

**Commission on Higher Education
Caraga Administrative Region
Annual Procurement Plan - Non Common Use Supplies and Equipment (APP-non CSE) for FY 2021**

Code (PAP)	Procurement Program/Project	PMO/ End-User	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	
50201010	Travelling Expenses	Technical							373,760.00	373,760.00	0	
	Onsite Monitoring and Evaluation											
50202010	Training Expenses	Administrative/ Technical		N/A	N/A	N/A	N/A	GoP	63,050.00	63,050.00	0	
	Learning & Development	Administrative/ Technical	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	45,500.00	45,500.00	0	
	In-house Training for all staff	Administrative/ Technical	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	17,550.00	17,550.00	0	
50203020	Accountable Forms Expenses			N/A	N/A	N/A	N/A		305,000.00	305,000.00	0	
	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	10,000.00	10,000.00	0	
	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	15,000.00	15,000.00	0	
	Security Paper	Administrative	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	280,000.00	280,000.00	0	
50203070	Drugs and Medicines Expenses			N/A	N/A	N/A	N/A	GoP	87,000.00	87,000.00	0	
	Procurement of medicine	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00	0	
	Pneumonia vaccine	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	78,000.00	78,000.00	0	
50203090	Fuel, Oil and Lubricants Expenses								60,000.00	60,000.00	0	
	Procurement of Fuel, Oil and Lubricants for the following Activities:											
	Conduct of day-to-day office operations	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	60,000.00	60,000.00	0	
50203990	Other Supplies and Materials Expense								36,000.00	36,000.00	0	
	Automatic temperature scanner, With tripod stand	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
	Personalized Notebook	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
	Assorted Goodies for Meetings	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00	0	
50204010	Water Expenses								54,000.00	54,000.00	0	
	Procurement of mineral waters for office use	Administrative/ Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	18,000.00	18,000.00	0	
	Procurement of water supply	Administrative/ Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP	36,000.00	36,000.00	0	
50204020	Electricity Expenses								200,000.00	200,000.00	0	
	Procurement of electricity services	Administrative/ Technical	Direct Contracting	N/A	N/A	N/A	N/A	GoP	240,000.00	240,000.00	0	
50205010	Postage and Courier Services								10,000.00	10,000.00	0	
	Procurement of delivery services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	0	
	Mobile Expenses	Administrative/Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	72,000.00	72,000.00	0	
	Procurement of load cards							GoP	72,000.00	72,000.00	0	
50205020	Landline Expenses								50,000.00	50,000.00	0	
	Procurement of communication services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	0	
50205030	Internet Subscription Expenses								50,000.00	50,000.00	0	
	Procurement of internet services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00	0	
50205040	Cable, Satellite, Telegraph and Radio Expenses	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00	0	
50210030	Extraordinary Expenses	Administrative		N/A		N/A		GoP	118,000.00	118,000.00	0	
50211010	Legal Services											
	Procurement of notarial services	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00	0	
50211990	Other Professional Services								468,000.00	468,000.00	0	
	Records Staff & Procurement Staff	Administrative	Direct Contracting	N/A	N/A	N/A	N/A	GoP	468,000.00	468,000.00	0	
5021203000	Security Services								581,000.00	581,000.00	0	
	Procurement of security services	Administrative	Direct Contracting	N/A	N/A	N/A	N/A	GoP	581,000.00	581,000.00	0	
50212990	Other General Services											
	Procurement of janitorial and other general services								20,780.00	20,780.00	0	
	Customized Name Stamp	Administrative/Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Broom (Walls ting-ting)	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,500.00	1,500.00	0	

