

CHED Regional Office III
Indicative Annual Procurement Plan for FY 2020

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 IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TRAVELING EXPENSES												
	Travel - Local	Tech/Admin	Negotiated Procurement	Year Round				GAA Current	1,336,000.00			
	Vehicle rental	Tech/Admin	Negotiated Procurement	Year Round				GAA Current				Contract for van for hire for HEIs monitoring
TRAINING & SCHOLARSHIP												
	Training Expenses	Tech/Admin										
HRD												
	- Operations	Tech/Admin	Negotiated Procurement	Year Round				GAA	11,000.00			Purchase of supplies & materials, communication expenses
	- Orientations/Semniars & Trainings	Tech/Admin	Negotiated Procurement	March, June, Sept., December				GAA	57,000.00			Traveling expenses, food and accommodation, supplies, professional services, fuel
	-Wellness Program	Tech/Admin	Negotiated Procurement	February				GAA	70,000.00			Professional services and food
	- Meetings/Workshops	Tech/Admin	Negotiated Procurement	Year Round				GAA	30,000.00			Purchase of Food and supplies
	- PRAISE	Tech/Admin	Negotiated Procurement	May & December				GAA	52,000.00			Food, supplies and tokens
	- Strategic Planning/Mid-Year/Year-End Assessment	Tech/Admin	Negotiated Procurement	March, July, December				GAA	324,000.00			Traveling expenses, food and accommodation, supplies, professional services, fuel
	Monitoring	Tech/Admin	Negotiated Procurement	Year Round				GAA	1,500,000.00			Supplies, materials, communication, traveling expenses, fuel
RQAT												
	- RQAT Operations	Tech/Admin	Negotiated Procurement	1st & 3rd Qtr				GAA	450,000.00			Supplies, materials, communication, traveling expenses, fuel & professional services
	- RQAT Orientation	Tech/Admin	Negotiated Procurement	March & December				GAA	342,000.00			Supplies, materials, food, communication, traveling expenses, fuel, Honorarium/tokens
	ISO Orientations/Meetings	Tech/Admin	Negotiated Procurement	March & August				GAA	120,000.00			Supplies, materials, food, communication, traveling expenses, fuel, Honorarium/tokens

	Annual Consultative Conference of HEIs	Tech/Admin	Negotiated Procurement	October				GAA	55,000.00			Supplies, materials, food, communication, traveling expenses, fuel
	Information Dissemination fo PSGs											
	- Printing of IEC Materials	Tech/Admin	Negotiated Procurement	April				GAA	50,000.00			Supplies and materials
	Senior Citizens											
	- Attendance to Meetings/Workshopwith other Agencies	Tech/Admin	Negotiated Procurement	March, June, Sept., December				GAA	4,000.00			communication and traveling expenses
	- Tribute to Senior Citizens	Tech/Admin	Negotiated Procurement	October				GAA	48,000.00			supplies, materials, food, communication, traveling expenses, fuel, honorarium/tokens
	PWD											
	- Attendance to Meetings/Workshopwith other Agencies	Tech/Admin	Negotiated Procurement	March, June, Sept., December				GAA	4,000.00			communication and traveling expenses
	- Tribute to Persons with Disabilities	Tech/Admin	Negotiated Procurement	July				GAA	48,000.00			supplies, materials, food, communication, traveling expenses, fuel, honorarium/tokens
	Go Clean and Green Project											
	- Landscaping & Beautification of CHEDRO III Garden	Admin/Tech	Negotiated Procurement	Year Round				GAA	30,000.00			Purchase of garden soil, cements, sand, different kinds of plants/landscape, urban gardent & labor
	NSTP Congress & Meetings	Admin/Tech	Negotiated Procurement	June				GAA	50,000.00			supplies, materials, food, communication, traveling expenses, fuel, professional services
	ETEEAP											
	- Meeting with ETEEAP Providers	Admin/Tech	Negotiated Procurement	July				GAA	50,000.00			supplies, materials, food, communication, traveling expenses, fuel, professional services
	COE/COD											
	- Meeting with HEIs granted COE/COD programs	Admin/Tech	Negotiated Procurement	August				GAA	50,000.00			supplies, materials, food, communication, traveling expenses, fuel, professional services
	Prospective HEIS with COE/COD											
	- Meeting with Prospective HEIs with COE/COD programs	Admin/Tech	Negotiated Procurement	September				GAA	50,000.00			supplies, materials, food, communication, traveling expenses, fuel, professional services

