

Commission on Higher Education
Caraga Administrative Region
Indicative Annual Procurement Plan (APP) for FY 2024


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	
50203010	Office Supplies												
	ALCOHOL, Ethyl, 500 mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,210.67	2,210.67	0	
	ALCOHOL, Ethyl, 1 Gallon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	3,636.05	3,636.05	0	
	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	60.50	60.50	0	
	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	55.76	55.76	0	
	BATTERY, dry cell, size D, Two (2) pieces per blister pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	211.64	211.64	0	
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,257.26	1,257.26	0	
	BROOM, Soft (Walis Tambo)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	749.32	749.32	0	
	BROOM, Stick (Walis Ting-ting)	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	125.29	125.29	0	
	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	228.80	228.80	0	
	DETERGENT POWDER, all purpose, 1kg	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	594.88	594.88	0	
	DISINFECTANT SPRAY, Aerosol type, 400g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	769.40	769.40	0	
	FURNITURE CLEANER, Aerosol type, 300mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	660.66	660.66	0	
	LIQUID HAND SOAP, 500mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	236.23	236.23	0	
	MOPHANDLE, heavy duty	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	686.40	686.40	0	
	MOPHEAD, made of rayon	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	673.81	673.81	0	
	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	4,753.32	4,753.32	0	
	DIGITAL VOICE RECORDER	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	8,073.08	8,073.08	0	
	PHILIPPINE NATIONAL FLAG	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	626.65	626.65	0	
	MOUSE, OPTICAL, USB connection type	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	822.80	822.80	0	
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	777.92	777.92	0	
	STAPLE WIRE, standard	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	653.40	653.40	0	
	TAPE, electrical	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	106.98	106.98	0	
	TAPE, masking, 24mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	340.34	340.34	0	
	TAPE, transparent, 24mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	122.98	122.98	0	
	RULER, plastic, 450 mm	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	36.61	36.61	0	
	CALCULATOR, Compact	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,464.32	1,464.32	0	
	CORRECTION TAPE, 8 meters	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	380.49	380.49	0	
	DATA FILE BOX	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	849.20	849.20	0	
	DATA FOLDER	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,265.12	2,265.12	0	
	ENVELOPE, Documentary, legal, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,363.96	5,363.96	0	
	ENVELOPE, Mailing, 500 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,378.86	2,378.86	0	
	FASTENER, metal, non-sharp edges, 50 sets per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,041.04	1,041.04	0	
	FOLDER, pressboard, 100 pieces per box	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,239.52	5,239.52	0	
	MARKER, Fluorescent, 3 colors per set	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	403.26	403.26	0	
	RUBBER BAND No. 18, 350g	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	743.60	743.60	0	
	STAPLER, standard type	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	800.80	800.80	0	
	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	203.83	203.83	0	
	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	326.04	326.04	0	
	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	286.00	286.00	0	
	NOTEBOOK, stenographer	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	66.22	66.22	0	
	PAPER, MULTICOPY A4, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	18,221.50	18,221.50	0	
	PAPER, MULTICOPY LEGAL, 500 sheets per ream	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,404.90	10,404.90	0	
	RECORD BOOK, 500 PAGES	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,144.00	1,144.00	0	
	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	2,082.08	2,082.08	0	
	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	9,495.20	9,495.20	0	
	LIQUID HAND SANITIZER, 500mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	889.35	889.35	0	
	INSECTICIDE, 600mL	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	1,532.96	1,532.96	0	

