

(COMMISSION ON HIGHER EDUCATION REGIONAL OFFICE VI) Annual Procurement Plan 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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. General Services												
	Security Manpower Services	Admin/Technical	Negotiated Procurement-Small Value Procurement			January-December		GAA	720,000.00	720,000.00		Provision for 2 Security Guards
B. Supplies and Materials												
	Common Used-Supplies available/not available at the Procurement Services	Admin/Technical	Negotiated Procurement-Small Value Procurement			As the need arises		GAA/HEDF	600,000.00	600,000.00		Procurement of Common-used Supplies that may be needed from time to time
	Fuel, Oil and Lubricants					January-December		GAA	100,000.00	100,000.00		2 Office Service Vehicles
	Other Supplies & Materials							GAA	60,000.00	60,000.00		
C. Accountable Forms												
	Security Paper	Admin	Direct Contracting			January-December		GAA	720,000.00	720,000.00		CAV
	Official Receipt Booklet							GAA	250,000.00	250,000.00		Cashier
	CHECK Booklet							GAA	30,000.00	30,000.00		Cashier
D. Repair and Maintenance												
	ICT Equipment	Admin/Technical	Negotiated Procurement-Small Value Procurement			As the need arises		GAA	50,000.00	50,000.00		HEMIS
	Motor Vehicle							GAA	30,000.00	30,000.00		Repair/Maintenance of Motor Vehicle of the CHED Office
	Building & Other Structure							GAA	50,000.00	50,000.00		Repair/Cleaning/Maintenance of Aircondition
E. Utilities												
	Electricity Services	Admin/Technical	Direct Contracting			January-December		GAA	600,000.00	600,000.00		Power Supply for the Office
	Water Services							GAA	100,000.00	100,000.00		Water Supply for the Office
F. Communication Expenses												
	Courier Services	Admin/Technical	Direct Contracting			January-December		GAA	50,000.00	50,000.00		
	Mobile Expenses							GAA	80,000.00	80,000.00		
	Telephone Services							GAA	50,000.00	50,000.00		
	Internet Subscription							GAA	80,000.00	80,000.00		
G. Taxes, Insurance Premiums & Other Types												
	Fidelity Bond	Admin/Technical				January-December		GAA	20,000.00	20,000.00		
	Insurance Expenses							GAA	10,000.00	10,000.00		
H. Professional Services												

Code (PAP)	Procurement Programs/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
	RGAT Members			As the need arises				GAA	300,000.00	300,000.00		
I	GAD Activities											
	Orientations/Seminars/Symposium and related	Admin/Technical	Negotiated Procurement-Small Value Procurement	January-December				GAA	195,000.00	195,000.00		With planned schedules
J	Traveling Expenses - Local	Admin/Technical	Negotiated Procurement-Small Value Procurement	January-December				GAA	500,000.00	500,000.00		Per planned schedules
K	Vehicle Registration	Admin	Direct Contracting	July				GAA	6,000.00	6,000.00		2 service vehicles
L	Venue and Food for Trainings/Seminars	Admin/Technical	Negotiated Procurement-Small Value Procurement	As the need arises				GAA	300,000.00	300,000.00		
TOTAL									4,901,000.00	4,901,000.00		

Prepared by

ON LEAVE

PAULO C. CABANERO
Education Supervisor II
BAC Secretary

RESURRECCION S. FULIANAN
Administrative Officer III
BAC Secretary

Reviewed by

EDITH L. J. ...
Chief Administrative Officer
BAC Chairperson

Approved by

MAURA CONSOLACION D. CRISTOBAL Ed D, CESO III
Regional Director
Head of Procurement Entity