

Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Regional Office VIII  
CHED Bldg., Athletic Rd., Quarry Dist., Tacloban City

**CHEDRO VIII ANNUAL PROCUREMENT PLAN FOR 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/Activity/Project)
				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE		
	Travelling Expenses	TD	NP-53.9 - Small Value Procurement		N/A			GoP	530,000.00	530,000.00		1) Transportation services for Issuance of GP/GR/COPC, Monitoring of Programs - Curriculum Revisions, Scholarship & Student Services Monitoring
	Travelling Expenses - (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	53,000.00	53,000.00		1) Airfare/Transportation expenses & accomodation for the conduct of Investigations, 2) Airfare/Transportation expenses for the attendance to Trainings/Seminars/Workshops/
	Repair & Maintainance of Office Equipment	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	34,000.00	34,000.00		Aircon, Coolers and the like
	Repair & Maintainance of Office Equipment (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	6,000.00	6,000.00		Aircon, Coolers and the like
	Repair & Maintainance of Building and other property	Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	42,500.00	42,500.00		Repairs & maintenance of & ICT Equipment
	Repair & Maintenance of Building (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	7,500.00	7,500.00		Repair and Maintenance of building and other property
	Other Supplies & Materials Exp (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	45,000.00	45,000.00		
	Electric & Water Services	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	450,000.00	450,000.00		Electric & water supply
	Acquisition of Accountable forms	TD/Admin	NP-53.5 Agency-to-Agency		N/A			GoP	10,000.00	10,000.00		Official Receipts, Checks & SECPA
	Security Services	TD/Admin	NP-53.5 Agency-to-Agency	3/1/2020	4/1/2020	5/2/2020	6/1/2020	GoP	550,000.00	550,000.00		Contract for 3 Security Guards @ 24 hr. shift
	General Services	TD/Admin	Direct Contracting		N/A			GoP	250,000.00	250,000.00		Contact for four (4) Utility workers on an 8-hour basis, 5 days a week unless the exigency of the service requires.
	Fuel, Oil & Lubricants	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	68,000.00	68,000.00		Provision of fuel, oil & other lubricants as billed
	Fuel, Oil & Lubricants (Contingency)	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	12,000.00	12,000.00		Provision of fuel, oil & other lubricants as billed
	Motor Vehicle Expense	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	42,500.00	42,500.00		Office vehicles & others machineries.
	Motor Vehicle Expense (Contingency)	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	7,500.00	7,500.00		Contract for Repair and Maintenance: as the need arises - Office vehicles & others machineries.
	Representation Expenses	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	133,000.00	133,000.00		meetings/forum and the like hosted by CHEDRO8
	Internet Subscription	TD/Admin/OD	Direct Contracting		N/A			GoP	80,000.00	80,000.00		Internet Subscription

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Postage & Courier Services	TD/Admin/OD	Direct Contracting		N/A		GoP	80,000.00	80,000.00	Contract for the provision postage &	
Communication Expense	TD/Admin/OD	Direct Contracting		N/A		GoP	160,000.00	160,000.00	Contract for the provision of telecommunication services	
Printing & Publication	TD/Admin	NP-53.9 - Small Value Procurement		N/A		GoP	10,000.00	10,000.00	Printing of Reports, etc.	
Professional Services	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A		GoP	400,000.00	400,000.00	Expenses for the Honoraria of RQA's, Cos & Resources Persons	
Taxes, Insurance Premiums & Other Fees	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A		GoP	75,000.00	75,000.00	Payment of Taxes, Licenses, Fidelity Bond & Premiums & Insurance	
Transportation & Delivery Expense	TD/Admin	Direct Contracting		N/A		GoP	20,000.00	20,000.00	Contract for the provision postage & courier services	
Rents	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A		GoP	69,000.00	69,000.00	Rental for Bldg. & Structures; Motor Vehicles; Equipment & Living Quarters	
<b>TOTAL</b>								<b>3,135,000.00</b>	<b>3,135,000.00</b>	

Prepared by:

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Recommending Approval:

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Approved:

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Director IV