

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 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		
	Travelling Expenses	TD	NP-53.9 - Small Value Procurement		N/A			GoP	500,000.00	500,000.00		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	50,000.00	50,000.00		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	30,000.00	30,000.00		Aircon, Coolers and the like
	Repair & Maintainance of Office Equipment (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	5,000.00	5,000.00		Aircon, Coolers and the like
	Repair & Maintainance of Building and other property	Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	15,000.00	15,000.00		Repairs & maintenance of & ICT Equipment
	Repair & Maintenance of Building (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	5,000.00	5,000.00		Repair and Maintenance of building and other property
	Other Supplies & Materials Expenses	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	300,000.00	300,000.00		
	Other Supplies & Materials Exp (Contingency)	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	20,000.00	20,000.00		
	Electric & Water Services	TD/Admin/OD	NP-53.9 - Small Value Procurement		N/A			GoP	420,000.00	420,000.00		Electric & water supply
	Acquisition of Accountable forms	TD/Admin	NP-53.5 Agency-to-Agency		N/A			GoP	100,000.00	100,000.00		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	300,000.00	300,000.00		Contract 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	70,000.00	70,000.00		Provision of fuel, oil & other lubricants as billed
	Fuel, Oil & Lubricants (Contingency)	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	10,000.00	10,000.00		Provision of fuel, oil & other lubricants as billed
	Motor Vehicle Expense	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	40,000.00	40,000.00		Office vehicles & others machineries.
	Motor Vehicle Expense (Contingency)	TD/Admin	NP-53.9 - Small Value Procurement		N/A			GoP	10,000.00	10,000.00		Contract for Repair and Maintenance: as the need arises - Office vehicles & others machineries.

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Representation Expenses	TD/Admin	NP-53.9 - Small Value Procurement	N/A	GoP	20,000.00	20,000.00	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
Postage & Courier Services	TD/Admin/OD	Direct Contracting	N/A	GoP	100,000.00	100,000.00	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	300,000.00	300,000.00	Expenses for the Honoraria of RQATs, COS & Resources Persons
Auditing Services	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP	130,000.00	130,000.00	Expenses for the Honoraria of RQATs, COS & Resources Persons
Taxes, Insurance Premiums & Other Fees	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP	585,000.00	585,000.00	Payment of Taxes, Licenses, Fidelity Bond & Premiums & Insurance
Transportation & Delivery Expense	TD/Admin	Direct Contracting	N/A	GoP	8,000.00	8,000.00	Contract for the provision postage & courier services
Rents	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP	10,000.00	10,000.00	Rental for: Bisog. & Structures; Motor Vehicles; Equipment & Living Quarters
Membership Dues & Contribution to Organizations	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP	10,000.00	10,000.00	Rental for: Bisog. & Structures; Motor Vehicles; Equipment & Living Quarters
Subscription Expenses	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP	5,000.00	5,000.00	Rental for: Bisog. & Structures; Motor Vehicles; Equipment & Living Quarters
GAD (5% of Total MOOE)	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP		-	Rental for: Bisog. & Structures; Motor Vehicles; Equipment & Living Quarters
PWD/Senior Citizens (2% of Total Budget)	TD/Admin/OD	NP-53.9 - Small Value Procurement	N/A	GoP		-	Rental for: Bisog. & Structures; Motor Vehicles; Equipment & Living Quarters
TOTAL					3,843,000.00	3,843,000.00	

210,000.00

Prepared by:

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