	Quality Network											
	- Regional Quality Network of Promising HEIs	Admin/Tech	Negotiated Procurement	October				GAA	50,000.00			supplies, materials, food, communication, traveling expenses, fuel, professional services
	Research & Extension Programs	Admin/Tech	Negotiated Procurement	November				GAA	100,000.00			Purchase of supplies, photocopying, tarpaulin printing, communication, honoraria, vehicle rentals, venue, food, accommodation, representations, traveling expenses, and other incidental expenses
	SUPPLIES & MATERIALS EXPENSES											
	Office Supplies	Tech/Admin	Negotiated Procurement - Agency to Agency	Year Round				GAA	410,000.00			Purchase of commonly-used office supplies and other related supplies
	ICT Office Supplies											
	Accountable Forms	Tech/Admin	Direct Contracting	Year Round				GAA	50,000.00			Purchase of Checks and Official Receipts
	Non-Accountable Forms											
	Drugs & Medicines	Tech/Admin	Shopping	Year Round				GAA	5,000.00			Purchase of First-Aid medicines and other medical supplies
	Fuel, Oil and Lubricants	Tech/Admin	Direct Contracting	Year Round				GAA	200,000.00			Contract for the provision of fuel, oil and lubricants
	Other Supplies & Materials	Tech/Admin						GAA	5,000.00			Purchase of other related materials
	UTILITY EXPENSES											
	Water	Tech/Admin	Direct Contracting	Year Round				GAA	30,000.00			Contract for the provision of water services
	Electricity	Tech/Admin	Direct Contracting	Year Round				GAA	500,000.00			Contract for the provision of electricity services
	COMMUNICATION EXPENSES											
	Postage & Courier	Tech/Admin						GAA	100,000.00			Purchase of postage stamps & courier services
	Mobile/PABX Telephone System	Tech/Admin	Negotiated Procurement	Year Round				GAA	100,000.00			Purchase of mobile phones /Contract for provision of telecommunication
	Telephone-Landline	Tech/Admin	Direct Contracting	Year Round				GAA	250,000.00			Contract for the provision of telecommunication
	Internet Subscription	Tech/Admin	Negotiated Procurement - Agency to Agency	Year Round				GAA	100,000.00			Contract for the provision of internet services

	Cable, Satellite, Telegraph & Radio											
	EXTRAORDINARY EXPENSES											
	Other supplies and services	Tech/Admin	Negotiated Procurement - SVP					GAA	118,000.00			Purchase of other office supplies and accessories charged to petty cas fund
	PROFESSIONAL SERVICES											
	Legal Services	Tech/Admin						GAA	20,000.00			
	Auditing Services	Tech/Admin						GAA	20,000.00			
	Other Professional Services	Tech/Admin						GAA	350,000.00			
	GENERAL SERVICES											
	Janitorial Services	Tech/Admin	Negotiated Procurement - SVP	Year Round				GAA Current	100,000.00			Contract for One (1) utility worker on an 8-hour basis, five (5) days per week unless the exigency of service so requires
	Security Services	Tech/Admin	Direct Contracting	Year Round				GAA Current	300,000.00			Contract for Two (2) Security guards
	Other General Services	Tech/Admin						GAA	5,000.00			
	REPAIR & MAINTENANCE											
	Other Land Improvements											
	Building Improvements	Tech/Admin	Direct Contracting					GAA	35,000.00			Contract for labor on building improvements and repair
	Other structures											
	Office Equipment	Tech/Admin	Negotiated Procurement					GAA	10,000.00			Labor on repairs and replacement of parts
	ICT Equipment	Tech/Admin						GAA	10,000.00			Labor on repairs and replacement of parts
	Motor Vehicle/Machineries	Tech/Admin	Negotiated Procurement -SVP	year round				GAA	135,000.00			Contract for repair and maintenance of office vehicle and other machineries
	Furnitures & Fixtures											
	Other Property, Plant & Equipment											
	TAXES, INSURANCE PREMIUMS, & OTHER FEES											
	Taxes, Duties & Licenses	Tech/Admin						GAA	5,000.00			