	Cost of Service Salaries and Wages	Administrative	No	Direct Contracting	N/A	N/A	N/A	January 2023	GoP	1,200,000.00	1,200,000.00	0
	Other Professional Fees: RQAT Honorarium	Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	214,000.00	214,000.00	0
	Payment for ISO Surveillance	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	57,250.00	57,250.00	0
5021003000	Extraordinary and Miscellaneous Expenses											0
5021003000	Payment for Regional Director's Extraordinary and Miscellaneous	Director	No	Shopping	N/A	N/A	N/A	N/A	GoP	135,600.00	135,600.00	0
5021203000	Security Services											
	Payment for security services of 3 Security Guards	Administrative	No	NP-53.9 - Small Value Procurement	January	January	January	January	GoP	300,000.00	300,000.00	0
5021299099	Other General Services											
	Job Order Services	Administrative	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0
5029907099	Other Subscriptions Expenses											
	a. Unlimited ink with printer	Administrative	No	Direct Contracting	January	January	January	January	GoP	60,000.00	60,000.00	0
	b. Zoom and Other Subscription	Administrative/Technical	No	Direct Contracting	January	January	January	January	GoP	30,000.00	30,000.00	0
5029905004	Rents - Equipment	Administrative/Technical	No	NP-53.9 - Small Value Procurement								
5021304000	Repair and Maintenance of Office Building and Other Structures											
	Payment for repairs and maintenance of office/building - 3 storey	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	April	April	April	GOP	170,000.00	170,000.00	0
5021305000	Repairs and Maintenance - Machinery and Equipment											
	a. Repairs of computers, laptop, printers	Administrative/Technical	No	NP-53.9 - Small Value Procurement	March	April	April	April	GOP	10,000.00	10,000.00	0
5021306001	Repairs and Maintenance -Motor Vehicles											
	a. Procurement of services for CHED vehicle repairs and	Administrative	No	NP-53.9 - Small Value Procurement	March	April	April	April	GoP	50,000.00	50,000.00	0
	b. Procurement of spare parts for damage parts	Administrative	No	NP-53.9 - Small Value Procurement	March	April	April	April	GoP	10,000.00	10,000.00	0
5021501001	Taxes, Duties and Licenses	Administrative										
	Vehicle Registration of Innova and Adventure and other related fees	Administrative	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0
5021502000	Fidelity Bond Premium											
	Payment for the Fidelity Bond for Accountable Officer and Personnel	Administrative/Technical	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00	0
5021503000	Insurance Expenses											
	b. Insurance for CHED Building, equipment, Personnel, Vehicle, Innova and Adventure	Administrative	No	Direct Contracting	N/A	N/A	N/A	N/A	GoP	40,000.00	40,000.00	0
5029900000	Other MOOE											
5029902000	Printing and Publication Expenses											
	a. Tarpaulin/Banner	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0
	b. Printing of the CHED Annual Report/Statistical Bulletin for 2024	Administrative/Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	10,000.00	10,000.00	0
5029903000	Representation Expenses											
	Procurement of Catering Services for the following Activities:											
	a. Regional Assembly with the Registrars via zoom platform	Administrative	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	10,000.00	10,000.00	0
	b. Full-Time Delivery Unit Meeting	Administrative/ Technical	No	NP-53.9 - Small Value Procurement	January	February	February	February	GoP	20,000.00	20,000.00	0
	c. Higher Education Celebration	Technical	No	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	5,000.00	5,000.00	0
	d. Assembly of RQAT Members	Technical	No	NP-53.9 - Small Value Procurement	January	February	February	February	GoP	10,000.00	10,000.00	0
	e. GAD Regional Summit/Seminar on GAD Data Analysis/Sex	Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	12,750.00	12,750.00	0
	f. Regional Conference of SAS Directors/Guidance Counselors	Technical	No	NP-53.9 - Small Value Procurement	April	May	May	May	GoP	5,000.00	5,000.00	0
	g. Regional Conference of NSTP Coordinators/Orientation on new	Technical	No	NP-53.9 - Small Value Procurement	April	May	May	May	GoP	5,000.00	5,000.00	0
	h. Mid-Year Performance Review and Action Planning	Technical	No	NP-53.9 - Small Value Procurement	May	June	June	June	GoP	5,000.00	5,000.00	0
	i. Year-End Assessment and Target Setting	Technical	No	NP-53.9 - Small Value Procurement	October	November	December	December	GoP	5,000.00	5,000.00	0
	j. Year-end Conference with HEI Presidents	Technical	No	NP-53.9 - Small Value Procurement	October	November	December	December	GoP	5,000.00	5,000.00	0
	k. Regional Teleconference of the HEMIS Coordinators and IT Support Staff	Technical	No	NP-53.9 - Small Value Procurement	October	November	December	December	GoP	5,000.00	5,000.00	0
	l. CHED Caraga ISO 9001:2015 Internal Quality Audit	Technical	No	NP-53.9 - Small Value Procurement	February	March	March	March	GoP	5,000.00	5,000.00	0
	m. Awarding of Best Employees and Support Staff Implementing the Program on Awards and Incentives for Service Excellence (PRAISE)	HRMO	No	NP-53.9 - Small Value Procurement	October	November	December	December	GoP	100,000.00	100,000.00	0
	n. Prizes for Contests during PRAISE	HRMO	No	NP-53.9 - Small Value Procurement	October	November	December	December	GoP	5,000.00	5,000.00	0
	o. Regional Conference of the Council of Deans	Technical	No	NP-53.9 - Small Value Procurement	June	June	June	June	GoP	5,000.00	5,000.00	0
Total										3,824,000.00	3,824,000.00	

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