A	N/A	3/06/2023	3/09/2023	GoP	10,000.00	10,000.00	0	
50203070	Drugs and Medicines Expenses												
	a. Procurement of medicine & vitamins	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	5,000.00	5,000.00	0	
	b. Acetylcysteine (Mucolytic) Tablet 600 mg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	3,000.00	3,000.00	0	
	c. Guaifenesin 200mg softgel capsule	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	1,500.00	1,500.00	0	
	d. Paracetamol 500mg tablet	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	2,000.00	2,000.00	0	
	e. Ibuprofen	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	2,000.00	2,000.00	0	
	f. Amboxol	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	3,000.00	3,000.00	0	
	g. Phenylpropranolamine HCL Chlorphenamine Maleate Paracetamol	Administrative/ Technical	NP-53.9 - Small Value Procurement	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	1,500.00	1,500.00	0	
	h. Levocetirizine	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	1,500.00	1,500.00	0	
	i. Phenylephrine HCL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	2,000.00	2,000.00	0	
	g. Lozartan 50 + Amlodipine 5mg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	1,500.00	1,500.00	0	
	h. Multivitamis with zinc & copper	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	41,000.00	41,000.00	0	
50203090	Fuel, Oil and Lubricants Expenses		No										
	a. Conduct of day-to-day office operations	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	1/09/2023	1/13/2023	1/17/2023	1/19/2023	GoP	60,000.00	60,000.00	0	
50203990	Other Supplies and Materials Expense		No										
	a. Electric Fan (Stand Fan - 16")	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	4,500.00	4,500.00	0	
	b. GAD Corner	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	5,000.00	5,000.00	0	
	c. Airconditioning Unit (Window Type)	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	60,000.00	60,000.00	0	
	d. Tarpaulin/Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	5,000.00	5,000.00	0	
	e. Airconditioning Unit (Split Type)	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	40,000.00	40,000.00	0	
	f. Memory Card RAM DDR4 8GB	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	3,500.00	3,500.00	0	
	g. Uninterruptible Power Supply (UPS)	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	5,000.00	5,000.00	0	
	h.Printing of PVC Identification Card for 50 CHED Caraga Personnel (Organic/Non-Organic)	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	9,000.00	9,000.00	0	
	i. Outdoor Sports Equipment (Basketball Ring, Basketball Ball, Volleyball Pole with net and volleyball ball and other related accessories)	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	20,000.00	20,000.00	0	
50204010	Water Expenses												
	a. Procurement of mineral waters for office use	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	2/09/2023	2/11/2023	2/14/2023	GoP	15,000.00	15,000.00	0	
	b. Office water supply	Administrative/ Technical	No	NP-53.5 Agency-to-Agency	N/A	N/A	1/03/2023	1/05/2023	GoP	40,000.00	40,000.00	0	
50204020	Electricity Expenses												
	a. Electricity services	Administrative/ Technical	No	Direct Contracting	N/A	N/A	1/03/2023	1/05/2023	GoP	200,000.00	200,000.00	0	
50205010	Postage	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	1/03/2022	1/05/2023	GoP	25,000.00	25,000.00	0	
	Courier Services	Administrative	No	NP-53.9 - Small Value Procurement	2/06/2023	2/10/2023	2/13/2022	2/15/2022	GoP	50,000.00	50,000.00	0	
50205020	Telephone												
	a.Mobile Expenses												
	b. Load Communication	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/02/2023	7/03/2023	10/02/2023	11/03/2023	GoP	72,000.00	72,000.00	0	
	c. Landline Expenses	Administrative/Technical	No	NP-53.9 - Small Value Procurement	N/A	N/A	1/03/2023	1/05/2023	GoP	70,000.00	70,000.00	0	
50205030	Internet Subscription Expenses	Administrative/Technical	No	Direct Contracting	N/A	N/A	1/03/2023	1/05/2023	GoP	40,000.00	40,000.00	0	
50211010	Legal Services		No										
	a. Notarial services	Administrative	No	NP-53.9 - Small Value Procurement	1/03/2023	1/07/2023	1/10/2023	1/12/2023	GoP	5,000.00	5,000.00	0	
5021203000	Security Services	Administrative	No	NP-53.9 - Small Value Procurement	1/03/2023	1/07/2023	1/10/2023	1/12/2023	GoP	581,000.00	581,000.00	0	
5021304001	Repairs and Maintenance - Buildings												
	a. Procurement of materials and labor repair of CHED Building	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/03/2023	2/09/2023	2/13/2023	2/15/2023	GoP	30,000.00	30,000.00	0	
5021305002	Repairs and Maintenance - Office Equipment												
	a. Procurement of services for repairs aircon, printer, scanner, computer & laptop	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/03/2023	2/09/2023	2/13/2023	2/15/2023	GoP	30,000.00	30,000.00	0	
5021306001	Repairs and Maintenance -Motor Vehicles												
	a. Procurement of services for CHED vehicle repairs and maintenance Innova & Adventure	Administrative	No	NP-53.9 - Small Value Procurement	2/03/2023	2/09/2023	2/13/2023	2/15/2023	GoP	40,000.00	40,000.00	0	
	b. Car Battery (Innova & Adventure)	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	18,000.00	18,000.00	0	