	Fidelity Bond Premiums	Tech/Admin						GAA	50,000.00			
	Insurance Expenses	Tech/Admin	May & July					GAA	110,000.00			GSIS insurance of two (2) government service vehicles
	ADVERTISING EXPENSES	Tech/Admin						GAA	10,000.00			
	PRINTING & PUBLICATION EXPENSES	Tech/Admin	Negotiated Procurement -SVP	2 times per year				GAA	50,000.00			Contract for printing / publication services
	TRANSPORTATION & DELIVERY EXPENSES	Tech/Admin	Negotiated Procurement	Year Round				GAA	140,000.00			
	RENTS											
	Buildings & Structures											
	Land											
	Motor Vehicles											
	Equipment	Tech/Admin						GAA	20,000.00			
	Living Quarters	RD	Negotiated Procurement -SVP					GAA	30,000.00			Living Quarters of RD
	MEMBERSHIP DUES & CONTRIBUTIONS TO ORG.	Tech/Admin						GAA	30,000.00			
	SUBSCRIPTION EXPENSES											
	Other Subscription Expenses / Newspaper	Tech/Admin	Negotiated Procurement -SVP	year round				GAA	20,000.00			Purchase of newspaper
	Hotel, Lodging, Use of Meeting Facilities/Venue	Tech/Admin	Negotiated Procurement	Year round				GAA				Lease of venues and hotel accommodation
	GAD Activities	Tech/Admin	Negotiated Procurement	Year round				GAA	240,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Orientation on Tuition and Other School Fees	Admin/Tech.	Negotiated Procurement	2nd Quarter				GAA Current	35,000.00			Purchases of supplies, photocopying of materials, Communication, Food and Venue, Traveling Expenses, and Other Incidental Expenses

	HEMIS Orientation	Admin/Tech.	Negotiated Procurement	3rd Quarter				GAA Current	390,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	SUCs Budgets Preparation	Admin/Tech.	Negotiated Procurement	3rd quarter				GAA Current	50,000.00			Payment for the Food and Venue
	Graduate School Activity	Tech.	Negotiated Procurement	4th quarter				GAA Current	95,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Student Affairs Assembly	Tech/Admin	Negotiated Procurement	3rd quarter				GAA Current	150,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Foreign Students Meeting	Tech.	Negotiated Procurement	2nd quarter				GAA Current	50,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	HUSOCOM Reorganization of Regional Association	Tech.	Negotiated Procurement	4th quarter				GAA Current	50,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Meeting with Health Related Institutions	Tech.	Negotiated Procurement	2nd quarter				GAA Current	50,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Criminologist Meeting with the Deans	Tech.	Negotiated Procurement	4th quarter				GAA Current	30,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Retals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Seminar on BOA Updates	Tech.	Negotiated Procurement	4th quarter				GAA Current	20,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Representations and Other Incidental Expenses
	CHEDRO Different Sports Activities	Admin/Tech.	Negotiated Procurement	Year Round				GAA Current	100,000.00			Payment for Travelling Expenses, Venue, and food


	CHED Anniversary Activities	Admin/Tech.	Negotiated Procurement	2nd Quarter				GAA Current	260,000.00			To sponsor Unified Flag Raising Ceremony, Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Rentals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses -
	Orientation of Scholarship Coordinators on the New Guidelines on STuFAPs and other STuFAPs meetings	Admin/Tech.	Negotiated Procurement	1st Quarter				GAA Current	401,000.00			reproduction of the CMO, brown envelope, ball pen, steno notebook, specialty paper, tarpaulin), t-shirts and jackets for CHEDRO 3 personnel, etc.
	Awarding of NOA and Orientation of new grantees/scholars	Admin/Tech.	Negotiated Procurement	2nd Quarter				GAA Current	60,000.00			Bond paper, tarpaulin, photo paper
	Orientation of on going grantees	Admin/Tech.	Negotiated Procurement	2nd Quarter				GAA Current	150,000.00			Purchases of office supplies, Photocopying, Tarpaulin, Communication, Honorarium, Vehicle Rentals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses
	Scholarship Caravan/Advocacy (Info dissemination)	Admin/Tech.	Negotiated Procurement	1st Quarter				GAA Current	40,000.00			flyers/leaflets/application form, t-shirts for CHEDRO3 personnel
	Screening of applicants (new grantees/scholars)	Admin/Tech.	Negotiated Procurement	1st Quarter				GAA Current	20,000.00			food and other incidental expenses
	Monitoring of STuFAPs	Admin/Tech.	Negotiated Procurement	3rd Quarter				GAA Current	70,000.00			Photocopying, Communication, Vehicle Rentals, Food and Venue/Hotel, Representations, and Traveling Expenses, and Other Incidental Expenses

We hereby warrant that the total amount reflected in this Annual Office Supplies/Equipment Procurement Plan to procure the listed supplies/equipment has been included in or is within our approved budget for the year.


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