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	Broomstick (Walls Imbo)	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,500.00	2,500.00	0	
	Dustpan	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,400.00	2,400.00	0	
	Water dipper (Tabo)	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,600.00	1,600.00	0	
	Sponge squeeze mop with handle	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,500.00	1,500.00	0	
	Sponge squeeze mop refill	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,250.00	2,250.00	0	
	Heavy Mop	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,500.00	1,500.00	0	
	Trash bag	Administrative		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00	0	
5021304001	Repairs and Maintenance - Buildings									30,000.00	30,000.00	0	
	Procurement of materials and labor repair of CHED Building	Administrative/Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	0	
5021305002	Repairs and Maintenance - Office Equipment									20,000.00	20,000.00	0	
	Procurement of services for repairs aircon, printer, scanner, computer & laptop	Administrative/Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	20,000.00	20,000.00	0	
5021306001	Repairs and Maintenance - Motor Vehicles									79,000.00	79,000.00	0	
	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	79,000.00	79,000.00	0	
50215010	Taxes, Duties and Licenses									4,800.00	4,800.00	0	
	Car registration renewal of TOYOTA INNOVA vehicle with plate number SAA8782	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	2,400.00	2,400.00	0	
	Car registration renewal of MITSUBISHI ADVENTURE vehicle with plate number SHJ759	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	2,400.00	2,400.00	0	
50215030	Insurance Expenses									58,500.00	58,500.00	0	
	Insurance of a 3 storey building of CHED Caraga Regional Office	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00	0	
	Vehicle insurance with Third Party Persons Liability coverage of Toyota Innova	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00	0	
	Vehicle insurance with Third Party Persons Liability coverage of Mitsubishi Adventure	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00	0	
50215020	Fidelity Bond Premiums									25,000.00	25,000.00	0	
	Cash Bond	Administrative		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00	0	
50299020	Printing and Publication Expenses									7,200.00	7,200.00	0	
	Procurement of printing and publication services for the following reading materials:												
	PPrinting of the CHED Annual Report/Statistical Bulletin for 2021	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	7,200.00	7,200.00	0	
50299030	Representation Expenses									574,000.00	574,000.00	0	
	Procurement of Catering Services for the following Activities:												
	Annual Regional Meeting with NSTP Coordinators	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Annual Regional Meeting with NSTP Students	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Annual Regional Meeting with OSAS Directors/Head/Coordinators	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Annual Regional Meeting with Guidance and Counselors	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Annual Regional Meeting with Student Leaders	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Meeting on Technical Division Concerns	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00	0	
	Seminar-Workshop for the RQAT Members	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Regional Conferences of the Council of Deans	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	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	3,500.00	3,500.00	0	
	Remote Monitoring and Evaluation	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Online Orientation on CHED Academic Program Application Portal (CAPAP)	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0	
	Management Committee Meetings	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	63,000.00	63,000.00	0	
	Quarterly Assessment of Targets and Accomplishments	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,500.00	15,500.00	0	
	Monthly Updating on Targets and Accomplishments	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	37,200.00	37,200.00	0	
	Mid-Year Performance Review and Action Planning	Technical		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	27,900.00	27,900.00	0	

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	Year-End Assessment and Target Setting	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	27,900.00	27,900.00	0		
	Year-end Conference with HEI Presidents	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	13,950.00	13,950.00	0		
	Regional Teleconference of the HEMIS Coordinators and IT Support Staff	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Regional Orientation on Data Elements on CHECKS System Using the CHED Portal	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Data Collection Orientation for SUCs and Private HEIs	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Orientation on Data Elements among HEMIS Coordinators	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Seminar on GAD Data Analysis	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,250.00	5,250.00	0		
	Seminar on Sex Disaggregated Data	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,250.00	5,250.00	0		
	GAD Regional Summit	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,200.00	4,200.00	0		
	Seminar on Genderizing the Curriculum	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,200.00	4,200.00	0		
	Workshop on CHED Caraga Research Development Plan and Research Priorities	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	13,500.00	13,500.00	0		
	Workshop on CHED Caraga Research Development	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	13,500.00	13,500.00	0		
	Regional Orientation on the CHED Scholarship Online Application Program	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Presentation of the Information System (IS) Developed for the Administrative Division (1st Quarter) - CCMIS Including Budget and Planning	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,600.00	3,600.00	0		
	CHED Caraga ISO 9001:2015 Requirements and Awareness	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,500.00	3,500.00	0		
	SUCs Teleconference on Data Collection for the Seven Revised Electronic Forms	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,050.00	4,050.00	0		
	Private HEIs Teleconference on Data Collection for the Four Revised Electronic Forms	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00	0		
	Presentation of the Information System (IS) Developed for the Technical Division (2nd Qtr)	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,250.00	2,250.00	0		
	Regional Teleconference on Online CAV Application among HEI Registrars	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Presentation of the Information System (IS) Developed from the Admin/Technical Division (3rd Qtr)	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,250.00	2,250.00	0		
	Presentation of the Information System (IS) Developed for the Technical Division (4th Qtr)	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,250.00	2,250.00	0		
	Regional Teleconference on Website Administrators and UniFAST Portal Updates	Technical	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,750.00	6,750.00	0		
	Recruitment Selection Placement (Meeting & deliberation)	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,700.00	4,700.00	0		
	Performance Management Team (Meeting & deliberation)	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,750.00	9,750.00	0		
	Regional Registrar Semi-Annual	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,750.00	9,750.00	0		
	Regional Registrar Assembly	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	0		
	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	150,000.00	150,000.00	0		
5029907099	Membership Dues Contributions to Organization	Administrative	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,800.00	9,800.00	0		
Total									3,383,060.00	3,383,060.00			


Prepared by:


HAEMACCL I. PALIMA
 Administrative Aide III

Fund Availability:


ALMA SYMPATRON, MSW,LLB.
 Chief Administrative Officer

Approved by:


LEONIDA S. CALAGUI, Ph.D., CESO III
 Director IV