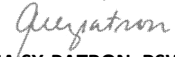
5021307000	Repairs and Maintenance -Furniture and Fixture	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/03/2023	2/09/2023	2/13/2023	2/14/2023	GoP	2,000.00	2,000.00	0	
5021502000	Advertising Expenses	Administrative	No	NP-53.9 - Small Value Procurement	2/03/2023	2/09/2023	2/13/2023	2/14/2023	GoP	1,000.00	1,000.00	0	
502119900	Other Professional Fee	Administrative/Technical	No	NP-53.9 - Small Value Procurement			1/02/2023	1/02/2023	GoP	10,000.00	10,000.00	0	
50299020	Printing and Publication Expenses											0	
	Procurement of printing and publication services for the following reading materials:											0	
	a. Printing of the CHED Annual Report/Statistical Bulletin for 2023	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	10,000.00	10,000.00	0	
	b. Printing of Signages/Tarpaulin for Organizational Structure, Vision, Mission, Core Values, Emergency Exit, Evacuation Plan, Emergency Hotline, etc.	Administrative/Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	4,495.00	4,495.00	0	
5020101000	Transportation											0	
	a. Van Rental	Administrative/Technical		NP-53.9 - Small Value Procurement	1/09/2023	1/13/2023	1/16/2023	1/17/2023	GoP	20,000.00	20,000.00	0	
50299030	Representation Expenses												
	Procurement of Catering Services for the following Activities:												
	a. Management Committee Meetings	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	60,000.00	60,000.00	0	
	b. Quarterly Assessment of Targets and Accomplishments	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	15,500.00	15,500.00	0	
	c. Quarterly Updating on Fund Utilization	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	15,500.00	15,500.00	0	
	d. Mid-Year Performance Review and Action Planning	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	15,500.00	15,500.00	0	
	e. Year-End Assessment and Target Setting	Technical	No	NP-53.9 - Small Value Procurement	2/13/2023	6/13/2023	12/12/2023	12/12/2023	GoP	6,000.00	6,000.00	0	
	f. Year-end Conference with HEI Presidents	Technical	No	NP-53.9 - Small Value Procurement	2/13/2023	6/13/2023	12/12/2023	12/12/2023	GoP	30,000.00	30,000.00	0	
	g. Workshop for the Public Service Continuity Plan for CHED- Caraga (2-days)	Technical	No	NP-53.9 - Small Value Procurement	2/02/2023	7/04/2023	10/06/2023	11/06/2023	GoP	16,000.00	16,000.00	0	
	h. CHED Caraga ISO 9001:2015 Internal Quality Audit	Technical	No	NP-53.9 - Small Value Procurement	2/02/2023	7/04/2023	10/06/2023	11/06/2023	GoP	6,000.00	6,000.00	0	
	i. Regional Teleconference on Online CAV Application among HEI Registrars	Technical	No	NP-53.9 - Small Value Procurement	2/02/2023	7/04/2023	10/06/2023	11/06/2023	GoP	6,500.00	6,500.00	0	
	g. Presentation of the Information System (IS) Developed from the Admin/Technical Division (3rd Qtr & 4 Qtr)	Technical	No	NP-53.9 - Small Value Procurement	4/07/2023	7/07/2023	11/07/2023	11/07/2023	GoP	3,000.00	3,000.00	0	
	h. Meeting on Technical Division Concerns	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	7,500.00	7,500.00	0	
	i. Online Assembly of RQAT Members	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	6,500.00	6,500.00	0	
	j. Regional Conferences of the Council of Deans	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	16,000.00	16,000.00	0	
	k. Remote Monitoring & Evaluation	Technical	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	15,000.00	15,000.00	0	
	l. GAD Regional Summit	Technical	No	NP-53.9 - Small Value Procurement	3/06/2023	8/07/2023	12/12/2023	12/12/2023	GoP	2,800.00	2,800.00	0	
	m. Monthly Coordinative Meeting on Administrative Matters	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	30,000.00	30,000.00	0	
	n. Quartely Meeting Review and Updating of Fund Utilization	Administrative	No	NP-53.9 - Small Value Procurement	2/01/2023	7/03/2023	10/02/2023	11/06/2023	GoP	12,000.00	12,000.00	0	
	o. Team Building and Final Preparatory Meeting for the Conduct of Higher Education Conference and Turn Over Ceremony of Incoming Regional Director 2023	Administrative/Technical	No	NP-53.9 - Small Value Procurement	3/01/2023	4/03/2023	5/03/2023	5/04/2023	GoP	15,000.00	15,000.00	0	
	p. Conduct of Higher Education Conference and Turn Over Ceremony of Incoming Regional Director 2023	Administrative/Technical	No	NP-53.9 - Small Value Procurement	5/05/2023	5/11/2023	5/15/2023	5/16/2023	GoP	35,000.00	35,000.00	0	
	q. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE) 2023	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	135,000.00	135,000.00	0	
	r. Civil Servant Month Celebration 2023	HRMO	No	NP-53.9 - Small Value Procurement	9/08/2023	9/14/2023	9/18/2023	9/20/2023	GoP	35,000.00	35,000.00	0	
	s. Review on Policy of Performance Management	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	5,000.00	5,000.00	0	
	t. Review on Policy of Learning and Development	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	5,000.00	5,000.00	0	
	u. Quarterly Meeting Strategic Performance Management System	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	5,000.00	5,000.00	0	
	v. Conduct/Meeting/ Updation on Human Resource Merit Promtion and Selection Board	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	5,000.00	5,000.00	0	
	w. Business Process Review and Workshop	HRMO	No	NP-53.9 - Small Value Procurement	2/03/2023	7/03/2023	10/02/2023	11/03/2023	GoP	5,000.00	5,000.00	0	
5029907099	Other Subcriptions Expenses												
	a. Cable Services	Administrative	No	NP-53.9 - Small Value Procurement	1/03/2023	1/07/2023	1/10/2023	1/12/2023	GoP	1,000.00	1,000.00	0	
Total										2,119,295.00	2,119,295.00		

Prepared by:


ANGEL A. ASIS

Administrative Aide IV

Fund Availability:


ALMA SY-PATRON, RSW, LI.B., MSW

Chief Administrative Officer

Approved by:


GEORGE M. COLORADO, Ph.D., CESO III

Director IV